



Media Trust Health and Safety Policy

Date of Policy	September 2023
Review Frequency	Biennially
Date of next Review	August 2025

1. About this policy

- 1.1 Management of health and safety issues is an integral part of our business and is given the highest priority. Compliance with health and safety legislation is regarded as the minimum standard to be adhered to: our aim is to minimise the number of accidents and work-related illness to the lowest level practicable.
- 1.2 We accept our responsibility for providing a clean and safe environment in which all our people can work. It is our duty to take whatever reasonable measures are necessary for accident and fire prevention and to protect the health, safety and welfare of our employees, customers, contractors and visitors to our premises.
- 1.3 We can only make our safety policy work with the full co-operation and understanding of all our employees and workers. We all need to ensure we carry out our work in a safe manner.

2. Who does this policy apply to?

- 2.1 All employees and workers have responsibilities under the Health and Safety at Work etc Act 1974 and should report any potential risk (such as faulty equipment or process) to the appropriate manager and follow all health and safety instructions that may affect them, their colleagues, or the public. Any neglect of health and safety requirements will be regarded as a serious disciplinary matter. Where an action or neglect is so dangerous as to constitute gross misconduct, the employee concerned will be liable to summary dismissal - and even prosecution.
- 2.2 This policy is non-contractual however it indicates the way in which Media Trust intends to deal with such matters and applies to all members of staff.
- 2.3 All matters affecting health, safety and welfare are kept under constant review. This policy will be reviewed at least biannually, and also when necessary in the light of experience, changes in legislation, or as our business grows or changes.

3. Organisation and responsibilities

3.1 Chief Executive

The Chief Executive is ultimately responsible for ensuring:

- (a) the effectiveness of our overall accident prevention and safety training
- (b) that the proper operating practices and procedures to prevent injury are adhered to and encouraged
- (c) that all the Senior Management Team are aware of their roles and responsibilities in all health and safety matters
- (d) that adequate resources are allocated to meet the requirements of this policy as regards instruction, information, supervision and/or training

3.3 Senior Management Team

The Senior Management Team are responsible for:

- (a) providing leadership and promoting a responsible attitude towards health and safety amongst those they manage or supervise.
- (b) ensuring that the specific risks within their activities are covered by relevant risk assessments and notifying the Head of Operations of any new risks in existing activities or changes in activities resulting in new risks.

3.3 Chief Operating Officer

The Chief Operating Officer is responsible for:

- (a) monitoring and auditing our health and safety procedures and working practices to ensure they are upheld and that we continually strive to make progressive improvements in health and safety.
- (b) promoting awareness of health and safety issues throughout the business and ensuring that all workers are aware of our policy and rules and regular consultation is undertaken with workers about issues of health and safety within our workplace.
- (c) the maintenance of safety records, investigation of accidents, provision of accident statistics, and keeping a watching brief on safety legislation. Full investigation of accidents will be carried out by this person with a view to the prevention of future occurrences. This person is also the person responsible for ensuring that notifiable occurrences and accidents are reported under RIDDOR.
- (d) conducting, maintaining and updating our office risk assessments, reviewing our working practices and assessing any risks to the health and safety of our employees (or of visitors to our premises) arising out of the performance of their duties; ensuring that the introduction of any new equipment, substance or working practice into the workplace is properly considered by testing,

examination and consultation with staff and establishing sufficient preventative measures to address any identified risks. Risk assessments are carried out regularly or whenever there is a significant change to working practices.

- (e) ensuring our obligations in respect of our COSHH assessment, control and monitoring of hazardous substances are met.
- (f) ensuring that our Fire Risk Assessment is complete and up to date, that firefighting equipment is inspected and serviced at least annually, and records are kept, and employees trained to use these properly, that fire drills and inspections take place on a regular basis, that any remedial action is taken to ensure quick and safe evacuation, and that the appropriate number of fire wardens are "in post" and fully trained.
- (g) ensuring that separate risk assessments are done for pregnant workers and any young people who work for us.
- (h) ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.
- (i) ensuring we have an appropriate number of fully trained first aid personnel and that the first aid boxes are checked on a regular basis and restocked where necessary.
- (j) ensuring that prompt action is taken regarding any reported damaged or defective equipment prompting the regular review and monitoring of this policy.

3.4. Managers

All Managers will:

- (a) ensure that each new employee is given induction training which includes the precautions and procedures appropriate to his/her specific job and that all new employees are given a copy of our health and safety policy and any safety rules applicable to their jobs; told of the procedures for reporting accidents; made familiar with the routine in case of fire or other emergency that might require evacuation of the premises; shown the location of first aid boxes, fire exits and firefighting equipment; and are introduced to the first aid personnel and fire wardens.
- (b) ensure that risk assessments are carried out for their department's activities, incorporated into operating manuals and that staff are appropriately briefed. As a minimum this should apply to all film shoots, training events and public events.
- (c) ensure that staff reporting to them are only allocated tasks which they are able to carry out in a safe manner, and for which they have been given the appropriate information, instruction, and/or training.
- (d) ensure that staff reporting to them follow our safety rules and procedures and that a good level of housekeeping is maintained.

- (e) ensure that staff reporting to them are provided with any necessary protective clothing and that this is worn as instructed.
- (f) take appropriate action with regard to all reported defects and complaints relating to health and safety.
- (g) review the health and safety policy periodically and ensure that safety checks have been carried out in his/her area of operation.
- (h) ensure all accidents that occur in the workplace are recorded, using the appropriate form and that copies are completed immediately and returned to Chief Operating Officer.
- (i) ensure that the proper operating practices and procedures to prevent injury are adhered to and encouraged, and also that they themselves set a good example in safe behaviour.
- (j) ensure any remote workers have a health and safety checklist and that their equipment and location receive an annual inspection organised by Chief Operating Officer.
- (k) keep up to date with health and safety matters applicable to our operation.

3.5. All employees and workers

All employees and workers have a responsibility to do everything they can to prevent injury to themselves, their fellow workers and others affected by their actions or omissions at work. They are required to:

- (a) ensure they are aware of all their responsibilities regarding health and safety.
- (b) follow safe working practices and not remove or alter any safety devices on equipment.
- (c) ensure that they are fully trained in the use of all equipment that is relevant to their job.
- (d) record all accidents or injuries or "near misses" that occur in the workplace, using our Accident Report form, and seek first aid treatment where appropriate; also report any accidents or injuries to them which occur at customers' or suppliers' sites to the appropriate authority on those premises, as well as to our Chief Operating Officer.
- (e) inform their manager or Chief Operating Officer of any serious or imminent danger and report any shortcomings that they see in the safety arrangements.
- (f) seek guidance from their manager if they are in any doubt concerning any health and safety issue follow our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy.

- (g) inform any visitors with whom they are meeting of any health and safety risks and precautions they must take.

4. Managing health and safety risks in the workplace

4.1 The following arrangements are in place, to prevent accidents and cases of work-related ill health.

- (a) Our health and safety procedures and working practices will be monitored to ensure they are upheld and that we continually strive to make progressive improvements in health and safety.
- (b) We will promote awareness of health and safety issues throughout the business and ensure that all workers are aware of our policy and rules and regular consultation is undertaken with workers about issues of health and safety within our workplace.
- (c) We will ensure the maintenance of safety records, investigation of accidents, provision of accident statistics, and keep a watching brief on safety legislation.
- (d) Full investigation of accidents will be carried out with a view to the prevention of future occurrences.
- (e) Office and individual programme risk assessments will be conducted, maintained and updated, reviewing our working practices and assessing any risks to the health and safety of our employees (or of visitors to our premises) arising out of the performance of their duties; ensuring that the introduction of any new equipment, substance or working practice into the workplace is properly considered by testing, examination and consultation with staff and establishing sufficient preventative measures to address any identified risks.
- (f) Risk assessments are carried out regularly or whenever there is a significant change to working practices.
- (g) We will ensure our obligations in respect of our COSHH assessment, control and monitoring of hazardous substances are met.
- (h) We will ensure that all staff are aware of Fire Safety guidelines and emergency procedures as set out by our building management.
- (i) ensuring that separate risk assessments are done for pregnant workers and any young people who work for us.
- (j) ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.
- (k) we will ensure that prompt action is taken regarding any reported damaged or defective equipment prompting the regular review and monitoring of this policy.

5. Employee Awareness

5.1 Clear instructions and information, and adequate training, are essential. to ensure employees are competent to do their work.

5.2 Media Trust will ensure all staff and volunteers are aware of and understand the health and safety risks associated with their role and are provided with the appropriate information,

instruction, supervision and training required to enable them to work safely. As a minimum this applies to all film shoots, training events and public events.

5.3 Staff and volunteers must take reasonable care of themselves and others by following health and safety policy and procedures.

5.4 Staff must report any health and safety concerns they have to the Chief Operating Officer.

6. Staff engagement and consultation

6.1 Media Trust will ensure staff adhere to all health and safety guidelines communicated via building management and to take responsibility for the safety of their guests.

6.2 Media Trust will communicate with staff to regularly check that their work conditions are optimal for them – i.e., if adaptive equipment is required to assist them in working from a home environment, such as ergonomic IT accessories.

7. Working Conditions

7.1 Media Trust to ensure staff are working in safe and healthy working conditions, providing adequate equipment and safe storage:

- (a) Offices are kept orderly and kept clear of any cables or clutter, to avoid unavoidable accidents.
- (b) Electrical appliances to be kept in a good state of repair and inspected periodically.
- (c) Electrical sockets must not be overloaded or plug extensions used in combination with extension leads.

8. COVID Compliance

8.1 Media Trust will ensure compliance with Government and HSE guidance for Covid-response health and safety guidelines including:

- (a) Carrying out Risk Assessments when necessary
- (b) Developing cleaning, hand washing and hygiene procedures
- (c) Helping people work from home, taking into account, the requirements of the business, safety of personal data and employee wellbeing.
- (d) Ensure all staff follow further guidance from the building management and/or those who assume responsibility for cleaning, health & safety signage, etc. in all offices, bathroom and other common areas.

9. Emergency Procedures for fires and other significant incidents

9.1 All staff to familiarize themselves with the location of fire exits.

9.2 Staff to remain vigilant in Identifying behavior that requires intervention, such as:

- (a) Irregular behavior that might signal emotional distress (severe mood swings, impulsive or intimidating behavior, yelling).
- (b) Any behavior that is physically assaultive.
- (c) Behavior or actions that would be interpreted by a reasonable person as potential for violence (verbal threats, throwing objects, waving fists).
- (d) Any substantial threats to harm another individual or in any way endanger the safety of employees.
- (e) Any substantial threats to destroy property.

9.3 All staff must be aware of their surroundings. If there is imminent danger to themselves or others, they must take one of the following actions, as deemed most appropriate:

- (a) Call local emergency services.
- (b) Report any suspicious activities or anything that seems out of place to the Chief Operating Officer and/or Building Security.
- (c) Report all incidents, accidents and near misses to the Chief Operating Officer. These will be recorded and followed up appropriately.