Halo Benefits

POLICY

Health and Safety Policy

How we protect the health, safety and wellbeing of our people.

UPDATED	VERSION	NEXT REVIEW
23 November 2026	2.0	November 2027

Halo Benefits Ltd · Owner: Dionne Clarke, Head of People & Partnerships · Classification: Internal & Public

Document control

Policy owner	Dionne Clarke, Head of People & Partnerships
Approved by	Board of Directors
Date approved	23rd November 2026
Next Review Date	23th November 2027
Review frequency	Annually
Applies to	All directors, employees and workers of Halo Benefits Ltd, wherever they work
Related policies	Code of Conduct and Business Ethics, Equality, Diversity and Inclusion Policy, Whistleblowing Policy

Version history

Version	Date	Summary of changes	Author
1.0	30 Oct 2026	First issue	Dionne Clarke
2.0	23 Nov 2026	Rebranded and restructured for clarity and readability	Dionne Clarke

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1. Purpose of the policy

Halo Benefits Ltd is committed to protecting the health, safety and wellbeing of everyone who works for us and anyone affected by our work. This policy sets out how we meet our duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and related regulations.

As a remote-first software company, our main risks come from computer use, home working, lone working, travel and work-related stress, and our arrangements are proportionate to those risks.

2. Scope

This policy applies to **Halo Benefits Ltd** (company number 17577358) and to all directors, employees and workers, whether working at home, at our serviced office, at customer sites or while travelling. Contractors are expected to follow equivalent standards and any site rules.

3. Our commitment

So far as is reasonably practicable, we will:

- provide safe working conditions and equipment;
- assess risks and put proportionate controls in place;
- provide information, instruction and training;
- consult our people on matters affecting their health and safety;
- support mental as well as physical wellbeing; and
- comply with all relevant legal requirements.

4. Risk assessment

We keep a general risk assessment covering home working, screen use, the serviced office, lone working, travel and customer visits, and work-related stress. It is reviewed every year and whenever circumstances change, such as a new type of activity, a new office or an incident. Specific assessments are completed for new and expectant mothers, and for staff with health conditions or disabilities where relevant.

5. Home working and screen use

In line with the Health and Safety (Display Screen Equipment) Regulations 1992:

- everyone completes a workstation self-assessment when they join, when their set-up changes significantly and at least once a year, and any actions are followed up;
- we provide or fund suitable equipment where needed, such as a separate monitor, keyboard, mouse or chair;
- staff are encouraged to take regular breaks from screen work; and
- regular screen users are entitled to a free eye test, and a contribution towards basic glasses if they are needed specifically for screen use.

Home workers keep their work area free of obvious hazards, such as trailing cables and overloaded sockets, and report any concerns.

6. The office, lone working and travel

- **Serviced office:** our office provider is responsible for the building, including fire safety, evacuation routes, maintenance and first aid. We share the provider's emergency procedures with staff who use the office, and visitors we invite are our responsibility.
- **Lone working:** most staff work alone at home, and managers keep in regular contact with their teams.
- **Travel:** staff visiting customers or events share their plans with their manager, follow the host's site rules and avoid excessive driving. No one should drive for work while tired or use a handheld phone while driving.
- **First aid:** home workers should keep a basic first aid kit, and we reimburse reasonable costs. We review whether trained first aiders are needed as we grow, in line with the Health and Safety (First-Aid) Regulations 1981.

7. Stress and wellbeing

We recognise that remote work can blur the line between work and home and can feel isolating. We will:

- set reasonable workloads and working hours, and respect time off;
- hold regular one-to-ones that include wellbeing;
- use the Health and Safety Executive's Management Standards as a guide to assessing work-related stress;

- make reasonable adjustments for staff with mental or physical health conditions; and
- point staff to sources of support, including their GP and relevant charities.

Staff are encouraged to raise concerns about stress or wellbeing with their manager or any director at an early stage.

8. Reporting accidents and incidents

- All accidents, injuries, work-related ill health and near misses, whether at home, in the office or while travelling, must be reported to your manager and to compliance@halobenefits.co.uk as soon as possible. Each one is recorded and investigated to prevent it happening again.
- We report any incident covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive within the required timescales.
- All staff receive health and safety information as part of their induction, and are consulted through regular team meetings.

9. Roles and responsibilities

- **Board of Directors:** has overall responsibility for health and safety, provides adequate resources and reviews performance every year.
- **Designated director:** a director nominated by the Board keeps the risk assessments and accident records up to date and arranges expert advice where needed.
- **Managers:** make sure workstation assessments are completed, monitor workload and wellbeing, and act on concerns.
- **Everyone:** takes reasonable care of themselves and others, completes their workstation assessment and reports hazards and incidents.

10. Raising concerns and breaches

Hazards, incidents and concerns should be reported to your manager, the designated director or **compliance@halobenefits.co.uk**. Serious concerns can also be raised under our Whistleblowing Policy or with the Health and Safety Executive. No one will suffer unfair treatment for raising a health and safety concern. Deliberate or reckless disregard of this policy may lead to disciplinary action.

11. Review

This policy is reviewed annually, and sooner after any significant change to our working arrangements, or after any significant incident. The Head of People & Partnerships proposes changes and the Board of Directors approves them.

> **QUESTIONS ABOUT THIS POLICY?**
> Contact Dionne Clarke, Head of People & Partnerships, at dionne@halobenefits.co.uk.