A. STATEMENT OF INTENT

Our aim is to provide safe and healthy working conditions, equipment and systems of work for all our employees.

We will also provide sufficient information, training and supervision to enable our staff to do their jobs safely and without risks to themselves or others.

We accept that we are responsible for the health & safety of other people who may come on to our premises, e.g. visitors, contractors, customers, etc.

We undertake to consult with our staff in all matters concerning their health & safety.

We will bring this Health & Safety Policy to the attention of all our staff and discuss it with them to make sure that they understand it.

We will review this policy and the way it is operated every year.

Trevor Davies (Managing Director) will be responsible for doing this and updating it if necessary.

B RESPONSIBILITIES

The overall responsibility for Health & Safety in the business lies with Trevor Davies (Managing Director)

Mr Trevor Paul Davies is responsible for ensuring that this policy is carried out at:

Ground:zero Productions Ltd, 651 Maidstone Road, Rochester Airport Industrial Estate, Kent, ME1 3QY

In their absence, someone will always be left in overall charge and will be responsible for health & safety during that time.
All employees have a responsibility to co-operate with their employer on matters of health & safety.

C SAFETY PROCEDURES

FIRE SAFETY

ALL STAFF MUST be familiar with the fire safety precautions and emergency procedures. They must know:

- how to raise the alarm
- that if they discover a fire they must:
  - raise the alarm
  - call the Fire Brigade (by dialling 999)
  - ensure that staff and visitors evacuate the premises
  - without risk to personal safety, tackle the fire with the correct extinguisher or a fire blanket
- where the fire escape exits and escape routes are.
- where the fire extinguishers are and what types are available

The risk of fire can be reduced by following the simple rules listed below:

- fire escape routes are kept clear from obstruction (both inside and outside)
- fire fighting equipment is in place and is in good working order
- fire exit doors open easily
- fire doors which are required to be kept shut are not wedged open
- fire extinguishers are checked regularly and the results documented
- fire extinguishers have not been accidentally discharged
- fire extinguishers are always unobstructed and ready for use
- fire alarms (where fitted) are checked regularly and the results documented
- fire drills are held regularly and the results documented

Mr Christopher Long (Director) is responsible for ensuring that the above checks are carried out regularly
ACCIDENT REPORTING

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995) require that we report certain accidents/incidents to the Incident Contact Centre in Caerphilly. This can be done by telephone (0845 300 9923) but it is helpful to fill in form F2508 first to ensure that the necessary information is to hand. Alternatively form F2508 can be faxed (0845 300 9924) or posted to the ICC at Caerphilly Business Park, Caerphilly, CF83 3GG.

If in doubt, we will contact our enforcing authority first. This is especially useful in the event of a major accident. Our Enforcing Authority is:

Medway Council
Gun Wharf
Dock Road
Chatham
Kent
ME4 4TR
01634 333111

Gina Friedman is responsible for reporting reportable accidents/incidents to the enforcing authority.

Reportable accidents include:
- death or serious injury (fractured arms, legs, hands, feet etc)
- any injury which involves the employee being away from work, or being unable to do the full range of their normal duties, for three or more days, and also
- any member of the public being sent to hospital as a result of an accident on our premises.

All accidents, whether reportable or not, should be entered in the loose leaved accident book (B1 510) which is kept in the main office.

All accidents occurring on our premises will be investigated to find out what happened and to avoid recurrences.

Gina Friedman is responsible for investigating accidents and near misses.

FIRST AID

The First Aid box is kept in the main office.
It must contain a good supply of suitable plasters, triangular bandages etc but MUST NOT CONTAIN any medicines e.g. aspirin, paracetamol etc.

The First Aider is Amy Devitt and she is responsible for ensuring that the first aid box is adequately stocked.

The nearest hospital accident and emergency department (A&E) is:

Maidstone General Hospital, Hermitage Lane, Maidstone, Kent
Telephone Number: 01622 729000
The first aider will be responsible for calling the ambulance if necessary.

MANUAL HANDLING

To minimise the possibility of injury while lifting or carrying, management will:

- assess the job before starting
- ensure that staff have received suitable training in lifting techniques
- provide suitable lifting equipment if the assessment identifies the need for it.

Staff must:

- get help with heavy loads (either mechanical or from a colleague)
- wear suitable clothing e.g. stout footwear, gloves etc. but not high heels or tight clothes.
- lift with a straight back as far as possible
- avoid twisting and turning while actually lifting

SLIPS TRIPS AND FALLS

In order to reduce the risks of slips trips and falls in our premises, staff are responsible for ensuring that their own work places are clean and tidy.

Management will ensure that:

- floor surfaces are kept in good repair
- non-slip floor coverings are used wherever possible
- passages and staircases are kept clear of obstructions

Staff must:

- display warning notices when floors are wet or slippery.
- ensure that any spillages are cleaned up immediately.
- ensure that all floors are kept clean and free from grease or oils.
- wear sensible shoes.
- use proper steps or ladders for reaching heights.

Mr Steven John Taft is responsible for ensuring that the workplace fabric is kept in good repair.

ELECTRICAL SAFETY

Management will ensure electrical safety by implementing the following measures:

- all electrical systems will be installed and maintained by a competent and suitably qualified person as required by the Electricity at Work Regulations 1989
- a schedule of testing recommended by a qualified electrician will be put in place. Plugs, sockets, cables and portable equipment will be checked frequently to ensure that they are in good condition and that the wiring is sound and is held properly in the cable grip.
- sufficient electrical sockets will be available to reduce or remove the need to use extension cables. Gangplugs may be used but adaptors WILL NOT BE USED.
- Staff report electrical faults immediately and these are repaired at once by a qualified electrician.
- Faulty electrical equipment is withdrawn from use until it has been repaired.
- Records of all electrical equipment tests and checks will be kept.

Mr Christopher Long is responsible for ensuring that the electrical equipment is tested, checked and kept in good repair.