Health and Safety Policy – October 2026

1. Statement of Intent

1.1 In-Form Solutions Ltd, a company registered in England and Wales under number 03961045, whose registered office is at 88 Hill Village Road, Four Oaks, Sutton Coldfield, West Midlands B75 5BE ("the Company"), is committed to protecting the health, safety and wellbeing of its employees, associates and anyone affected by its work.

1.2 The Company accepts its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other regulations that apply to its work. These include duties to:

- provide safe places and ways of working, and safe equipment;
- assess the risks of its work and put sensible controls in place;
- give staff the information, instruction, training and supervision they need;
- consult staff on health and safety; and
- prevent accidents and work-related ill health, including stress.

1.3 The Company will provide the time and money needed to meet these commitments. This Policy is available to all staff and to anyone else who asks for it.

2. Our Work and Its Risks

2.1 The Company is a management consultancy. Its main risks are not those of a factory or building site, but those of office, remote and travelling work. The Company's risk assessments cover in particular:

- display screen equipment (DSE) use, in the office and at home;
- driving and travel for work, including overnight stays and travel to Jersey and Gibraltar;
- working on client premises, including hospitals and other NHS sites;
- lone working; and
- work-related stress and mental health.

3. Roles and Responsibilities

Role	Responsibility
Chairman – David Poynton	Overall responsibility for health and safety. Approves this Policy.
Managing Director – John Griffiths	Day-to-day responsibility for managing health and safety, including risk assessments, resources and the annual review.
Designated Health and Safety Person – Dawn Bond, Business Manager	Supports the Managing Director: keeps risk assessments and the training matrix up to date, investigates accidents and reports them to the HSE where required, and promotes good practice.
Directors	Understand the main health and safety duties, set a good example and make sure staff know their responsibilities.
All staff	Take reasonable care of themselves and others, follow this Policy and any safety instructions, and report hazards, accidents and near misses.

Role	Responsibility
Associate consultants	Are responsible for their own health and safety as self-employed people, but must follow this Policy and client site rules when working on the Company's behalf.

4. Risk Assessment

4.1 The Managing Director makes sure that suitable risk assessments are carried out, recorded and reviewed at least once a year, and whenever work changes. Staff are told about the findings that affect them.

4.2 Before an assignment that involves new or unusual risks – for example overseas travel, lone visits or work in clinical areas – the engagement lead checks the risks with the person doing the work.

5. Offices and Emergencies

5.1 The Company's offices are in shared, managed buildings, including the Lichfield Business Hub at District Council House. Staff must follow the building's fire, evacuation and first aid arrangements, and take part in fire drills.

5.2 The Company makes sure that first aid cover and fire arrangements are adequate for its staff, whether provided by the building or by the Company.

6. Display Screen Equipment and Home Working

6.1 Everyone who uses a computer regularly for work completes a DSE self-assessment, for the office and for home working, and reports any problems. The Company provides suitable equipment and adjustments where needed.

6.2 Employees who use screens regularly are entitled to an eye test paid for by the Company, and to glasses if they are needed specifically for screen work.

7. Driving and Travel

7.1 Anyone driving for work must hold a valid licence, and their vehicle must be roadworthy, taxed, have a current MOT where needed and be insured for business use. Staff must not use a hand-held phone while driving, and must plan journeys to allow for rest breaks.

7.2 Where public transport is a reasonable option, staff are encouraged to use it. For overseas travel, staff must check travel advice before going and make sure they are covered by the Company's travel arrangements.

8. Working on Client Premises and Lone Working

8.1 When working at a client's premises, staff must complete any site induction and follow the client's health and safety, security and infection control rules.

8.2 Staff working alone or visiting sites on their own must make sure someone at the Company knows where they are and when they expect to finish, and must keep a charged phone with them.

9. Wellbeing and Stress

9.1 The Company takes work-related stress seriously and follows the HSE Management Standards. Workloads, deadlines and travel are discussed openly, and staff are encouraged to raise concerns early.

9.2 Staff can talk in confidence to the Managing Director or the Chairman about any health or wellbeing concern. The Company will make reasonable adjustments where needed.

9.3 Harassment and bullying, including by clients or third parties, are covered by the Equality, Diversity and Inclusion Policy.

10. Accidents and Incidents

10.1 All accidents, near misses and work-related ill health must be reported to the Designated Health and Safety Person as soon as possible and recorded in the accident book.

10.2 Injuries, diseases and dangerous occurrences that must be reported under RIDDOR 2013 will be reported to the Health and Safety Executive within the required time. Every accident is investigated so that lessons can be learned.

11. Training, Information and Consultation

11.1 All staff receive health and safety information at induction, including DSE, travel and emergency arrangements, with refresher training as needed. Training is recorded in the training matrix.

11.2 The Company consults staff on health and safety matters, as the Health and Safety (Consultation with Employees) Regulations 1996 require. The Health and Safety Law poster and the employer's liability insurance certificate are available to all staff.

12. Monitoring and Review

12.1 The Managing Director reviews health and safety performance, including accidents, risk assessments and training, as part of the annual management review.

12.2 This Policy will be reviewed every 12 months, or sooner if there is a change in the law, the Company's work or its working practices. It should be read with the Equality, Diversity and Inclusion Policy and the Employee Data Protection Policy.

This Policy has been approved and authorised by:

Name:	David Poynton	**Position:**	Chairman
Date:	29th October 2026	**Signature:**	
Agreed by:	The Board	**Date agreed:**	29th October 2026
Issue:	Issue 5 (replaces Issue 4, 26 May 2023)	**Next review:**	October 2027