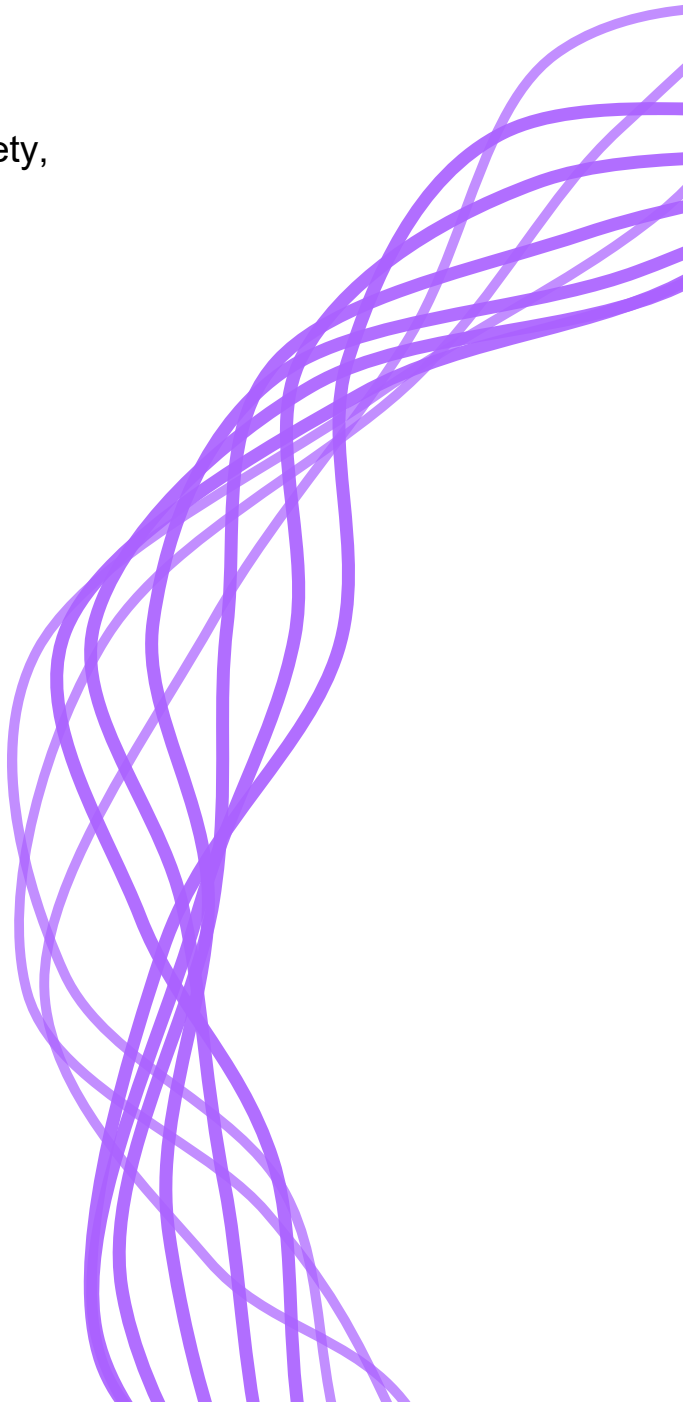
doublespark®
Internet Marketing

Doublespark Ltd Health & Safety Policy

A proportionate approach to workplace safety, health and wellbeing.



Doublespark Ltd
Company Policies

3 November 2026

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Health & Safety Policy

Company Policy | Version 1.0

POLICY OWNER Gary Cottam, Managing Director	**APPROVED BY** Gary Cottam, Managing Director
EFFECTIVE DATE 3 November 2026	**NEXT REVIEW DATE** 3 November 2027
REVIEW FREQUENCY Annually	**DOCUMENT VERSION** 1.0

1. Statement of Intent

Doublespark Ltd is committed to providing a safe and healthy working environment for its employees, contractors and others who may be affected by its business activities.

As a digital services business, our activities are primarily computer-based and present relatively low physical risks. Nevertheless, we recognise our responsibilities under applicable health and safety legislation and are committed to managing workplace risks proportionately.

2. Responsibilities

Company Directors have overall responsibility for health and safety arrangements, including identifying relevant risks and ensuring appropriate preventative measures are implemented.

Employees and contractors are expected to:

- Take reasonable care of their own health and safety and that of others.
- Use equipment safely and follow relevant safety guidance.
- Report accidents, hazards and concerns promptly.
- Co-operate with reasonable health and safety arrangements.

3. Health & Safety Arrangements

Doublespark Ltd will:

- Assess relevant workplace risks, including risks associated with home working where applicable.
- Consider workstation ergonomics, display screen equipment and appropriate working breaks.
- Ensure equipment provided for work is suitable and maintained in a safe condition.
- Maintain suitable first aid and emergency arrangements appropriate to the working environment.
- Consider work-related stress and wellbeing when assessing workplace risks.
- Investigate and respond appropriately to reported accidents, hazards and concerns.

When attending client premises, personnel must follow applicable site-specific health and safety instructions.

4. Review

Health and safety arrangements will be reviewed periodically and following any significant changes in working practices, equipment or identified risks.

Doublespark Internet Marketing is a digital agency providing comprehensive SEO and Web Design services to help businesses grow online.