Newgrove Limited

Health and Safety Policy

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Newgrove Limited. Company No: 02775618, VAT No: GB 666 2978 82
Registered at Cardiff. Registered Office: 4th Floor, One Kingdom Street, Paddington Central, London W2 6BD
POL-010 Health and Safety Policy V2.0 – Client-shareable

Version History

Version	Date	Author	Change	Approved by
1.0	November 2019		Original issue; approved as issued	
2.0	2026-10-18	Information Security Team	Full refresh of the November 2019 policy; changes recorded in the policy's change log	Chief Technical Officer

Document Control

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Approved by:	Chief Technical Officer
Approval date:	2026-10-18
Effective date:	2026-10-18
Next review date:	2027-09-30
Owner:	Chief Executive Officer
Scope:	The policy applies to:
Review and consultation process:	Drafted or reviewed by the Information Security Team and approved by the Chief Technical Officer (PRC-001). Full review each September and an interim check each March, and after any decision, incident, legal change, client requirement or audit finding that affects it.
Distribution methods:	The controlled master is held in the compliance repository (git) maintained by the Information Security Team, with the approved text tagged by version. Released copies are published to SharePoint. Staff and clients receive exported PDF/DOCX copies of approved documents only; clients receive only documents classified public or client-shareable (PRC-001).
Associated documentation:	POL-014 Corporate Social Responsibility Policy POL-009 Equal Opportunities Policy PRC-009 Joiners, Movers and Leavers, and Access Reviews PRC-013 Records Retention Schedule POL-015 Environmental Policy POL-007 Staff Handbook
Supersedes:	SRC-0007 Newgrove - Health and Safety Policy November 2019 (Word)
For further information please contact:	Chief Executive Officer, Newgrove Limited E-mail: support@newgrove.com Web: newgrove.com
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1. Purpose

Newgrove will, so far as is reasonably practicable, protect the health, safety and welfare of its staff, and of anyone else affected by its work. This is Newgrove's statement of health and safety policy under section 2(3) of the Health and Safety at Work etc. Act 1974. Section 4 sets out who is responsible, and section 3 sets out the arrangements.

Newgrove's staff normally work remotely, from home, on computers, so the main risks are:

- display screen equipment and workstation set-up
- working alone
- workload and stress
- occasional travel, client visits and driving

2. Scope

The policy applies to:

- all employees, wherever they work: at home, while travelling, at client sites or elsewhere
- contractors working for Newgrove, as far as Newgrove controls their work

Staff based outside Great Britain are also covered by the health and safety law of the country where they work.

3. Policy statements (arrangements)

Risk assessment

3.1 Newgrove assesses the health and safety risks of its work, including each person's home-working arrangements, and records the significant findings, including for new and expectant mothers and young workers. Assessments are reviewed when work or circumstances change, and at least annually (each September).

Display screen equipment and home working

3.2 Everyone who works at a computer completes a workstation (display screen equipment) self-assessment, using the guidance and checklist Newgrove provides, when they join, and again when their set-up changes.

3.3 Newgrove provides suitable equipment where the assessment shows a need, such as a monitor, keyboard or chair.

3.4 Newgrove pays for an eye test on request, and for basic glasses where these are needed for screen work (Health and Safety (Display Screen Equipment) Regulations 1992).

3.5 Work is planned so that staff can take regular breaks or changes of activity away from the screen.

3.6 Staff are responsible for the general safety of their own home. Newgrove gives guidance on safe home working, covering electrical safety, trip hazards and fire. Company-supplied electrical equipment is checked visually and replaced if damaged.

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Lone working, wellbeing and workload

3.7 Staff who work alone stay in regular contact with colleagues through Teams. Anyone who feels unwell or unsafe should tell the Chief Executive Officer.

3.8 Newgrove keeps working hours and workloads reasonable and looks out for signs of stress, using the HSE Management Standards as a guide. Staff are encouraged to raise concerns early. Support and reasonable adjustments are provided where needed (Equal Opportunities Policy).

Travel and driving

3.9 Video calls are the default and travel is kept to a minimum (Environmental Policy).

3.10 Anyone driving on Newgrove business must:

- have a valid licence
- have insurance that covers business use
- use a roadworthy vehicle
- take a break at least every 2 hours
- never use a hand-held phone while driving

3.11 When visiting a client site, staff follow the client's health and safety rules and site induction. For overseas travel, they follow current travel advice.

Accidents, first aid and reporting

3.12 This policy is Newgrove's first-aid needs assessment. Staff do office work at home, which is low risk, so no first-aider is required at home; staff keep normal domestic first-aid provision and can call 999. The Chief Executive Officer looks after first-aid arrangements and reviews this assessment each September.

3.13 Any accident, injury, near miss or work-related ill health is reported to the Chief Executive Officer and recorded in the accident record. Reportable incidents are notified to the HSE under RIDDOR. Accident records are kept for at least 3 years (Records Retention Schedule).

Consultation, information and insurance

3.14 Newgrove consults staff directly on health and safety matters, and gives them the information and guidance they need: at induction and when things change. At induction each member of staff receives the HSE leaflet *Health and safety law: what you need to know*.

3.15 Newgrove holds employers' liability insurance and makes the certificate available to staff electronically. The cover applies to UK-based employees, including temporary work abroad as the policy allows.

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4. Roles and responsibilities

Role	Responsibility
Chief Executive Officer	Overall responsibility for health and safety. Owns this policy. Acts as Newgrove's competent person for health and safety, with external advice where needed. Makes sure risk assessments are done and acted on. Provides equipment and resources. Keeps the accident record
Everyone	Takes reasonable care of their own health and safety and that of others. Completes the workstation self-assessment. Follows guidance. Reports hazards, accidents and concerns promptly

5. Compliance, monitoring and exceptions

- **Records.** Workstation self-assessments and risk assessments are recorded and kept for the duration of employment plus 3 years (Records Retention Schedule).
- **Review.** Reviewed in full each September, with an interim check each March. The Chief Executive Officer reviews the risk assessments at the same time (3.1), and the policy after any significant accident or change in how Newgrove works.
- **Concerns.** Staff can raise health and safety concerns with the Chief Executive Officer at any time, without detriment.

6. Related documents

- Equal Opportunities Policy (reasonable adjustments); Corporate Social Responsibility Policy
- Joiners, Movers and Leavers, and Access Reviews (induction: workstation self-assessment)
- Records Retention Schedule (accident records)
- Staff Handbook §26 (health and safety) and §37 (remote and hybrid working)

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