

# HEALTH & SAFETY POLICY

PASSION PRODUCTIONS LTD

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**PASSION**  
Productions  
Taking creativity out of the box

Company Number: 9038539

<https://www.passionproductions.co.uk>

## Policy Statement

1. It is the policy of PASSION PRODUCTIONS to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose.
2. PASSION PRODUCTIONS also recognises and accepts its responsibility to protect the health and safety of all visitors to the projects (including contractors, temporary staff and any members of the public) who might be affected by its activities.
3. PASSION PRODUCTIONS recognises and accepts its responsibility to protect the health and safety of all its trainers and learners when undertaking projects. Create will comply with the terms of the Health & Safety policy and procedures of the third party and carry out risk assessments as appropriate.
4. A copy of this policy will be issued to all members of staff and the policy will be kept up to date and the way in which it is operated will be reviewed each year.
5. The specific arrangements for the implementation of the policy and the personnel responsible are set out below.
6. Policy will be applied in line with project demands.

POLICY ADOPTED 5<sup>th</sup> October 2020 by



Shirley Day. MD. Passion Productions Ltd.

POLICY REVIEWED 5<sup>th</sup> October 2021

# HEALTH & SAFETY POLICY

## Responsibilities and Arrangements for Health & Safety Management

1. The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure , so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities e.g. users, volunteers, members of the public.
2. The Board of Directors has overall and final responsibility for health and safety matters at (Create) and for ensuring that health and safety legislation is complied with.
3. The project manager will review the operation of its health and safety policy annually.
4. The project manager has overall responsibility for ensuring the protection of health and safety of the trainers and learners whilst undertaking activities outside (Create) premises and in particular will ensure that:
  - a. learners receive sufficient information on health and safety matters
  - b. trainers are aware of their responsibilities to their learners
  - c. a risk assessment has been undertaken if appropriate and the results written up and made available to learners
  - d. all accidents are reported to the third party and (Create)
  - e. the third party has adequate public liability insurance in place
5. The project manager has overall responsibility for ensuring that the health and safety policy is put into practice at (Create)'s premises and in particular will ensure that:
  - a. employees receive sufficient information, training and supervision on health and safety matters
  - b. line managers are aware of their responsibilities to their staff
  - c. a risk assessment is undertaken and the results written up and made available to all employees
  - d. all accidents are investigated and reported to the Board of Directors
  - e. there are adequate arrangements in place to monitor the maintenance of the premises and the equipment
6. All employees have the responsibility to co-operate with the Director and the Board to achieve a safe and healthy workplace and to take reasonable care of themselves and others.

# HEALTH & SAFETY POLICY

## Health & Safety policy

7. Employees must not intentionally or recklessly interfere with anything provided for the health, safety and welfare. Serious breaches of the Health and Safety Policy and Rules will be dealt with through (Create)'s Disciplinary Procedure.
8. Whenever an employee notices a health or safety problem which they are unable to put right they must immediately inform the Director.
9. Health, safety and welfare matters may be raised by any employee at staff meetings.
10. Smoking is strictly prohibited on (Create) premises.
11. Use of illegal drugs and the drinking of alcohol on the premises is prohibited.
12. To ensure the wellbeing of everyone at (Create) and to prevent the spread of any infection, if any employee has any infectious disease they should remain at home until fully recovered.
13. (Create) will ensure that new employees receive information on health and safety as part of their induction training.
14. (Create) will provide clothing and equipment as is necessary to ensure the protection at all times of all authorised uses of the premises.
15. It is the responsibility of all staff to be aware of fire hazards, to know the location of fire exits and the assembly point and to know the fire drill procedure. This will be part of their induction training.
16. Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed.
17. Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations, when necessary, the Director will arrange for appropriate assessment to be carried out and for the information to be available in the Employee Manual.

# HEALTH & SAFETY POLICY

## **FIRST AID AND ACCIDENT REPORTING**

1. All accidents which result or nearly result in injury must be reported and recorded in the Accident Book which is kept in the mobile filing cabinet
2. The designated First Aider/s is/are Victoria Williams / S day.....
3. The First Aid Box is located in mobile filing cabinet.
4. The Director is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) to the Environmental Health Department  
RIDDOR covers the following incidents:-
  - Fatal accidents
  - Major injury accidents
  - Dangerous occurrences
  - Accidents causing more than 3 days incapacity for work
  - Certain work related diseases.
5. If an Ambulance is needed – Dial 999 and tell the operator you need an ambulance.

Tell the Ambulance Controller the number of casualties, the type of injury and where you are.

Do not hang up until the controller has confirmed your message.

## **Health & Safety policy**

### **Safe Use of Computer and VDU**

1. If you are working at a computer station ensure you have an adjustable seat.
2. Adjust your chair seat for height and back support to ensure a comfortable working position. Make sure the screen is at the correct eye level for you.
3. Ensure that the keyboard is conveniently positioned for long-term comfortable working.
5. Report any problems, such as a flicker on the screen or a high-pitched tone, to the project manager.
6. To avoid health problems please ensure that you take short frequent breaks from your workstation

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## **Fire Procedure**

Fire extinguishers are strategically placed around the building mainly by exit points, please make yourself aware of their position.

Before training is undertaken, fire exits will be identified and the learners will be made aware of these.

Emergency exits are clearly marked.

In the event of discovering a fire -

- i) Raise or sound the alarm.
- ii) Call the Fire Brigade.
- iii) Do not attempt to fight the fire yourself.
- iv) Leave by the nearest Exit, which is .....
- v) Never take chances – do not panic – do not rush.
- vi) Do not return for personal belongings or re-enter the premises until authorised by a Fire Brigade Officer.
- vii) Your assembly point is .....