



Health & Safety at Work Etc. Act 1974

HEALTH AND SAFETY POLICY

Part 1

Events Resilience Group Corporate Health and Safety Policy Statement

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April 2021



PART 1
EVENTS RESILIENCE GROUP CORPORATE
HEALTH AND SAFETY POLICY STATEMENT

Statement by the Chief Executive of Events Resilience Group

I, as designated director, am fully committed to the Corporate Health and Safety Strategy and will ensure that adequate resources are available to enable the company to comply with its legal obligations.

To support this strategy all Directors and all levels of management within Events Resilience Group are fully committed to deploying the company's Corporate Health and Safety Policy, carrying out their roles and responsibilities in ways which achieve and maintain the highest practicable standards of health and safety for all employees. This commitment extends to all people who, though not employed by Events Resilience Group work in our premises and on our events and to those members of the public whom are directly affected by the way we conduct our operations.

All Directors and all levels of management will comply with the relevant statutory obligations, and aim to prevent, so far as is reasonably practicable, accidents and any potential threats to health and safety. To achieve this aim we encourage the involvement of all employees in actively seeking ways to increase health and safety awareness and prevent accidents.

This statement is complementary to the Health and Safety Policy developed for each event

A handwritten signature in black ink, appearing to read 'D.R. Sammons', with a long horizontal stroke extending to the right.

D.R. Sammons
Director
Events Resilience Group
4th April 2021

PART 2 – ORGANISATION AND RESPONSIBILITIES

Events Resilience Group Health and Safety Policy

I, as designated director accept overall responsibility for ensuring the deployment of the Corporate Health and Safety Strategy outlined below.

The Assistant Directors, managers and supervisors within this company are fully committed to deploying this health and safety policy by carrying out their tasks in ways which achieve and maintain the highest practicable standard of health and safety for all employees. This commitment extends to people, who whilst not employed by Events Resilience Group, work on premises controlled or owned by the company and to members of the public who might be affected by the undertakings of the company.

The Assistant Director, Managers and Officers aim to comply with the relevant statutory obligations and to prevent, by all reasonably practicable means, accidents and potential threats to health and safety. To achieve this aim it encourages the involvement of all Employees in actively seeking to increase health and safety awareness and to prevent accidents.

This health and safety policy is brought to the attention of all staff through a prominently displayed poster and a series of team talks.

A handwritten signature in dark ink, consisting of a stylized 'P' followed by a long, sweeping horizontal line that tapers to a point.

Director

EVENTS RESILIENCE GROUP ORGANISATION AND RESPONSIBILITIES

The Chief Executive shall be responsible for:

1. Ensuring the implementation of the Corporate Health and Safety Strategy in line with their Business and Service Plans.
2. Ensuring the company Safety Action Plan (SAP) reflects the Corporate Strategy and the key issues for the company.
3. Ensuring there is an effective policy for Health and Safety within Events Resilience Group and that subordinate policies and procedures are adopted and applied across the company.
4. Making recommendations to the appropriate Executive Member that adequate resources are provided to meet the Health and Safety Policy and programme requirements.
5. Preparing a report, including any remedial action for any health and safety matters arising in Events Resilience Group that may affect the company as a whole, to Management Team for decisions on further action.

EVENTS RESILIENCE GROUP ORGANISATION AND RESPONSIBILITIES

The Directors will be responsible, in areas under their control, for:

1. Ensuring the development and deployment of the Safety Action Plan (SAP) and that adequate resource are available to support the Safety Action Plan.
2. Reporting progress and achievements to Strategic Management Group (SMG).
3. Assisting the Chief executive in the implementation of the company's Health and Safety Policy.
4. Ensuring that the via Events Manager, the Volunteer Co-ordinator, Marketing and Development Manager the Marketing & Development Manager, the Cultural Development Manager, Tourism Manager, Officers and employees discharge their responsibilities for health and safety matters and that responsibilities are properly assigned and accepted at all levels and brought to the attention of the employees and acted upon.
5. Ensuring that appropriate action to eliminate and control the risks arising out of work activities is taken :
 - By ensuring that the company's risk assessment procedure is operated correctly and that written risk assessments are completed and recorded by the appropriate Manager.
 - By ensuring that Safe Working Procedures are formulated in conjunction with the Health and Safety Section.
 - By ensuring that all Company Policies relating to health and safety are adopted and operated effectively and efficiently within the section.
 - By ensuring that all work activities are supervised and monitored and appropriate action is taken to rectify deficiencies in safety or failures in actions or procedures.
 - By identifying training needs and evaluating the training provided.
 - By ensuring that regular inspections of the workplace, equipment, work practices and records are undertaken to meet statutory requirements and that records are held.
 - By analysing accidents to identify hazards, patterns emerging or inadequate control measures and provide suitable remedial action.
6. Ensuring a free flow of information to and from the Employees or the Elected Representative.

7. Periodically appraising the effectiveness of the Health and Safety Policy and ensuring necessary amendments are brought to the attention of the Chief Executive.

EVENTS RESILIENCE GROUP ORGANISATION AND RESPONSIBILITIES

The operational management team will be responsible, in areas under their control, for:

1. Assisting the Directors in the provision and implementation of the company's Health and Safety Policy and associated programme.
2. Ensuring that Officers discharge their responsibilities for health and safety matters and that responsibilities are properly assigned and accepted at all levels, brought to the attention of the employees or the elected representative and acted upon.
3. Ensuring that appropriate action to eliminate and/or control the risks arising out of work activities is taken :
 - By operating the Company's Risk Assessment Procedure and ensuring that written risk assessments are completed and recorded for the activities undertaken by the section within the company.
 - By formulating Safe Working Procedures in conjunction with Supervisors, and other Employees.
 - By applying all Company Policies relating to health and safety effectively within the section.
 - By ensuring that Supervisors are supervising and monitoring all work activities and in conjunction with them, agreeing appropriate action to be taken to rectify deficiencies in safety or failures in actions or procedures.
 - By informing the Directors of any training needs and of the effectiveness of any training provided.
 - By checking that regular inspections of the workplace, equipment, work practices and records are undertaken by Supervisors under their control, to meet statutory requirements. Records of these inspections are to be retained and form part of an audit trail.
 - By scrutinising accident and incident report forms to identify hazards, emerging patterns or inadequate control measures and to ensure that immediate remedial action have been carried out where practicable.
4. Ensuring a free flow of information to and from the Employees or their Elected Representative.
4. Periodically appraising the effectiveness of the Health and Safety Policy and ensuring necessary amendments are brought to the attention of the Directors

EVENTS RESILIENCE GROUP ORGANISATION AND RESPONSIBILITIES

The operational management team will be responsible, in areas under their control, for:

1. Assisting colleagues to achieve Events Resilience Group Corporate Health and Safety Strategy by carrying out the company's Health and Safety Policy.
2. Carrying out the appropriate action to eliminate and control the risks arising out of work activities:
 - By assisting colleagues in carrying out risk assessments and formulating Safe Working Procedures relevant to the work under their control.
 - By applying all departmental procedures relating to health and safety effectively within the section.
 - By supervising and monitoring all work activities in areas under their control and by taking appropriate agreed actions to rectify deficiencies in safety or failures in actions or procedures.
 - By arranging for young and inexperienced workers to be provided with sufficient information and supervision necessary to discharge their duties in a safe manner.
 - By informing colleagues of any training needs and of the effectiveness of any training given.
 - By undertaking and recording regular inspections of the workplace, equipment, work practices and records in areas under their control, to meet statutory requirements.
 - By investigating accidents, violent incidents, reports of unsafe acts and unsafe conditions, carrying out remedial action, where practicable, and ensuring that accurate and detailed accident reports are completed.
3. Checking that all Staff, Agency Workers and Sub-Contractors working under their control are:
 - Adequately trained and given sufficient information and instruction to enable them to work safely.
 - Fully aware of any hazards, which may arise during the course of their duties.
 - Informed of and familiar with the contents and results of Risk Assessments relevant to all work involved.
 - Adequately supervised especially where young and inexperienced workers are concerned.

- Observing and working to all safety rules, Safe Working Procedures and statutory requirements.
 - Wearing and using correctly, all appropriate Personal Protective Equipment (PPE) and clothing, and that this is in a good state of repair and maintained.
 - Aware of the correct procedure for obtaining First Aid or treatment for injuries and for reporting accidents, violent incidents, near misses and injuries.
 - Aware of what to do in the case of a fire; know the location of fire fighting equipment, fire alarm call points and emergency exits.
- 4 Ensuring that First Aid and Welfare Facilities are adequate and maintained.
 - 5 Carrying out and recording regular workplace inspections to ensure correct and tidy storage of materials, equipment, and to check and maintain the general tidiness and cleanliness of all areas under their control.
 - 6 Checking that all machinery, equipment, used by staff under their control are properly maintained, and take necessary action to enable defects to be rectified.
 - 7 Ensuring that the following records are completed and kept up to date;
 - Training Records
 - Accident/Incident Reports
 - Maintenance and Inspection Records for plant and equipment.
 - Workplace Inspection Forms
 - Any other record required by Management in pursuit of health and safety.
 - 8 Ensuring that flammable and hazardous substances are correctly and securely stored, controlled and disposed of, as required under statutory requirements.
 - 9 Endeavouring to prevent recurrence of any accident/incident, which has occurred in their own or other sections, by ensuring prompt and proper investigation and reporting takes place.
 - 10 Ensuring that any person other than Employees, who are working, visiting or passing through any area of work activity, are aware of the hazards they may encounter and are excluded from the area.
 - 11 Using their authority to insist that all Staff, Agency Workers and Sub-Contractors under their control use correct Safe Work Practices and comply with the company's Corporate Health and Safety Strategy and the company Health and Safety Policy requirements at all times.

- 12 Using their authority to stop any job, which appears to be being performed unsafely or as a possible cause of imminent danger, until that situation is rectified or further advice is sought?
- 13 Reporting to their Line Manager any persistent breaches of health and safety rules or procedures they observe amongst Staff under their control, which continue after normal approaches and warnings have been given.
- 14 Considering and reporting any concerns/representations from Employees to the directors.

EVENTS RESILIENCE GROUP ORGANISATION AND RESPONSIBILITIES

Employees' responsibilities are to:

1. Make themselves familiar Events Resilience Group Corporate Health and Safety Strategy and conform to the Company's Health and Safety Policy at all times.
2. Observe all health and safety rules at all times.
3. Comply with all methods of work and Safe Working Procedures as instructed.
4. Observe all health and safety standards at all times whilst engaged on their duties and conduct themselves in a safe manner in order that they or other persons are not put at risk by their acts or omissions.
5. Wear appropriate personal protective equipment (PPE) and clothing and use appropriate safety devices at all times.
6. Maintaining PPE in good order, reporting defects immediately to their Manager/Supervisor.
7. Use the correct hand tools and equipment for the job and only for the purpose such tools and equipment were intended.
8. Keep hand tools and equipment in good condition.
9. Report any defects in plant or equipment immediately to their Supervisor/Manager.
10. Not remove or interfere with any equipment installed for the safety of Employees or Members of the Public.
11. Keep working areas tidy and free from hazards.
12. Inform Management of any medication they may be taking or disability they may have which may affect their capability for performing tasks required of them.
13. Report all accidents/incidents, near misses, damage, and abusive incidents, whether a person is injured or not.
14. Report all hazards immediately to their Supervisor.
15. Assist in keeping Welfare Facilities clean and tidy and reporting any defects.
16. Make suggestions to improve health and safety systems and procedures in the Company, to the Supervisor concerned or raise them via Safety Representatives for discussion with Supervisor or consideration by the Health and Safety Forum.
17. Co-operate with the company in order that any legal requirement or obligation imposed on the company by Health and Safety legislation will be complied with.

PART 3 - ARRANGEMENTS

All Directors, Managers, Supervisors and Employees must ensure that all manuals, guidance and other associated documents referred to in the policy document are kept up to date.

The arrangements listed below are some of the system and procedures in place to ensure the health safety and welfare of all employees, visitors or people who might be affected by the work undertaken by or on behalf of the company.

A complete list of the company's Corporate Policies and further information relating to the company's Corporate Policies is available from the Chief Executive. Copies of all the current policies are available electronically. The policies are reviewed as per the regulations and as such are subject to changes brought about by improvements in technology, shortfalls highlighted by proactive and reactive monitoring or changes within the legislation.

3.1 Accident / Incident reporting

Events Resilience Group Chief Executive will, via the operational management team encourage a positive and no blame culture towards accident/incident. A robust investigation will be carried out to discover the root cause(s) and appropriate remedial action will be instigated. There are procedures in place to ensure compliance with both the statutory obligations as outlined under Reporting of Diseases, Injuries and Dangerous Occurrences (RIDDOR 1995) and the Company's Policy on Accident/Incident reporting.

3.2 Training

Health and Safety Training is provided for all Elected Members, Managers, Supervisors, Trade Union Representatives and all Employees, including Agency and Casual Staff. Training records are held both locally and in the Training Section. Training and development needs will be identified via the annual appraisal system, Staff Development Review (SDR).

3.2 First Aid

Managers and Officers will ensure that suitable levels of First Aid personnel, based on the First Aid Risk Assessment, are readily available to deal with minor accidents and workplace emergencies. The First Aid personnel will have sufficient training and qualifications as outlined in the statutory requirements. Supervisors must ensure that a current listing of First Aid personnel is displayed in a prominent position.

3.3 Maintenance of plant and equipment

Managers and Officers will be responsible for ensuring that adequate arrangements are in place for the maintenance of all plant and work equipment within their work area. A robust system for reporting and dealing with defective plant or work equipment will be maintained in all areas. This reporting system will be brought to the attention of all employees.

3.4 Risk Assessment

Managers and Officers will be responsible for ensuring that **suitable and sufficient** Risk Assessments are undertaken for all work activities that present **significant** hazards to all Employees and anyone else who might be affected by the working of the company. **All** Risk Assessments, including COSHH, Work Equipment, and Fire etc. will be reviewed as per the regulations and recorded on the Company Risk Assessment Database. A Corporate Policy on the procedures involved in all aspects of Risk Assessment is readily available.

3.5 New Work Practices/Equipment

Managers and Officers will ensure that no new working practice or new equipment is introduced without any potential risks being identified and suitable control measures put in place.

3.6 Manual Handling

All employees will receive training in basic manual handling techniques relevant to their work. Refresher training will be cascaded over a three year period. Managers and Supervisors will monitor all work activities and correct any malpractices as part of the on-going monitoring process. A Corporate Policy on Manual Handling is readily available.

3.7 Safe Handling and Use of Hazardous Substances

Any substance used that has the potential to cause injury or damage to persons or property will be assessed prior to it being introduced. All staff will be instructed in the safe use of any substance or material used as part of their normal working day. A Corporate Policy relating to the Control of Substances Hazardous to Health (COSHH) is readily available.

3.8 Housekeeping

The Chief Executive recognises that good housekeeping forms an essential part of a safe working environment and encourages all employees to ensure that a good level of housekeeping is maintained in all work areas. Regular inspections will be carried out with any remedial action being undertaken. Records of these inspections will be retained on site for inspection by authorised personnel.

3.9 Health Surveillance

The company will ensure that health surveillance of individuals is provided under any Statutory Provision, Risk Assessment findings or where it would be of benefit to protecting the health and safety of an Employee. Corporate Policies on Hand, Arm Vibration Syndrome (HAVS), Noise and COSHH are held separately.

3.10 Information, Consultation and Communications

The Chief Executive will ensure that all suitable and relevant information relating to workplace health and safety issues is cascaded to all Employees. Consultation arrangements between the Company and the Employees' Representatives will take place at local level and via the Health and Safety Forum. All statutory notices will be displayed in suitable places within the company and brought to the attention of all Staff.

3.11 Supervision and Monitoring

The Chief Executive will ensure that adequate supervision is provided in all work areas. The level of supervision will be in direct proportion to the hazards and associated risks and the knowledge and experience of the Employee. Apprentices' and New Starters will be afforded clearly defined supervisory levels to ensure their safety whilst training; this level of supervision will take into account the Apprentices' and New Starters inexperience, lack of knowledge and awareness of the potential hazards whilst at work.

3.12 Emergency Procedures

Emergency Procedures are designed to give ample warning of any imminent danger and allow personnel to move to a place of safety. Section Heads and Supervisor are responsible to ensure that all Employees and Visitors within the company work areas are fully conversant with the Emergency Procedures. Fire Wardens are appointed to assist with any evacuation.

3.13 Contractors

All Contractors will conduct their business and working methods to ensure compliance with all relevant legislation. Any unsafe acts or unsafe conditions that could endanger any person will be reported to the Main Contractor. A Corporate Policy on Contractors is readily available.

3.14 Working at Heights

All work at heights will be conducted in line with the company's current Working at Heights Policy, failure to observe the procedures provided in the policy could result in disciplinary action being taken.