

Health and Safety Policy

Date last reviewed: January 2025

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.