

# HEALTH AND SAFETY POLICY

Policy Owner: Chief of Staff  
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## Purpose

At Dalcour Maclaren (DM), we are committed to fostering a workplace that is not only safe but also healthy. This commitment is in line with our obligations under the Health & Safety at Work Act 1974, the Management of Health & Safety at Work (Amendment) Regulations 1999, and other relevant legislation. Our goal is to ensure that all safety practices are realistic and effective, providing a secure environment for everyone.

## Scope

This policy applies to all our team members, whether you're a director, a long-term employee, a temporary staff member, or a contractor engaged with us. It also covers visitors to our locations and anyone else who might be affected by our activities. We're all in this together!

## Policy statement

Here at DM, the responsibility for maintaining a safe and secure environment rests on everyone's shoulders, from the directors to every member of our staff. This policy is a pledge from us to you—it outlines our commitment to and overall accountability for your safety, well-being, and security, as well as the protection of our environment and property.

As the Director responsible for health and safety, I am personally committed to leading by example. Our approach includes:

- Actively engaging everyone in safety initiatives and discussions and valuing your suggestions on how we can work smarter.
- Ensuring clear and effective communication about health and safety across all levels of the company.
- Conducting thorough safety assessments regularly.
- Working continuously towards eliminating unsafe practices and foreseeable hazards.
- Adhering to all legal requirements and any additional standards set by our clients or our industry.
- Setting clear, relevant and quantifiable safety objectives and monitoring their implementation to ensure they achieve their intended outcomes
- Integrating safety requirements into wider business processes.
- Taking care of our contractors and visitors as diligently as our own team members.

We are dedicated to:

- Providing the necessary training, supervision, and resources to ensure work is conducted safely.
- Maintaining safe and accessible working environments.
- Ensuring all equipment and systems are safe and well-maintained.
- Managing the safe use, handling, storage, and transport of materials.

- Employing competent individuals, including external specialists when needed, to help us meet our health and safety goals.
- Ensuring staff are protected from reprisals when reporting incidents, hazards, risks and opportunities- and promoting a culture that creates safe spaces for open discussion.
- Ensuring processes for the consultation and participation of staff

## **Commitment to resources and training**

We prioritise safety above all and allocate sufficient resources and budget to support safety initiatives. We support all staff to contribute to the success of our safety system. We support managers to demonstrate leadership to their own teams. We conduct risk assessments routinely and implement measures to mitigate any significant risks, following a structured approach to safety.

All team members will be equipped with the necessary personal protective equipment at no cost, ensuring everyone can perform their duties safely. We also guarantee that working conditions are comfortable and meet all health standards, including temperature, ventilation, lighting, and space.

## **Communication and compliance**

This policy and all related safety documentation is readily available to everyone in the firm. We also make this information available to external parties when appropriate. It's essential that you familiarise yourself with these materials and consider them in your daily activities.

In affirmation of our commitment, we operate an ISO 45001:2018 certified Occupational Health and Safety Management System.

To promote a culture of safety within the company, DM's Health and Safety Operational Group meets regularly and comprises representatives from all business lines.

## **Review and continual improvement**

We will review this policy annually or sooner if significant changes occur. We encourage everyone to actively participate in suggesting improvements to ensure that our standards for health, safety, and welfare are always advancing.

## **Personal responsibility**

Finally, safety is a collective effort. We count on each of you to take personal responsibility for your safety and the safety of those around you. Please be proactive in understanding and following our health and safety procedures.



George Gray-Cheape  
Director responsible for Health and Safety

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