

Campus Media Health & Safety Policy

1. Introduction

Campus Media is committed to do all that is reasonably practicable to provide employees, members and contractors safe working procedures, good working conditions and a healthy work environment.

The health, safety and wellbeing of everyone who comes into contact with our service is important to us. It is not only our legal duty but also one of our core values to ensure that our work is carried out with the highest care and respect for all involved. We recognise that our physical and mental wellbeing are closely related and are of equal importance.

All Campus media employees, members and volunteers are required to comply with this Policy.

2. Responsibilities

The designated Health, Safety & Wellbeing officer is Amanda Thomson. This person's responsibilities are:

- To ensure that Campus Media is fully compliant with Health & Safety legislation.
- To ensure the Health & Safety policy is in place and appropriate, accessible, implemented, monitored and reviewed.
- To be a point of contact for any queries, concerns or suggestions regarding Health, Safety & Wellbeing.
- To ensure that events are risk assessed and that health, safety and wellbeing considerations are in place.

The designated Mental Health First Aider is Amanda Thomson. This person's responsibilities are to:

- Be a point of contact for members, staff or volunteers who have concerns about mental health.
- Signpost members, staff and volunteers to sources of information & support for mental wellbeing.
- Ensure that mental wellbeing is considered in relation to all aspects of the work of Campus Media.

All staff, members and volunteers have a responsibility to follow the guidance laid out in this policy and related policies. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safe working practice and to positively involve people in developing safe practices.

Any concerns regarding health and safety should be reported to the person named in this section as soon as possible.

3. Arrangements for Event Workers

Campus Media recognises the particular risks to employees that are travelling to multiple locations, working in unfamiliar buildings and with unknown clients.

Campus Media commits to:

- Comply with all applicable legislation, codes of practice, regulatory controls and client or insurance requirements.
- Provide members with all relevant and available booking information which may be necessary to stay safe.
- Supporting its members to prevent RSI, heavy lifting injuries, stress and burnout - we will do this by signposting to relevant resources and establishing booking procedures which give consideration to breaks and/or the need for additional staff members.
- Supporting its members to develop & engage with opportunities for professional support such as supervision, mentoring and training.

4. Arrangements for Staff & Volunteers

Campus Media commits to supporting home-based staff to work safely and in ways which promote wellbeing. Requirements will be discussed as part of the induction process and any ongoing or new requirements can be raised any time with the designated Health, Safety & Wellbeing Lead or Mental Health First Aider.

5. Covid 19 precautions

If you are asked to work in a face to face setting, you are covered by the health and safety risk assessment and procedures of that workplace. PPE and other measures in place must be provided to you as a contractor. If these are not offered, or you do not feel safe, please leave the setting and report this to Campus Media immediately.

In settings where there are no Covid arrangements, but you wish to wear PPE, you must be permitted to do so. If you do not feel safe, or feel pressured to remove your PPE, please leave and contact Campus Media immediately. You are not expected to remain in a situation that makes you feel vulnerable or at risk.

Campus Media is able to recommend a suitable clear face covering, if advice is required.

6. Accidents or incidents

If you experience an accident or incident whilst booked by Campus Media, please contact us immediately. You will be asked to fill in an accident/incident report, which will be kept on file. We will endeavour to provide any support or assistance you may need to ensure your safety.

7. Communicating and reviewing the policy

Campus Media Ltd will make clients aware of the Health and Safety Policy through the following means:

Explaining at events that we have a policy.

Making the policy available to all staff and asking them to let clients know we have it.

Campus Media currently has no business premises, should this change, this policy will be updated immediately.

This policy will be reviewed by Amanda Thomson, every 3 years and when there are changes in legislation.



Amanda Thomson
Founder & Managing Director