



contact@soundtruism.com

HEALTH & SAFETY POLICY

Soundtruism Ltd complies with the [Health and Safety at Work Act 1974](#) and aims to:

- Prevent accidents and cases of work-related ill health
- manage health and safety risks in our company
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- All staff deployed on location to conduct interviews are required to complete a Risk Assessment.
- provide personal protective equipment
- consult with our employees on matters affecting their health and personal safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

KEY AREAS

Tools of risk management
Identifying the hazards of activity
Assessing risks
Control Measures and how they work
Personal Safety
Minimising the risk of Covid-19 infection
Reporting Incidents

Tools of risk management

Hazard= anything with the potential to cause harm

e.g. traffic -for example when filming by a roadside

Risk= the likelihood of being harmed if exposed to the hazard multiplied by the severity of the harm if exposure occurs.

e.g. being severely injured if hit by traffic

Control measures = actions that can be taken to remove or reduce risks. One control measure might not always be adequate per risk, as control measures work collectively to reduce risk

Look at what you are planning to do and ask yourself:

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is unlikely and less severe?

Updated 2021

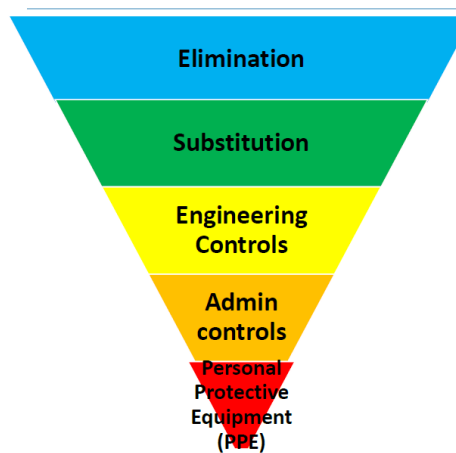
RISK ASSESSMENT FORMS

Provided and cover : Hazard Checklist , Location Comments amendments and a table to look at ways of minimising risk. The RA must be completed and signed off by the editorial lead prior to staff leaving for deployments.

Control measures and how they work

Once you have identified the risk, what reasonable control measures can you implement to remove or reduce the risk?

Control measures have a hierarchy, with those most effective and protective at the top of the pyramid:



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

We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).

- We will provide personal protective equipment.

- We will make sure suitable arrangements are in place for employees who work remotely.

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

We will make sure escape routes are well signed and kept clear at all times.

- Evacuation plans are tested from time to time and updated if necessary.



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Minimising risk of Covid-19 infection during activities

You must inform Soundtruism if You have any of the most common symptoms, or have had them in the last 10 days High temperature A new, continuous cough A sudden loss of smell or taste You have received a positive corona virus test within the last 10 days (isolating) . Someone you live with is symptomatic, or, has tested positive for corona virus within the last 10 days (isolating) You have been instructed to self-isolate by NHS Test & Trace. Following [UK Guidance](#).