

Health and Safety Policy



1. Policy Statement

Atlas Certification Limited is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all persons undertaking work on its behalf. As a UK certification body operating entirely virtually, we recognise our duty to protect employees, sub-contract auditors, clients, and others who may be affected by our activities, including when work is carried out remotely or at client sites.

We will meet our obligations under the Health and Safety at Work etc. Act 1974 and associated regulations, ensuring risks arising from our activities—including remote working, lone working, travel to client premises, and the use of IT equipment—are identified, assessed, and controlled. We expect all personnel, including sub-contract auditors, to co-operate by following agreed procedures and reporting hazards or concerns promptly.

The Director has overall responsibility for ensuring this policy is implemented and maintained.

2. Scope

This policy applies to:

- All employees working remotely for Atlas Certification Limited
- All sub-contract auditors undertaking certification activities on behalf of Atlas Certification Limited
- Anyone acting under the organisation's direction during audits, meetings, or other work activities

The policy covers work undertaken in home-based environments, travel, and work conducted at client premises.

3. Responsibilities

Director

Provides overall leadership and ensures adequate resources for managing health and safety.
Approves risk assessments and monitors implementation.
Ensures sub-contract auditors understand and comply with policy requirements.

Employees

Maintain a safe home-working environment.
Complete Display Screen Equipment (DSE) assessments and apply required controls.
Report hazards, incidents or concerns.

Sub-Contract Auditors

Conduct suitable and sufficient risk assessments for work at client premises.
Comply with client-site safety rules and report unsafe conditions.
Inform Atlas Certification Limited of any incidents or near misses arising from work undertaken on our behalf.

4. Arrangements

4.1 Risk Assessment

Atlas Certification Limited maintains risk assessments for:

Remote/home-working
Lone working
DSE use
Travel to client locations

Sub-contract auditors must complete additional assessments based on client-site conditions.

4.2 Remote and Home Working

Staff must ensure home workspaces are safe, free from obstructions, and appropriately set up. Annual DSE assessments are required or whenever working conditions change.

4.3 Lone Working

Personnel must maintain up-to-date calendars and follow a check-in/check-out procedure. Mobile phones must remain charged and accessible. Client-site lone-working requirements must also be followed.

4.4 Travel to Client Sites

Travel must be planned to reduce risk. Auditors must comply with client safety arrangements and PPE rules. Any concerns about safety must be reported immediately.

4.5 Use of Equipment

IT equipment used for work purposes must be maintained in safe condition and any defects reported.

4.6 Incident Reporting

All incidents, near misses, or safety concerns must be reported to the Director promptly. Sub-contract auditors must also follow the client's reporting requirements.

4.7 Health, Wellbeing and Mental Health

Atlas Certification Limited encourages open communication regarding workload, stress or wellbeing. Reasonable adjustments and support will be provided where appropriate.

4.8 Communication and Consultation

Health and safety information will be shared through virtual meetings, updates, and policy reviews. Feedback from employees and auditors will be considered in continual improvement.

4.9 Training and Competence

Personnel will be provided with appropriate health and safety information, instruction, and training. Sub-contract auditors must maintain competence in safety practices relevant to audit work.

5. Monitoring and Review

The Director will review compliance through periodic assessment of incident reports, auditor feedback and legal updates.

This policy will be reviewed annually or sooner if significant changes occur.

Signed:



Gary Jones
Director
Atlas Certification Limited

01/03/2026

