



THAT event company LTD
44 Beech Road
Wheatley
Oxford
OX33 1UR

Health and Safety Policy **Health and Safety at Work etc Act 1974**

General Statement of Policy

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as contractors, visitors, clients and members of the public who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks.

We will:

- Ensure there is adequate control of the health and safety risks arising from our work activities.
- Provide and maintain systems that are safe and without risk to health for:
 - work
 - equipment
 - working conditions
- Implement safe practices and procedures in connection with the handling and use of hazardous substances.
- Ensure that
 - all employees are competent to carry out their duties
 - provide new recruits, and existing employees with
 - appropriate information
 - instruction
 - training and supervision

So they can cope with the particular health and safety aspects and/or responsibilities associated with their job and place of work.

- Provide and maintain adequate facilities and arrangements to enable all employees and their representatives to raise issues of health and safety.
- Consult our employees on matters affecting their health and safety.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Make regular safety inspections and set safety standards.

We will ensure that adequate time and finances are committed in pursuance of these aims and, provide Competent Persons, including the use of experts as necessary.

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.



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EMPLOYEES MUST CO-OPERATE BY:

- Working safely and efficiently to approved methods
- Working with regard to the safety of themselves and others
- Adhering to the Company's safety procedures and rules
- Reporting all accidents in the proper way and co-operating in the investigation of accidents and measures taken to prevent recurrence
- Reporting possible hazards, defects or dangers

The successful implementation of this policy requires total commitment of management and employees at all levels. Full details of the organisation and arrangements for health and safety are set out in separate sections of the Safety Policy document.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually, and, updated in the light of legislative or organisational changes.

Signed:

Director

Date: 01-01-24



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Organisation and Responsibilities

The overall and final responsibility for health and safety in the company is that of:

Mr James Walton Director

The day to day responsibility for ensuring this policy is put into practice is delegated to:

Mr Tomas Willoughby Manager

And their deputy is:

Mr Jacob Jennings Team leader



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To ensure health and safety standards are maintained / improved, the following people have responsibilities in the following areas:

Name:	Area:	Responsibilities:
James Walton	Office	Office / Planning / H&S risks
Jacob Jennings	Warehouse	Plant machinery maintenance
Per event	Onsite	Overall build safety
Tomas Willoughby	All locations	Staff wellbeing

All employees have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person



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Consultation between management and employees is provided by: *Tomas Willoughby*

Employee Representative/s are: *Jacob Jennings*

People responsible for:

Safety training: *Jacob Jennings*

Carrying out safety inspections: *Jamie Govier*

Risk Assessments: *James Walton*

Investigating accidents: *Tomas Willoughby*

Monitoring maintenance of plant and equipment: *Jamie Govier/ Jacob Jennings*

Security: *Tomas Willoughby*

First Aiders: *Lucy Beaumont*

First Aid in the workplace: *Tomas Willoughby*

Accident Reporting: *Tomas Wiloughby*

Fire Alarm/Evacuation: *Tomas Willoughby*



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Location of First Aid Box: *Office / CN19FBC / CN67BVP / KM64VXH*

The competent source of advice on health and safety matters is:

James Walton

Name of Health and Safety Enforcing Authority:

Health and Safety Executive

Redgrave Court

Merton Road

Bootle

Merseyside

L20 7HS

Arrangements and Procedures for Health and Safety



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- Risk assessments
 - Follow TEC general RAMS, unless specific RAMS required
 - Manual handling assessments
 - To be done as part of our general risk assessment and method statement, Full manual handling training to be given and constant quality control to be upheld
 - How hazardous substance will be identified and COSHH assessments carried out
 - Investigate and report as necessary
 - DSE assessments
 - Investigate and report as necessary
 - Fire risk assessment
 - Investigate and report as necessary
 - Fire fighting equipment maintenance and inspection
 - Investigate and report as necessary
 - Electrical inspection and testing
 - To be done yearly thoroughly and partially for every use – equipment logged and recorded
 - Plant and Equipment maintenance
 - Investigate and report as necessary
 - First aid
 - To be self supported via first aid box
 - Accident reporting procedures
 - As per the method statement
 - Accident investigation procedures
 - Investigate and report as necessary
 - Safety inspections
 - To be done per use – equipment logged and recorded