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# Health and Safety Policy

## This is the Health and Safety Policy Statement of Blue Moon Creative Ltd

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed



Michael Taite  
Managing Director

Date: 30/09/16  
Review date: 29/09/17

As the employer, Blue Moon Creative Ltd has overall responsibility for health and safety. Please note that employees, too, have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer to Blue Moon Creative Ltd to comply with the law.

1. Overall and final responsibility for health and safety is that of the MD, Michael Taite.
2. In his absence, day-to-day responsibility for ensuring this policy is put into practice is delegated to the Studio Manager, Daniel Tarry.
3. All employees have to co-operate with supervisors and managers on health and safety matters; not interfere with anything provided to safeguard their health and safety, take reasonable care of their own health and safety and report all health and safety concerns to either the MD or Studio manager.



4. Risk assessments are taken by the MD or, in his absence, the Studio Manager, including any risks associated with substances covered by the COSHH regulations 2002. Assessments will be reviewed every year, or when the work activity changes, whichever is soonest. The Health and Safety Law poster is displayed in the main studio. Principal concerns and action required:

#### **a) Electrical equipment/ fire & electric shock**

We operate a great deal of electrical equipment. All employees should take care to use such equipment safely and to think about potential consequences, especially whenever using new equipment, or using existing equipment in new ways.

Employees should not unplug any electrical devices without first switching off the mains supply at the wall-mounted plug. If this is impractical, e.g because a device shares an extension cable with other devices, employees must ask the MD to do this for them.

#### **b) Electrical equipment / cables**

Tripping over cables, e.g. during photo shoots, is a foreseeable accident which should be avoided as far as possible by not laying cables across paths, taping them down when this is unavoidable and alerting colleagues to their presence.

#### **c) Use of power tools, craft knives and scalpels**

Only use these with the consent of the MD.

The employer and every employee has a duty to perform his or her duties in a safe manner and to highlight any potential danger which might require addressing by the employer. This means, for example, that if an employee notices that a heavy object is in a place from which it is likely to be dislodged and fall, that employee has a duty to inform the MD of this, without undue delay.