



HEALTH AND SAFETY POLICY

This Health and Safety Policy (the "Policy") communicates our commitment to protecting the health and safety of the people we work with, both employed and freelance staff, and all those affected by the activities of Packed Lunch Productions (the "Organisation"), both on and off the premises. The Policy sets out who is responsible for health and safety matters and what those responsibilities are, applying to all individuals undertaking paid work on behalf of the Organisation, who in turn are expected to put it into practice.

A copy of the Procedure will be made available to all employed and freelance staff within the Organisation and to individuals on request, and located on the webpage. Any questions about the procedure may be directed to the Senior Leadership.

The Policy does not form part of employees' contracts of employment and may be amended by the Organisation at any time.

The Policy is set for at least annual review.

POLICY STATEMENT

The Organisation takes health and safety issues seriously and believes achieving a healthy and safe workplace is a collective task shared by the Organisation and employed and freelance staff. The Policy and the rules contained therein apply to all staff, irrespective of their seniority, employment status and working hours.

SPECIFIC RESPONSIBILITIES

The Organisation has overall responsibility for the effective operation of the Policy, and specifically:

- taking responsible steps to safeguard the health and safety of employed and freelance staff, and of people affected by our activities and visiting our premises;
- identifying health and safety risks and finding ways to manage and overcome them;
- providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- providing and, where relevant, maintaining safe working areas, equipment and systems and, when appropriate, appropriate protective clothing;
- providing safe arrangements for the use, handling, storage and transport of articles and substances;



- providing adequate information, instruction, training and supervision to enable all staff to work safely, to avoid hazards and to contribute positively to their own health and safety at work, in the understanding the Organisation will provide them with opportunities to ask questions and will advise who best to contact in respect of those questions in the event they are unsure about how to safely carry out their work;
- ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- providing appropriate health and safety guidance, induction and/or training for a staff member's role;
- promoting effective communication and consultation between the Organisation and employed and freelance staff concerning health and safety matters, and consulting directly with all staff on these matters;
- providing instructions, arrangements and advice for all staff as to the organisation of business operations and steps to be taken to minimise risk of infection if an epidemic or pandemic alert is issued; and
- regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and notifying all staff of those changes in a timely manner.

The Senior Leadership and Trustees are responsible for monitoring and reviewing the Policy and have overall responsibility for health and safety. The Chief Executive is the designated Health and Safety Officer, with day-to-day responsibility for health and safety matters.

Staff, both employed and freelance, are expected to:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- cooperate with the Health and Safety Officer and the Organisation generally to enable compliance with health and safety duties and requirements;
- comply with any health and safety instructions and rules, including instructions on the safe use of equipment and props;
- keep health and safety at the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- keep the work area tidy and hazard free;
- report all health and safety concerns to the Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment or props, however minor or trivial at may seem; and
- cooperate with the Organisation's investigation of any incident or accident which either has led to injury or could have led to injury, in the Organisation's opinion.



As relates to equipment and props used during working hours, staff, both employed or freelance, are expected to:

- use items as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- report any fault with, damage to or concern about any items (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for the maintenance and safety of Organisation-owned items, or to the on-site contact when working remotely, remembering to feed back on off-site health and safety issues with the Health and Safety Officer promptly;
- ensure health and safety equipment is not interfered with; and
- refrain from repairing equipment unless suitably trained and authorised.

As relates to accidents and first aid, staff, both employed and freelance, are expected to:

- promptly report any accident at work when on Organisation premises involving personal injury, however minor, to the Health and Safety Officer so details can be recorded in the Accident Log;
- promptly report an accident at work when off Organisation premises involving personal injury, however minor, to the on-site contact so details can be recorded in an Accident Log, then notify the Organisations Health and Safety Officer at the earliest opportunity to ensure the Organisation can also log the injury;
- cooperate with any investigation associated with a personal injury incurred while at work, whether on or off Organisation premises;
- familiarise themselves with the details of first aid facilities and trained first aiders wherever they are working;
- contact the on-call Organisation contact should any accident occur off Organisation premises, giving their name, location and details of the accident; and
- contact the Health and Safety Officer should any accident occur on Organisation premises, giving the location and details of the accident;.

The Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records and submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, when required.

If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the Organisation as to the organisation of business operations and steps to be taken by all staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.



As relates to emergency evacuations and incidents of fire, staff, both employed and freelance, are expected to:

- familiarise themselves with the instructions of what to do if there is a fire where they are working;
- ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the premises safely in case of an emergency;
- comply with the instructions of fire wardens if there is a fire, suspected fire, fire alarm or practice drill for any of these scenarios;
- cooperate in fire drills and take them seriously;
- refrain from obscuring fire exits or fire notices and emergency exit signs; and
- notify the Health and Safety Officer or, if working remotely, the on-site contact, immediately of any circumstances, such as impaired mobility, which might hinder or delay evacuation in case of a fire.

On discovering a fire, staff, both employed and freelance, working on Organisation premises are expected to:

- immediately trigger the nearest fire alarm in the first instance and, if time permits, contact a member of Senior Leadership and notify them of the location of the fire;
- attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so; and,
- if unable to tackle the fire, leave the premises immediately by the nearest available fire exit.

On hearing the fire alarm, staff, both employed and freelance, are expected to:

- remain calm and immediately evacuate the premises, walking quickly without running, following any instructions of the fire wardens;
- leave without stopping to collect personal belongings;
- refrain from using any lifts; and
- remain out of the premises, and at any designated meeting point, until notified by a fire warden it is safe to re-enter.

The Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting on Company premises.

RISK ASSESSMENTS

The Organisation has the responsibility of assessing any risks and considering measures to best minimise them. We will carry out general workplace risk assessments when required or



as reasonably requested by staff, employed or freelance, at which point it is our responsibility to ensure the risk assessment takes place and any resulting recommendations are implemented. The Chief Executive has oversight for all risk assessments.

NON-COMPLIANCE

Any breach of health and safety protocols, or failure to comply with the Policy, will be taken very seriously, with serial breaches resulting, in extreme circumstances, in a review of employment status and possible dismissal.

MONITORING

The Organisation will monitor the effectiveness of the Policy and review it from time to time in order to ensure it is achieving its objectives and is in line with UK law and international conventions. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

CONTACT US

For more information about our equal opportunities practices or if you have questions please email at hello@packedlunch.org or write to Packed Lunch Productions, 7 Cooper's Yard, London SE19 1TN, United Kingdom

Implemented: May 2022

Updated: May 2023

Next scheduled review: May 2024