

# Internal Health and Safety Policy – MaST Evolution Limited

## **Statement of Intent**

The following document sets out the Health and Safety (H&S) policy for MaST Evolution Limited. It is in line with legislation and is intended to prevent people from being harmed by work or becoming ill by taking the right precautions as well as providing a satisfactory working environment.

## **Responsibilities:**

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

The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Operating Officer.

To ensure Health and Safety standards are maintained / improved the following people have responsibility in the following areas:

## **Chief Operating Officer**

- To maintain necessary and up-to-date information regarding developments in legislation, codes of practice and other guidance information relating to the Company's activities through policy.
- To circulate this information in order that employees know the specific provision and legislation affecting their department and their work.
- To ensure that all legal requirements are met and continue to be met as legislation changes.
- To ensure that health and safety factors are fully considered when new methods, processes or premises are being planned, or when changes in existing methods are considered.
- To include basic safety training in induction programmes of all new employees.
- Ensuring that all health and safety related repairs are carried out promptly.
- Maintaining a regular maintenance schedule on all office equipment from the standpoint of safety. Also ensuring all defects are repaired promptly and / or immobilised with clearly visible warnings.
- Ensuring that local authority representatives (e.g., Safety Inspector, Fire Officer) are accompanied when they visit the site.

**All Employees including Consultants and sub-contractors have to:**

- Co-operate with their project managers on H&S matters as per this policy.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care for their own health and safety.
- Report all Health & Safety concerns to an appropriate person (as detailed in this policy statement).

**Health and Safety risks arising from our work activities**

- Risk assessments for each project will be undertaken by the relevant project manager.
- The findings of the risk assessments will be reported to the COO.
- Action required to remove / control risk will be approved by the COO.
- COO will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed and or reduced the risks.
- Risk assessments will be reviewed whenever work activity changes.

**Consultation with Employees**

- Consultation with employees is provided HR as and when the policy changes.

**Safe Equipment**

- For MaST, 'Equipment' refers to use of audio visual and film equipment, including lights and recording equipment. Also ladders and hand tools such as hammers, saws and screwdrivers.
- Project managers will identify any equipment requiring maintenance or repair at the end of each project and will be responsible for ensuring report is sent to COO.
- COO has responsibility for checking that purchasing of any new equipment takes into account relevant Health & Safety standards before being purchased.

**Safe Handling and use of substances**

- On each project the Project Managers will be responsible for:
  - identifying all substances which need a Control of Substances Hazardous to Health Regulations 2002 (COSHH) assessment on each project as required and undertaking those assessments.
  - ensuring 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 when the work activity changes.
- Smoking is strictly forbidden on the premises of work.

**Information, instruction and supervision**

- The link to current, relevant Health & Safety Law is provided to each inductee and new joiner.
- H&S advice is available from HR of the COO.
- Project managers are responsible for ensuring that when team members, Consultants and sub-contractors are working on location and at other locations under the control of other employers, they are given relevant H&S information.

**Competency for tasks and training**

- It is the Managing Director's responsibility to ensure that induction training and job specific training is provided for all team members, with records held by HR.
- Requirements for training will be identified and arranged by project managers and/or HR.

**Accidents, first aid and work-related ill health**

- Health Surveillance is not required.
- A first aid box is kept in the office.
- Each project on location will have an appointed First Aider and a regularly updated First Aid box.
- All accidents and cases of work-related ill health are to be recorded via HR in the accident book.
- COO is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- RIDDOR updates as necessary.

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