

# Health & Safety Policy

Events Factor

## Part 1. Statement of intent

### It is our health and safety policy to:

Take reasonable steps to safeguard the health, safety and welfare of our staff, contractors, people visiting our premises and anyone who may be affected by our business activities.

Identify and manage the health and safety risks in our workplace(s).

Provide and maintain safe premises, equipment and safe systems of work and where necessary provide suitable personal protective clothing and equipment.

Provide safe working arrangements for the storage, transport, handling and use of equipment, materials, chemicals and substances.

Consult with our staff to make sure that our health and safety arrangements are appropriate, robust and are practical to implement.

Implement emergency procedures, including evacuation in the case of fire or other serious incidents.

Provide clear instructions, information and training to ensure that our staff can carry out their work safely.

Seek to prevent accidents and ill health.

Regularly monitor and review our health and safety arrangements and make changes where necessary, informing staff appropriately.

## **Part 2. Health and Safety responsibilities**

### **1. Overall responsibility for health and safety**

Diane Lodge

### **2. Day to day responsibility for ensuring health and safety procedures are implemented**

Diane Lodge

### **3. Employee responsibilities**

In taking on these responsibilities the business expects that its employees will:

Co-operate on health and safety matters by following the health and safety rules.

Take reasonable care of their own health and safety.

Report all health and safety concerns to those responsible for health and safety i.e. the Responsible Person(s)

