



## Health and Safety Policy

Date last reviewed: September 2020

### Statement

We are a small company, employing only a single director, with no permanent office premises and thus are not required to have a formal health and safety policy. However, it is nonetheless the company's policy to establish and maintain safe and healthy working conditions in accordance with current health and safety regulations.

### Objectives

Insightful Research aims to:

- Prevent accidents and cases of work-related ill health, and provide adequate control of health and safety risks arising from work activities
- Monitor day-to-day health and safety conditions and provide relevant training as required
- Implement emergency procedures
- Maintain safe and healthy working conditions, provide and maintain office equipment etc. including desks/ chairs that are suitable for the individuals using them
- Ensure that our places of work are free of potential obstacles and trip hazards. Working areas are kept clean and waste is regularly removed
- Provide relevant safety equipment including ensuring that there is adequate lighting and a comfortable working temperature
- Smoking is banned from our office environments
- When buying equipment, we ensure that it is safe/ certified to comply with relevant safety standards It is the responsibility of the director to take reasonable care to ensure the safety and wellbeing of themselves and any visitors.
- The company employees commit to adhering to any health and safety measures introduced to promote health and safety, either directly by the company or by other relevant agents.
- The director works from a home office, and it is their individual responsibility to ensure that the environment is kept clean and clear of any potential hazards. Anything that is, or that may become, a potential hazard will be resolved.
- Should an incident occur, a record of the incident will be kept and the remedial action taken as a result noted.