



**How we work**

**Health and  
Safety**

# Health and Safety Policy

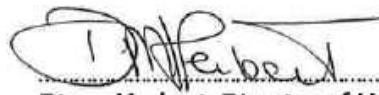
At Channel 4 we aim to create and sustain a culture where health and safety is taken seriously. We wish to promote a safe environment for our employees, those we work with, and those who visit us.

To meet this obligation we will:

- Set and maintain health and safety standards and procedures, in compliance with relevant statutory obligations, codes of practice and industry standards to ensure safe systems of work
- Appoint competent suppliers and service providers to ensure the maintenance of health and safety standards
- Provide information, instruction, training and supervision to enable our employees to perform their roles safely and with competence
- Involve employees, contractors and suppliers in health and safety matters, and consult with them on ways to mitigate workplace risk and improve health and safety management systems
- Commit resources to develop, maintain and communicate health and safety objectives and targets
- Investigate incidents so that lessons can be learnt and shared, and future incidents prevented
- Adopt a risk management approach to ensure the application of Channel 4 standards and further improvement

Facilitating safe working conditions is everyone's responsibility and requires the full collaboration and co-operation of all employees. Through the joint involvement of management and employees; everyone is empowered and encouraged to improve health and safety standards within Channel 4.

Signed:



.....  
**Diane Herbert, Director of Human Resources**

Date Reviewed: February 2013

Date of next Review: February 2014

# The organisation of Health and Safety responsibilities

## **Executives**

- Ensuring Channel 4's compliance with Health and Safety legislation through suitable and adequate management arrangements.

## **Director of Human Resources**

- Informing the Executives of significant health and safety issues affecting Channel 4.
- Ensuring Channel 4 has access to appropriate sources of competent advice.
- Providing appropriate resources to ensure the effectiveness of health and safety organisation and arrangements and compliance with legislation.

## **Director of Marketing and Communications**

- Informing the Executives of significant health and safety issues affecting 4Creative.
- Ensuring 4Creative has appropriate health and safety management systems in place.
- Providing appropriate resources to ensure the effectiveness of health and safety organisation and arrangements and compliance with legislation within 4Creative.
- Ensuring Corporate Relations has appropriate health and safety management systems in place for corporate events.

## **Head of Corporate Services**

The Head of Corporate Services reports to the Director of Human Resources and is responsible for:

- Ensuring the provision of on-site services and the maintenance of all Channel 4 buildings meet both statutory obligations and health and safety standards.
- Ensuring there is appropriate information and guidance to support this policy and underlying procedures.
- Ensuring systems and processes are in place to facilitate a safe place of work, access and egress, maintenance and operation of plant, equipment and systems of work.
- Ensuring the provision of appropriate welfare facilities.
- Ensuring that everyone working at Channel 4 receives appropriate building-related induction and health and safety information.
- Ensuring that Channel 4 has access to competent health and safety advice..
- Updating the Executives on significant health and safety matters.

## **FM Supplier Relationship Specialist**

The FM Supplier Relationship Specialist reports to the Head of Corporate Services and is responsible for:

- Managing the provision of onsite health and safety services.
- Ensuring the necessary health and safety policies and procedures for the business are in place to comply with legislation and effective risk management.
- Ensuring accidents, incidents and near misses across Channel 4 are recorded, investigated and reported.
- Providing updates on health and safety matters to the Head of Corporate Services.
- health and safety issues affecting Channel 4 to the Head of Corporate Services.

# The organisation of Health and Safety responsibilities

## Head of Production 4Creative

The Head of Production 4Creative reports to the Network Creative Director, under the Director of Marketing and Communications, and is responsible for:

- Ensuring safe systems of work are followed on production shoots.
- Ensuring accidents, incidents and near misses in production related activities are reported to Channel 4 Health and Safety.
- Arranging for production related health and safety training for all staff.

## Head of Reward & HR IS

The Head of Reward & HR IS reports to the Director of Human Resources and is responsible for:

- Advising on and dealing with matters of employee wellbeing.
- Promoting a positive health and wellbeing culture throughout Channel 4 including access to best practice information and guidance.
- Managing the provision of the onsite Occupational Health Service.
- Facilitating advice, information and support to Channel 4 on the management of occupational health risks.
- Managing the provision of clinical and mental health services including, but not limited to, pre-placement screening, fitness to work assessments and health surveillance.
- Providing updates on occupational health matters to the Director of Human Resources.

## Heads of Department/Managers

All Heads of Department and Managers are responsible for:

- Maintaining health and safety standards and procedures in order to ensure safe systems of work and a safe working environment.
- Consulting and jointly involving management and employees, to enlist the active interest, participation and support of employees in promoting a positive health and safety culture.
- Identifying and reporting hazardous activities in their area to Health and Safety.
- Reporting work related accidents, incidents and near misses to Health and Safety.
- Ensuring appropriate risk assessments are carried out on events organised internally and externally.

## Everyone working at Channel 4

Everyone working at Channel 4 is responsible for:

- Following the health and safety requirements and guidance relevant to their work and adhering to the Health and Safety policy.
- Co-operating with their manager on health and safety matters, including risk assessments.
- Ensuring the management of both onsite and offsite activities eg. events and awaydays adheres to policy guidelines; maintaining the health and safety of attendees at all times.
- Not taking risks that may endanger themselves or others.
- Not interfering with or misusing anything provided in the interests of health and safety, fire or first aid.
- Proactively seeking help and advice if in doubt about the adequacy of any safety arrangement.
- Reporting work related accidents, incidents, near misses and health and safety concerns to their line manager and Health and Safety (reporting work related ill health to their line manager and Occupational Health).
- Undertaking health and safety training as directed.

# Arrangements for Health and Safety

Details of Channel 4's health and safety management arrangements, together with the associated individual policies and procedures, are available from the [Health and Safety pages of the FM Intranet](#).

4Creative (Channel 4's in house advertising agency and creative house) have their own bespoke health and safety procedures for production related activities, but follow the corporate health and safety management arrangements for all other areas.