

## Health and Safety Policy

### Background

David Thomas Media Ltd carries out training through client partners and has no training premises of its own.

David Thomas Media Ltd has no employees, apart from the two directors.

### Approach

Although David Thomas Media is small enough to be exempt from a written health and safety and risk assessment policy we take health and safety of trainees seriously.

We ensure that no trainees are put in danger through activities or arrangements that form part of our workshops and courses.

We do this by:

- ensuring we only run workshops and courses in premises that conform to up to date health and safety standards
- checking with client partners what arrangements are in place for emergency evacuation and first aid
- attending necessary health and safety briefings where given by client partners
- giving an evacuation briefing at the start of each workshop (or ensuring that the client does this)
- ensuring each trainee knows where the nearest fire assembly point is at the start of a training workshop
- ensuring no trailing wires for training equipment are left across walkways and thoroughfares
- ensuring hazard tape is carried in equipment boxes at all times and is used appropriately
- reporting any accident during the workshop using the client's accident reporting procedures

We will refuse to work with a client who, in our judgement, does not have an appropriate health and safety policy or puts trainees at inappropriate risk.

David Thomas Media Ltd is insured for public liability through CIPD/Towergate Insurance

Responsible for health and safety: David Thomas, Director

We review our policy every 12 months.

Latest review: Nov 2017