

# **Creative Process Digital Health and Safety Policy**

## **Introduction**

This statement of general policy is designed to

- provide adequate control of the health and safety risks arising from the work of Creative Process Digital including COVID measures (see supplement on COVID)
- facilitate consultation with those for whom the Creative Process Digital is responsible, that is employees, partners, apprentices, employers and other clients on matters affecting their health and safety
- provide safe work placements for apprentices undertaking an apprenticeship
- provide safe plant and equipment
- ensure safe handling and use of substances including substitution of harmful substances with less harmful ones
- provide information, instruction and supervision for those for whom the Creative Process Digital has a responsibility
- ensure that all for whom Creative Process Digital is responsible are competent to do their tasks
- prevent accidents and causes of work-related ill health
- maintain safer and healthy working conditions
- review and revise this policy as necessary

## **Health and Safety Organisation and Responsibilities**

### **The CEO will**

- take overall and final responsibility for ensuring the Health and Safety for those for whom Creative Process Digital is responsible
- ensure that staff, partners, contractors, clients and visitors to the Creative Process sites are given sufficient Health and Safety information, instruction and supervision
- be responsible for ensuring there is an effective Health and Safety Policy and Work Placement Policy
- ensure that staff, partners, contractors, clients and visitors to the Creative Process sites are given sufficient Health and Safety information, instruction and supervision
- ensure that Health and Safety advice is provided by suitably qualified personnel
- coordinate and develop the policy

- ensure that Health and Safety is appropriately maintained on all Creative Process Digital sites and activities
- authorize an immediate stop to any work activity where there is believed to be a serious and imminent danger to persons involved in or arising from the work activity

**The Staff at Creative Process Digital will:**

- carry out the day-to-day Health and Safety responsibilities of the Director in the absence of the Director
- assist the Director in ensuring that Health and Safety is appropriately maintained throughout the organisation
- authorize an immediate stop to any work activity where there is believed to be a serious and imminent danger to persons involved in or arising from the work activity
- carry out work placement risk assessments for employers hiring apprentices
- complete an individual risk assessment for each apprentice, taking into account the young person's age, inexperience, immaturity and lack of awareness of risk

**The Directors will be responsible for:**

- consulting with their team members about Health and Safety matters and encouraging a positive attitude to Health and Safety
- ensuring that each member of their team is given induction safety training relevant to their work. This will include the correct use, storage and maintenance of any personal protective equipment, the safe use of machinery and the location and correct use of safety equipment
- keeping themselves informed of the Health and Safety precautions and procedures applicable to their areas of responsibility. Requesting technical advice or training if needed and ensuring compliance with the regulations
- monitoring all work activities in their area of responsibility to prevent unsafe working practices
- carrying out regular safety checks, audits and simple risk assessments
- ensuring that employees, partners, students, employers, clients and visitors recognize the need to report all accidents or near misses in order that early warning of potential dangers may be acted upon to avoid recurrence
- ensuring that all accidents occurring in their area of responsibility are correctly documented in the accident book
- ensuring that all faulty equipment is immediately taken out of use and clearly labeled 'Defective – do not use'

- actioning an immediate stop to any work activity in their area of control where there is believed to be a serious and imminent danger to persons involved in or arising from the work activity
- ensuring that all substances used in the Director's area of control are clearly identified and that risk assessments have been carried out where substances are harmful
- carry out pre-start up checks for all new and repositioned existing equipment for mechanical and operational safety having particular regard to the location and guarding of the equipment
- liaising with assessor's, trainer's and IQA's and any other appropriate persons to raise health and safety standards and awareness.

### **Persons Authorized to Purchase**

Those authorized to purchase items on behalf of the Creative Process Digital must ensure that all such items are as free from hazards, as far as is reasonably practicable. The buyer must also ensure that products comply with the Provision and Use of Work Equipment Regulations (including CE marking). User instructions and hazard data sheets must be provided where applicable. All equipment purchased must be suitable for the purpose it is intended to be used for.

### **Staff members, including contracted staff, have a duty to:**

- ensure there is no interference with or misuse anything provided for their Health and Safety
- make themselves familiar with and follow Creative Process Digital's Health and Safety policy at all times
- wear personal protective equipment at all appropriate times in accordance with the manufacturer's instructions and to maintain and store the equipment properly in order to meet their responsibilities under health and safety law
- carry out simple risk assessments of their work area (if required to do so) and to keep records of the results
- report all accidents, near misses or damage to machinery, property and plant immediately, whether persons are injured or not
- make themselves fully aware of their duties with regard to the 1974 Health and Safety at Work Act, which requires employees, partners, clients and visitors to:-  
*'take reasonable care to avoid injury to themselves and to others from their work and training activities and to co-operate with their employer and others in meeting those requirements'.*

## **Contractors and Visitors**

Creative Process Digital will, so far as is reasonably practicable, ensure that contractors' visitors are not exposed to risks to their Health and Safety whilst on the premises. Creative Process Digital will give such persons any information necessary to ensure this

All contractors or visitors shall adhere to any safety rules or instructions given to them by staff and shall comply with any safety signs or notices.

In addition **no contractor** will work on

- any activity until the relevant rules or instructions have been read, understood and accepted
- company premises unless covered by Public Liability and Employers Liability Insurance. Evidence of adequate insurance cover must be produced on request

## **Partners, students, employers and other clients must**

- take reasonable care to avoid injury to themselves and to others from their work and training activities and to co-operate with the management of Creative Process Digital in meeting those requirements
- ensure that they do not interfere with or misuse anything provided for their health and safety
- comply with any reasonable request by the management of Creative Process Digital with regard to health, safety, environment and welfare including good housekeeping, general attitude, behavior, or appearance
- wear any personal protective equipment that they have been instructed to wear and shall take care of such equipment
- report all accidents, near misses or damage to machinery, property and plant immediately, whether persons are injured or not
- report any absence due to ill health which includes short term persistent absences and long-term ill health problems

## **Training for Health and Safety Managers**

We will ensure that all staff are suitably trained for their particular job role, including a suitable and sufficient safety induction for their area of work, to discharge their health, safety and welfare duties. We will assess the training needs of all staff:


- On recruitment into Creative Process
- When changes of responsibilities are implemented
- When using new equipment, new technologies or when transferred to new duties
- With changed risks.
- Evaluating outcomes of training.

Managers will also ensure staff have attend any mandatory H & S training during their probationary period as required and refresher training is undertaken every year unless otherwise stated.

### **Accident Reporting and Investigation**

We will ensure that an effective accident/ incident reporting procedure is in place and that all accidents, incidents and near misses are recorded and reported both internally and where required to the HSE via RIDDOR by the Health and Safety Manager. We require all staff to report, without the fear of being blamed, all incidents, including accidents and near misses. Any accident/incident involving an apprentice whilst in work must be investigated and reported to the appropriate line manager and the Health and Safety Manager. Creative Process will ensure that accidents and incidents are systematically investigated, regardless of injury, to identify any action required to prevent a recurrence. The Health and Safety Manager will conduct such investigations with the staff, in the first instance. For serious accidents and incidents, the Health and Safety Manager carry out an initial investigation and the facts brought to the attention of SLT. The object of any investigation is to identify root and contributory causes, make recommendations for improvements and ensure remedial measures are taken, not to assign blame.

This policy will be kept up to date, will be reviewed at least annually and is signed by Creative Process Digital's CEO.

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|----------------|---|-------|-------------------|
| Review Date:   | 18 <sup>th</sup> January 2023   |       |                   |
| Signed:        |  | Name: | Chris Wood<br>CEO |
| Previous Date: | 18 <sup>th</sup> January 2022   |       |                   |

February 2022

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