



# Health & Safety at Work Policy Statement

Issued 01 June 2020

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## 01 - Introduction

This policy statement and policy provides information and procedures in relation to Health & Safety at On The Sly. Please ensure that you are familiar with its content and ask the contact below for further information should you have any questions.

Every effort will be made to ensure the policy is reviewed and reissued in response to future changes in the law. In the event that legal requirements supersede the content of this policy, legal requirements will be followed.

This policy does not form part of your contract of employment and may be deviated from, amended or replaced in future from time to time at the Company's discretion.

For further information please contact:

Chris Thorpe  
Director  
On The Sly Music Ltd

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## 02 – Health & Safety Policy Statement

- 2.1 The Company recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Company's activities
- 2.2 In order to discharge its responsibilities management will:
  - 2.2.1 provide an organizational structure that defines clear responsibilities for health and safety
  - 2.2.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
  - 2.2.3 provide adequate control of the health and safety risks arising from our work activities
  - 2.2.4 consult with our employees on matters affecting their health and safety
  - 2.2.5 provide and maintain safe plant and equipment
  - 2.2.6 ensure the safe handling and use of hazardous substances
  - 2.2.7 provide information, instruction and supervision for employees
  - 2.2.8 provide adequate training and ensure that all employees are competent to do their tasks
  - 2.2.9 maintain safe and healthy working conditions
  - 2.2.10 satisfy itself that any organisation who is contracted to carry out work for the Company is able to demonstrate that it pays due regard to health and safety matters
  - 2.2.11 bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment
- 2.3 This Health and Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees
- 2.4 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. You have a legal duty to ensure your own safety and safety of others (for example colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974. You must therefore:
  - 2.4.1 Comply with any safety instructions and directions issued by the Company
  - 2.4.2 Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen etc.) who may be affected by your

acts or omissions at work, by observing safety rules, which are applicable to you

- 2.4.3 Cooperate with the Company to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Company by or under any of the relevant statutory provisions is complied with
  - 2.4.4 Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
  - 2.4.5 Use equipment or protective clothing provided in accordance with the training you have received
  - 2.4.6 Report any potential risk or hazard or malfunction of equipment to the Directors
  - 2.5 Any failure by you to comply with any aspect of the Company's health and safety procedures, rules or duties will be treated by the Company as serious or gross misconduct
  - 2.6 You have a responsibility to observe all safety rules and cooperate with the manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others
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## 03 – Prevention of Fire

- 3.1 You are not permitted to smoke anywhere on the Company's premises. It is a criminal offence for members of staff to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200
  - 3.2 The Company's fire alarms are currently tested by the landlords. Testing may happen from time to time and we will notify you as to when.
  - 3.3 All staff must follow the fire prevention measures applicable to where they work. Employees must keep passageways clear. Doorways, particularly fire exits, fire and safety appliances must not be obstructed. Any contravention of the fire safety rules is a disciplinary matter.
  - 3.4 You should know the procedure for raising the alarm and where the extinguishers are sited. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point outside the Windmill Club opposite the building. Do not stop to collect belongings. Fire-wardens will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
  - 3.5 Practice fire drills will be carried out periodically to ensure employees are aware of the measures to take in the event of a fire. In addition, all staff should check their escape route and ensure that they familiarise themselves with all fire exits.
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## 04 – Work Accidents

- 4.1 If you have an accident or are injured at work you should immediately contact one of the Directors.
  - 4.2 In serious cases, you should call for an ambulance directly by dialing 999.
  - 4.3 You must report any accident involving yourself or another member of staff whilst at work or on On The Sly business to the Directors. On The Sly has a statutory obligation to keep a record of all injuries, no matter how minor they appear, in an accident book. In addition, On The Sly may have a statutory duty to report the accident.
  - 4.4 In the event of a serious accident On The Sly may need to hold a detailed investigation involving the relevant employees for reporting purposes and to prevent a similar accident occurring.
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## 05 – Health & Safety Representatives and First Aid

- 5.1 Every member of On The Sly's management team is responsible for the following health and safety matters:
    - 5.1.1 to ensure that all staff and visitors under their authority adopt and meet the legal health and safety requirements
    - 5.1.2 to ensure that staff under their control are appropriately trained, their progress monitored and they're given updated training as and when necessary; and
    - 5.1.3 to identify the safety implications of any changes to work practices, locations and the introduction of new equipment, substances and legislation and to ensure that the necessary training and information is provided prior to the introduction of new mechanisms.
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## 06 – Workstation Risk Assessments

- 6.1 One of The Directors will undertake risk assessments of every staff member's workstation area within 12 weeks of an employee starting work at On The Sly.
  - 6.2 If, at any time, you are experiencing problems at your workstation, you should contact one of The Directors who will arrange for a risk assessment to be undertaken.
  - 6.3 On The Sly will take all steps necessary to remedy any risks found as a result of any risk assessment.
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## 07 – Contagious and Infectious Diseases

- 7.1 On The Sly is legally required to take particular account of any significant risks that may affect the health and safety of new or expectant mothers. Therefore, if you have a contagious or infectious disease, or are in close contact with someone who has such a disease, please let the Directors know.
  - 7.2 Examples of this kind of disease are:
    - 7.2.1 Chicken pox;
    - 7.2.2 German measles;
    - 7.2.3 Measles;
    - 7.2.4 Mumps
    - 7.2.5 Scarlet Fever; or
    - 7.2.6 Whooping cough
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## 08 – Eye Care Policy

- 8.1 The Directors will ensure all Display Screen Equipment (DSE) workstations comply with the law.
- 8.2 All staff will be entitled to one full eye examination per year. Reimbursement is to be claimed back

via expenses.

- 8.3 If, as a result of your eye examination, you are prescribed glasses solely for DSE use, On The Sly will pay for basic frames and lenses only to a maximum value of £50. Reimbursement is to be claimed back via expenses. Appropriate receipts must be provided before any payment is made.

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## 09 – Control of Substances Hazardous to Health

- 9.1 The following items in use on On The Sly's premises are deemed by their manufacturers to warrant a warning. Users of these substances should be aware that their health and safety is at risk if these products are misused:
- 9.1.1 Solvent based correction fluid;
  - 9.1.2 Permanent marker pens;
  - 9.1.3 Glues;
  - 9.1.4 Toner (photocopier and printer); and
  - 9.1.5 Cleaning products;
- 9.2 Staff should be aware that there may be other substances which may be hazardous to their health and safety on On The Slys premises and therefore all staff should exercise due care when handling any substance. If in doubt, please contact The Directors before handling or using a substance

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## 10 – Manual Handling

- 10.1 The majority of staff will have to perform occasional manual handling and lifting as part of everyday activity. If, for any health or safety reason, you are unable to perform such manual handling or lifting, you should contact The Directors.