



HEALTH AND SAFETY POLICY



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COMPANY DETAILS

Company Name: Lockrose Limited
Company Number: 16101443
Company Address: The Clock House, Western Court, Bishops Sutton, Alresford, SO24 0AA

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HEALTH AND SAFETY POLICY

1. Policy Statement

Lockrose Limited (“we,” “our,” or “the Company”) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors, and others who may be affected by our activities.

Although our work primarily involves office-based and remote project management consultancy, we recognise our duty to manage risks, provide safe working environments, and maintain compliance with relevant UK health and safety legislation.

2. Responsibilities

Managing Director (Responsible Person):

- Overall responsibility for health and safety.
- Ensures this policy is implemented, reviewed, and updated.
- Provides adequate resources and information to maintain safety standards.

Employees:

- Must take reasonable care for their own health and safety and that of others.
- Co-operate with the company in all matters related to health and safety.
- Report hazards, near misses, or incidents promptly.

3. Risk Management

Lockrose Limited will:

- Conduct regular risk assessments of all work activities, including homeworking and occasional site visits.
- Review assessments annually or after significant changes.
- Control or eliminate identified risks wherever practicable.

4. Hybrid and Remote Working

- Employees working from home must ensure their workstations are ergonomically sound.
- The company will provide support for setting up safe homeworking environments (e.g. monitor stands, chairs).
- Homeworking risk assessments will be conducted where necessary.

5. Office Safety

- Fire safety procedures will be clearly communicated in any shared office space.
- Emergency exits, first aid arrangements, and evacuation procedures will be made available.
- Electrical equipment will be PAT tested (where applicable) in line with standard guidelines.



6. Site and Client Visits

- Employees attending client sites must follow all local health and safety rules.
- A dynamic risk assessment should be conducted before site visits.
- Where required, PPE will be provided and used appropriately.

7. Training and Communication

- Health and safety training will be provided as required.
- This may include induction training, workstation setup, first aid awareness, and lone working.
- The policy and safety updates will be communicated via email and company meetings.

8. Accidents and Incident Reporting

- All accidents, incidents, or near misses must be reported to the Managing Director.
- A basic accident log will be maintained.
- In the event of serious incidents, RIDDOR reporting requirements will be followed.

9. Monitoring and Review

This policy will be reviewed annually or following any significant change in operations or legislation.

10. Declaration

I accept overall responsibility for health and safety at Lockrose Limited and am committed to ensuring this policy is effectively implemented and maintained.

Approved by:

Sam Evans
Managing Director
26th November 2024



LOCKROSE

The Clock House | Western Court | Alresford | Hampshire | SO24 0AA

www.lockrose.com