SPIRITMEDIA.

Risk Assessment Statement

Issued: October 2026. Next review: October 2027.

This statement summarises how Spirit Media Scotland identifies and manages risks to health and safety. It sits beneath our Health and Safety Policy, which should be read alongside it.

1. Our Approach

1.1 Spirit Media operates without fixed office premises. For the purposes of risk assessment, our place of work includes our people's homes while working, any third-party premises attended for work, and travel undertaken for work.

1.2 We carry out and record suitable and sufficient risk assessments, as required by the Management of Health and Safety at Work Regulations 1999.

2. What We Assess

Our assessments cover:

- home working and workstation set-up;
- work-related travel, including driving for work;
- lone working;
- manual handling of equipment;
- work at third-party premises and locations; and
- individual assessments for new and expectant mothers.

3. How We Assess

3.1 For each area we identify the hazards, decide who might be harmed and how, consider the controls already in place, and decide what further action is needed. Findings and actions are recorded, with a named person responsible for each action.

3.2 Findings are communicated to the people affected.

4. Workstation Self-Assessment

4.1 Everyone completes a workstation self-assessment when they join, whenever their workstation changes significantly, and annually after that. Issues identified are addressed so far as is reasonably practicable, including by providing equipment where required.

5. Review

5.1 Risk assessments are reviewed at least annually, and whenever our working arrangements change significantly.

6. Responsibilities

6.1 The Joint CEOs have ultimate responsibility for health and safety. Our Safety Officer, Jamie Venerus, maintains and reviews the risk assessments, with advice from our health and safety adviser, IPA.

6.2 Everyone working for us must take reasonable care of their own health and safety and that of others, co-operate with these arrangements, and report hazards and incidents to the Safety Officer.