

Health and Safety Policy

Webjects Limited – compliance with the Health and Safety at Work etc. Act 1974

COMPANY	Webjects Limited (10521644)
VERSION	1.0
ADOPTED	September 2025
REVIEW CYCLE	Annually – each September
NEXT REVIEW	September 2026
APPROVED BY	Chris Gardner, Director
LEGISLATION	Health and Safety at Work etc. Act 1974

PURPOSE

This policy sets out how **Webjects Limited** ("Webjects", "we", "the company") looks after the health, safety and welfare of everyone affected by our work. It explains our commitment under the **Health and Safety at Work etc. Act 1974**, names who is responsible, and describes the practical arrangements we keep in place.

Webjects is a very small digital agency. As an employer with fewer than five employees, we are **not legally required to have a written health and safety policy** under the Employers' Health and Safety Policy Statements (Exception) Regulations 1975. We maintain this written policy voluntarily, as good practice, because it helps us work safely, gives our people something clear to refer to, and supports the due-diligence checks our public sector and other clients reasonably expect.

SCOPE

This policy applies to:

- the company directors;
- any employees we may have, now or in future;
- the associates and contractors who work with us;
- anyone visiting our premises or affected by our activities, including at client sites.

It covers our office working, home and remote working, and the occasional visits we make to client premises. Because most of our work is low-hazard, office-based and digital, the steps in this policy are deliberately proportionate to our size and the nature of what we do.

POLICY STATEMENT

Our commitment: Webjects will, so far as is reasonably practicable, provide and maintain a safe and healthy working environment for everyone affected by our work. We will assess risks, take sensible precautions, and keep this policy under regular review.

In practical terms, Webjects will:

- provide safe working conditions, equipment and systems of work;
- identify hazards and assess risks, and act on what we find;
- give the information, instruction and support our people need to work safely;
- prevent accidents and work-related ill health, including the musculoskeletal and eye-strain risks of screen work;
- consult our people on health and safety matters that affect them;
- meet our duties under the Health and Safety at Work etc. Act 1974 and the regulations made under it.

We expect everyone who works with us to take reasonable care of their own safety and that of others, to use equipment properly, and to report any hazard, accident or near-miss promptly.

RESPONSIBILITIES

The Director has overall responsibility for health and safety at Webjects. This includes keeping this policy up to date, making sure risks are assessed and acted on, and being the point of contact for any health and safety concern, at info@webjects.co.uk.

WHO	RESPONSIBILITY
The Director	Overall accountability for health and safety; reviewing this policy; ensuring risk assessments are carried out and acted on; recording and, where required, reporting incidents; first point of contact for concerns.
The directors	Leading by example; making sure the resources needed to work safely are available; supporting a culture where concerns are raised without hesitation.
Employees, associates and contractors	Taking reasonable care of their own and others' safety; following safe working practices; using equipment correctly; completing workstation self-assessments; reporting hazards, accidents and near-misses.

WHAT THIS MEANS IN PRACTICE

Because Webjects is small and our work is low-hazard, our arrangements are kept simple and proportionate.

Risk assessment. We assess the risks in our work under the Management of Health and Safety at Work Regulations 1999. The main risks for a digital agency are office and home-working ergonomics, display screen equipment, electrical equipment, occasional lone working and travel to client sites. We note our significant findings and act on them. Regulation 3(6) of those Regulations only requires the significant findings of a risk assessment to be *recorded* once an employer has **five or more employees** — below that threshold we are not obliged to write them down, but we choose to keep simple notes as good practice.

Display screen equipment (DSE). Screen work is our main day-to-day risk. Under the Health and Safety (Display Screen Equipment) Regulations 1992 we ask anyone who uses a screen as a significant part of their work to complete a workstation self-assessment covering chair, desk, monitor position, lighting and breaks. We encourage regular breaks and changes of activity. Where a DSE user requests one, we arrange and pay for an eye and eyesight test by a competent optometrist, and we cover the cost of basic glasses where the test shows a special prescription is needed specifically for screen-viewing distance.

Electrical safety. Under the Electricity at Work Regulations 1989 we keep electrical equipment in safe condition. For an office and home-working setup this means visual checks of plugs, leads and

chargers, taking damaged items out of use, and arranging portable appliance testing (PAT) only where the risk genuinely warrants it — testing is risk-based, not a fixed annual ritual.

First aid. Under the Health and Safety (First-Aid) Regulations 1981, the minimum for a low-hazard workplace of our size is a suitably stocked first-aid kit and an appointed person to take charge in an emergency and call for help. We maintain both.

Lone and remote working. Our people often work alone or from home. We keep arrangements light but real: staying contactable, agreeing how to check in when travelling to or working at a client site, and making sure home workstations meet the same basic standards as the office.

Accidents and incidents. We record accidents, injuries and near-misses so we can learn from them and put things right. We are aware of our duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), even though reportable events are very unlikely in our line of work. Where RIDDOR does apply, the deadlines are:

TYPE OF EVENT	WHAT WE DO
Death or specified injury	Notify the Health and Safety Executive (HSE) without delay (by the quickest practicable means), then submit a report within 10 days of the incident.
Over-seven-day injury (a worker incapacitated for more than seven consecutive days)	Report to the HSE within 15 days of the incident.
Reportable occupational disease or dangerous occurrence	Report to the HSE as soon as we become aware of it.

Fire safety. Where we control any non-domestic premises — for example a shared office — the Regulatory Reform (Fire Safety) Order 2005 applies, and the "responsible person" carries out a fire risk assessment and maintains general fire precautions: clear exits, working alarms where fitted, and a known evacuation route. Since **1 October 2023**, when section 156 of the Building Safety Act 2022 amended Article 9 of the Order, the responsible person must record the fire risk assessment **in full**, whatever the size of the business — the previous five-employee recording threshold no longer applies. We keep that record for any premises we control. (A person working alone from their own home is generally outside the scope of the Order, but we apply the same sensible fire precautions there.)

Remote and home-worker wellbeing. We treat the wellbeing of home and remote workers as part of health and safety, not separate from it. That means encouraging sensible working hours and breaks, keeping in regular contact so no one feels isolated, and being approachable about workload or wellbeing concerns.

HOW TO RAISE A CONCERN

If you spot a hazard, have a near-miss, or have any health and safety worry — about the office, a home workstation, a client site, equipment, or your own wellbeing — raise it. You can:

1. Speak to **the Director** directly; or
2. Email **info@webjects.co.uk**.

Report hazards and near-misses straight away so we can deal with them before anyone is hurt. No one will be disadvantaged for raising a genuine health and safety concern in good faith — we would always rather hear about something early.

CONSEQUENCES OF A BREACH

We rely on everyone taking health and safety seriously, and we expect it to be met with common sense rather than rules for their own sake. Deliberately or carelessly ignoring this policy — for example, by misusing equipment, removing safety measures, or failing to report a serious hazard — puts people at risk and will be treated as a serious matter. For employees this may be handled under our disciplinary procedures; for associates and contractors it may affect whether we continue to work together. Failing to meet duties under the Health and Safety at Work etc. Act 1974 can also be a criminal offence enforced by the HSE.

MONITORING AND REVIEW

The Director is responsible for monitoring how well this policy works in practice — chiefly by acting on hazards and near-misses as they are reported and keeping our simple risk notes current.

We review this policy **at least once a year**, and sooner if our circumstances change — for example if we take on employees (particularly if we reach five or more, which brings additional recording duties), move premises, change how we work, or following any significant incident.

LEGAL FRAMEWORK

This policy is made under, and should be read alongside, the following UK legislation and guidance (England and Wales):

- **Health and Safety at Work etc. Act 1974** — the primary duty to protect employees and others affected by our work. legislation.gov.uk/ukpga/1974/37
- **Management of Health and Safety at Work Regulations 1999** — risk assessment; regulation 3(6) sets the five-employee threshold for recording significant findings. legislation.gov.uk/uksi/1999/3242
- **Employers' Health and Safety Policy Statements (Exception) Regulations 1975** — the exemption from a *written* policy below five employees. legislation.gov.uk/uksi/1975/1584
- **Health and Safety (Display Screen Equipment) Regulations 1992** — workstation assessments, eye tests and screen-work breaks. legislation.gov.uk/uksi/1992/2792
- **Electricity at Work Regulations 1989** — safe condition of electrical equipment. legislation.gov.uk/uksi/1989/635
- **Health and Safety (First-Aid) Regulations 1981** — first-aid provision proportionate to risk. legislation.gov.uk/uksi/1981/917

· **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** — reporting deaths, specified and over-seven-day injuries, diseases and dangerous occurrences. legislation.gov.uk/ukxi/2013/1471

· **Regulatory Reform (Fire Safety) Order 2005**, as amended by the **Building Safety Act 2022** (section 156, in force 1 October 2023) — fire risk assessment, the responsible person's duties, and the requirement to record the assessment in full. legislation.gov.uk/ukxi/2005/1541

We follow guidance from the **Health and Safety Executive (HSE)**, including *Health and safety made simple* and *Prepare a health and safety policy*, available at hse.gov.uk.

Webjects Limited · Registered office: Unit 24, BSC, The Waterfront, Hood Road, Barry, Vale of Glamorgan, CF62 5QN · Registered in England and Wales, Company No. 10521644 · VAT No. GB 209874576 · ICO registration ZA936978