

## Health and Safety Policy

# DIGITECH TTS

HENRY ROBSON WAY

STATION ROAD

SOUTH SHIELDS

NE33 1RF

## Health and Safety Policy

[www.digitechttts.com](http://www.digitechttts.com)

**Digitech TTS Limited**

**Head Office:** South Shields Business Works, Henry Robson Way, South Shields, NE33 1RF Ph: 03333441000

Email: [info@digitechttts.com](mailto:info@digitechttts.com) Registered No. 11470969

## Health and Safety Policy

### Health & Safety Statement

Digitech TTS is a leading supplier of IT related services to a range of business sectors, including Industries, Healthcare, entertainment venues, construction, retail, corporate etc.

**“Digitech TTS aims to ensure that all activities carried out by its employees (or their agents) at any of its venues are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health & safety of any person who may be affected by such activities to a tolerable level.”**

### General policy statement

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation DIGITECH TTS will pay particular attention to the provision of:

1. A safe place in which to work with safe means of access
2. A healthy working environment
3. Safe equipments and systems of work
4. Suitable and sufficient information, instruction, training and supervision to enable all employees to comply with the company Health and Safety Policy.
5. Arrangements for the safe use, handling, storage and transport of all relevant items.
6. The ability for employees to discuss health and safety related matters, in the form of queries, suggestions and complaints.
7. Appropriate management procedures and consultative arrangements to monitor and the audit compliance with the company Health & Safety Policy.
8. Appropriate arrangements to assess and control the risks associated with work activities undertaken by Digitech TTS employees at any of its venues.
9. Appropriate policies to ensure that only Health & safety Policy complaint venues are taken on as contracts by Digitech TTS ltd for its employees to work on

[www.digitechttts.com](http://www.digitechttts.com)

---

#### Digitech TTS Limited

Head Office: South Shields Business Works, Henry Robson Way, South Shields, NE33 1RF Ph: 03333441000

Email: [info@digitechttts.com](mailto:info@digitechttts.com) Registered No. 11470969

## Health and Safety Policy

To assist in the implementation of the Health & Safety policy appropriate external sources of information may be consulted coupled with the commissioning of adequate competent personnel to advise on particular health and safety matters are required.

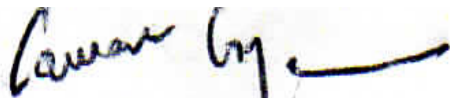
Risk's resulting from our work activities are continually assessed in accordance with the requirements of the Management of Health & Safety regulations 1999 in an attempt to reduce such risk factors. Any additional controls deemed to be necessary to prevent serious injury from occurring will subsequently continue to be strengthened.

The successful implementation of this policy can only be achieved with the full commitment and involvement of personnel from all levels within the business. To ensure a pro active approach to health and safety, staff welfare and policy compliance, all employees will be given access to fully comprehensive information, such as instruction and necessary training to enable them to undertake their work activities safely both for themselves and others.

Position in Organisation: Director

Name: Gaurav Goyal

Signature



Date: 01<sup>st</sup> Nov, 2023

## Health and Safety Policy

### Introduction

As a market leader in the IT Services sector, Digitech TTS recognises that safe and healthy working practices are an essential part of the duties of all employees and seek to encourage employee and client management participation in such practices. However, it is further recognised that to have effective health & safety systems, managers must recognise that health and safety management is an integral part of their role and that being part of management brings additional responsibilities.

The final level of responsibility for the implementation of an effective health & safety policy falls on the Managing Director of Digitech TTS. The additional responsibilities are then divided into senior management team within Digitech TTS according to the Health & Safety at Work Act 1974.

### Health and Safety Management

Digitech TTS Health & Safety Management systems and procedures are outlined below.

### Managing Director

Mr. Gaurav Goyal has overall responsibility for the Health & Safety Policy. He approves the company Health & Safety strategy and ensure that adequate resources are allocated to allow implementation. The Strategy outlines Digitech TTS Health & Safety Plans, which is reviewed on a regular basis. He receives an annual report and regular advice on Health and Safety matters from the Health and Safety Consultant, Mr. David Clough of The Way Forward Safety. The report reviews progress against the strategy and also allows them to review key health & safety performance indicators.

## Health and Safety Policy

### Shared Responsibilities

DIGITECH TTS. Personnel must comply with the health & safety guidelines laid out by each individual location at which they work, along with the basic guidelines issued by the company at their induction.

### Risk Management

All account managers must ensure that every contract to be undertaken has been subjected to a health & safety risk assessment prior to the contract starting. The assessment must be carried out in consultation with those who will undertake the work. A written record of the assessment identifying any significant hazards must be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. This assessment must consist of a site specific risk assessment if deemed necessary due to reasonably foreseeable risk to employees. However this would only be required should location type generic assessments not be considered accurate enough and relatable to the site hazards. The third and final element of the assessment would be creation of a risk register for inclusion with assignment instructions allowing easy viewing of all reasonably foreseeable risks at each location.

The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. Records must be kept as long as required by the relevant statutory provision.

Risk assessments must be regularly reviewed (minimum period of 5 years) or when any significant changes occur either to the process or the requirements for assessments. This change could be based on a change to the usage of the premises, an alteration to the type of events run at a particular venue, alterations to the duties requested to be carried out by DIGITECH TTS employees or due to a constructional alteration to a venue. This is extremely prevalent when considered in relation to construction security, however practically must be taken into consideration when reviewing risk assessments on construction sites due to the daily change of state of the site. With this in mind all significant changes of state which affect the hazards faced by staff qualify for a review of the risk assessment.

[www.digitechttts.com](http://www.digitechttts.com)

---

#### Digitech TTS Limited

Head Office: South Shields Business Works, Henry Robson Way, South Shields, NE33 1RF Ph: 03333441000

Email: [info@digitechttts.com](mailto:info@digitechttts.com) Registered No. 11470969

## Health and Safety Policy

### Training Records

Records must be kept of all training undertaken by employees at all levels of the business, these records must be current and any areas of failure or lack of training or competence for a particular area identified. This would be relevant and specific to the training needs analysis conducted by an immediate line manager.

### Information

Managers must inform staff of the outcome of any risk assessments inclusive of reviews and provide other health & safety information as necessary. This includes any information passes on to account managers by venue management.

Information is readily available from the head office, something which all staff are made aware of through communication both written in the staff handbook, on risk registers in assignment instructions and verbally at induction and through line managers.

Documented safe systems of work are also considered to be relevant sources of health & safety information. These guidelines will describe how employees should behave in relation to safety on a particular site or when conducting a particular task. These systems can be found in site assignment instructions.

### Monitoring & Auditing

It is the responsibility of management of each contract to monitor implementation of the Health & Safety management systems, to assess whether the systems are being effectively pursued and whether satisfactory performance standards are being achieved.

**Health & Safety Inspections** Health and Safety Inspections should be held at regular intervals determined by an assessment of the risk of the activity undertaken and condition of the building environment. Any defects should be reported to the relevant manager and the necessary action taken to rectify the defect. Managers should undertake active monitoring, commonly known as

[www.digitechttts.com](http://www.digitechttts.com)

---

#### Digitech TTS Limited

Head Office: South Shields Business Works, Henry Robson Way, South Shields, NE33 1RF Ph: 03333441000

Email: [info@digitechttts.com](mailto:info@digitechttts.com) Registered No. 11470969

## Health and Safety Policy

dynamic risk assessment to ensure that appropriate action has been taken to remedy any defect in a timely manner. This dynamic risk assessment should be encouraged to be conducted by staff that works at particular locations on a regular basis. These staff will witness potential changes of state and potential hazards easier than a monthly visiting operations manager.

Bi-annual reports are required to be prepared relating to health & safety, covering accident statistics, near miss statistics, improvement notices or orders (both internal and external), risk assessment reviews, site surveys and employee suggestions or requests. These reports are to be prepared for Mr. Goyal, by the Senior Management. These reports are to be compiled from information passes through by these particular directors, managers whom will have obtained this information from their independent staff.

This report will be discussed by the board of directors and any required improvements will be subsequently authorised where reasonably practicable. This report, all be it in a slightly tailored format will also be discussed and analysed at the health & safety committee meeting.

Periodical auditing of all aspects of the company health and safety management systems will be undertaken by Mr. Goyal in conjunction with the responsibility owner and where possible the affected employees, or at least a sample of these.

### Reporting of Accidents/Incidents

The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying causes of the accident/incident and any contributing factors and to prevent further similar occurrences.

All employees of DIGITECH TTS. are required to report all accidents and 'near miss' incidents using the company incident reporting system. The initial must be logged in the site incident report book and also made verbally to the respective employee's site supervisor.

### Reporting to Enforcement Authorities

Where it appears that major injury, accident or dangerous occurrences has occurred, Mr. Gaurav Goyal, must be notified immediately, who in turn, should it be appropriate and deemed necessary

## Health and Safety Policy

will contact Mr David Clough. The company is legally required to ensure that the scene of the accident remains undisturbed.

If an accident/incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature then Mr. G. Goyal will ensure that a competent person (Mr. David Clough) investigates the incident. This investigation will subsequently lead to the creation of an incident report which will be forwarded in due time to RIDDOR.

Other incidents that require reporting to an enforcing authority (Environment Agency, Fire, and Local Authority) must first be reported to Mr. Goyal who will report the matter and investigate the incident.

### Accident Investigation

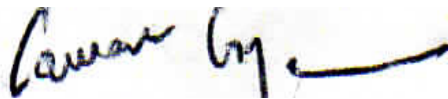
Where accidents are investigated the appropriate company representative whom is a chosen employee or their nominated substitute will be invited to take part in the investigation.

Where the accident/incident is not investigated by Mr. David Clough then an investigation must be carried out by the account manager and a report sent to Mr.D Clough stating the cause of accident / incident and the action required to prevent a reoccurrence. This report and subsequent action will be assessed and evaluated for its substance and suitability in relation to the tasks and procedures involved.

Position in organisation: Managing Director

Name: Gaurav Goyal

Signature



Date: 01<sup>st</sup> Nov, 2023