Urbis Consulting Ltd T/A MDA Corporate Policy

Health & Safety Policy

rev:	date:	description:	author:	approved:
Version 6	Sept 2026	Yearly audit	MD	
Version 5	Sept 2025	Yearly audit,revised to include Policy Statement and sign-off	MD	
Version 4	Sept 2024	Yearly audit	MD	
Version 3	Sept 2023	Updated to remove COVID-19 risk assessment	MD	
Version 2	August 2020	Updated to include COVID-19 risk assessment	MD	
Version 1	July 2018	First issued	AZ	MD

Health & Safety Policy

1.0 Definition
Urbis Consulting recognise and acknowledge our responsibilities under the Health & Safety at Work etc Act 1974 and other relevant statutory provisions to minimise risks to the health, safety and welfare of staff, members of the public and others who might be affected by our activities.

2.0 Policy Statement
2.1 Statement of Intent
This management policy has been prepared not only to fulfil legal obligations but because Urbis Consulting believes that effective Health & Safety management is an integral part of efficient business conduct. Urbis Consulting therefore intends to meet our responsibilities as far as is reasonably practicable by placing health, safety and welfare on an equal footing with all of our operations and that such issues will receive due priority for action at all times. This Policy, and any changes to it, will be communicated to all relevant parties in an appropriate manner.

Urbis Consulting will allocate sufficient resources to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, including the provision of adequate information, instruction, training and supervision to ensure that all staff are competent to do their jobs safely and without risks to health. Urbis Consulting also accept responsibility for the health and safety of visitors and contractors working at our premises that may be affected by our activities, and will take all reasonably practicable steps to ensure their health and safety.

The allocation of duties for Health & Safety matters and the particular arrangements to implement the Policy are set out within this document.

2.2 Responsibilities for Health & Safety
All employees should:

- co-operate with senior management on Health & Safety matters;
- take reasonable care of their own Health & Safety; and
- report all health and safety concerns to an appropriate person (as detailed below).

a) Overall and final responsibility for Health & Safety
The senior person currently holding overall responsibility for Health & Safety within the business is Michael Daubney, Director.

b) Day-to-day responsibility for ensuring this policy is put into practice
The senior person currently holding day-to-day responsibility for Health & Safety within the business is Michael Daubney, Director.

c) To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas
Michael Daubney and / or Zoe Daubney will forward the contents of HSE ebulletins when received to communicate any updates.

2.3 Arrangements for Health & Safety

a) Communication of Health & Safety
All new employees are required to complete a Health & Safety induction on starting with the business and a refresher is provided every two years. See copy of printed Health & Safety Policy appended to this document. A copy is prominently displayed within the office.

b) Office Risk Assessment
See copy of printed Office Risk Assessment appended to this document. A copy is prominently displayed within the office.

c) Training and Supervision
All new employees are required to complete a Health & Safety induction on starting with the business and a refresher is provided every two years. Further information on Occupational Health is provided via demonstration and email / leaflet on commencement of employment.

d) Occupational Health
i. Display Screen Equipment – HSE leaflet provided to all employees at induction and a practical demonstration given.
ii. Manual Handling – HSE leaflet provided to all employees at induction and a demonstration of safe practices.
iii. Personal Protective Equipment (PPE) – all employees are provided by the business with up-to-date PPE to use when visiting live construction sites.

e) Evacuation in Case of an Emergency
See copy of printed Health & Safety Policy appended to this document. A copy is prominently displayed within the office.

f) Welfare
Adequate welfare facilities are provided in the office in line with Workplace (Health, Safety & Welfare) Regulations 1992. This includes job appropriate workstations and seating, drinking water, sanitary WC facilities and a hygienic kitchen for food / drink preparation. See copy of printed Health & Safety Policy appended to this document. A copy is prominently displayed within the office.

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3.0 Accident Reporting (RIDDOR) 2013 and Recording Procedures

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of nonconsensual violence to people at work. Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries'). See http://www.hse.gov.uk/riddor for more information.

If the accident is deemed RIDDOR reportable, reports can be made as follows:

Online:
Go to http://www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone:
All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

If an incident occurs on the premises, personnel should ensure immediate safety and medical care, followed by prompt internal reporting to a supervisor, and then document the incident with details of date, time, location, people involved, and the event's description.

a) Ensure Immediate Safety & Provide Care
Assess the situation: First, ensure the area is safe for everyone.
Provide medical attention: Give first aid or seek medical help for the injured person if necessary.

b) Report Internally
Notify a supervisor:
Inform your supervisor, manager, or person in charge as soon as possible after ensuring safety.
Log it:
Record the details of the accident in the company's accident book.

c) Record the Incident Details
The accident record should include:
Date, time, and location: of the incident.
Personal details: of the person(s) involved (name, job title).
A description of what happened and the nature of any injury or illness.
The date the accident was reported and the name/job title of the person logging it.

d) Investigate the Accident
Gather information:
Conduct a formal investigation, which may involve gathering witness statements and taking photos of the scene.
Identify the cause: Determine the cause of the accident to understand how it could have been prevented.

e) Determine Reportability & Take Action
External reporting:
Assess if the accident is reportable to external authorities, such as the HSE, based on its severity.
Implement corrective measures:
Use the findings from the investigation to improve safety procedures and prevent future accidents.

4.0 Responsibility for Management
In order to be effective in fulfilling its objectives, this Policy requires the co-operation of all personnel within all tiers of the organisation, from the staff to the Directors. To encourage such co-operation, staff will be consulted on matters that affect their health, safety and welfare while at work.

5.0 Monitoring, Audit and Review
This Policy, and the way in which it has operated, will be reviewed annually or when significant changes to working practices and/or legislation occur. This is in order to ensure the Policy is kept up to date and remains effective, and to identify areas that could be improved upon, defining further health and safety objectives where necessary.

The contents of this policy have been reviewed yearly and confirmed as up to date and current by the senior person holding overall responsibility for Health & Safety within the business.

MICHAEL DAUBNEY	Director	Urbis Consulting Ltd T/A MDA
.....	.....	.....
Name	**Position**	**For and on behalf of**
	18.09.2026	September 2027
.....	.....	.....
Signed	**Date**	**Next review date**

Health & Safety Policy

This is the statement of general policy and arrangements for:	Urbis Consulting Ltd T/A MDA
Michael Daubney	**has overall and final responsibility for health and safety**
Michael Daubney	**has day-to-day responsibility for ensuring this policy is put into practice**

Statement of General Policy	Responsibility of: Name / Title	Action / Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Michael Daubney / MDA	Monitored by Michael Daubney / MDA on day to day basis
Provide clear instructions and information, and adequate training, to ensure employees are safe and competent to do their work	Michael Daubney / MDA	Monitored by Michael Daubney / MDA on weekly basis (CPD, Training, Activities, Client Management)
Engage and consult with employees on day-to-day health and safety conditions	Michael Daubney / MDA	Monitored by Michael Daubney / MDA on weekly basis
Implement emergency procedures – evacuation in case of fire or other significant incidents	Michael Daubney / MDA, Owner of Premises	**Designated Fire / Emergency Assembly Point**: Car park at front of offices Be aware of and adhere to fire and emergency procedures as designated by owner of promises and displayed on kitchen noticeboard. Clients managed on a day-to-day basis in case of an emergency.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Michael Daubney / MDA, Owner of Premises in relation to fabric and maintenance of the Building	Michael Daubney / MDA in relation to business transacted at MDA
Adequate welfare facilities are provided in the office in line with Workplace (Health, Safety & Welfare) Regulations 1992. This includes job appropriate workstations and seating, drinking water, sanitary WC facilities and a hygienic kitchen for food / drink preparation.	Michael Daubney / MDA	Monitored by Michael Daubney / MDA on weekly basis

Signed: (Employer) 	Michael Daubney / MDA	Date:	18.09.2026

Health and safety law poster is displayed at (location):	Back of door 1 MDA office
First-aid box is located:	Kitchen
Accident book is located:	Drawer in Michael Daubney's desk. The form should be completed and Michael Daubney immediately notified following the accident.

Accidents and ill health at work to be reported under RIDDOR where required (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor
To get an interactive version of this template go to http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Office Risk Assessment

Company name: Urbis Consulting Ltd T/A MDA

Date of risk assessment: 18.09.2026

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control Measures)	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, trips, and falls from trailing electrical cords, loose carpet or uneven flooring, boxes and other obstructions in walkways, and wet floors from cleaning or spills	Staff Visitors / Clients Tenants Contractors	• Secure or reroute trailing cables to keep walkways clear. • Clean up spills immediately and use wet floor signs when necessary. • Ensure proper lighting in all areas and provide handrails on stairs. • Repair or replace damaged flooring and loose carpeting.		Michael Daubney / MDA	Continuing	
Electrical equipment overloaded sockets, damaged cables, faulty equipment, or incorrect use of appliances	Staff Visitors / Clients Tenants Contractors	• Conduct Portable Appliance Testing (PAT) for all electrical equipment. • Provide regular visual checks for damaged cables, plugs, and equipment, and remove any defective items from service. • Prevent overloading electrical sockets with too many plugs. • Ensure liquids are kept away from electrical equipment.		Michael Daubney / MDA	Continuing	
Display screen equipment (DSE) poor workstation setup, incorrect posture, lack of proper training, or screen glare	Staff Visitors / Clients Tenants Contractors	• Carry out DSE workstation assessments for all employees who use screens for long periods. • Provide adjustable furniture, such as chairs, desks, keyboards, and monitor stands. • Ensure adjustable blinds are available to control glare. • Encourage regular breaks and movement to prevent aches and pains.		Michael Daubney / MDA	Continuing	
Manual handling lifting heavy or bulky items, reaching for objects on high shelves, or repetitive tasks	Staff Visitors / Clients Tenants Contractors	• Provide training on proper manual handling techniques. • Use mechanical aids, such as trolleys, for moving heavy loads. • Store heavy items on lower shelves to minimize lifting and carrying risks. • Split large loads into smaller, more manageable ones.		Michael Daubney / MDA	Continuing	
Fire safety blocked fire exits, combustible materials near heat sources, faulty kitchen appliances, and inadequate fire safety training	Staff Visitors / Clients Tenants Contractors	• Perform and regularly review the fire risk assessment for the premises. • Hold regular fire drills and ensure all exits are kept clear. • Appoint and train fire wardens. • Test fire alarms and inspect firefighting equipment regularly.		Michael Daubney / MDA, Owner of Premises	Continuing	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)