

HEALTH AND SAFETY POLICY

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1. FOREWORD

The Health & Safety Manual is designed to help us manage our work safely in the office, storage units on site and during events. The manual covers mainly the issues within the office and storage environment and for events it should be read alongside Event Safety arrangements to provide wider detail when considering events.

There are risks inherent in most human activities and it is impossible to avoid them completely. This manual is a conscientious attempt to identify the hazards we might encounter in the course of our work and to create and maintain a system aimed at recognising and dealing with them.

Our success depends on our awareness and our careful adherence to the health and safety measures in this manual. Ultimately it depends on every one of us. By keeping the maintenance of health and safety an essential part of all that we do at work, we will be contributing effectively to this aim.



Katie Coombes
Director



Lynsey Hulme
Director

2. INTRODUCTION

A copy of this Manual will be available at:

Unit 11, Empress Business Centre
Chester Road, Manchester
M16 9EA

It will also be available on all event sites so that all employees and temporary staff may have access to it to be aware of their duties and responsibilities of the Health and Safety at Work Act 1974.

The Maynineteen Limited Health and Safety Manual, applies mainly the United Kingdom. However where work outside this United Kingdom is undertaken then this manual will be followed and complimented with any local legislation, guidance good practice and event specific safety arrangements. It is in the following three sections.

Section A - Policy Statement

Section B - Responsibilities of Post Holders and Individuals

Section C - Safety Arrangement Notes

Employees are requested to exercise care in the use of the Manual taking particular note of the following:

- (i) For brevity Maynineteen Limited is referred to as "the Company".
- (ii) The notes are not necessarily comprehensive; they should be read in conjunction with relevant Statutory Documents, British Standards, Event Specific Documentation and Technical Standards etc.

3. SECTION A

3.1. Health & Safety Policy Statement

GENERAL POLICY

The Company recognises its responsibilities under the Health and Safety at Work Act 1974 and associated Regulations made under the Act in respect of its activities at its offices, storage areas, event sites and other sites where their work is undertaken. It is therefore the Company's policy to conduct its activities in such a way that, so far as is reasonably practicable, the health and safety of its employees, volunteer staff and others who may be affected by its activities are reduced and managed.

The Company policy is embodied in the following objectives:

- To set and maintain appropriate standards for health and safety as they relate to employees and others affected by the Company's activities.
- To maintain these standards by following statutory requirements, established best practices and guidance and, where and when appropriate, to review and improve these practices on a continuing basis.
- To ensure that all employees and others affected by the Company's activities are informed of these standards by effective training, communication and supervision.
- To ensure health and safety responsibilities are properly assigned and that all employees understand their responsibilities and discharge them with reasonable care.
- To encourage the participation of employees in accident prevention and the promotion of effective joint consultation in health and safety matters, and to see that suitable arrangements exist within the Company to further such joint consultation.
- To co-operate with the appropriate Local and National Authorities in matters relating to the health and safety of employees of the Company and, where reasonably practicable, of others who may be affected by Companies activities.

The policy will be subject to review and revision as necessary and any changes will be brought to the notice of employees of the Company as soon as reasonably practicable after they have been made.

RESPONSIBILITIES AND ORGANISATION

The overall implementation of the Company policy is the responsibility of Katie Coombes responsible for health and safety who will be accountable to the other Owner Director. The Director will in turn expressly delegate the day to day implementation of matters relating to health and safety outlined in the above objectives via Managing Director, Senior Account Manager and Account Managers, Event Staff responsible for each area of activity in respect of events and in respect of the day to day activity of the office to the Managing Director.

Whenever responsibility is delegated, its extent, the authority associated with it and the accountability for it, will be clearly defined and brought to the notice of employees and where necessary to other acting or working on behalf of the Company as soon as reasonably practicable.

For the Office, The Managing Director and as appropriate selected staff will be responsible to the Owner Director responsible for health and safety for obtaining and giving her advice on health and safety matters and for reporting to her on the effectiveness of the steps taken in respect of the Company's activities within the Office and Storage areas.

For the storage Areas, The Managing Director and as appropriate Staff will ensure that for the day to day activities of the Company within the storage areas, staff follow the warehouse safety arrangements. It will be up to the Managing Director to ensure that all safety arrangements are followed.

For Events managed by the Company, The Senior Account Manager, The Account Managers and as appropriate the Account Executives will be responsible to the Owner Director for health and safety and the Managing Director will be responsible for obtaining and giving (advice on health and safety matters and for reporting to her on the effectiveness of the steps taken in respect of the Company's activities.

The Senior Account Manager, the Account Manager and the Managing Director will ensure that arrangements are in place to ensure that all temporary staff, volunteers and contractors are competent and capable of undertaking the tasks required of them in respect of health and safety.

ARRANGEMENTS

The Owner Director responsible for health and safety and as appropriate, the Managing Director, the Senior Accounts Manager and Account Manager will arrange for the preparation and issue of an event plan containing details of the arrangements for health and safety matters based on the control measures identified by risk assessment and legal requirement.

The Event plan which will be kept up-to-date by the Senior Account Manager or as appropriate by selected staff. These plans are to be regarded as an integral part of the Company Health and Safety Policy Statement. Copies of these Plans, where relevant, will be made available for reference to staff, volunteers, and contractors.

These Event plans will contain up to date details of the arrangements for the provision of safe plant and equipment; the arrangements for the handling, storage and transportation of any substances; the provision of supervision, information and training; the maintenance of safe and risk free places of work including safe access and egress; the maintenance of healthy working environments; and the measures necessary to comply with the specific requirements of Regulations made under the Health and Safety at Work Act 1974.

LIAISON WITH OTHERS HAVING STATUTORY DUTIES RELATING TO HEALTH AND SAFETY

Because many of the Company's activities are carried out in public areas, on sites controlled by others and in co-operation with various Agencies and Contractors the Company will ensure that there is a full exchange of health and safety information to all relevant parties and will put arrangements in place to establish full co-operation between those parties.

For the activities for the office and storage environments the company will provide any or all paperwork to the Enforcing Authority as part of inspections undertaken by them.

Suitable steps will be taken for establishing the appropriate procedure to be followed where any Company employee is of the opinion that conditions at the site, Office or the storage areas he is visiting are inadequate or defective such as to prejudice his health and/or safety.

Each employee should note that he or she has a statutory duty to cooperate with others in the fulfilment of their duties under the Health and Safety at Work etc Act 1974.



Katie Coombes
Director



Lynsey Hulme
Director

3.2. Responsibility of Employers and their staff for Health and Safety

INTRODUCTION

It is important that both the Company and its staff understand their responsibilities under the Health and Safety at Work Act 1974 (HSW Act); and in particular for the health and safety of non-company personnel, e.g. contractors' employees. The HSW Act is framed in such a way that each circumstance will require a separate assessment of the action required to comply with it. It is therefore impossible to have rules, which can be universally applied. However, basic knowledge and understanding of the legislation will equip staff to make the necessary professional assessment of the situation and take the appropriate action.

CRIMINAL LAW -V- CIVIL LAW

A common misunderstanding revolves around the legal position or "liability" as it is often referred to. The HSW Act and all its associated legislation are CIVIL LAW, i.e. the law of the land. Failure to comply with such legislation could be regarded as a "crime" and the miscreant could be prosecuted in a Magistrates or Crown Court, ending up with a criminal record. Any contractual obligations (e.g. under the ICE Conditions of Contract) regarding health and safety are CIVIL LAW i.e. part of a private agreement between two or more parties. Failure to comply with a contract can only be redressed by an action for breach of contract. Similarly a party who has suffered injury or loss may choose to pursue an action under the CIVIL LAW for compensation due to the Duty of Care not being fulfilled caused negligence. So for the same incident, e.g. an accident on site, it is not uncommon for there to be a prosecution under the CIVIL LAW for failure to comply with statutory law and separate action under CIVIL LAW for breach of contract and/or negligence. The standard of proof required for a successful action under the CIVIL LAW is usually much higher than under the CIVIL LAW. The

two should not be confused and these notes will consider the CIVIL LAW, i.e. the HSW Act as it applies to an employer and its staff.

HEALTH AND SAFETY AT WORK ETC ACT 1974

The main aims of the Act are in plain words, that the Company has a statutory duty to care for the health, safety and welfare of:

- Their employees; and
- Other people who may be affected by their activities (e.g. the employees of other companies sharing the same building, contractors used by the company in relation to the business premises or on events and to members of the public).

Most staff will be aware of the above but to understand how that duty should be implemented, it is necessary to look at the legislation in more details

DUTIES OF THE COMPANY TO ITS EMPLOYEES

Section 2(1) of HSW Act sets out the duties of the Company to their employees to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work. The principle of this Section is generally understood but the interpretation is often difficult.

Section 2(2) details the areas to which the duty particularly extends, namely:

- (a) The provision and maintenance of plant and systems of work;
- (b) The safe use, handling, storage and transport of articles and substances;
- (c) The provision of sufficient information, instruction, training and supervision for employees;
- (d) The maintenance of a safe place of work with means of access and egress; and
- (e) The provision and maintenance of a safe working environment and arrangements for welfare.

By applying the “reasonably practicable” concept to the relevant areas, we can decide what action should be taken to comply with the HSW Act.

A key concept in the HSW Act is that those under a duty should ensure the safety of persons “so far as is reasonably practicable”. An assessment should be made in which the quantum of risk is placed in one scale and the sacrifice, whether in money, time or trouble, involved to avoid the risk is placed in the other. If it can be shown that there is a gross disproportion between them, the risk being insignificant in relation to the sacrifice, the compliance with that duty would not be reasonably practicable.

DUTIES OF THE COMPANY TO PERSONS NOT ITS EMPLOYEES

Section 3(1) of HSW Act requires an employer to conduct its undertaking in such a way as to ensure so far as is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. It is this which creates most uncertainty particularly with regard to the employees of a contractor. It should be understood that Section 3(1) will be applicable to all your activities. (It should, however, be remembered that other employers, e.g. a contractor, would have a similar duty under Section 3(1) for the safety of your staff). The best way to ensure compliance with this section is to be seen to be acting in a professional manner.

RESPONSIBILITIES OF INDIVIDUALS

Sections 7, 8 and 37 of the HSW Act set out the obligations of individual Employees, Directors and Account Manager. The first two of these lay down general duties applicable to all employees. The third does not impose any specific duties but enables individuals to be prosecuted in respect of offences committed by employers.

SECTION 7

Duties of employees at work to take reasonable care for health and safety of herself and others. Co-operation as necessary to enable employers to fulfil duties.

SECTION 8

Duties of employees not to interfere with or misuse things provided for health and safety.

SECTION 37

Where a body corporate has committed an offence and it was committed with the consent, connivance, or due to neglect, or any director, manager, secretary or similar office, he as well as the body corporate shall be liable to proceedings.

If a company, Local Authority or other Corporate Body is in breach of a health and safety requirement then if it can be proved that the breach of the requirement was due to a Director, Manager, Company Secretary, consent (in the sense of allowing something wrong to take place or continue) conniving (turning a blind eye) or neglecting (failure to do an act safely) then the director, manager or company secretary can be prosecuted instead of or as well as the company.

We are all Company employees – including the occupiers of posts with specific responsibilities with the Company health and safety organisation. The company policy exists for our benefit – for our health and safety at work and its success depends essentially on our contributions to the health and safety measures that constitute it. Temporary staff (e.g. seconded, contract and agency staff) are treated as Company employees for the purpose of the Company policy they should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.

OTHER KEY LEGISLATION

Under this the principal act, other acts and regulations are enacted from time to time. These must be implemented as and when they come into force. Worthy of note are the so called "Six Pack":

1. Management of Health and Safety at Work Regulations 1999
2. Workplace (Health, Safety and Welfare) Regulations 1992
3. Health and Safety (Display Screen Equipment) Regulations 1992
4. Manual Handling Operations Regulations 1992 (as amended 2002)
5. Personal Protective Equipment at Work Regulations 1992 (as amended)
6. Provision and Use of Work Equipment Regulations 1998

SOME GENERAL ADVICE

Be alert at all times to detect hazards, particularly those arising from changed circumstances.

Be prepared to ask whenever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation.

If in doubt, ask.

Be aware of and make allowances for the effect of fatigue and stress.
Have your own and others' health and safety in mind when planning and carrying out work.

CONCLUSIONS

The HSW Act places a responsibility on employers, their directors and staff. It is hoped that these notes will help you to understand those responsibilities and what should be done to ensure compliance. The act is dynamic and can be applied to any work activity. With thought and a professional attitude both the spirit and the letter of the Act can be met.

RISK ASSESSMENTS / SAFETY ARRANGEMENT NOTES (SANs)

It is a legal requirement under several pieces of legislation but principally The Management of Health and Safety at Work Regulations 1999 for the Company to assess the risks to the employees and any others who may be affected by our work. This allows us to identify the measures needed to comply with the Health and Safety legislation. Generic Risk Assessments and ones relating to the office and storage areas are found under section B below. These will be reviewed if circumstances change or if the need arise from shorts falls identified caused by change in activities; or new units are acquired. The Account Manager for each event is responsible for ensuring that Event Specific Risk Assessments are produced, in some cases by the Health and Safety Consultants; for checking that these are appropriate for the event; and where instructed for implementation of the control measures indicated. The Senior Account Manager will ensure that this has been organised and implemented by the Account Managers. (S)he in turn will advise the Managing Director and where necessary the Owner Director of the arrangements and the implementation of the arrangements. This manual contains detail below Safely Advisory Notes (SAN's) based on generic and office/event based activities known to the Company and may be applicable in satisfying the control measures identified in the Risk Assessments specific to the job being carried out. The guidance on health and safety aspects of our work and arrangement for implementing the above. Where there is any question that the SAN does not specifically cover the risks concerned in any case then an additional risk assessment should be carried out and if necessary a specific SAN produced for the new job.

4. SECTION B

RESPONSIBILITIES OF POST-HOLDERS AND INDIVIDUALS

4.1 Owner Directors

The Owner Director responsible for health and safety is responsible to all other owner Directors for the implementation of the Company Policy in accordance with the current Policy Statement. She is also responsible for ensuring that either suitably competent and qualified persons are available on his staff, or from external consultants, to advise on matters relating to Health and Safety.

The Director is responsible for the implementation of the Company Policy for staff working under their control such as other Director, Account Manager, staff etc.

She has a duty to keep the Company Policy under review and recommending necessary or desirable modifications via the Board of Directors.

The Director is responsible for monitoring the implementation of the Company Policy and taking such action as is necessary to maintain its effective functioning.

Must set a personal example at all times.

OWNER DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

For work on the Company premises that she does herself or instructs others to do, she is responsible for compliance with the Company Policy for office work, storage work and other work activities and staff matters

4.2 Managing Director

The Managing Director and Senior Account Managers/ Account Managers are responsible to the Owner Director responsible health and safety for the implementation of the Company Policy for the following:

- Office based employees and any staff working within the office or sent to work away from an office.
- Resident site staff that are responsible to her.
- The health and safety aspects of the provision and specification of equipment, transport and the like.
- Monitoring the implementation of those parts of the Company Policy for which she is responsible and taking prompt action to remedy any deficiencies.
- Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances and arranging for appropriate precautions to be taken.
- Arranging in consultation with the Health and Safety Consultants that the Company Policy contains adequate instruction and guidance for those matters for which he has responsibility.
- Advising the Health and Safety Consultant of any area where he considers the existing risk assessments to be in need of review, where working conditions are changed, or of any accidents which have occurred.
- Taking appropriate action to maintain his ability (particularly in respect of training, information and resources) to undertake his responsibilities.
- Taking all reasonable opportunities of consulting staff on health and safety matters and encouraging suggestions for improvement.
- Liaison with other building tenants/occupiers on matters relating to health and safety and the use of shared space.
- Setting a personal example at all times.

4.3 Senior Accounts Manager

For all the projects that are organised by the company, she will instruct others responsible for compliance with the Company Policy for the safety of the event in respect of the safety management of staff, volunteers, Freelance Workers, Contractors, any other persons attending and any other parties who may be affected by the event activities. They will ensure that the Account Managers have considered and implemented all safety arrangements identified by the Account Managers. The Senior Account Manager is responsible to the Managing Director and the Owner Director. The Senior Account Manager will ensure that the Account Managers, and where appropriate, the Account Executive has implemented the following areas of the Company Policy:

- Ensure Company employees working on the event be they permanent, temporary or volunteers has been established and implemented in accordance with the Company Policy and any other specific safety arrangements.
- To ensure that, where necessary, arrangements with the Health and Safety Consultant for the preparation of a suitable risk assessment and where appropriate Event Plan for each event has been organised.
- To ensure that all arrangement for the presence onsite of suitably competent and qualified Event Safety Coordinator has been identified and arranged.
- To ensure that there is suitable mechanisms in place for monitoring the implementation of those parts of the Company Policy relating to event safety and Event Risk Assessments.
- Ensuring that there are suitable mechanisms in place and opportunities of consulting staff on health and safety matters and encouraging suggestions for improvement.
- Ensuring that there are mechanisms in place for reporting any incidents, accidents, dangerous occurrences from the Account Managers or Account Executives.

4.4 Account Managers

ACCOUNT MANAGER/ ACCOUNT EXECUTIVE/ PRODUCTION MANAGER

For work on any project for which (s)he is responsible which (s)he does themselves or instructs others to do he is responsible for compliance with the Company Policy for the safety of the event in respect of staff, volunteers, freelance workers, contractors, any other persons attending and any other parties who may be affected by the event activities.

The Account Executive is responsible to the Account Manager and the Production Manager is responsible to the Managing Director for the implementation of the Company Policy for the following:

- Company employees working on the event be they permanent, temporary or volunteers.
- Where necessary, arranging through the health and safety consultant for the preparation of a suitable risk assessment and where appropriate Event Plan for each event.
- Arranging for the presence onsite, for any period as determined by the risk assessment, for the presence of suitably competent Event Safety Coordinator.
- Monitoring the implementation of those parts of the Company Policy and the Event Safety and Event Risk Assessments for which (s)he is responsible and taking prompt action to ensure compliance or remedy any deficiencies.
- The health and safety aspects of the provision and specification of equipment, transport and the like.
- Being alert and encouraging others to be alert to detect hazards, particularly those arising from changed circumstances and arranging for appropriate precautions to be taken.
- Arranging in consultation with the Health and Safety Consultants that the Company Policy or the Event Plan/Event Risk Assessment contains adequate instruction and guidance for those matters for which he has responsibility.

- Advising the Health and Safety Consultant of any area where he considers the existing risk assessments to be in need of review, where working conditions are changed, or of any accidents which have occurred.
- Taking appropriate action to maintain his ability (particularly in respect of training, information and resources) to undertake his responsibilities.
- Taking all reasonable opportunities of consulting staff on health and safety matters and encouraging suggestions for improvement.
- Setting a personal example at all times.

4.5 All Employees (and Temporary Staff)

We are all Company employees – including the occupiers of posts with specific responsibilities within the Company health and safety organisation. The Company Policy exists for our benefit – for our health and safety at work.

Temporary staff (e.g. contract, agency staff, freelance workers and volunteers) are treated as Company employees for the purpose of the Company Policy. They should undertake the same responsibilities as Company employees together with those of any post in the Company health and safety organisation to which they are appointed.

The success of the Company Policy depends essentially on our contributions to the health and safety measures that constitute it. As employees we all have responsibilities for which the main legal basis is in the Health and Safety at Work Act 1974.

Section 7 of the Act states:

“It shall be the duty of every employee while at work –

- to take reasonable care for the health and safety of herself and other persons who may be affected by his acts or omissions at work; and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her so far as is necessary to enable that duty or requirement to be performed or complied with.”

Section 8 of the HSW Act states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions.”

Attention is drawn to the following responsibilities:

- Knowing the scope of matters covered by the Health and Safety Manual and being conversant with those parts relevant to our places of work we do.
- Reading health and safety notices displayed at our places of work and being prepared to act on them in emergency.

Some general advice:

Be alert at all times to detect hazards, particularly those arising from changed circumstances.

Be prepared to ask whatever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation.

Be aware of and make allowance for the effect of fatigue and stress.

Have your own and others’ health and safety in mind when planning and carrying out work.

If you need advice on any aspect of health and safety, do not hesitate to ask the managers who has access to the Company’s Health and Safety Consultants who can provide further advice if needed.

4.6 Freelance Workers

Apart from any specific responsibilities that may be given to Freelance Workers, they must:

- Make themselves familiar with and comply with the Company's Health, Safety and the event specific safety arrangements at all times.
- Be aware of the significant hazards that they may be exposed to whilst undertaking the Company's business, and of the control measures that the Company has implemented to reduce the risks, to the lowest level reasonably practicable.
- Observe safety regulations and instructions at all times.
- Be aware of the emergency procedures that are in place whether they are working on the Company's premises or on-site.
- Wear the appropriate personal safety equipment and use any safety devices provided as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their Account Manager and/or the responsible Director for Health & Safety as soon as possible.
- Take reasonable care of the health and safety of her/herself and of any others that may be affected by his/her acts or omissions.
- Co-operate with any duty or requirement imposed by the Company when acting under the requirements of health and safety legislation.
- Not intentionally or recklessly interfere with or misuse anything that may be provided in the interests of health and safety.
- Immediately report any serious issues to his/her Line Manager that may affect the health and safety of themselves or others.

4.7 Health & Safety Consultants

Apart from specific responsibilities already apportioned, where a Health & Safety Consultant is appointed to assist the Company to:

- Monitor the Company's compliance with current health, safety and environmental legislation.
- Directors, Managers and staff in all matters pertaining to and in connection with health and safety and their responsibilities.
- Assist or undertake accident and near miss investigations as instructed by the Company.
- Act as the point of contact for the HSE and the Local Authorities and any other Enforcement Officers whenever necessary.
- Keep the Directors and Account Managers of the Company up to date with any changes, developments or additions to health and safety legislation.
- Identify and facilitate any health and safety training required by the Company's employees.

4.8 Other Persons/Companies Working on Company Premises or on Events

Persons working on the Company's premises or on event sites, who not employed by the Company have a duty to:

- Ensure that the health and safety of themselves and others is not put at risk by their work-related activities.
- Comply with the Company's Health, Safety, Environmental and Fire Safety Policies at all times.
- Make themselves familiar with the Company's emergency evacuation procedures and First Aid provisions.
- Maintain a high standard of housekeeping to reduce the risk off trip/slip hazards and fire risks.
- Immediately comply with any instruction given to them regarding their safety or that of others.
- Ensure that fire exits are never obstructed or blocked with items under their control.

4.9 Contractors

The company on most occasions instructs contractors to undertake work within some office areas and on site. Within the office areas contractors undertake maintenance work and repair work. For events on site contractors in general provide a services or infrastructure to accommodate the event.

The Company, in hiring the services of its own contractors, intends to fulfil its responsibilities under Health & Safety legislation and good practice by taking reasonably practicable steps to ascertain the level of health and safety awareness and competence of such third party organisations. Each directly employed contractor will sent a Safety Evaluation and Contractor Safety Information document indicating the information required and instructions on how work in the office or on event sites are to be controlled. Only contractors satisfying the pre checking process will be contracted to work for the Company.

All personnel and contractors, working on site will be required to work with the regard for their own and others health and safety, in accordance with current relevant legislation and good practice, and within their companies own health and safety management framework. Each contractor will be required to put forward the Nominated Safety Contact who will be responsible for the activities of his company on site or in the office.

Contractors will ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified. Contractors will also be required to ensure that their employees are competent to use and or install any vehicles or equipment involved in their contract.

5. SECTION C

5.1 Arrangements for Health & Safety

MANAGEMENT

The Company attaches great importance to the protection of its employees and others from accidents, fire and exposure to any condition or substance that might constitute a hazard to health. This protection must be led by pro-active health, safety and environmental management systems and relies upon training, expert advice, regular audits, incident/ near miss reports and recommendations from the Health & Safety Consultant to implement changes in working practices when required.

The Company where reasonably practicable and appropriate will:

- Make use of advances in technology and technical progress.
- Adapt work to the individual rather than vice versa.
- Create a culture within the Company that is committed to healthy and safe working practices and is always mindful of the environment.
- After the setting of standards the Company's performance will be measured by the audit process, the aim being to identify areas for improvement and through Line Managers implement the necessary action.
- Health surveillance will be included in the audit. This audit will be undertaken by competent persons or outside specialists as required. Where appropriate employees will be informed of the audit's findings.
- The Company's Health, Safety is the first step in the planning of preventative and protective measures. These measures are necessary if the Company is to obtain the high standards of health and safety required.
- Standards will be set that are measurable, attainable and realistic. Staff, resources and systems will be put in place to achieve these standards. Hazards and risks will be identified, assessed and controlled through elimination, substitution, reduction and or training and supervision.

GENERAL STATEMENT OF RISK

The effective assessment and control of risks is central to the management of safety. Suitable and sufficient risk assessments are essential to all areas of work involving significant foreseeable risk. The Company's management will ensure that there is input from its employees, especially those persons directly involved in the work activity. With co-operation and co-ordination the recorded assessments will include, but will not be restricted to the following significant risks:

ON THE COMPANY'S PREMISES

- Manual handling related injuries
- Noise
- Fire
- Electrical injuries
- Use of visual display screen equipment
- Slips, trips and falls
- Workplace transport safety
- Maintenance of Work Equipment.

ON-SITE

- Insufficient time/personnel allowed for the building and breaking down of equipment.
- Falls by people or equipment when work is undertaken at height.

- Persons being under the influence of alcohol and or illegal substances i.e. drugs.
- Manual handling injuries received whilst moving equipment on and off structures or trucks.
- Electrical faults or other technical issues directly related to the installation works
- Noise
- Arrangements for ensuring that pedestrians and vehicles circulate in a safe manner.
- Ensure that all work equipment or infrastructure used on site is safe and fit for purpose.
- Consideration on crowd dynamic and public safety on events.

To control these hazards and reduce the inherent risk to the lowest reasonably practicable level, the Company undertakes the following, with the aim of continually reviewing and when necessary modifying and improving its procedures:

ON THE COMPANY'S PREMISES

- All employees of the Company will receive appropriate manual handling training as part of the induction process when joining the company.
- Noise assessments are undertaken where necessary and appropriate hearing protection equipment is distributed to those employees affected.
- Both active and passive fire prevention measures including fire detection and extinguishing devices are in place at the Company's premises. A competent person regularly checks these devices.
- Only competent electricians are authorised to disconnect or make connections to the Company's electrical supply. Where appropriate portable appliances will be inspected and tested in accordance with the Electrical Engineers Code of Practice.
- All employees who are habitual visual display screen users will have their equipment and workstation assessed annually. The Company on request will also finance regular eye tests for these employees.
- Regular inspections of all areas where slips, trips and falls may occur will be undertaken by the management and the appropriate remedial action will be taken to remove hazards and correct defects.

ON SITE

Pre-event planning meetings are held with all clients and the Directors, and Managers will ensure all parties are aware of their contractual obligations as well of those laid down under current health and safety legislation. The Company's Health, Safety, Environmental and Fire Safety Policies along with the appropriate risk assessments are to be distributed to all relevant parties to ensure a clear understanding of the hazards and risks associated with the event.

Only competent personnel are used in the construction and erection of structures, stages and sets. When suspending significant loads, load calculations for the structures and lifting operations will be undertaken with the Safe Working Loads will be checked on any permanent lifting points before use.

Falls from height are controlled by the requirement for freelance workers and contractors to wear suitable approved safety harnesses and to be competent in recognised rope access techniques.

In accordance with the Company's 'Drugs & Alcohol Policy' and the 'Terms and Conditions of Purchase for Freelance Workers and Contractors' any person found under the influence of alcohol and or illegal substances i.e. recreational drugs will be escorted immediately off site.

A competent person will supervise all persons loading and unloading equipment from trucks.

Employees are provided with hearing protection when working in noisy environments, as per the on-site risk assessment.

Ensuring that there are suitable plans and personnel, whether they be staff or security in place to manage any crowd dynamics associated with events.

This list is not exhaustive and more detailed assessments are contained in the Company's task specific Risk Assessments. The Company's management who's H&S responsibilities are detailed in this policy are required to identify and assess all significant risks and hazards to which their staff, freelance workers, clients, contractors and members of the public may be exposed. They are then to implement the appropriate control measures as far as is reasonably practicable.

The Directors and Managers are responsible under the 'Management of Health and Safety at Work Regulations 1999' for the completion of suitable and sufficient risk assessments. Assistance and advice in the completion of these assessments is provided by the Company's Health and Safety Consultant.

COMMUNICATION

The procedure for employees encountering any health, safety, welfare or environmental issues is as follows:

- The employee resolves the issue and informs his/her Director or Manager of the action taken.
- If not within the employee's capability, refer the issue to their Director or Manager and if appropriate the Health & Safety Consultant.
- The Director or Manager resolves the problem and the Health & Safety Consultant is informed as necessary.
- The Director or Manager or Health & Safety Consultant informs the Owner Director.

OCCUPATIONAL HEALTH

With regard to occupational health, the Company will take all reasonable practicable steps to help employees maintain good health and will provide assistance to those employees who may be experiencing health problems or work related stress.

In certain job roles a medical examination may be a condition of engagement, but it is important that all employees understand that this is for their own benefit.

TRAINING & COMPETENCE

The Company shall take into account the capabilities of all its employees in the context of their designated work activity. Training will be provided as necessary especially induction training.

Additional training will be considered if changes occur in:

- The work activity
- The environment
- The use of new equipment
- New technology
- Event safety and management
- Training will be repeated as necessary and will be within the normal working time of the given employee.

FIRST AID

The Company will ensure that adequate provision is made for First Aid for employees, freelance workers and contractors both at all the companies offices and whilst working on-site.

Training to the one day 'Appointed Person' level is to be given to the relevant persons and any other employees who the management deem appropriate. This will enable these individuals to take charge of a medical emergency situation and summon professional medical help.

Event Managers will establish what arrangements are in place for the provision of on-site First Aid.

ACCIDENT REPORTING

The Company Accident Book is located at the company's premises and/or in the Production Office/area on site. Any employee or freelance worker who suffers an accident in the office whilst involved in the work activity must ensure that the accident/incident is reported as soon as possible to the Managing Director who will record the accident/incident in the Accident Book.

All On-site accidents must be reported to the Account Manager or Account Executive when they occur. A record of the accident should be recorded in the Accident Book.

STATUTORY REPORTING OF ACCIDENTS/INCIDENTS

Major injuries, dangerous occurrences and some specified diseases must be reported by law to the Health & Safety Executive Incident Contact Centre. All reportable accidents should be reported as soon as possible by telephone to the 'RIDDOR Hotline' where the details will be noted and copied to the Local Enforcement Authority responsible for the area in which the accident occurred.

COMPETENT ADVICE

To assist the Company in undertaking the measures needed to comply with the statutory requirements and prohibitions imposed upon the Company by Health and Safety Legislation and subsequent Regulations, the Company will seek from time to time the assistance of external Consultants, when the appropriate competence is not available from within the Company.

The Consultants who have been contracted to provide periodic health and safety advice are: Capita

REVIEW

The Health, Safety & Environmental Policy of the Company will be reviewed regularly to ensure that any changes in the business activities of the Company, changes and or additions to the statutory regulations are reflected in the arrangements that the Company has in place.