



## Health and Safety Policy

This is the Health and Safety Policy Statement of North Devon Moving Image CIC (NDMI)

This policy applies to employees (including trainees and volunteers) and is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

A handwritten signature in black ink, appearing to read 'Gareth', is positioned below the 'Signed' text.

Name: Gareth Alvarez  
Position: Director  
On behalf of NDMI  
Date: 17 October 2013  
Review date: 22 April 2021

### **Responsibilities**

Overall and final responsibility for health and safety is that of Gareth Alvarez and Rob Whitney, Directors of NDMI.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Gareth Alvarez, Director.

To ensure health and safety standards are maintained/improved, the following people have responsibility in all areas:

Gareth Alvarez, Director  
Rob Whitney, Director

All employees must:

- co-operate with supervisors and managers 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; and
- report all health and safety concerns to an appropriate person

### **Health and safety risks arising from our work activities**

Risk assessments will be undertaken by project Co-ordinators

The findings of the risk assessments will be reported to the Project Manager

Action required to remove/control risks will be approved by Project Manager

Project Co-ordinator will be responsible for ensuring the action required is implemented.

Project Manager will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### **Consultation with employees**

NDMI will consult with employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

NDMI will consult directly with employees through team meetings and face-to-face discussions.

NDMI will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.

NDMI will take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

### **Safe equipment**

The Directors will be responsible for identifying all equipment needing maintenance.

The Directors will be responsible for ensuring effective maintenance procedures are drawn up.

The Directors will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to Project Manager

Project Manager will check that new equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

Project Co-ordinator will check that new substances can be used safely before they are purchased. NDMI does not currently use or store any substances which need a COSHH assessment.

### **Information, instruction and supervision**

Health & Safety leaflets are issued by Project Manager at induction

Health and safety advice is available from the Directors

Supervision of trainees/work experience students under 18 will be undertaken by the Directors.

The Project Manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

### **Competency for tasks and training**

Induction training will be provided for all employees, trainees and volunteers by the Directors

Job specific training will be provided by the Project Co-ordinator

Training records are kept by the Directors

Training will be identified, arranged and monitored by Project Manager

### **Accidents, first aid and work-related ill health**

Health surveillance is not required in relation to any jobs at NDMI

The first aid kit is kept in the kitchen at NDMI office and a portable kit is taken on location

The appointed first aider is Amanda McCormack

All accidents and cases of work-related ill health are to be recorded in the accident book.

The book is kept at NDMI office

Amanda McCormack is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will

Carry out inspections and spot checks

Investigate any accidents or sickness absences that occur.

The Directors are responsible for investigating accidents.

The Directors are responsible for investigating work-related causes of sickness absences.

The Directors are responsible for acting on investigation findings to prevent a recurrence.

### **Emergency procedures – fire and evacuation**

The Directors are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by Directors every six months or sooner if any changes are made to the premises

Fire extinguishers are maintained and checked by Directors every year

Alarms are tested by Directors every 3 months

Emergency evacuation drills are the responsibility of Directors and will be tested every six months or sooner if new employees are engaged.

### **Risk Assessments**

Individual risk assessments will be carried out for every location assignment.

### **Induction**

On engagement every member of staff, volunteer and trainee will be made aware of the Health & Safety Policy and risk assessments for any tasks they will undertake.