

Health and safety policy

General background

Multiview Media takes the safety and welfare of our staff and anyone engaged by, or working with, Multiview Media, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to your line manager or CEO.

This policy is not part of any employment or any other contract. We Multiview Media may amend this policy from time to time. in line with the needs and practices of our business.

1. Part 1: Policy details

1.1. What does this policy cover and who is covered?

1.2. All staff, contractors and workers and other persons affected by the work we undertake are covered by Multiview Media's health and safety policy.

1.3. Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) Provide and maintain technology and equipment we provide
- e) provide the necessary information, instruction and supervision for employees
- f) ensure all employees are competent to do their tasks, and to give them adequate training
- g) prevent accidents and cases of work-related ill-health
- h) maintain safe and healthy working conditions
- i) review and revise this policy as necessary at regular intervals
- j) Provide a safe and secure online infrastructure

2. Part 2: Key responsibilities

- 2.1. The ultimate responsibility for health and safety within Multiview Media is currently R Meadham CEO
- 2.2. The person who has been delegated the responsibility for insuring that our policy is implemented is currently R Meadham CEO

Name and job title	Responsible for:
R MEADHAM	First aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting.
TBC	Fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc
TBC	Vehicle and equipment maintenance
TBC	Health and safety training
TBC	general premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied

2.3. All those covered by our policy must:

- a) Co-operate with our relevant supervisors and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs 2.1 and 2.2 above.)

3. Part 3: Arrangements

3.1. Consultation with Employees

Our Employee Representative(s) for H&S:	TBC
Consultation with Employees is provided by	TBC

3.2. Risk Assessments

Risk assessments will be done by	R Meadham
Action identified will be done by	TBC
Risk assessments will be reviewed by	TBC

3.3 Equipment

Equipment maintenance will be arranged by	R Meadham
Any problems with plant and equipment should be reported to	TBC
Equipment is purchased by	TBC

3.4 Safe Handling and Use of Substances

COSHH Assessments will be undertaken by	R Meadham
Actions identified will be implemented by	TBC
The findings of COSHH will be communicated by	TBC
COSHH assessments will be reviewed by	TBC

3.3 Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	TBC
The Employers Compulsory Liability Insurance certificate is displayed at	TBC
The Competent Person for Health and Safety Advice is	TBC
Supervision of employees is undertaken by	R Meadham

3.4 Training

Induction training for new employees will be provided by	R Meadham
Job specific training will be provided by	[insert name]
Training records will be kept Main office and retained by	[insert name]
Training will be identified, arranged and monitored by	[insert name]

3.5 Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Screen time with computers
Health Surveillance will be arranged by	TBC
Health Surveillance records will be retained by	TBC
First Aid equipment/boxes are located at	TBC
The designated first aiders are	TBC
The accident recording book is located at	TBC

3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	R Meadham
Accident Investigations will be undertaken by	TBC
Where required, RIDDOR reports will be completed by	TBC
Routing inspections of our workplace(s) will be undertaken by	TBC

3.7 Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	TBC
Fire extinguishers will be checked routinely by	TBC
Fire exit routes and doors will be checked by	TBC
The fire alarm will be tested every	TBC
The emergency evacuation assembly point is	TBC

3.8. Other

Signed



Date. 27th Nov 2022

Review date. 1st January 2023