

# awen productions community interest company

inspiring media for social change

## HEALTH AND SAFETY POLICY STATEMENT

Of: awen productions community interest company

1. Statement of general policy
2. Responsibilities & Risk Assessments
3. Information, instruction, training and supervision
4. Accidents, first aid, work-related ill health
5. Emergency procedures - fire and evacuation
6. Monitoring

### 1. Our statement of general policy is to undertake the following as appropriate, to:

- make the workplace safe
- prevent risks to health
- ensure that plant and machinery is safe to use, and that safe working practices are set up and followed
- make sure that all materials are handled, stored and used safely
- provide adequate first aid facilities
- tell you about any potential hazards from the work you do, chemicals and other substances used by the firm, and give you information, instructions, training and supervision as needed
- risk assess
- set up emergency plans
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements
- check that the right work equipment is provided and is properly used and regularly maintained
- prevent or control exposure to substances that may damage your health
- take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation
- avoid potentially dangerous work involving manual handling (and if it can't be avoided, take precautions to reduce the risk of injury)
- provide health supervision as needed
- provide protective clothing or equipment free of charge (if risks can't be removed or adequately controlled by any other means)
- ensure that the right warning signs are provided and looked after
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, as appropriate.

### 2. Responsibilities & Risk Assessments

The director responsible for H&S co-ordination is: **Denzil Monk** (who will assume the role of H&S coordinator unless otherwise specified for your project)

Overall and final responsibility for health and safety is that of individual site employees or contractee. All employees / contractees have to:

- co-operate with the H&S co-ordinator (named above) on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety

## awen productions community interest company inspiring media for social change

- report all health and safety concerns to the rest of the co-operative

Risk assessments will be undertaken as follows:

- as appropriate to identify any areas of particular risk or before the commencement of any new contract, by the Project Manager of that contract.

The findings of any risk assessment will be reported to the Health & Safety co-ordinator, which will usually be the Project Manager or Producer.

Action to remove or control risks will be undertaken by the persons on site or the Project Manager who will check that the implemented actions have removed or reduced the risks.

### 3. Information, instruction, training and supervision

Health and safety advice is available from the co-ordinator. Supervision of trainees will be undertaken by the Project Manager of the relevant project. Employees working at locations under the control of other employers or contractors are responsible for obtaining relevant health and safety information. Anyone working alone out of hours will arrange to check in with a fellow member of the Company when they leave the place of lone working.

### 4. Accidents, first aid, work-related ill health

First aid boxes are kept at each place of employment.

Appointed first aiders, who will receive appropriate training which will be maintained as required are:

- **Denzil Monk**

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the work place of the co-ordinator, **Denzil Monk**.

The co-ordinator, **Denzil Monk**, is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

After any accident there will be an investigation, normally carried out by the co-ordinator unless they were involved, leading to a report. This will be presented to the next monthly meeting, or to a separately convened meeting if the matter is urgent, for review. This may lead to an agreement of actions needed to prevent any reoccurrence.

### 5. Emergency procedures - fire and evacuation

The co-ordinator **Denzil Monk** is responsible for ensuring that where appropriate a fire risk assessment is undertaken and implemented at each place of employment, ensuring minimum standards including:

Escape routes are checked by the principal employee working at each site, every week.

Fire extinguishers are maintained and checked once a year.

## awen productions community interest company inspiring media for social change

Emergency evacuation will be tested on an intermittent basis.

### **6. Monitoring**

To check our working conditions, and ensure our safe working practices, the coordinator Denzil Monk will carry out random checks of working premises, at least once a year.

All members of the Company are responsible for acting on investigation findings to prevent a recurrence.

Statement date September 2000  
Review date September 2010