



Think Tank Productions Ltd

## **Health and safety policy**

Our statement of general policy is:

- ⌚ to provide adequate control of the health risks arising from our work activities;
- ⌚ to consult with our employees on matters their health and safety;
- ⌚ to provide and maintain safe plant and
- ⌚ to ensure safe handling and use of substances;
- ⌚ to provide information, instruction and for employees;
- ⌚ to ensure all employees are competent tasks, and to give them adequate training;
- ⌚ to prevent accidents and cases of work- health;
- ⌚ to maintain safe and healthy working conditions;
- ⌚ to review and revise this policy as necessary regular intervals.

Signed

A handwritten signature in black ink that reads "Jake". The signature is written in a cursive style and is underlined.

Jake Ferguson  
Managing Director  
For Think Tank Productions Limited

Date: 1 April 2005

Review date: 1 October 2005

Overall and final responsibility for health and safety is that of the Managing Director.

Day-to-day responsibility for ensuring this policy is put into practice and to ensure health and safety standards are maintained/improved is the responsibility of the Managing Director.

All employees have to:

- ⌚ co-operate with supervisors and managers on health and safety matters;
- ⌚ not interfere with anything provided to safeguard their health and safety;
- ⌚ take reasonable care of their own health and safety; and
- ⌚ report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Responsibilities**

The Managing Director is responsible for the following:

- ⌚ Risk assessments
- ⌚ The person to report the findings of the risk assessments to
- ⌚ Approval of action to remove/control risks
- ⌚ Ensuring the action required is implemented
- ⌚ Checking that the implemented actions have removed/reduced the risks
- ⌚ Ensuring effective maintenance procedures are drawn up
- ⌚ Ensuring that all identified maintenance is implemented
- ⌚ Ensuring new plant and equipment meets health and safety standards before it is purchased
- ⌚ Identifying all substances which need a COSHH assessment
- ⌚ Co-ordinating COSHH assessments
- ⌚ Ensuring that all actions identified in the assessments are implemented.
- ⌚ Ensuring that all relevant employees are informed about the COSHH assessments.
- ⌚ Checking that new substances can be used safely before they are purchased.
- ⌚ Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.
  
- ⌚ Consultation with employees is provided by Vanessa Cobb
- ⌚ All employees are responsible for identifying all equipment/plant needing maintenance
- ⌚ Any problems found with plant/equipment should be reported to Jake Ferguson or Vanessa Cobb

The Health and Safety Law poster is displayed in the kitchen area

Health and safety advice is available from Jake Ferguson, Vanessa Cobb or from HSE (detailed at the end of this document)

Supervision of young workers/trainees will be arranged/undertaken/monitored by Jake Ferguson who is also responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

### **Training**

Jake Ferguson, Anthony Blackaby or Vanessa Cobb depending who is your Line Manager will provide induction training for all employees

- ⌚ Job specific training will be identified at induction and provided by the appropriate body or organisation
- ⌚ Training records are kept at Think Tank Office
- ⌚ Training will be identified, arranged and monitored by your Line Manager

### **Accidents**

- ⌚ The first aid box is/are kept in the kitchen area
- ⌚ There are no appointed first aider(s) on site, however, all incidents will be treated promptly and with due care
- ⌚ All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept with the first aid box
- ⌚ The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

### **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will have an ongoing risk assessment. All accidents and work related ill health will be investigated and resolved

The Managing Director is responsible for

- ⌚ Investigating accidents.
- ⌚ Investigating work-related causes of sickness absences
- ⌚ Acting on investigation findings to prevent a recurrence.

is responsible for ensuring the fire risk assessment is undertaken and implemented.

I Escape routes are checked by/every

I Fire extinguishers are maintained and checked by/every

I Alarms are tested by/every

I Emergency evacuation will be tested every

I Asbestos

I Chemicals

I Confined spaces

I Display screen equipment (VDUs)

I Electricity

I Excavation

I Falling objects/  
collapsing structures

I Fire and explosion

I Machinery (including  
guarding)

I Manual handling

I Noise

I Pressure systems

I Radiation

I Slips, trips and falls

I Stress

I Substances hazardous  
to health (including  
dust, fume, etc)

I Temperatures

I Transport (including  
carrying dangerous  
substances, and  
pedestrians in the  
workplace)

I Vibration

I Violence to staff

I Work equipment

- I Work-related upper limb disorders
- I Working alone
- I Working at heights
- I Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your workplace to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

You can find more information on risk assessments and the key areas of risk in HSE's:

- I Essentials of health and safety at work;
- I Health and safety in small firms: An introduction to health and safety;
- I Good Health is Good Business: Employers' guide; and
- I Five steps to risk assessment.

See 'Where can I get more information?' for details of these publications.

Where can I get more information?

If you still need advice on specific points, check first in the guidance referred to in the notes or listed below.

HSE priced publications

Essentials of health and safety at work

HSE Books 1994 ISBN 0 7176 0716 X

Health risk management – A practical guide for managers in small and medium-sized enterprises

HSG137 HSE Books 1995 ISBN 0 7176 0905 7

Management of health and safety at work:

Management of Health and Safety at Work

Regulations 1999 Approved Code of Practice and guidance L21 (Second edition)

HSE Books 2000 ISBN 0 7176 2488 9

HSE free leaflets

An introduction to health and safety:

Health and safety in small firms

INDG259(rev1) HSE Books 2003

Managing health and safety: five steps to success

INDG275 HSE Books 1998

Consulting employees on health and safety:

A guide to the law

INDG232 HSE Books 1996

RIDDOR explained. Reporting of Injuries, Diseases  
and Dangerous Occurrences Regulations 1995

HSE 31(rev1) HSE Books 1999

Also available in priced packs; ISBN 0 7176 2441 2

Health and safety training. What you need to know

INDG345 HSE Books 2001

Also available in priced packs; ISBN 0 7176 2137 5

Five steps to risk assessment

INDG163(rev1) HSE Books 1998

Also available in priced packs; ISBN 0 7176 1565 0

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.