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## Introduction

At Bytes Software Services (Bytes/Company), the dedication to fostering a safe and healthy work environment for all employees, contractors and visitors is paramount. This Policy is crafted to ensure that Bytes upholds the highest standards of safety and well-being across all operations. The Company recognises that the well-being of its staff is crucial to its success and competitiveness. Bytes' commitment is to prevent accidents and work-related ill health, promote a culture of safety, and comply with all relevant health and safety legislation. The belief is that a proactive approach to health and safety not only safeguards employees but also enhances overall business performance. Bytes aims to operate as a safe organisation that, as far as reasonably practicable, does not harm anyone. The guiding principle is continuous improvement, ensuring that health and well-being are always prioritised in compliance with the Health and Safety Executive (HSE) guidelines.

## Intended Audience

This Policy is communicated to all employees through Compass, as well as to suppliers and subcontractors. It is also available to the public upon request via the Company Website.

## Key Objectives

- **Compliance:** Adhere to or exceed all relevant standards, including HSE recommendations and health and safety requirements.
- **Risk Management:** Identify, assess and mitigate health and safety risks to reduce and prevent accidents and injuries.
- **Incident Reporting:** Establish a clear process for reporting and investigating health and safety incidents to prevent recurrence.
- **Training:** Provide regular health and safety training to ensure all employees understand safety protocols and are competent in their roles.
- **Emergency Preparedness:** Ensure readiness for any incidents by developing and maintaining comprehensive emergency response plans, including evacuation protocols for fires or other significant events.
- **Ergonomics:** Implement ergonomic practices to minimise the risk of musculoskeletal disorders, enhancing employee comfort and productivity.
- **Employee Wellbeing:** Cultivate a culture that prioritises health and safety to reduce incidents and staff absenteeism, thereby boosting staff morale.
- **Communication:** Establish open channels for employees to report health and safety concerns freely and without fear of reprisal.
- **Continuous Improvement:** Regularly review and update health and safety practices to ensure they remain effective and compliant with current regulations.
- **Brand Reputation:** Strengthen the company's image by demonstrating a strong commitment to health and safety, enhancing trust and credibility with stakeholders.

## Policy

### Key Terms

<b>Hazard</b>	An actual or potential source of harm.
<b>Risk</b>	The likelihood that a hazard will cause harm, combined with the severity of the harm.
<b>Harm</b>	Illness, injury or both.
<b>Risk Assessment</b>	The process of identifying hazards, evaluating the risks associated with them, and determining appropriate ways to eliminate or control those risks.
<b>Control Measures</b>	Actions taken to reduce the risk of harm from hazards, such as safety procedures and training.
<b>Accident/Incident</b>	An event that causes or could have caused harm to any person.
<b>Act</b>	Any action taken that could impact health and safety. For example, using a standing desk incorrectly, causing back pain.
<b>Omission</b>	This refers to a failure to take necessary action, which can lead to harm or potential harm. Examples include not providing adequate training or ignoring safety inspections.
<b>Emergency Procedures</b>	Plans and actions to be taken in response to emergencies, such as fires or medical emergencies.

### Lines of Responsibility

<b>Managing Director</b>	Hold overall responsibility for the Company's health and safety, ensuring effective top-down risk assessment and management.
<b>Health &amp; Safety Officer</b>	Oversee the daily implementation of health and safety policies and procedures and conduct an annual review of the Policy to ensure it remains current and relevant.
<b>Managers/Line Managers</b>	Ensure that health and safety policies and procedures are followed within their teams. Address any health and safety concerns raised by staff.
<b>All Staff</b>	Required to familiarise themselves with the details of this Policy and support its implementation by adhering to the detailed policies and procedures. It is the responsibility of each staff member to take reasonable care of their own safety and the safety of others who might be affected by their actions or

omissions. Equipment provided for health and safety purposes must not be misused or interfered with. Cooperation with the line manager/manager on health and safety matters is essential, including following any health and safety training received and reporting any hazards or accidents to the Health & Safety Officer. Cooperation and commitment from all staff are essential to maintaining a safe and healthy work environment for everyone. Any questions or concerns about any aspect of health and safety should be directed to the Company's Health & Safety Officer and/or Managing Director.

## HR

Maintain records of health and safety incidents and training for audit purposes and to reflect the company's commitment to continual improvement.

## Associated Policies/Procedures

The following topics are covered under our Health & Safety Policy, which can be found on Compass:

- Employee Facilities [POL065 - Staff Handbook.pdf](#)
- Employee's Workstation [Employee-Workstation-Policy.doc](#)
- Smoking Policy [POL065 - Staff Handbook.pdf](#)
- Fire Risk Assessment [Fire-Procedures.docx](#)
- Coronavirus Risk Assessment [QMF57 Coronavirus Risk Assessment - Bytes House Issue 11.pdf](#)
- First Aid [First-Aid-Policy-1.docx](#)
- Manual Handling [Manual-Handling.doc](#)
- Eyes & Eyesight [Eye-Test-Policy.docx](#)
- Risk Assessment [QMF56 Risk Assessment - Bytes House Issue 15.docx](#)
- Work Related Stress & Stress Management [POL065 - Staff Handbook.pdf](#)
- RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences) [RIDDOR-Policy.docx](#)