

Title	Policy on Health and Safety
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Document purpose and scope

This document sets out the **Health and Safety Policy** for **Coastal Geohazards Experts Ltd** (“CGE”). It applies to all company activities, including digital publishing, content creation, remote working, media production, and collaboration with partners or contributors.

CGE is a micro-enterprise operating primarily through remote and digital workflows. While the company does not undertake physical fieldwork or engineering activities, it remains committed to ensuring the health, safety, and wellbeing of all individuals working with or on behalf of the organisation.

This policy will be reviewed annually and made available to relevant stakeholders.

Aim

The aim of this policy is to:

- promote a safe and healthy working environment
- prevent accidents, injuries, and work-related ill health
- ensure compliance with relevant health and safety legislation
- embed wellbeing and safe working practices into all operations
- support responsible remote-working arrangements

CGE recognises that good health and safety management contributes to productivity, wellbeing, and the quality of public-facing work.

Policy on Health and Safety

Policy statement

CGE is committed to maintaining high standards of health and safety across all its operations. We will:

- comply with the Health and Safety at Work etc. Act 1974 and all relevant regulations
- provide safe working arrangements for remote and digital work
- ensure that equipment, software, and digital tools are used safely and responsibly
- promote good ergonomic practices and healthy working habits
- support mental wellbeing and encourage open communication about workload and stress
- ensure that contractors and collaborators understand and follow safe working expectations

Although CGE's operational risks are low, the company adopts a proactive approach to identifying and managing hazards.

Responsibilities

Founder and Director

The Founder holds overall responsibility for:

- implementing and reviewing this policy
- ensuring compliance with health and safety legislation
- assessing risks associated with digital and remote work
- providing guidance on safe working practices



Policy on Health and Safety

- responding to incidents, concerns, or near misses

Contractors, freelancers, and collaborators

Anyone working with CGE must:

- take reasonable care of their own health and safety
- follow safe working practices and ergonomic guidance
- report hazards, incidents, or concerns promptly
- ensure that their working environment is safe and suitable

Suppliers and partners

Suppliers and partners are expected to:

- operate in accordance with relevant health and safety standards
- ensure that any services provided to CGE are delivered safely

Implementation

CGE will implement this policy through the following measures, proportionate to its digital-first operations:

Safe remote working

CGE will:

- encourage the use of ergonomic workstations
- promote regular breaks and healthy working patterns
- provide guidance on safe screen use and posture
- ensure that remote work does not create undue stress or isolation



Policy on Health and Safety

Equipment and digital tools

CGE will:

- ensure that laptops, peripherals, and software are maintained and used safely
- encourage secure and organised digital workflows
- provide guidance on safe use of online platforms and communication tools

Risk assessment

CGE will:

- identify and assess risks associated with remote work, digital tools, and media production
- maintain simple, proportionate risk controls
- review risks annually or when operations change

Mental health and wellbeing

CGE recognises the importance of mental wellbeing and will:

- encourage open communication about workload and stress
- promote healthy boundaries and work-life balance
- avoid excessive working hours or unreasonable deadlines

Training and awareness

CGE will ensure that:

- collaborators understand safe working expectations
- guidance is provided on ergonomics, digital safety, and wellbeing
- individuals know how to report concerns



Policy on Health and Safety

Incident reporting and response

CGE will:

- record and review any incidents or near misses
- take corrective action where necessary
- update procedures to prevent recurrence

Continuous improvement

CGE will:

- review this policy annually
- monitor the effectiveness of health and safety measures
- update practices in line with emerging best practice

Approval

This policy is approved by:

Founder & Director Coastal Geohazards Experts Ltd on 04/02/2026

Andres Payo

Director