



HEALTH AND SAFETY AT WORK POLICY

STATEMENT IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974

Gloucestershire Media Group is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the business sector in which it operates.

Gloucestershire Media Group will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. Gloucestershire Media Group will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to the Gloucestershire Media Group.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Gloucestershire Media Group's directors to ensure that the policy is upheld at all times and to provide the necessary funds and manpower required.

Gloucestershire Media Group will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

Gloucestershire Media Group is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and providing a means of access therefrom.
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by Gloucestershire Media Group.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen etc) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with Gloucestershire Media Group to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on Gloucestershire Media Group by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of Gloucestershire Media Group's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by Gloucestershire Media Group as misconduct which will be dealt with under the terms of Gloucestershire Media Groups disciplinary procedure.

Although the final level of responsibility for ensuring health and safety at work lies with the board each and every individual employee, certain members of management and staff have specific responsibilities to ensure that Gloucestershire Media Group's health and safety policy is maintained at all times.

The allocation of responsibility within Gloucestershire Media Group for health and safety matters is as follows:

Greg Browning [Director/Chairman] has overall and final responsibility for giving effect to this health and safety policy.

Greg Browning [Director/Chairman] is responsible for ensuring there is consultation on health and safety matters with staff, either through representatives of recognised trade unions or through representatives of other groups of employees, as appropriate, in order to maintain health and safety at work.

All employees, and sub-contractors, have the responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of Gloucestershire Media Group's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

For the GMG-EVOLVE project, the responsibility lies with the provider delivering the training course for the GMG. In this instance: Gloscol and Cirencester College. The Health and Safety policies of both training providers are attached to this document in Annex 1 and Annex 2.

If you suffer an accident on Gloucestershire Media Group's premises you (or someone on your behalf) must report that fact to your manager as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in Gloucestershire Media Group's Accident Book, which is kept by Holly Thomas.

Signed:

[To be signed by the Managing Director or any other equivalent senior person in the organisation]

Dated: