

Health & Safety Policy

1. Purpose

1.1. The purpose of this policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees/volunteers are competent to do their work
- Consult with our employees/volunteers on matters affecting their health and safety
- Maintain safe and healthy working conditions
- Review and revise this policy regularly.

2. Responsibilities for health and safety

2.1. The overall and final responsibility for health and safety resides with the board of directors.

2.2. Day-to-day responsibility for ensuring this policy is put into practice resides with editors and coordinators.

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

- **Board of directors:** risk assessments, consulting employees/volunteers
- **Editors and coordinators:** monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, first aid and work-related ill health, maintaining equipment, information, instruction and supervision, training.

2.4. All employees/volunteers should:

- Cooperate with editors and coordinators on health and safety matters.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person (as detailed above).

3. Arrangements for health and safety

3.1. We will complete relevant risk assessments and take action where needed.

3.2. Risk assessments will be reviewed when working habits or conditions change.

3.3. Employees/volunteers will complete health and safety induction and provide appropriate training.

3.4. Suitable arrangements will be put in place for employees/volunteers who work remotely.

3.5. Employees/volunteers will be routinely consulted on health and safety matters.

This policy was edited by Rhys Everquill (Managing Editor) and reviewed by Emma Guy (Commissioning Editor).

Last updated: 13/11/2023