SPIRITMEDIA.

Health and Safety Policy

Under the Health and Safety at Work etc. Act 1974

Organisation: Spirit Media Scotland

This Health & Safety Policy covers: 12 personnel

Working arrangements: Fully remote. Employees work from home, with occasional travel and work at third-party premises.

Policy date: 14 August 2026

Review date: August 2027, or earlier on any significant change

Safety Officer: Jamie Venerus

Health & Safety Adviser: IPA

Registered office: 5 La Belle Place, Glasgow, G3 7LH

1. Statement of Intent

It is the policy of Spirit Media to take all measures which are reasonably practicable to:

(a) ensure the health, safety and welfare of all persons at work; and

(b) protect employees, contractors, freelancers and any other persons against risks to their health and safety arising from the organisation's activities.

Spirit Media operates without fixed office premises. For the purposes of this policy, the place of work includes an employee's home while working, any third-party premises attended for work, and travel undertaken for work. The organisation undertakes to provide the necessary resources and seeks the co-operation of all persons at work in implementing the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions listed at Appendix A.

2. Organisation and Responsibilities

Joint CEOs

The Joint CEOs have ultimate responsibility for the health and safety at work of all persons at work and for anyone affected by the organisation's activities, and will ensure that this policy is maintained, resourced and periodically assessed for effectiveness.

Safety Officer - Jamie Venerus

The Safety Officer is responsible for the day-to-day implementation of this policy, including:

(a) maintaining and reviewing risk assessments;

(b) ensuring workstation (display screen equipment) self-assessments are completed and acted on;

(c) receiving, recording and, where required, reporting accidents, incidents and cases of work-related ill-health;

(d) assessing first-aid needs, including provision for employees who travel for work;

(e) arranging health and safety induction and training; and

(f) liaising with the organisation's health and safety adviser.

Health & Safety Adviser - IPA

IPA provides competent health and safety advice to the organisation in accordance with the Management of Health and Safety at Work Regulations 1999, including advice on policy, risk assessment, legal requirements and the investigation of accidents and incidents.

All persons at work

Under sections 7 and 8 of the Health and Safety at Work etc. Act 1974, every person at work must:

(a) take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;

(b) co-operate with the organisation so far as is necessary to comply with legal requirements;

(c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;

(d) use equipment in accordance with the training and instructions provided; and

(e) report to the Safety Officer any situation representing a serious and immediate danger, and any shortcoming in the organisation's protection arrangements.

3. Risk Assessment

The organisation will undertake and record suitable and sufficient risk assessments as required by the Management of Health and Safety at Work Regulations 1999. Given the organisation's working arrangements, assessments will cover home working and workstation set-up, work- related travel, lone working, manual handling of equipment, and work at third-party premises and locations. Assessments will be reviewed at least annually and whenever working arrangements change significantly, and their findings will be communicated to those affected.

4. Working from Home

Workstation self-assessment

Each employee must complete the Spirit Media workstation self-assessment form on joining, whenever their workstation changes significantly, and annually thereafter, and return it to the Safety Officer. Issues identified will be addressed so far as is reasonably practicable, including the provision of equipment where required.

Equipment and electrical safety

Employees must visually check leads, plugs and equipment provided for work before use, report defects to the Safety Officer, and must not attempt repairs. Defective equipment must be taken out of use. Trailing cables should be routed to avoid trip hazards and electrical sockets must not be overloaded.

Working environment and breaks

Employees should work with adequate lighting and ventilation and take regular breaks away from the screen. Working time, rest breaks and rest periods are governed by the Working Time Regulations 1998; employees should raise concerns about workload or working hours with their manager.

Fire safety at home

Employees are responsible for fire safety in their own homes and should keep escape routes clear of obstruction. Employees are reminded that homes in Scotland are required to have interlinked smoke and heat alarms.

Wellbeing and remote working

The organisation recognises that remote working can contribute to isolation and stress. Managers will maintain regular contact with their teams, and any employee may raise concerns about their health, workload or working arrangements with their manager or the Safety Officer at any time.

5. Display Screen Equipment - Eye and Eyesight Tests

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the organisation will provide an appropriate eye and eyesight test, carried out by a competent person,

for users of display screen equipment on request, at regular intervals thereafter, and where an employee experiences visual difficulties reasonably attributable to display screen work. The organisation will meet the reasonable cost of special corrective appliances prescribed specifically for display screen work.

6. Working Away from Home - Travel, Locations and Third-Party Premises

(a) Lone working: where an employee travels for work or attends premises alone, a colleague should know their itinerary, and check-in arrangements will be agreed for any visit assessed as higher risk.

(b) Third-party premises: employees must familiarise themselves with, and follow, the host's fire, emergency and safety arrangements, and report any hazard affecting them to the host and to the Safety Officer.

(c) Driving for work: employees using a vehicle for work must hold a valid licence, ensure the vehicle is roadworthy and insured for business use, plan journeys to avoid fatigue, and must not use a hand-held mobile phone or device while driving.

(d) Manual handling: employees must not lift or move equipment beyond their physical capability, must use any handling aids provided, and will receive manual handling guidance where their work requires it.

(e) Personal safety: employees must not put themselves at risk in the event of violent or aggressive behaviour, must withdraw from any situation they judge unsafe, and must report all incidents, including verbal abuse and near misses, to the Safety Officer.

7. First Aid

First-aid provision is based on an assessment of need in accordance with the Health and Safety (First-Aid) Regulations 1981. Travelling first-aid kits will be provided where the first-aid needs assessment identifies a need, including for employees who travel for work. All employees must keep their emergency contact details up to date with the organisation and should be familiar with contacting the emergency services on 999.

8. Accidents, Incidents and Work-Related Ill-Health

All work-related accidents, incidents (including near misses) and cases of work-related ill-health must be reported to the Safety Officer as soon as practicable. The Safety Officer will keep records, report events falling within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive, and ensure that accidents and incidents are investigated and remedial measures implemented.

9. New or Expectant Mothers

An employee who is pregnant, has given birth within the previous six months, or is breastfeeding should notify their manager as soon as reasonably practicable so that an individual risk assessment can be carried out. Where a risk to the employee or her child cannot be avoided, the organisation will alter her working conditions or hours of work; where that is not reasonable, offer suitable alternative work; and where that is not feasible, suspend her from work on full pay, in accordance with the Management of Health and Safety at Work Regulations 1999.

10. Consultation with Employees

The organisation will consult directly with all employees on matters affecting their health and safety, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will take place in good time through team meetings and directly with the Safety Officer, including on any change to working arrangements, equipment or procedures with health and safety implications.

11. Information, Instruction and Training

Health and safety induction will be provided on recruitment. Further information, instruction and training will be provided on a change of role or responsibilities, on the introduction of new equipment, technology or systems of work, and wherever a risk assessment identifies a need. Health and safety information is available from the Safety Officer, who may draw on the organisation's health and safety adviser and published guidance from the Health and Safety Executive.

12. Review of this Policy

This policy will be reviewed at least annually by the Joint CEOs and the Safety Officer, with advice from IPA, and additionally on any significant change, including a change in headcount, the taking of office or studio premises, or the introduction of new work activities.

Appendix A - Relevant Statutory Provisions

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

Manual Handling Operations Regulations 1992 (as amended)

Provision and Use of Work Equipment Regulations 1998

Electricity at Work Regulations 1989

Personal Protective Equipment at Work Regulations 1992 (as amended)

Health and Safety (First-Aid) Regulations 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Working Time Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Information for Employees) Regulations 1989

Employers' Liability (Compulsory Insurance) Act 1969

Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 (applicable when working at, or hiring, non-domestic premises)