

# Workplace Health & Safety Policy

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## 1. Policy Statement

SeenEm® 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®'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®'s activities

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## 3. Legal Framework

SeenEm® 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® 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® 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® 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® 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® or sooner where required by changes in legislation or business activity.

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**Approved by:** The Board of SeenEm®

**Review frequency:** Annual