

DUNIRA STRATEGY

Sustainable Business Solutions in Tourism

DUNIRA STRATEGY HEALTH AND SAFETY POLICY

Statement of intent

Dunira is committed to ensuring the safety of its employees, customers and anyone else affected by its business activities. As such:

- The company directors have ultimate responsibility for health and safety in the business;
- A certified Emergency First Responder will be designated Health and Safety Officer;
- All Dunira employees are responsible for taking care of their own health and safety and that of the people they work with;
- Dunira recognises the legal duties its business is bound by and will provide a safe working environment, safe work equipment and safe methods of work. This involves compliance with fire regulations, adequate ventilation and strict maintenance of electrical equipment and work vehicles;
- The Health and Safety Officer will train new employees in matters of health and safety and administer first aid as required.

Organisation

- The Managing Director and acting Health and Safety Officer are jointly responsible for undertaking risk assessments of work activities.
- The Managing Director and acting Health and Safety Officer are jointly responsible for making workplace inspections.
- The Managing Director and acting Health and Safety Officer are jointly responsible for ensuring safety when specific tasks or work activities are carried out.

Arrangements (hazards and risks)

The primary hazards, risks and prevention measures are outlined below:

Incident	Hazard	Risk	Prevention Measure
Fire	Severe	Low	Comply with fire regulations. Removal of incendiary equipment and inflammable objects from office.
Road Accident	Severe	Low	Wear seatbelts. Adhere to rules of the road. Only use mobile phones with a hands-free set.
Slip	Minor-Medium	Low	Carpets in office provide traction.
Accident abroad	Medium-Severe	Low	Notwithstanding UK Government Travel Advice, always strictly follow local travel advice and take all reasonable precautions. Have travel insurance.

Signed: Benjamin Carey

Date: 10 September 2010