

# AVANTI

## **Health & Safety Policy**

**(Revised March 2011)**

### **Statement of Intent**

It is the policy of Avantimedia to ensure, so far as is reasonably practicable:

- the health, safety and welfare at work of all employees.
- that those not employed but who may be affected by the groups work activities, such as visitors, freelancers and contractors, are not exposed to avoidable or unacceptable risks to their health and safety.
- that articles and substances are used, handled, stored and transported safely.
- that appropriate health and safety information, instruction, training and supervision is provided.
- that safe plant and systems of work are provided.

Further, it is the policy of Avantimedia:

- to provide and maintain appropriate procedures for action to be taken in case of fire and other emergencies, including injuries and dangerous occurrences, and for their effective reporting and recording.
- to provide and maintain procedures for consultation with all employees on any measures at the workplace which may substantially affect the health and safety of employees.
- to develop and maintain a high degree of safety consciousness and positive attitudes to health and safety throughout the group.

Emyr & Mair Afan

Avantimedia

March 2011 (revised)

## **Health and Safety Policy**

Avantimedia and its associated companies is committed to providing a Safe and Healthy place to work, ensuring that our staff and other people are not placed at risk by our activities.

### **Our aims are to:**

Prevent accidents and ill health to our staff and others affected by our work including artists; contributors, members of the public, contractors, partners and associates.

Ensure health and safety is integral to management.

Establish a culture that supports the control of risk by promoting active personal involvement, safe behaviour, teamwork and co-operation.

Reduce health and safety risks through the continued development of a systematic assessment approach.

Continuously and cost effectively improve our health and safety performance as part of the way we plan and run our business.

This document sets out the means to achieve and maintain adequate standards of health and safety at work across Avantimedia.

This Policy applies to all employees, freelancers, artists, contributors, temporary and casual staff, wherever they are directed to work. It applies to all including wholly owned subsidiaries and all overseas offices.

It is the responsibility of all managers to ensure the health and safety of staff and others who may be affected by Avantimedia activities under their control.

In circumstances where Avantimedia employees are loaned or hired to other organisations, Avantimedia will require the appropriate standard of care from that organisation.

Avantimedia requires and expects business partners, associates, contractors and suppliers to set and achieve appropriate standards of Health and Safety at Work.

The management of health and safety is integral to the work of our organisation.

## **Health and Safety Policy**

The Board is responsible for the overall management of Avantimedia and is accountable and has ultimate responsibility for the health and safety of all those who work in the Avantimedia and those who may be affected by our work activities.

The Avantimedia Health and Safety Policy, including the sections outlining the organisation and arrangements, is approved by and authorised by Avantimedia operating board. It is binding upon all parts of Avantimedia and its wholly owned subsidiaries, in whatever location it is conducting its activities. It will be subject to regular review in the light of legislative or organisational change and experience. It will be communicated throughout the organisation and to other organisations and people with whom we work.

Each Division must produce its own organisation and arrangements to meet the aims and requirements of this Policy. This will set out how the Division supports the achievement of both Corporate and Divisional aims and objectives.

### **Relationship With Third Parties**

Avantimedia expects third parties upon which it relies (including contractors, partners, associates and commissioned Independents) to work safely, comply with all relevant health, safety and fire legislation and have in place appropriate sources of health and safety advice.

## Employee Responsibilities

Responsibilities are allocated based on the principle that you are responsible for the work under your control, for those working under your control and for the people who are affected by your work. Arrangements are in place to facilitate and support management in meeting their responsibilities. The responsibilities are summarised below.

All employees are expected to:

- take reasonable care of themselves and of anyone else who may be affected by their work.
- know and follow the requirements relevant to their work
- co-operate with their manager in health and safety matters, including risk assessment and any controls identified.
- not take risks or endanger themselves and others
- not interfere with or misuse anything provided in the interests of health and safety, fire or first aid.
- report accidents, faults and deficiencies to their manager
- seek advice if in doubt about the adequacy of any safety arrangements.
- undertake health and safety training, as directed.

**If in doubt, ask !**

## Arrangements For Health & Safety

Avantimedia undertakes a wide range of work activities in diverse and challenging environments. It manages health and safety using a systematic approach which:

- addresses health and safety in **planning** our activities
- manages risks by selecting the **right people, right ways of working, right equipment and right working environment**
- checks on performance through monitoring, audit and review
- directs **action** to improve performance.

## Training

All employees, freelancers are provided with adequate training and instruction, as determined by risk assessment and training needs analysis, to enable them to perform their job in a safe and competent manner.

Employees are provided with safety induction training at the beginning of their employment and prior to exposure to new risks. Individual training needs based on risk assessment will be reviewed on a regular basis and training will be repeated where necessary.

In support of this Managers will:

- evaluate the safety training needs of employees and freelancers, and ensure they receive appropriate training including induction
- safety training
- ensure that all staff attend relevant safety courses identified as part of their training needs;
- ensure records of training are kept;
- review safety competency and training needs during appraisal.
- Health and safety will continue to be integrated into training and development programmes.

## Selection, Maintenance, Inspection & Testing of Plant And Work Equipment

Formal arrangements will be in place for the selection, maintenance, inspection and testing of plant and equipment that

is owned and/or uses to ensure that it is safe and fit for purpose.

These arrangements will cover:

- procurement, including hiring, of safe plant and equipment
- use of equipment for its intended purpose
- competence requirements including instruction, information and training
- user checks
- the frequency for inspection and maintenance in line with risk assessment, manufacturer recommendations
- communication of the findings of formal inspections
- fault and defect reporting and corrective action
- preventative maintenance programmes

Avantimedia expects third parties upon which it relies (including contractors, partners, associates and commissioned Independents) to work safely, comply with all relevant health, safety and fire legislation and have in place appropriate sources of health and safety advice.

## **Audit & Review Of Performance**

### **Management Review**

Avantimedia safety co-ordinator provides an Annual Health and Safety Review report of the performance and progress

### **Consultation**

The recognised unions represent all Avantimedia employees for the purposes of formal consultation on matters of health and safety.

### **Communication**

Corporate health and safety issues where appropriate will be included as part of the monthly core team briefing in addition to identified mechanisms for notification, alert and feedback arrangements for health and safety from Policy to local guidance. Any document drawn up to meet local arrangements must be consistent with Avantimedia objectives and documentation.

### **Fire**

Avantimedia Fire Policy set out the organisation and arrangements to ensure, as far as reasonably practicable, that in Avantimedia workplaces and during work activities:

- . fires are prevented;
- . people are protected against fire;
- . property is protected against fire;
- . suitable procedures are followed if fire occurs;
- . all fire precautions are monitored and maintained

### **First Aid Arrangements**

All Avantimedia work activities are assessed to determine the first aid arrangements and facilities needed for: employees, freelancers, artists, contributors, temporary and casual staff visitors ( including audiences) collaboration with other employers e.g. contractors or tenants in shared workplaces. The assessment determines the number of trained staff and the first aid facilities necessary to provide adequate cover. It will result in a written statement of the arrangements which is communicated to those affected.

Individuals nominated will be trained and provided with the ongoing training needed to maintain competence, a list of first aiders and contact numbers will be posted at key point throughout each building.

Other e.g. programme risk assessments will identify the level of first aid cover required for a particular programme activity.

## **Security**

The procedures and arrangements needed for personal, and building, securities (including emergency arrangements) are developed through the Security policy that is monitored by the individual HOD's

## **Incident Management**

There will be emergency arrangements and procedures setting out the action needed in the event of a major accident or incident. The procedures will outline the action needed to control the health and safety risks in the immediate aftermath and during business recovery.

## **Reporting & Investigation Of Accidents & Incidents**

Arrangements to ensure that all accidents, including near misses, that occur during the course of work are reported promptly and investigated to determine lessons learned.

The reporting and investigation procedure is mandatory and provides essential information to:

- ensure action is taken to prevent recurrence
- meet statutory requirements
- help monitor and improve health and safety performance
- provide information for responding to claims made against Avantimedia
- respond quickly and accurately to external enquiries

Those managers engaging contractors will ensure that within the terms of the contract a requirement is in place for contractors to comply with the Accident reporting and investigation policy and arrangements.:

Reporting accidents for safety purposes. Avantimedia accidents Form are available in key areas at each premises for such recording purposes.

## **Manager's Responsibilities**

It is the responsibility of all managers to ensure the health and safety of staff and others who may be affected by Avantimedia activities under their control.

Responsibility for safety is cascaded down the management structure. Managers include, Heads of Department, and all those who direct, control or appraise the work of others. All managers have the responsibility and authority to ensure the work they are responsible for is safe. In order to carry out their responsibility they must as a minimum:

- know the health and safety best practices that apply to their field of work.
- ensure the risks associated with any work activity are assessed at the planning and implementation stages.
- decide on risk priorities and how resources are to be used to best effect.
  
- provide personal leadership in carrying out the Health & Safty Policy, requirements and guidance
- assign responsibility for safety, making sure there are no overlaps or gaps and that everyone understands their responsibilities
- ensure that adequate information, training, instruction and supervision is given to the staff within their department and those others engaged on any activities under the manager's control
- recognise individual efforts to improve safety and take action in line with usual disciplinary procedures for those who breach safety requirements
- ensure that all accidents are investigated and appropriate follow-up action identified and taken
- identify and recommend improvements in health and safety requirements
- ensure regular review of health and safety performance resulting from the activities under their control

The management of health and safety is integral to the work of our organisation.

## **Record Keeping**

Where records relating to health and safety must be kept, this will include the retention of significant findings of risk assessments, health records, accident and investigation reports and records of training.

Health and safety is integral to the planning of all our business and work activities to ensure adequate resources are provided to implement health and safety requirements.

## **Risk Assessment**

Risk assessments must be carried out for all work activities to ensure that appropriate control measures are identified and put in place. The main thrust is to ensure that safety implications and health protection are properly considered to prevent accidents and prevent ill health. The arrangements required to address serious and imminent danger are part of the process.

Relevant professional support should be consulted in good time for advice and support before any high risk or complex activity is undertaken. The essential requirement is that at any time the Manager responsible for the work activity is able to demonstrate:

- a suitable and sufficient risk assessment has been carried out, in good time and for every stage, for all risks associated with their work,
- the necessary controls identified have been put in place,
- effective communication of significant findings to those who may be affected by the activity,
- that assessments are recorded and reviewed in the light of change
- that the controls continue to be appropriate and in place.

All those involved in the activity, including the manager responsible for the workplace, will provide relevant information to inform the risk assessment process and will co-operate with those responsible to ensure appropriate controls are successfully implemented.

Assessments are recorded and periodically reviewed by the Manager in charge of the activity.

### **Specific Hazard Assessments:**

The overall work activity and programme risk assessments may identify areas where further, specific assessments are needed for example:

- level of risk - high risk activities including Special Effects, Stunts,
- Hostile environments, Civil Disorder,
- individual capabilities - a health assessment
- specific regulations: Display Screen Equipment, Manual Handling, Substances, Noise

Risks associated with any change will be considered at the early planning and implementation stages. This includes changes to organisational structure or procedures, the introduction of new technology or equipment and changes to working practices, accommodation, environment and procedures.

The Manager authorising such changes is responsible for ensuring that the health and safety implications are properly identified and addressed.

## **Working Environment**

Avantimedia is committed to meeting its legal obligations to provide all employees, freelances, artists and contributors with a safe and healthy place of work.

## **Avantimedia Premises**

Avantimedia is responsible for ensuring that property that it owns or leases including temporary premises is selected, maintained and monitored as to its suitability. There must be arrangements in place to ensure compliance with the safety requirements and that records of relevant safety information are established and maintained for each building. There will be close liaison with the landlord of premises where employees are working and landlord/tenant agreements will cover working environment issues.

## **Glossary**

### **Accident**

an unplanned event, or sequence of events, which results in:  
injury or ill health,

potential for harm to people, or

damage to property or equipment.

other events (chemical releases, electrical short/circuits/fires, explosions, collapse of lifting equipment or building) are classed as 'Dangerous Occurrences' and also need to be reported.

**Audit** is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the management arrangements and drawing up plans for corrective action. It measures compliance with the controls the organisation has developed, with the aim of assessing their effectiveness and validity, and enabling their improvement.

**Employees** includes staff on fixed and continuing contracts

**Event:** public event such as sporting event or concert organised by an outside body and covered by Avantimedia

**Freelance** is generally applied to individuals who are not employed, but are engaged on a contract to provide services in a personal capacity. Where such an individual is clearly working under the direction of the employer or the employer's agent, they become an employee for health and safety purposes.

**Hazard** is the inherent ability to cause harm.

**Ill health** any occupational illness, disability or other physical or psychosocial problem which reduces the function of an individual over a period of time.

**Incidents** those circumstances and near misses that have the potential to cause harm.

**Independent** - a production company or producer operating as a separate business.

**Managers** all those with line management responsibilities

**Individual capabilities:** There are some people who are at greater risk from some hazards. For instance:  
Someone with a bad back may have greater difficulty with manual handling activities, and be more severely affected by further back injuries.

Someone with asthma may be at more risk from a respiratory irritant.

Those who work alone may be vulnerable to accidents and/or less able to get immediate help.

Someone with a leg in a cast may have difficulty getting about, and be unable to sit comfortably at a work station.

**Risk** is the likelihood that harm will occur in particular circumstances.