

# Workplace Health & Safety Policy

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## 1. Policy Statement

SeenEm<sup>®</sup> is committed to providing a safe and healthy working environment for all individuals working for or on behalf of the organisation. We recognise our duties under the **Health and Safety at Work etc. Act 1974** and associated regulations and take all reasonably practicable steps to prevent injury, ill health and accidents.

This policy sets out SeenEm<sup>®</sup>'s approach to workplace health and safety and applies wherever work is undertaken.

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## 2. Scope

This policy applies to all:



Employees



Directors and officers



Contractors and consultants



Agency workers



Visitors and others affected by SeenEm<sup>®</sup>'s activities

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## 3. Legal Framework

SeenEm<sup>®</sup> complies with all relevant UK health and safety legislation, including but not limited to:



**Health and Safety at Work etc. Act 1974**



**Management of Health and Safety at Work Regulations 1999**



**Workplace (Health, Safety and Welfare) Regulations 1992**



**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**



**Control of Substances Hazardous to Health (COSHH) Regulations 2002**



**Fire Safety (England) Regulations 2022**

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## 4. Responsibilities

### Employer Responsibilities

SeenEm<sup>®</sup> will:



Provide a safe working environment



Identify hazards and assess risks



Implement appropriate control measures



Provide information, instruction and training



Maintain safe equipment and systems of work



Ensure emergency procedures are in place

### Employee Responsibilities

All individuals working for or with SeenEm<sup>®</sup> must:



Take reasonable care for their own health and safety



Follow health and safety instructions and procedures



Use equipment correctly



Report hazards, incidents or unsafe practices immediately

## 5. Risk Assessment & Hazard Control

SeenEm<sup>®</sup> carries out suitable and sufficient risk assessments to identify workplace hazards, including but not limited to:



Slips, trips and falls



Display screen equipment (DSE)



Fire risks



Manual handling



Lone working



Stress and work-related wellbeing risks

Control measures are implemented to eliminate or reduce risks so far as is reasonably practicable.

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## 6. Safe Working Practices

SeenEm<sup>®</sup> requires:



Adherence to safe systems of work



Use of appropriate personal protective equipment (PPE) where required



Compliance with fire safety and evacuation procedures



Good housekeeping standards



Safe use of electrical and work equipment

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## 7. Accident, Incident & Near-Miss Reporting

All accidents, incidents and near-misses must be reported promptly.



SeenEm® will:



Investigate incidents to prevent recurrence



Maintain appropriate records



Report incidents to the relevant authorities where required under **RIDDOR**

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## 8. Emergency Procedures

SeenEm® has procedures in place for emergencies, including:



Fire evacuation



Medical emergencies



Dangerous occurrences



Business continuity incidents

All individuals must familiarise themselves with emergency arrangements relevant to their role or location.

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## 9. Training & Awareness

SeenEm® provides appropriate health and safety training, including:



Induction training



Role-specific instruction



Fire safety awareness



DSE and wellbeing guidance

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## 10. Monitoring & Review

Health and safety performance is monitored through:



Risk assessments



Incident reviews



Feedback and reporting

This policy and associated procedures are reviewed regularly to ensure continued effectiveness and legal compliance.

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## 11. Breaches of Policy

Failure to comply with this policy may result in:



Disciplinary action



Termination of engagement or contract



Referral to enforcement authorities where appropriate

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## 12. Review and Approval

This policy is reviewed annually by the Board of SeenEm<sup>®</sup> or sooner where required by changes in legislation or business activity.

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**Approved by:** The Board of SeenEm<sup>®</sup>

**Review frequency:** Annual