

# HEALTH, SAFETY & ENVIRONMENTAL POLICY

**Policy implementation date: January 7th, 2012**

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## ***Section 1. Introduction***

1.1 WIRED Limited was founded to produce outstanding audio-visual resources for the charitable sector.

1.2 WIRED Limited has audio-visual resources for a wide range of clients in different sectors

1.3 The Company supplies the necessary personnel - camera, sound and lighting technicians, etc. to produce complement and operate our equipment.

1.4 The services WIRED provide are detailed below:

- Filming in all manner of locations using appropriate cameras, supports and sound recording and lighting equipment.

**Our current health and safety advisors are:**

**Best STL Training Services.**

Best Training Services provides health and safety training and ongoing advice to businesses that do not have the necessary knowledge or resources to deal with ever-increasing Health and Safety legislative demands.

We have a realistic, sensible risk based approach to helping you navigate through the minefield of Health and Safety management and helping you comply with your legal requirements.

Outsourcing your Health & Safety requirements to Best Training Services allows you to focus

on your core business activities with the reassurance that committed and experienced professionals are assisting with your Health and Safety Management.

## *Section 2. Policy Statement*

2.1 The WIRED Safety Policy Statement places responsibility for safety on all members of staff and makes specific commitments to working safely, the safety of those who may be affected by the work activity, care of the environment and the meeting of all of the relevant legal requirements.

2.2 WIRED considers that these issues are the responsibility of the Company's management and rank equally with that of finance, marketing, human resources and commercial issues. This policy and the supporting documentation will be implemented and its effectiveness monitored by the management.

2.3 Every employee's acceptance of their responsibilities for the health, safety and the environment in their workplace whether it is on the Company's premises or on site, will ensure the success of this policy. Specific responsibility for the management of health and safety is placed with certain individuals, as indicated within this policy. These responsibilities are designed to dovetail in with their operational duties and enable individuals to develop and implement suitable standards, systems and procedures to enable the Company to measure and manage its health and safety performance.

2.4 These Company procedures and working practices shall include the following:

Compliance with all legal requirements under „The Health and Safety at Work etc. Act 1974“ and all subsequent health and safety legislation. Where legislation does not exist the Company will set its own standards that meet industry best practice.

Assess, document and regularly review the all the significant risks arising from the Company's work activities and implement control measures to either eliminate or reduce the risks to the lowest possible levels.

Investigate and report accidents and incidents and the implement corrective action to prevent recurrence.

Maintain and regularly review the Company's Health, Safety and Environmental policies.

Establish an annual internal auditing program to ensure that the management systems in place are effective.

Pro-actively encourage the participation and commitment of all staff with regards to health and safety compliance and awareness also provide training, information, instruction and supervision when required.

Encourage clients, freelance workers, venues and contractors to achieve acceptable standards of health and safety.

Establish objectives and targets to reduce work related ill health, accidents and the environmental impact of the work activity including, but not restricted to emissions to the atmosphere, consumption of water and energy and the disposal of waste materials.

Ensure that the health, safety and environmental implications of all business decisions are considered carefully.

Clearly identify who has control of the premises, location and facilities;

Use only competent staff, freelancers and contractors (vetting and selection should include enquiries regarding health and safety competence);

Ensure that contractors and freelancers are formally appointed and that company standards are clearly communicated to them (eg terms of trades, contractor rules, health and safety procedures);

Identify any additional training needs of staff and freelancers and ensure these are met before production commences;

Ensure that contractors are provided with adequate information about the planned production activity so that they in turn can establish safe systems of work based on risk assessment (they may need to be invited along to any recces and production meetings as required);

Ensure that specialist advice is taken and implemented where necessary;

Ensure that a full risk assessment is undertaken for all activities under the control of the production, the appropriate controls are implemented for all identified risks and the significant findings of the assessment are recorded;

Ensure appropriate exchange of information regarding risk assessments between production and all affected parties (this might include local authorities, police or residents);

Ensure adequate co-ordination and communication between the various parties involved in the production;

Ensure that work begins only when adequate preparations have been made, including full assessment of all risks, selection of competent contractors and other production crew, clear assignment of responsibilities and rehearsals where necessary;

Ensure that all work throughout the life of a production is undertaken safely, in line with any company standards and/or the standards established by risk assessments (including those from contractors);

Ensure that staff and freelance employees are adequately informed and supervised throughout the production;

Report all accidents and reportable incidents, in line with company/production policy and legal requirements;

Communicate any changes that are likely to affect health and safety standards in the production clearly and with the maximum notice possible;

Monitor health and safety performance throughout the production;

Implement effective remedial action for any shortcomings in performance;

Ensure that any concerns with the health and safety performance of employees, freelance staff and contractors are addressed and communicated as appropriate;

Consult and involve employees in health and safety matters;

Ensure that working hours are managed effectively throughout all production activities.

2.5 This policy will be reviewed continuously and will be specifically examined annually.

## *Section 3. Planning*

### 3.1. Environmental Legislative Review

In establishing this policy we have undertaken a review of compliance with environmental legislation which will be reviewed annually.

### 3.2. Aspects and Impacts

To identify areas for improvement in environmental performance, WIRED Limited will establish and review annually a register of significant 'Environmental Aspects and Impacts' arising from its activities or operations, this will be used to identify new impacts and to assess the progress made towards reducing current impacts.

## *Section 4. Responsibilities*

4.1. The Company Direction has accountability in law for WIRED Ltd compliance with legislation and will ensure that arrangements to fulfill this responsibility are established, delegated through line management, operated effectively, monitored and reviewed, and continuously improved in the light of experience and external best practice. The Chief Executive is also responsible for ensuring the provision of adequate resources to implement this Environment policy.

The Company Direction shall appoint responsible persons with responsibility to monitor and overview environmental performance at that site, to monitor the implementation of Environment policy, including the effectiveness of local environmental emergency procedures, and to bring to the Direction's attention the need for any action to improve Environmental performance.

These persons have no general line management responsibility for their site's environmental performance except through the activities of staff that report directly to them.

Responsibility for operational Environmental performance is delegated to Producers.

### 4.2. Managers

All managers, including Directors, Group Leaders and Project Managers are responsible for the environmental impact of activities under their control.

The principal Environmental responsibilities for managers are:

- Leading by example in demonstrating through their acts and decisions, consideration of and reduction in Environmental impact;
- Identifying and controlling the environmental impacts of activities under their control;
- Ensuring that staff are trained sufficiently to understand the environmental impact of their

work through the provision of appropriate information, instruction and training, as appropriate nominating suitably competent persons to undertake specialised activities, for example waste disposal;

- Providing adequate supervision to control work and the working environment so that environmental hazards are controlled;
- Investigating environmental incidents and near misses in their areas identifying and introducing measures to minimise the likelihood of their recurrence, actively involving staff in this process to improve Environmental arrangements and performance; and
- Ensuring the routine monitoring of all Environmental management activities through inspection and as appropriate audit.

#### 4.3. Staff and Contractors

All WIRED staff and contractors are expected to take reasonable steps to minimise the impact of their work on the environment.

The principal Environment responsibilities for staff are:

- Assessing the Environmental risks of their activities in advance, implementing controls to minimise the environmental impact of their work and activities;
- Avoid where possible the waste of resources adopting the principles of: avoiding the use of resources; minimising their use; and finally re-using or re-cycling resources prior to their safe and appropriate disposal;
- Reporting to their immediate line manager environmental incidents and near misses, and any matter likely to have a serious impact on the environment;
- Assisting in the investigation of environmental incidents and near misses with the objective of understanding root cause(s) and introducing measures to minimise the potential for their recurrence; and
- Co-operating, and consulting, with management to continuously improve environment standards and performance sharing best practice between employees and contractors.

## *Section 5. Arrangement*

### 5.1. Documentation

This Environment policy is defined and implemented through documented codes. Master copies of Wired codes are available to staff in the office Bethnal Green.

### 5.2 Emergency Planning

The potential for environmental incidents will be identified in the 'Register of Environmental Aspects and Impacts' and as appropriate local emergency procedures will be established to control such incidents.

### 5.3 Induction

All new staff will receive relevant and general environmental awareness training as part of the induction process.

Raj Yagnik  
Company Director