

Health and Safety Policy

Policy statement

Two Hat Software Ltd is committed to protecting the health, safety and wellbeing of everyone involved in our work, and of anyone affected by what we do. We comply with the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The company currently has fewer than five employees, so the law does not require this policy to be written down. We have written it down because it is good practice and because our clients expect it.

Scope

This policy applies to the company's director, to any employees we may take on, and to any substitutes and subcontractors. It covers work done from home, at client premises and while travelling.

Our work and its risks

Most of our work is computer-based and done from a home office, so the main risks are:

- musculoskeletal problems and eye strain from using display screen equipment
- stress and fatigue
- electrical and fire hazards in the workspace
- risks while travelling to and working at client premises

What we do

- **Display screen equipment.** We assess workstations against HSE guidance on display screen equipment. Equipment is set up for good posture, and regular breaks are taken away from the screen.
- **The workspace.** It is kept tidy, well lit and free from trip hazards. Electrical equipment is in good condition and is not overloaded, and a working smoke alarm is fitted.
- **Wellbeing.** Workloads are planned to be realistic. We take proper rest and holidays, and act early on signs of stress or fatigue.

- **Client premises.** We follow each client's health and safety rules and site inductions, and report hazards to the client's site contact.
- **Travel.** We plan journeys to avoid fatigue, prefer public transport where practical, and do not use phones while driving.
- **Lone working.** When working alone at a client site or away from home, someone is told where we are and when we expect to finish.
- **First aid.** A first aid kit is kept in the workspace.

Accidents and incidents

Accidents, near misses and work-related ill health are recorded. Any incident that must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is reported to the Health and Safety Executive.

Subcontractors

Subcontractors and substitutes are responsible for their own health and safety arrangements, and must follow this policy and any client site rules while working with us.

Responsibility and review

The director, George Dennington, is responsible for health and safety. This policy and our risk assessments are reviewed at least once a year, and whenever our work changes significantly. It took effect on 3 October 2026.

Two Hat Software Ltd is registered in England and Wales, company number 17490460.

Registered office: Apartment 6, 89 Parade, Leamington Spa, England, CV32 4NL.

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