

HEALTH AND SAFETY POLICY STATEMENT AND GENERAL PROCEDURES

Updated 9 June 2023

It is the ambition of MTW to create a safe, inclusive and enriched working and performing environment.

The avoidance of accidents and the promotion of Health and Safety measures are mutual objectives for everyone working for or with MTW; the Board of Trustees, permanent salaried employees and all freelance project workers. All employees have a responsibility to safeguard the health and safety not only of themselves but also other workers and visitors. It is MTW's policy to do all that is reasonable to prevent injury.

We will maintain a constant and continued interest in all aspects of health and safety, in particular by:

- Providing an employee assistance programme and continually improve and promote wellbeing initiatives to prevent ill-health and support positive mental health;
- Providing adequate first aid facilities;
- Proactively managing and controlling hazards and risks arising from our work activities (onsite or offsite) for visits, working groups, rehearsals, and performances in the form of risk assessments;
- Clearly identifying everybody's health and safety accountabilities and responsibilities and promoting positive engagement;
- Providing for joint consultations on all safety matters, promoting active participation and consultation;
- Providing and properly maintaining suitable and safe plant, machinery, and equipment;
- Providing suitable information, instruction, training, and supervision where required for all our colleagues to ensure they can perform their job safely;
- Maintaining high standards of housekeeping and maintain a safe and healthy workplace;
- Promptly investigating accidents to prevent their recurrence;
- Promptly rectifying notified health and safety hazards and continually evaluating and monitoring our H&S performance

General Procedures

Risk assessments will be prepared for all projects and for office working (within Chapter premises). All relevant risk assessment will be made readily available to employees by MTW's General Manager or the relevant Project/Production Manager. It is each employees mutual responsibility to read and adhere to the information and safety measures included within the risk assessments.

An Accident / Incident Book will be available from MTW's General Manager or the relevant Project/Production Manager and it is the responsibility of each individual employee to report and record any accident involving personal injury. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to MTW's General Manager.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for more than seven consecutive days (including weekends, rest days or holidays) it is important that the General Manager is informed as the Health and Safety Executive also need to be informed by the Company.

More information is available at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>. Any reporting to HSE should be completed in conjunction with the Chief Executive. Employees are not expected to complete the report themselves.