



Screen South Health and Safety Policy

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Policy Statement

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives and becomes an integral part of everything we do.

Our Statement:

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'.

Consultation and communication:

Whilst every employee and contractor has a personal responsibility to control and minimise risks present in their own activities, we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the company policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

- Allocating responsibilities for health and safety to our employees, freelancers, interns, volunteers, suppliers and business partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.
- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

Competent workforce: our commitment is to:

- Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
- Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

Risk management: our commitment is to:

- Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents.
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety.
- Devise an emergency action plan for our organisation.
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work-related ill-health developing.

The Managing Director is responsible for ensuring the effectiveness of this policy, while day to day implementation is the responsibility of the Head of Business Support.

Signed & dated:



Jo Nolan, Managing Director Screen South, August 2021

Organisation

Roles and responsibilities

The Managing Director

The MD has ultimate responsibility for health and safety.

Duty Manager

Due to the nature of the work that Screen South undertakes, it is often the case that some of the people employed by the Company work away from the office. All staff travel to some degree and, as such, allocation of specific responsibilities for particular tasks such as Emergency Evacuation or role calls is not practical.

Instead, the position of Duty Manager exists for activity away from the office and in addition for each area of the facility for at the Glassworks. By default, it is the Head of Business Support for the office space and the Project Manager for the production and digital lounge, however when they are absent it becomes the most senior person present at any time. All employees are trained in the responsibilities of the Duty Manager therefore the position is fulfilled whenever anyone employed by the Company is in the building.

Duties of the Duty Manager:

- Daily walk around to make sure all fire exit routes are clear of obstructions, and all fire extinguishers are in place.
- Monday morning walk around to check general condition of fixtures and fittings, appliances, and equipment.
- Advising the Head of Business Support of any significant findings following any of the above routines.
- Ensuring the correct procedures are carried out in the case of serious or imminent danger, including calling the emergency services when required.

Employees including interns and volunteers

All employees have these general duties:

- To co-operate with managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- To take reasonable care of their own health and safety.
- To report all health and safety concerns to an appropriate person.

Screen South employees who work with host companies

If an employee works in a host office facility they must follow guidelines given by that host. However, Screen South will have checked that the host company adheres to all relevant legislation and the Screen South employee can report any concerns to the MD or Head of Business Support at any time.

Contractors including freelancers

All contractors are contractually bound to follow any health and safety advice from the company and are personally responsible for their own health and safety.

Competent People

The person responsible for Health and & Safety in the office is Head of Business Support.

The person responsible for ensuring the Office Risk Assessment is suitable and sufficient is Head of Business Support.

The “responsible person” in relation to Fire is MD.

The person responsible for instigating “procedures for serious and imminent danger” (i.e., carrying out evacuation and other emergencies in the Office) is the Duty Manager.

The person responsible for ensuring Display Screen Equipment (DSE) assessments are carried out is Head of Business Support.

The person responsible for ensuring Manual Handling Assessments are carried out is Head of Business Support.

The person responsible for ensuring "Control of Substances Hazardous to Health" (COSHH) assessments are carried out is Head of Business Support.

Contractor Management is controlled by Head of Business Support.

The Training plan is implemented by Head of Business Support.

Arrangements

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient assessment to be made of the risks to health and safety from the undertaking.

A risk assessment has been carried out for the office and is recorded in the H&S folder on the company server.

This risk assessment is reviewed and revised as necessary in the following circumstances:

- Changes in workspace layout
- Changes in working methods
- Changes in staff
- Changes in legislative requirements
- Changes in personal circumstances such as new or expectant mothers
- In the case where young persons or children are present in the offices
- Changes in the Company's undertaking
- Introduction of new working practices or activities
- In any case every 12 months

A fire risk assessment is required by Fire Legislation (RRFSO 2006) and a separate assessment has been carried out by landlord & fire extinguisher supply company.

Consultation with employees

Screen South will maintain an open discourse with employees so that they can be free to raise issues at any time. In addition, there will be a bi-monthly email request to report any concerns, suggestions for improved working or requests for safety equipment. Health and Safety will be on the agenda for regular team meetings.

Equipment Safety

Selection

Only equipment designed for the required task, fit for purpose and appropriately CE marked are selected for use.

Maintenance

Each item of equipment is registered on the Equipment schedule. This identifies maintenance and inspection programmes and records the history of each item. This schedule is recorded in the Management Details folder held by the Head of Business Support.

Contracts are in place to service the photocopier, and portable electrical testing requirements. Fire extinguishers are the responsibility of the Landlord.

Safe Handling and use of substances

No hazardous substances are used in the day to day running of the office.

Information, instruction and supervision

Information is available from a number of sources. Most readily available is the information from the HSE website: www.hse.gov.uk.

Instruction is provided with any process or operation and appropriate training given.

New staff are supervised on commencement of employment, and ongoing assessments of the need for supervision are made.

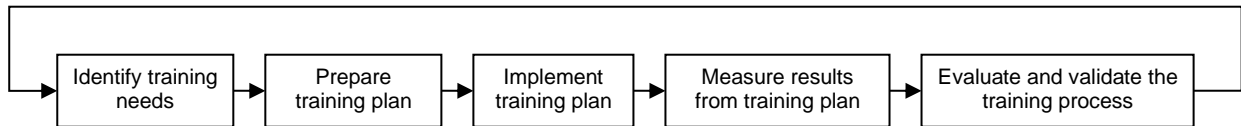
Training plan

Training is an important strategic tool that the Company considers vital in creating and maintaining a high level of competency in all aspects of the business.

Training is provided to secure a positive change in the behaviour of individuals, and as a key element of the overall risk management strategy. Success depends on correctly identifying training needs and providing and evaluating training designed to satisfy these needs. The primary purpose of this training from a safety perspective is to eliminate or reduce human failings which result in unsafe acts or behaviour.

Refresher training is provided at suitable intervals.

The Training plan requires a systematic process which has 5 components:



Training is split into 3 types.

- Task Related (skills required to perform tasks in a safe and efficient manner)
- Company related (Safety arrangements and procedures such as fire action, first aid etc)
- Legal requirements (training to satisfy legislative requirements such as COSHH, Risk Assessment, etc)

A list of the relevant training is available from the Head of Business Support. This demonstrates the training provided and who has received it.

Incident reporting

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations)

Any incidents or accidents must be reported to the MD or Head of Business Support immediately.

The Head of Business Support will ensure that the appropriate action required by RIDDOR is carried out. Guidance on the requirements of RIDDOR is available from the HSE. An accident book is kept in each office. Records are kept securely by the Head of Business Support. Any reportable incident can be reported at <https://www.hse.gov.uk/riddor> or by sending the form to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG, or by fax to 0845 3009924.

Investigations

Following any accident or significant incident, the Company will instigate a full investigation that will be carried out by an external organisation. There is a prescribed format for the investigation.

Reporting issues in the communal areas of the Glassworks

Any Health and Safety issue is to be reported directly to the main reception desk and a follow up email from the Head of Business Support, or nominated person, to be sent to the Creative Folkestone ***Creative Workspaces Manager (Community)***

First Aid

First Aid provision is provided as follows:

A first Aid box is located in the main office at the Glassworks. A list of the contents of the box is kept with the kit and updated whenever they are used, and an audit carried out every 6 months by the Appointed Person.

Fire precautions

The Glassworks

An automatic detection system and automatic fire alarm is installed in the premises. Full details can be obtained from the Landlord who has commissioned and maintains this system.

Alarm points are tested weekly by the Landlord's representative.

Fire extinguishers are provided by the landlord whose responsibility it is to have these serviced

Induction training is given to all staff on their first day including the emergency procedures, who is responsible for what and how to get out of the building safely. Records of this training are kept by the Head of Business Support.

Welfare

Use of VDUs

Every workstation with a Visual Display Unit (VDU) is the subject of an assessment using the form available from the HSE (VDU Workstation Checklist). The forms are kept by the Head of Business Support. Proprietary seating is provided with a full range of adjustments, and training is provided on induction in the correct use of the controls. Information on the hazards associated with the use of VDUs is included in induction training and a copy of the information is included in the Management Details folder.

Eye tests are available, paid for by the Company, to those Users of DSE equipment who request a test, via the Head of Business Support. Screen South will provide "special" corrective appliances of a type and quality adequate for their function, however if an employee wishes to upgrade to a more costly design the additional cost will not be paid by Screen South. "Normal" corrective appliances are at the users own expense.

Safe entrance and egress from the building, especially out of hours

Ideally, especially in darker evenings, staff should not be leaving the building by themselves by either the upper or lower door.

When Screen South plans out of hours events, the safety of guests leaving the building should be considered in the risk assessment.

When directing people to the building it is important that it is highlighted that access from the Upper Payers Park is very steep.

Online Activity

When using online meetings staff and contractors are advised to ensure that their personal address cannot be identified, it is also advisable to keep any family photos out of view.

Stress

There are few health risks to employees during day-to-day work at the Screen south Offices, however stress is recognised as a potential risk to health. Screen South recognises the causes and effects of stress, and the Company is committed to ensuring that no employees suffer as a result of it. The key is a balance, and the aim is to distribute the workload to ensure that no one is exposed to unreasonable levels of stress.

Manual Handling

All staff undertake manual handling to some degree, although it is mainly limited to the movement of equipment, printed material, and stationary supplies. The Company will train staff who require it in basic manual handling techniques. Staff should only retrieve from the store cupboard the stock they need for a particular task and should use the barrow to move boxes.

When picking up deliveries from reception the barrow should be used, and assistance sought with doors etc.

Working at Height

Another person must be present when a step ladder is being used. The ladder must be checked that it is properly fixed before use. Any heavy boxes are too be broken down before being moved from shelves above shoulder height.

Housekeeping

The fridge to be cleaned once a fortnight.

No food waste to be left in bins.

Safe cleaning products will be provided to each employee to clean their desks and keyboards every week or, if they share a desk, at the beginning and end of a session. Phones to be wiped with anti-bac daily.

Chairs and tables are not to be used to gain access to shelves, light fittings or other out-of-reach locations.

Travelling whilst on Screen South duties

Any member of staff attending events away from the office must provide contact details for all of their meetings, with expected timings.

COVID requirements

As COVID requirements are subject to change at short notice it will be included in all inductions, project arrangements conducted in person, and regular updates as a separate item. Screen South will provide employees with all of the necessary equipment in accordance with guidelines.

Visitor information

The Glassworks

The main reception is manned by a representative of the Landlords Monday to Friday from 9 a.m. until 5 p.m. Visitors to Screen South can freely enter the building during these times and, after registering, can come to the office.

There are 3 categories of visitor, each with its own protocol:

Delivery people. These people may enter the building to deliver goods and get documentation signed at the main reception for Screen South to pick up later. If necessary, they can be given access by Screen South personnel to the rear gates, in this case they are the responsibility of Screen South and should be accompanied at all times.

Short term visitors for meetings etc. These people must be assigned a member of staff to be responsible for them in an emergency. They must be given basic information about the emergency procedures and welfare arrangements such as the sound of the alarm, where the exits are and if there are any tests expected during the duration of their visit. They do not need to be accompanied at all times, but they must be assisted from the building in the event of an emergency. They must sign in and out using the visitors' book at reception.

Long term visitors, such as freelance staff, trades' people working in the building and Clients who may come to the office to work, must be treated in the same way a member of staff, and receive the emergency and welfare induction training provided to employees on their first day.

The use of contractors and contractor approval

In selecting contractors, checks are made on the following:

Relevant specialist knowledge – has the contractor carried out similar work satisfactorily before? Are they a member of a Trade Association, Guild or other organisation that demonstrates they understand what is required?

Competency – does the contractor have proof of training for its staff covering the work to be carried out? Can they provide examples of risk assessments and method statements for similar work that

demonstrate that they are competent to assess the risks associated with their staff, employees and other contractors?

Insurance – is there evidence that the contractor is suitably insured for Public Liability and where appropriate Professional Indemnity for the work they are to carry out?

References – will someone who has used the contractor before testify that they did a good job?

The Head of Business Support is responsible for ensuring that any contractor used on a project has been checked in relation to the above. Where specialist knowledge needs to be contracted in; but the individual concerned cannot provide evidence to support the above requirements; Screen South will treat them as an employee.

Assistance with Health and Safety

Competent advice and assistance is obtained from 3 sources:

1. People with the relevant experience and knowledge in the Company.
2. The Screen South membership of the Kent Invicta Chamber of Commerce which gives access to Chamber Health & Safety which is only available to Members of the British Chambers of Commerce Accredited Network and is delivered to Kent Invicta Chamber Members via Quest.
3. The HSE Info line system:
Opening Hours 8 am - 6 pm (Monday to Friday)
Telephone 0845 345 0055
Fax 0845 408 9566
Minicom 0845 408 9577
E-mail hse.infoline@natbrit.com
Post HSE Infoline
Caerphilly Business Park Caerphilly, CF83 3GG