

Health & Safety Statement & Policy



INTRODUCTION

It is a duty under the Health and Safety at Work Act for everyone engaged in company activities to exercise responsibility and care in the prevention of injury and ill health to themselves and others who may be affected by acts and omissions at work.

Those who supervise work, at whatever level, have special obligations to ensure that they do not endanger the health and safety of colleagues.

No person shall intentionally interfere with, or misuse anything provided by the company in the interests of health, safety or welfare.

Individuals are required to comply with any rules or requirements made under the authority of this policy.

Home workers are covered by health and safety law in the same way as any other employed worker. Any equipment used for the purpose of the work at home could be judged to fall within the scope of the Provision and Use of Work Equipment Regulations 1998.

This policy applies to all employees, workers and temporary personnel engaged by the company, including those working remotely from locations within and outside the United Kingdom. Employees working overseas are expected to comply with this policy together with any applicable local health and safety requirements relevant to their location.

POLICY

The company maintains an Occupational Health and Safety (OHS) Management System appropriate to the nature and scale of its activities.

Operational control is maintained through the use of documented procedures, risk assessments, guidance and management processes including:

1. The OH&S Management Manual
2. Risk Assessments
3. Method Statements
4. Quality Management procedures
5. Environmental Management procedures
6. Staff Handbook
7. Handbooks for Temporary Workers
8. Task specific instructions and guidelines

A review of OH&S performance is included in our Management Reviews. This entails reviews of any specific health and safety objectives previously set, as well as the health and safety data and observations available at that time.

All health and safety non-conformances, including details of the corrective and preventive action taken, are recorded in the company's Non-conformance Log as health and safety issues; accidents, incidents and near misses are reported and recorded in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). A record is kept in the Accident Book.

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Periodical evaluation of compliance with relevant OH&S legislation and regulations is carried out in accordance with the procedures set out in our OH&S Management Manual; in the event of accidents, incidents and near misses, revised or additional Risk Assessments are considered.

A review of the corrective and preventive actions taken to eliminate the causes of actual and potential non-conformances is included in the Management Review and an OH&S Management System Audit programme is maintained ensuring that each section of the OH&S Management System is verified at least annually, and audits are scheduled reflecting the importance of the processes being audited. The OH&S Management System Audit programme may be revised as a result of non-conformances or Risk Assessments.

The Audit

Wherever possible, audits are conducted by staff independent of those having direct responsibility for the activity being examined. The OH&S Management Manual is checked in order to determine the sections and procedures to be audited.

The Audit Process

- A representative number of records are selected and the actual records to be audited are randomly selected.
- The staff concerned are informed that an OH&S Management System Audit is being undertaken and any questions they may have regarding the audit are answered.
- The selected records are examined to determine whether the relevant OH&S procedures and controls have been implemented correctly and consistently.
- If the procedures were not undertaken correctly, the findings are discussed with the appropriate member of personnel responsible for carrying out the procedure in order to determine the reasons for deviation from the procedures.
- A record of audit findings is maintained in accordance with the company's OH&S management procedures.
- The OH&S Management System Audit results are reviewed during the Management Review process described in the OH&S Manual.

All customers are asked to observe and comply with our Health and Safety requirements. Where there are potential Health and Safety risks on a customer site (for example, in the instance of a pregnant worker), our Health and Safety Officer will attend the customer site to carry out a risk assessment and follow the processes defined in our Health and Safety manual.

RESPONSIBILITIES

The company will:

- Provide advice and guidance to managers and employees on how to effectively deal with home working;
- Assist managers with the fair and consistent application of the guidelines;
- Provide guidance on risk assessments;
- Display Screen Equipment (DSE) assessments are undertaken in accordance with the Display Screen Equipment Regulations 1992 (as amended)

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- Conduct home working awareness training;
- Promote the wellbeing of employees;
- Provide guidance on technical solutions to IT issues.

Managers will ensure that their staff:

- Complete home working DSE assessments at an appropriate frequency and have access to the appropriate technology to work effectively;
- Take responsibility for creating a safe working environment when working from home;
- Have access to appropriate support equipment to assist in the creation of a safe working environment when working from home;
- Have their individual circumstances and reasonable requirements taken into account;
- Have access to a continuous performance review process which includes regular 1:1 conversation and/or supervision plus regular team meetings to ensure staff are not isolated;
- Ensure that information governance and health and safety requirements are adhered to at all times.

Home workers are covered by health and safety law in the same way as any other employed worker. Any equipment used for the purpose of the work at home could be judged to fall within the scope of the Provision and Use of Work Equipment Regulations 1998.

This means that all equipment must be:

- Safe for the user;
- In an adequate state of repair.

As such the company must ensure that all equipment provided is carefully selected and regularly maintained. Home workers are responsible for maintaining domestic electrical installations and any personally owned equipment used for work in a safe condition.

Employees must:

- Ensure that their manager knows when and where they are working at all times;
- Co-operate with the risk assessment process including home working DSE assessments, report any problems, carry out regular checks of equipment and the workplace and report faults to the manager without delay;
- Report any accidents which occur during the agreed work hours;
- Report any health problems which may be attributed to or aggravated by their working arrangements;
- Take reasonable care of their own health and safety and follow the DSE Guidance and other health and safety arrangements and procedures.

Employees are expected to maintain their home working area in a safe condition and cooperate with the company's health and safety arrangements. The environment must be conducive to work, and all of the necessary equipment should be fit for purpose. Setting up the workstation correctly is of importance and the same principles apply as when working in an office.

Wellbeing

The company recognises the importance of protecting employees' mental health and wellbeing and will take reasonable steps to reduce work-related stress, isolation and other wellbeing risks associated with remote and home working arrangements.

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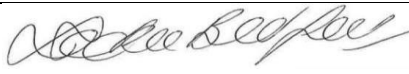


Managers should maintain regular communication with employees and encourage appropriate collaboration and support across teams.

Employees are encouraged to maintain appropriate work-life balance arrangements, take regular breaks and raise any wellbeing concerns with their manager where support may be required.

RELATED POLICIES AND DOCUMENTS

- Equality, Diversity & Inclusion Policy
- Grievance Policy
- Prevent Policy
- Safeguarding Policy
- Staff Handbook

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