

Health & Safety Policy

LOS Digital Ltd | April 2026

1. Statement of Intent

LOS Digital Ltd is committed to ensuring the health, safety, and welfare of its directors and any persons affected by its activities, so far as is reasonably practicable. This policy has been prepared in accordance with the Health and Safety at Work etc. Act 1974 and associated regulations.

2. Our Business Context

LOS Digital Ltd is a small web design, development, and custom software company operated by two directors working primarily from office or home-based environments. We do not operate industrial premises or employ staff in manual or high-risk roles.

3. Responsibilities

Both directors share responsibility for health and safety. Luke Murray holds overall accountability for ensuring this policy is implemented and reviewed. Both directors are responsible for maintaining a safe working environment, identifying hazards, and taking appropriate action to reduce risk.

4. Risk Assessment

We will carry out suitable and sufficient assessments of risks to the health and safety of our directors and any relevant third parties. Identified risks will be managed and mitigated as far as reasonably practicable. Risk assessments will be reviewed regularly and following any significant change.

5. Workplace Safety

We will ensure that all workspaces — whether office or home-based — are kept safe, well-lit, and free from unnecessary hazards. Equipment including computers, monitors, and electrical devices will be maintained in good working order. Display Screen Equipment (DSE) assessments will be conducted where applicable.

6. Accidents & Incidents (RIDDOR)

All accidents and near-misses will be recorded. Where required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), incidents will be reported to the Health and Safety Executive (HSE). LOS Digital Ltd has had no RIDDOR reportable incidents in the last 12 months.

7. Emergency Procedures

Both directors are familiar with emergency procedures relevant to their working environments, including fire evacuation procedures for any premises used.

8. Policy Review

This policy will be reviewed annually or following any significant change in working practices, legislation, or following an accident or near-miss.

LOS Digital Ltd

Date: April 2026 **Review date:** April 2027