

# **Health and Safety Policy**

## **Strategic Data Consultancy Ltd**

**Document Ref:** SDC-POL-HS-001

**Version:** 1.0 – Initial Version

**Date:** 12 April 2026

**Review Date:** 11 April 2027

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### **1. Purpose**

This policy sets out Strategic Data Consultancy Ltd's (SDC) commitment to ensuring the health, safety, and welfare of all individuals working with or on its behalf. SDC is committed to preventing accidents and work-related ill health, and to managing health and safety risks associated with its activities.

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### **2. Scope**

This policy applies to all activities undertaken by SDC, including office-based work, site surveys, and work carried out on client premises.

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### **3. Responsibility**

Given the size and structure of the business, overall responsibility for health and safety sits with:

John Sutherns – Director

All individuals working with or on behalf of SDC are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.

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### **4. Health and Safety Management**

SDC will:

- Prevent accidents and work-related ill health
  - Identify and manage health and safety risks
  - Provide appropriate information, instruction, and training
  - Ensure safe systems of work are followed
  - Maintain safe working environments
  - Provide appropriate personal protective equipment where required
  - Ensure safe use, storage, and handling of equipment and substances
  - Review health and safety performance regularly
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### **5. Risk Assessment and Safe Working**

SDC will:

- Work in accordance with client risk assessments and method statements (RAMS)
- Review and comply with all site-specific health and safety requirements
- Undertake its own risk assessments where required
- Assess risks associated with activities including:
  - Lone working
  - Travel (UK and international)

- Manual handling
  - Use of equipment
  - Stop work and raise concerns where unsafe conditions are identified
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## **6. Training and Competence**

SDC will:

- Ensure personnel are competent to undertake their work
  - Provide appropriate training based on role and risk
  - Maintain training records where applicable
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## **7. Incident Reporting and Emergency Procedures**

SDC will:

- Record accidents, incidents, and near misses
  - Investigate incidents where appropriate
  - Implement corrective actions
  - Comply with RIDDOR requirements where applicable
  - Follow client emergency procedures when working on site
  - Ensure personnel understand evacuation procedures
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## **8. Contractors and Supply Chain**

SDC will:

- Ensure subcontractors are competent and appropriately qualified
  - Review risk assessments and method statements (RAMS)
  - Monitor subcontractor performance where engaged
  - Ensure alignment with CDM Regulations where applicable
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## **9. Monitoring and Review**

This policy will be reviewed annually or in response to:

- Changes in legislation
  - Changes in business operations
  - Identified risks or incidents
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## **10. Commitment**

Strategic Data Consultancy Ltd is committed to maintaining safe working practices and continuously improving health and safety performance across all areas of its operations.

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**Signed:**

John Sutherns  
Director