

ANYTHING AUDIO - HEALTH AND SAFETY POLICY

Anything Audio is committed to providing a safe working environment. A regularly updated health & safety policy will help us achieve that aim.

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. Anything Audio fully accepts its responsibilities under the Act.

ANYTHING AUDIO WILL:

- Prevent accidents in the workplace by encouraging a culture of safe working environments by providing all employees & freelance staff with appropriate Health & Safety information & training pertaining to; manual handling, fire procedures, accident reporting, noise at work & any other job specific training as appropriate.
- Send all staff to SPA Live Event Safety Passport training to ensure a minimum standard of Health & safety awareness. All employees and freelance staff are encouraged undergo this training within 12 months of signing an employment/freelance contract with Anything Audio
- Assess the risks in the workplace & maintain a written Risk Assessment which is regularly reviewed and updated.
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff welfare facilities.
- Ensure safe and clear access to and exit from the workplace, including fire exits.
- Regularly check the Anything Audio premises for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all equipment is fit for purpose and is properly maintained and used.
- Ensure all electrical equipment is regularly subject to Portable Appliance Testing.
- Ensure that all staff are aware of the fire procedures.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their employment/freelance contract with Anything Audio.
- Provide appropriate PPE to employed staff [as appropriate] & check that it is used correctly.
- Make all freelance staff aware of their obligations to provide & use appropriate PPE.
- Ensure all HSE Health & Safety at Work Posters, Public & Employers Liability documents, Health & Safety Policies & Risk Assessments will be freely available to download from the company website.
- Maintain accurate & up to date staff records to ensure any staff using plant & machinery that requires a user license are properly trained.
- Routinely consult all staff on matters of health & safety.
- Record all accidents appropriately under RIDDOR and investigate thoroughly to prevent further occurrences.
- Consult external health & safety specialists whenever appropriate.

Anything Audio considers that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

Employees & Freelance staff will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with Anything Audio on matters of health and safety
- Use work equipment correctly & carry out user checks on electrical & PPE equipment before use
- Provide guidance to other workers & public in the workplace and act responsibly to ensure their health and safety is paramount.
- Report all incidents, accidents and potential new hazards to Anything Audio promptly

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so all staff must be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Hazel Plummer has overall responsibility for health and safety in the company and must make sure safe systems of work are always followed and carry out regular monitoring.

Signed: 

Position: DIRECTOR

date: 04/01/2015