**The International Music Exchange Health and Safety Policy**

**1. Policy Statement**

This is the health and safety statement of The International Music Exchange.

Our Health and Safety 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 are competent to do their work

● provide personal protective equipment when appropriate

● consult with our employees on matters affecting their health and safety

● provide and maintain safe plant and equipment

● ensure safe handling and use of substances

● maintain safe and healthy working conditions

● implement emergency procedures, including evacuation in case of fire or other

significant incident

● review and revise this policy regularly

**2. Responsibilities for Health and Safety**

The person who has overall and final responsibility for Health and Safety is Tamsin Smith.

However all employees should:

● Cooperate with managers and supervisors on health and safety matters

● Take reasonable care of their own health and safety

● Report all health and safety concerns to an appropriate person (see above)

**3. Arrangements for Health and Safety**

● Risk assessment

➢ We will complete relevant risk assessments and take action.

➢ We will review risk assessments when working habits or conditions change.

● Training

➢ We will give staff and subcontractors health and safety induction and provide

appropriate training where necessary

➢ We will provide personal protective equipment when necessary

➢ We will make sure suitable arrangements are in place for employees who work

remotely.

● Consultation

➢ We will consult staff routinely on health and safety matters as they arise and

formally when we review health and safety.

● Evacuation

➢ We will make sure escape routes are well signed and kept clear at all times.

➢ Evacuation plans are tested from time to time and updated if necessary.

This policy was last reviewed on 23/02/2023

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Signed: