

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Express FM (Portsmouth) Ltd

Cheryl Buggy (Station Director)

Rob James (Operations Manager)

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Cheryl Buggy Station Director	Lead relevant risk assessments and ensure any actions arising from them are implemented. Ensure adequate resources, including funds, are available for implementing actions. (Risk assessments reviewed every year, or sooner if working habits or conditions change)
To provide adequate training to ensure employees are competent to do their work	Rob James Operations Manager	Staff, volunteers, work experience guests and any subcontractors are given necessary health and safety induction and provided with appropriate training (including specific guidance on display equipment, electrical safety, noise risk, working at outside events and the importance of not compromising safety to meet broadcast deadlines)
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Cheryl Buggy Station Director And all staff, plus representative volunteers	Team are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Rob James Operations Manager	Liaising with Highbury College, ensure that escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Rob James Operations Manager	Liaising with Highbury College where necessary, ensure that washing facilities and drinking water are provided. Ensure portable electrical equipment is periodically tested for safety. Ensure provision of health and safety equipment where needed.
Health and safety law poster is displayed.	At tea/coffee station	
First-aid box and accident book are located. Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	On top of filing cabinets in main office	

Signed: (Employer) *Cheryl Buggy*

Date: *May 14th 2014*

Subject to review, monitoring and revision by: Cheryl Buggy and board of directors. Every: 12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
Note 2: www.hse.gov.uk/riddor