



Marshall Creative Health and Safety Policy

1. Purpose and Scope

The health and safety of our employees, clients, and visitors at Marshall Creative are of paramount importance. This Health and Safety Policy is designed to outline our commitment to providing a safe and healthy working environment, preventing accidents and injuries, and ensuring compliance with relevant health and safety regulations.

2. Health and Safety Objectives

- **Prevention of Accidents and Injuries:** Ensure a workplace environment that is free from hazards and minimizes the risk of accidents and injuries.
- **Compliance:** Adhere to all applicable health and safety laws, regulations, and standards to maintain a safe and legally compliant workplace.
- **Emergency Preparedness:** Establish and maintain effective emergency response procedures to safeguard individuals in the event of accidents, fires, or other emergencies.

3. Responsibilities

- **Management Commitment:** Leadership at Marshall Creative is committed to providing a safe and healthy workplace. Management will allocate resources, establish policies, and support initiatives that promote health and safety.
- **Employee Involvement:** All employees are responsible for their own safety and the safety of those around them. Employees are encouraged to actively participate in health and safety programs, report hazards, and adhere to safety guidelines.

4. Risk Assessment and Management

- Conduct regular risk assessments to identify and evaluate potential workplace hazards.
- Implement measures to control and mitigate identified risks.
- Review and update risk assessments as the workplace evolves.

5. Safe Work Practices and Procedures

- Develop and communicate clear and comprehensive safe work practices and procedures.
- Train employees on these practices and ensure understanding and adherence.
- Regularly review and update procedures to reflect changes in processes or technology.

6. Emergency Preparedness

- Establish emergency evacuation procedures and conduct regular drills.
- Maintain first aid facilities and ensure that employees are trained in basic first aid.
- Designate emergency response teams and provide appropriate training.



7. Health and Safety Training

- Provide comprehensive health and safety training to all employees, including new hires.
- Conduct regular refresher training on key safety procedures and protocols.
- Ensure that employees are aware of emergency exits, evacuation routes, and assembly points.

8. Reporting and Investigation of Incidents

- Establish a reporting system for employees to report accidents, near misses, or hazardous conditions.
- Investigate all reported incidents promptly to determine causes and implement corrective actions.
- Document and analyze incidents to identify trends and prevent future occurrences.

9. Personal Protective Equipment (PPE)

- Assess workplace hazards to determine the need for personal protective equipment.
- Provide appropriate PPE to employees and ensure proper usage.
- Conduct regular inspections and maintenance of PPE.

10. Health and Wellbeing

- Promote employee wellbeing through initiatives such as stress management programs and ergonomic assessments.
- Encourage a healthy work-life balance and provide resources for mental health support.
- Offer health promotion activities such as wellness programs and health screenings.

11. Contractors and Visitors

- Communicate health and safety expectations to contractors and visitors.
- Ensure that contractors comply with relevant health and safety standards.
- Provide information on emergency procedures and evacuation routes to visitors.

12. Environmental Responsibility

- Integrate environmental considerations into health and safety practices.
- Implement measures to reduce the environmental impact of our operations.
- Comply with environmental laws and regulations.

13. Review and Continuous Improvement

- Regularly review and update the Health and Safety Policy to ensure its effectiveness.
- Encourage feedback from employees to identify areas for improvement.



- Implement continuous improvement initiatives based on lessons learned and emerging best practices.

14. Communication

- Communicate health and safety information regularly through meetings, training sessions, and notice boards.
- Encourage open communication regarding safety concerns and suggestions for improvement.

15. Compliance Monitoring and Enforcement

- Conduct regular audits and inspections to monitor compliance with health and safety policies and procedures.
- Enforce consequences for non-compliance to maintain a culture of accountability.

16. Review and Revision

This Health and Safety Policy will be reviewed periodically to ensure its continued relevance and effectiveness. Necessary revisions will be made to adapt to changes in laws, regulations, and industry best practices.

This Health and Safety Policy reflects Marshall Creative's commitment to providing a safe and healthy working environment for all employees and stakeholders.

Signed
Darren Marshall [DIRECTOR]

21st Jan 2024