

Policy statement

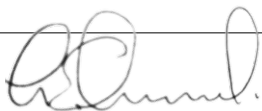
Part 1: Statement of intent

This is the health and safety policy statement of:

TipTop Media Management Ltd

Our health and safety policy is to:

- A. To understand, abide by, and put systems and management strategies into place, to ensure that all relevant Health & Safety legislation is complied with by TipTop Media Management.
- B. To ensure all work is carried out in compliance with industry standards and good practice.
- C. Ensure that all employed staff is trained in health and safety management and procedures.
- D. Record and investigate accident and cases of occupational ill-health.
- E. Monitor health and safety performance on a regular basis.
- F. Review and revise this statement of Health and Safety Policy as necessary.



Signed

10/19/2021

Date

Colin Edwards

Print name

10/19/2022

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

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

2 Day-to-day responsibility for ensuring this policy is put into practice:

Nathaniel Edwards Senior librarian

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Nathaniel Edwards Office and Warehouse

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

1. The Health and Safety Law poster is displayed at the office.
2. Health and safety advice is available from HSA
3. Supervision of young workers/ trainees will be arranged/ undertaken/ monitored by Nathaniel Edwards, Senior Librarian.
4. Colin Edwards is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.
5. The first aid boxes are kept in the office and warehouse.
6. The appointed person(s)/ first aider(s) is/are Colin Edwards.
7. All accidents and cases of work-related ill health are to be recorded in the accident book, kept in office.
8. Colin Edwards is responsible for reporting accidents, diseases and dangerous occurrences.

Training

1. Induction training will be provided for all employees by Colin Edwards, MD.
2. Job specific training will be provided by Nathaniel Edwards, Senior Librarian.
3. Specific jobs requiring special training such as carrying of manual handling, scanning documentation, logging tapes into the database, answering the phone correctly, keeping files, documents and tapes in correct order, charging of clients correctly.
4. Training will be identified, arranged and monitored by Colin Edwards, MD.
5. Training records are kept at/by Colin Edwards, MD.

Consultation

We will consult and update staff routinely on any health and safety matters that arise.

Evacuation

Colin Edwards is responsible for ensuring,

1. The fire risk-assessment is undertaken and implemented.
2. Escape routes are checked and kept clear at all times
3. Fire extinguishers are maintained and checked every year.
4. Alarms are tested every 6 months/year.
5. Emergency evacuation are tested and updated if necessary.