



General Health and Safety Policy Statement

Last Updated: 5th March 2019

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i) Policy Statement

The general policy for Fourimpact is :

- A commitment to the requirements of the Health and Safety at Work etc Act 1974.
- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with employees on matters affecting their health and safety.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to carry out their tasks.
- To prevent accidents and cases of work related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy at regular intervals.

Signed:

Date:

Review Date:

ii) Responsibilities

- Overall and day to day responsibility for health and safety is that of Gareth Tomlinson.
- Responsibility for health and safety on a particular remote event site is the responsibility of the senior member of Fourimpact staff in attendance or in their absence a named delegate (Project Leader). Specifically the Project Leader will ensure :
 - works do not commence without sufficient assessment of risk and resulting planning process.
 - works are undertaken in a manner compliant with CDM 2015.
 - at all times the Commissioning Client, Venue Liaison and Production Manager are aware of who has overall responsibility for the site and ultimate authority on safety matters.
 - the Commissioning Client is aware of any unusual hazards within the environment and the implications of such.
 - all design work undertaken will consider safety as paramount.
- In the case of working on a remote event site the Production Manager shall work with the Project Leader to ensure :
 - only competent Employees, Sub-Contractors and Freelancers are employed for work on the site.
 - people entering the work area are aware of any hazards (expected and unusual) due to works / the nature of the environment.
 - works are undertaken in line with the relevant Method Statements and actions arising from Risk Assessments are undertaken.
- All Employees, Sub-Contractors and Freelancers should :
 - 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 that of those they are responsible for.
 - report all health and safety concerns to Gareth Tomlinson or appropriate Production Manager; Project Leader or H&S advisor.

iii) Health and safety risks arising from our work activities

- Risk Assessments will be undertaken or coordinated by the project leader.
- Results of risk assessments will be discussed with Gareth Tomlinson who will liaise with the other directors of the company.

- The Directors will approve any actions resulting from a risk assessment.
- The project leader, overseen by Gareth Tomlinson, will ensure all actions required are fulfilled. The project leader will secure the relevant funding for the actions either from Fourimpact or the commissioning client as appropriate.
- Risk assessments will be reviewed annually or after an accident, near miss or a change in circumstances including any abnormal project specific activity.

iv) Consultation with employees

- Staff are consulted directly on matters that might affect H&S, on an ad hoc basis and also by ensuring H&S is actively considered at all meetings. Changes to processes and policies will not be made without consultation.
- Fourimpact does however, have a large number of sub-contractors/freelancers and every effort will be made to ensure they are consulted on applicable topics pertaining to health and safety.

v) Safe Plant and Equipment

- Gareth Tomlinson will be responsible for identifying all equipment/plant, owned and operated by Fourimpact, needing maintenance.
- Gareth Tomlinson will be responsible for ensuring effective maintenance procedures are drawn up.
- Gareth Tomlinson will be responsible for ensuring that all identified maintenance is implemented.
- All problems pertaining to Fourimpact owned plant and equipment will be reported to Gareth Tomlinson. For hired, rented or leased equipment used on a specific job any problems or concerns will be reported to the appropriate production manager; project leader or H&S advisor.
- Gareth Tomlinson will ensure all new plant and equipment purchased by Fourimpact meets safety standards.

vi) Safe Handling and use of substances

- Gareth Tomlinson will be responsible for identifying all substances which need a COSHH assessment.

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- Gareth Tomlinson will be responsible for undertaking COSHH assessment.
- Gareth Tomlinson will be responsible for ensuring that all actions identified in the assessments are undertaken.
- Gareth Tomlinson will be responsible for informing all relevant parties about the COSHH assessments.
- Gareth Tomlinson will check that substances can be used safely before being purchased.
- COSHH assessments will be reviewed annually or after an accident, near miss or change in circumstances.

vii) Information, instruction and supervision

- Health and safety advice is available from Gareth Tomlinson.
- The project leader will ensure that everyone working at a Fourimpact event site is given relevant health and safety information this will usually be in the form of “Fourimpact, Health and Safety rules for all contractors” and may be augmented by a briefing or “toolbox talk.”

viii) Competency for tasks and training

- Induction training for any new employees taken on will be given by Gareth Tomlinson.
- Job specific training will be coordinated by Gareth Tomlinson for full time employees. Sub contractors and freelancers will be employed based on existing competency.
- Training records for full time employees are kept by Gareth Tomlinson.
- Evidence of competency for sub contractors and freelancers are maintained on the supplier database.

ix) Accidents, first aid and work-related ill health

- A first aid box is kept in the office at all times, located in the kitchen.

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- A first aid box will always be available on remote sites either through the venue or provided by Four Impact.
- Appointed person in the office environment is Gareth Tomlinson and in his absence, Susie Evans.
- Any RIDDOR reportable accidents will be reported in a timely manner by Gareth Tomlinson or the senior available Fourimpact member of staff.
- All accidents and cases of work-related ill health are to be recorded in the accident book. This is kept by Gareth Tomlinson.

x) **Monitoring**

- Health and Safety will be monitored by Gareth Tomlinson to ensure that the terms of this policy are fulfilled.
- Where appropriate a Health and safety advisor will be brought on site to monitor Health, Safety and Welfare.
- Accidents will be investigated by Gareth Tomlinson with the services of a Health and Safety advisor where appropriate.
- Periodically accident and near miss occurrences will be analysed by Gareth Tomlinson to assess any patterns or recurrences.
- DSE workstation assessments will be conducted by Gareth Tomlinson.
- Eye test are freely available for all DSE users, on request to Gareth Tomlinson.
- Assistance with undertaking H&S measures will be provided by employees where possible.

xi) **Emergency procedures – fire and evacuation**

- In the office environment Fourimpact will undertake a fire risk assessment in addition and with reference to the assessment undertaken by their landlord. Significant findings and resulting emergency plans will be clearly displayed.
- When working on remote sites Fourimpact will request all information pertaining to fire safety and evacuation from the venue. Fourimpact will ensure all freelancers and contractors employed by them are aware of what

to do if they discover a fire; what the fire alarm sounds like and what to do upon hearing the alarm.

- Fourimpact will undertake a fire risk assessment for the elements of work under their control and make the significant findings available to other employers and responsible persons who may be affected by the findings, as appropriate.

x) **Workplace Health Safety and Welfare**

Fourimpact will assess all working environments (both office and remote sites) for compliance with the Workplace (Health safety and welfare) Regulations 1992. Significant findings from the assessments will be shared with all workers using the area.

This will include but not be limited to provision of :

- suitable, well maintained equipment to carry out the works
- good ventilation without draughts
- reasonable working temperature taking into consideration the nature of the work undertaken
- adequate heating / cooling systems which operate without releasing offensive levels of fume or noise into the workplace
- suitable and adequate lighting in all areas of the work place
- means of storage and disposal of waste in a timely and suitable fashion
- regular cleaning suitable to the environment and works within it
- sufficient, suitable space with adequate floor loading will be provided
- workstations and seating which are suitable, comfortable and have sufficient access
- non slippery, even passageways for pedestrians and vehicles with any fixed obstacles well marked and hand rails / ramps where necessary
- safe doors with vision panels, safety systems on automatic doors and markings on any transparent doors / walling to aid visibility
- windows which can be opened and cleaned safely
- vehicle routes which are clearly communicated to workers and where possible kept free of pedestrians
- clean, well ventilated toilets
- sufficient wash basins with soap and drying facilities
- further hygiene and cleaning facilities as works dictate
- clean drinking water supply and adequate communication / marking where there is a non-drinkable supply
- suitable and adequate facilities for rest and or eating
- suitable and adequate facilities for changing of clothes and storage of personal effects

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- suitable and adequate facilities for separation of non-smoking and smoking workers.