



## Health and Safety Policy

July 2025

### Policy Statement

Residential Fire Safety Ltd. is committed to maintaining a safe, healthy and secure working environment for all employees, contractors and stakeholders involved in delivering fire safety e-learning services. Although we operate digitally, we acknowledge our responsibilities under the Health and Safety at Work Act 1974 and other relevant UK legislation.

We strive to prevent workplace-related risks, safeguard wellbeing, and promote a positive safety culture across our remote and office-based teams.

### Scope

This policy applies to:

- Office-based employees and visiting contractors
- Remote and home-based workers
- External contributors to our training courses and digital platforms

It covers both physical workspace responsibilities and digital health considerations, including ergonomics, mental wellbeing, and cyber safety.

### Health and Safety Responsibilities

#### The Company Will:

- Ensure workspaces (including remote setups) are safe, suitable, and regularly assessed
- Provide employees with guidance on safe working practices, including Display Screen Equipment (DSE) use
- Promote mental health awareness and signpost support resources
- Maintain secure platforms and tools to prevent cyber risks and system disruptions
- Comply with relevant laws and safety standards

#### Employees Must:

- Take reasonable care of their own health, safety, and digital security
- Use equipment responsibly and report safety concerns promptly
- Complete any required safety-related training modules or risk assessments
- Follow internal policies for reporting hazards or incidents



### Remote Work Considerations

We recognise that many employees work from home or flexible locations. To support remote health and safety:

- We provide advice on workstation setup, posture, breaks, and screen usage
- Regular wellbeing check-ins may be arranged by line managers
- Guidance on maintaining safe, distraction-free work environments is available

### Accidents, Incidents & Reporting

Any accident, injury, or near-miss (including digital or physical) must be reported to the appropriate manager immediately. All reports are investigated, and corrective actions are taken where needed.

### Wellbeing & Support

Residential Fire Safety Ltd. promotes a culture of care, encouraging openness around mental health and workload pressures. Employees can access support or request reasonable adjustments if needed. We actively encourage staff to take regular breaks and understand peak concentration can only be maintained for 20 minutes.

### Contact for Safety Concerns

For health and safety queries, reporting concerns, or requesting guidance:  
**[info@residentialfiresafety.co.uk](mailto:info@residentialfiresafety.co.uk)**