

## ***KB EVENT LTD HEALTH & SAFETY POLICY***

### **1. General Statement of Policy**

- 1.1 Pursuant to the provisions of the Health and Safety at Work Act 1974, KB Event Ltd is committed to ensure the health, safety and welfare at work of its members and further to ensure that persons not within its employment, who may be affected by its undertakings are not exposed to risks to their health and safety.
- 1.2 It is therefore company policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public in so far as they come in to contact with the company or the products it uses.
- 1.3 In particular, KB Event Ltd has a responsibility to:-
- a. Provide and maintain safe and healthy working conditions, taking into account current statutory requirements.
  - b. Provide training and instruction to enable employees to perform their work safely and efficiently.
  - c. Provide and maintain safe plant and equipment and safe systems of work.
  - d. Maintain a constant and continuing interest in health and safety matters, applicable to the companies activities and for management to set an example of safe behaviour.
  - e. Consult with employees on health and safety arrangements.
  - f. Provide method statements, where applicable, detailing safe systems of work activities on individual sites.
  - g. Provide C.O.S.H.H. assessments, where applicable detailing the safe storage, handling and disposal of hazardous substances.
  - h. Provide risk assessments covering the companies work activities.
- 1.4 Whilst KB Event Ltd accepts its prime responsibility for ensuring the health and safety and welfare of its employees, it is expected that all employees accept their responsibilities under the Health and Safety at Work Act 1974 to:-
- a. Take responsible care of their own health and safety and that of others who may be affected by their acts and omissions.
  - b. Co-operate with management and any other persons to enable the company to fulfill its legal obligations.
  - c. Not interfere with, or misuse anything provided in the interests of health, safety and welfare.
- 1.5 KB Event Ltd will provide the necessary resources to ensure the full implementation of the Policy and the Directors will give full backing to all those committed to achieving the policy objectives.

Signed: \_\_\_\_\_  
MANAGING DIRECTOR

Date: \_\_\_\_\_

### **2. Duties and Responsibilities**

#### **2.1 Directors**

- a. Will cause the Health and Safety Policy to be translated into effective action at all levels within the company.
- b. Will make adequate financial provision to implement the policy.
- c. Will promote health and safety matters throughout the company.
- d. Will monitor safety performance throughout the company.
- e. Will review and amend the Health and Safety Policy wherever necessary.
- f. Will ensure all levels of staff under their control receive adequate and appropriate training in health and safety matters and formulate a training policy.
- g. Will ensure all managers, supervisors and employees are aware of their responsibilities determined by this policy.

## **2.2. Supervisors/Managers**

- a. Will be familiar with the Company's Health and Safety policy and ensure its principles and objectives are observed.
- b. Will ensure all personnel under their control have access to a copy of this policy.
- c. As far as is reasonably practicable, eliminate from works in their control, any risks to the health and safety of employees and others who are affected by the works.
- d. Ensure all personnel under their control and aware of fire precautions and emergency evacuation procedures.
- e. Ensure the provision of first aid requirements, and that all personnel are aware of emergency first aid facilities.
- f. Must investigate and report all accidents/dangerous occurrences in their department and discover cause and eliminate recurrence.
- g. Ensure the maintenance, inspection and safe use of equipment in their departments and report all defects.
- h. Ensure that safety equipment and clothing is provided and is worn by those whose health and safety is at risk.
- i. Ensure that the necessary statutory notices are displayed.
- j. Accompany the Company Health and Safety Consultant in his inspections and co-operate on safety matters by implementing his recommendations.

## **3. Employees/Sub Contractors**

- a. Will make themselves familiar with and conform to the companies Health and Safety Policy and the directions given by the site supervisor.
- b. Will work in accordance with current safety regulations, the method statement and Risk/COSHH assessments.
- c. Where applicable wear the recommended safety equipment and use the appropriate safety devices at all times.
- d. Observe all safety rules at all times and report any unsafe practices or conditions.
- e. Report all accidents or damage/defects to company property to a supervisor, whether persons are injured or not.
- f. Report all accidents/dangerous occurrences.
- g. Co-operate with the company where necessary in order to fulfill statutory obligations.
- h. Must not interfere with, or misuse or remove any equipment provided by the company.

The diagram on the following page shows the arrangements and route for reporting of accidents and all other health & safety matters.

**KB Event Ltd**

**Safe Working Practices**

The following practices are for the attention of all employees and Subcontractors of KB Event. Compliance to the practices is demanded in accordance with KB Event Ltd's Health and Safety at Work Policy.

**1. Safe Plant and Equipment**

The KB Garage department head (Chris Last) will be responsible for:-

- Identification of all equipment requiring maintenance including vehicles, plant and work equipment.
- Ensuring effective maintenance procedures and their implementation.

The Managing Director (Stuart McPherson) will be responsible for:-

- Ensuring that new equipment is suitable and complies with health and safety law before purchase

**2. Safe handling and Use of Substances**

Where substances are used that require a COSHH assessment the required action will be carried out by the health and safety coordinator and the KB Garage. The procedure will be:-

- Identify substances that require a COSHH assessment.
- Check that substances can be safely used before purchase.
- Undertake assessments
- Identify actions required for the safe handling, use and storage of substances.
- Inform all relevant employees of assessment findings and actions required.
- Review assessments at regular intervals as required or when work activity changes, whichever is soonest.

**3. Information, Instruction and Supervision**

- The health and safety law poster is displayed on the notice board outside the operations office and in the KB Garage.
- Health and safety advice is available from the Health and safety coordinator.
- Responsibility for providing health and safety information to staff working at sites or under the control of clients or other employers is that of the health & safety coordinator for KB Event Ltd.
- Supervision of young people/trainees will be arranged by department managers.

**4. Competency**

Departmental managers will be responsible for providing:-

- Induction training for all employees
- Job specific training where required
- Recording all training provided in personnel files

Training requirements will be identified, arranged and monitored by the health & safety coordinator for KB Event and KB Garage.

**5. Accidents, first aid and work related ill health**

- First aid boxes are located in H.O. reception, warehouse and garage and also in KB Event vehicles.
- The appointed person for first aid is Karl Ward Norris. Information of other first aid personnel will be provided.
- All accidents and cases of work related illness must be recorded in the accident book held by Leanne McPherson. Where an accident occurs on a site other than KB Event premises, then the relevant book should be used and the information transferred to the KB Event accident book at the soonest possible time.
- The health and safety coordinator is responsible for the reporting of accidents, incidents and illnesses to the enforcing authorities.

**6. Emergency Procedures – Fire and Evacuation**

The health and safety coordinator is responsible for:-

- Fire risk assessment and implementation of procedures.
- Weekly escape route check.
- Annual inspection and maintenance of fire fighting equipment.
- Maintenance and weekly testing of fire alarm system.
- Emergency evacuation and drill every 6 months.

**7. PPE**

All KB Event employees are issued with a high visibility vest and hardhat on employment. An allowance can also be claimed as part payment for steel toe capped boots.

It is the responsibility of all KB Event employees that the correct PPE clothing is worn according to KB Event training and induction.

It is the responsibility of the Health & Safety coordinator to ensure that all employees adhere to KB Event policy on the use of PPE and that replacements items are carried in stock made available immediately, upon request.