



HEALTH & SAFETY POLICY

It is the company policy to ensure and recognise that the health, safety and welfare at work of all employees, whether on the Company's premises or carrying out company business elsewhere is primarily the management's responsibility and that, further a duty of care extends to other persons whilst they are on the company premises.

The Directors have ultimate authority and responsibility in relation to health and safety topics. Everyone in the Organisation responsible for other people carries as a primary job function the duty to safeguard their welfare, health and safety whilst at work.

The Directors will do all in their power to ensure as far as is reasonably practicable:-

1. The provision and maintenance of a safe place of work with access for people with disabilities.
2. The provision of equipment, materials, clothing and methods of work incorporating safety precautions which are without risks to health.
3. That the processing, handling, storage and transport of materials and equipment can be achieved without hazard.
4. Periodic checks are carried out to monitor and control adherence to statutory requirements, Codes of Practice and Company standards relating to safety, health and welfare in the work place, taking any necessary steps to eliminate potential or actual hazards.
5. The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of employees.
6. The thorough investigation of all accidents and near-misses with a view to preventing their recurrence.
7. The contractors and other visitors to the Company premises are made aware of and comply with the Company's safety policy, standards and regulations.
8. Those first-aid facilities, fire-precautions, fire-fighting equipment and the emergency evacuation procedure are regularly examined and, if necessary, improved.

EMPLOYEES/Contractors

Each employee/contractor is expected to conform to Company policy and regulation on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues and students. Further, employees/contractors are expected to help and co-operate in achieving safe and hazard-free working areas and operations.

Specifically, employees/contractors must comply with the following:-

1. All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed.
2. Only personnel who are trained and authorised to use equipment, machinery or vehicles may do so, provided always that it is safe and proper working conditions, and that all guarding and other precautions are operating.
3. All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition. Employees/contractors should be aware that cables will be running on the floor in the production studio and should recognise these as trip hazards; extra care should therefore be taken while working in the studio environment.
4. All machinery, power supplies and materials must be left in a safe condition when unattended or when work ceases.
5. Repairs and adjustments to equipment or machinery may only be carried out by those who are authorised to do so.
6. Any dangerous or injurious incident or 'near misses' must be reported at the earliest opportunity to the Health and Safety Officer. All details must be recorded in the accident book
7. Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct.
8. Practical joking, horseplay or reckless behaviour endangering others are forbidden.
9. While working away from the office, employees must comply with all local safety policies, procedures, rules or precautions.

In conclusion, each employee is required to conform to company policy and regulations on Health and Safety topics and to be responsible for his or her own safety at work and that of colleagues.

This policy will be reviewed as often as appropriate and in line with any new legislation.