

## Health and Safety policy

This is the statement of general policy and arrangements for News Associates Limited. The company is committed to:

- Provide a safe place of work and provide safe systems of work
- Provide relevant training, instruction and supervision
- Provide and maintain safe equipment
- Assess the risks to anyone who might be affected by carrying out work activities
- Ensure any materials and substances, eg cleaning substances, are safely stored, handled and transported
- Work to prevent accidents

## Responsibilities

James Toney has overall and final responsibility for health and safety. Rachel Bull (London) and Alice Gregory (Manchester) have day-to-day responsibility for ensuring this policy is put into practice. Supervisors and managers must provide adequate supervision to ensure the safe systems of work are being followed.

Employees have a responsibility to take care of the health and safety of themselves and those around them, to follow safe systems of work and report any concerns to supervisors and managers.

## Arrangements

All staff and subcontractors will be given a health and safety induction and provided with appropriate training. Supervisors and managers are responsible for identifying training needs. James Toney is responsible for keeping a record of all training.

## Carrying out risk assessments

A risk assessment will be carried out for all work activity, prior to it starting. Hazards will be identified and control measures implemented to eliminate risk, or reduce to an acceptable level and the risk assessments will be provided to operatives.

## First aid

Adequate first aid provisions will be available at both centres. All first aid incidents will be recorded by Rachel Bull.

## Welfare facilities

Management will ensure there are adequate welfare facilities on all sites.

## Accident reporting

All employees will report accidents to their supervisor or manager. James Toney is responsible for investigating accidents to prevent recurrence and ensure safe work practices are being carried out. All accidents will be recorded.

## Emergency procedures

Lucy Dyer (London) and Alice Gregory (Manchester) are responsible for carrying out fire risk assessments. Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested periodically and updated as necessary.

Updated: September 2023