

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Soveks Lo Radio and Podcast Production Ltd

Our health and safety policy is to:

Soveks Lo Radio and Podcasting Productions Ltd is a freelance company that produces radio and podcasts as well delivering media training services.

Although the company is based around the work of freelancer and owner Skevos Loizou it aims to work in a safe environment ensuring that the health and safety of colleagues, participants, learners are taken into account.

Carry out Risk Assessment in all areas of the work particularly in the area of lone working

Electrical safety in use of equipment including PAT testing

Induction and instruction in health and safety when working with sub contractors, volunteers and learners

Taking into account health and safety of organisations that contract work out to Soveks Lo

A handwritten signature in black ink, appearing to read 'Skevos', is written inside a rectangular box.

Signed

15/10/19

Date

Skevos Loizou

Print name

15/10/20

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Skevos Loizou Freelancer, Owner, Managing Director Soveks Lo

2 Day-to-day responsibility for ensuring this policy is put into practice:

Skevos Loizou

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Skevos Loizou

4 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 (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

Risk Assessment available for lone working, interviewing, and electrical appliances

Training

Induction delivered for all partners and collaborative agencies

Consultation

All partners, volunteers, sub contractors to be consulted

Evacuation

All places of work to be assessed and clarity for evacuation purposes