



## PARTYTECTURE

Mews Cottage, 96a Fortess Road, London NW5 2HJ  
Sali Gray 07958 225336 Ronan Royer 07956 501232  
Fax : 0870 838 1218

# HEALTH AND SAFETY POLICY DOCUMENT

## Partytecture Ltd

### Registered Office:

PARTYTECTURE LTD  
MEWS COTTAGE  
96a FORTRESS ROAD  
LONDON  
NW5 2HJ

### Office Address:

As above

NEXT REVIEW DATE 30 January 2011

Partytecture Ltd.  
Registered address as above  
Company No. 4549965  
VAT 798 9765 23

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## HEALTH AND SAFETY POLICY STATEMENT

Partyecture Ltd is owned and managed by Ronan Royer and Sali Gray. The type of work carried out on the premises is Event Design and Production. Including the owners, the total number of staff the company directly employs is two.

Partyecture Ltd is committed to fulfilling its business goals safely, making health and safe working a way of life. This reflects the high value we place on our employees, customers and others who may be affected by our conduct of business.

Our statement of general policy is;

- **To provide adequate control of the health and safety risks arising from our work activities.**
- **To consult with our employees on matters affecting their health and safety.**
- **To provide and maintain safe plant and equipment.**
- **To ensure safe handling and use of substances.**
- **To provide information, instruction and supervision for employees.**
- **To ensure that all employees are competent to do their tasks, and to give them adequate training.**
- **To prevent accidents and cases of work related ill health.**
- **To maintain safe and healthy working conditions.**
- **To review and revise this policy document as necessary at regular intervals, or at least annually to assist in the continuous improvement in health and safety practices and to ensure its continued relevance to our activities.**
- **To always work safely and do not endanger ourselves or others by our activities.**

I accept my responsibility for the health and safety of others, that is, the general public, customers and visitors who may be affected by our activities.

Putting this policy into practice means that each of us must take responsibility for protecting ourselves and our colleagues from accidents by ensuring that:

1. We take the initiative personally to remove or report promptly any hazards, and to challenge unsafe practices
2. We know and follow the rules that apply in our workplace for health and safety; and
3. We work together to improve safety performance in all our business activities.

SIGNED.....

REVIEW DATE.....**30 January 2010**.....

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### RESPONSIBILITIES

- Overall and final responsibility for the Health and Safety of the company is that of;

**Ronan Royer**

- Day to day responsibilities for ensuring this policy is put into practice is that of;

**Ronan Royer**  
**Sali Gray**

- To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas;

**Ronan Royer – Management of office based activities**  
**Ronan Royer – Management of Sub Contractors**  
**Sali Gray – Operational Management of events on-site**

- All employees have to;

**Cooperate 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**  
**Report all safety concerns to the appropriate people detailed in this policy statement**

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### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Generic Risk Assessments will be undertaken by Ronan Royer initially and thereafter every year. It will be the responsibility of Ronan Royer to identify and note all additional hazards and risks on an adhoc basis throughout the year, and to bring those identified risks to the attention of all staff.

- The findings of the Risk Assessments will be reported to;

**Ronan Royer**  
**Sali Gray**

- Action required to remove or control risks will be approved by;

**Ronan Royer**  
**Sali Gray**

- Responsibility for ensuring the action required is implemented is;

**Ronan Royer**  
**Sali Gray**

- Assessments will be reviewed annually so as to ensure that the assessments are still valid for current working practices. Or sooner, if the work activity changes or new equipment is installed bringing new hazards. The annual reviews will be done by;

Competent Person

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### ARRANGEMENTS

- Consultation with employees is done directly by

**Ronan Royer**  
**Sali Gray**

- All employees are aware that they should speak to either Ronan Royer or Sali Gray for any issues or worries about all aspects of Health and Safety within the business. Employees are also encouraged to help with the on-going improvement of Health and Safety in the workplace by completing the Health and Safety Suggestions Log. A copy of which will also be kept in the company office. This will also be used by production managers who take on events in the absence of both Ronan and Sali.

Employees are responsible for reporting all defective items or equipment to the following people using the Faults/Defects Reporting Stencil.

**Ronan Royer**  
**Sali Gray**

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### SAFE PLANT AND EQUIPMENT

➤ Ronan Royer

**Will be responsible for identifying all equipment and plant needing maintenance.**

➤ Ronan Royer

**Will be responsible for ensuring effective maintenance procedures are drawn up.**

➤ Ronan Royer

**Will be responsible for ensuring that all identified maintenance is implemented.**

➤ Ronan Royer

**Will check that new plant and equipment meets Health and Safety standards before it is purchased.**

➤ **Any problems found with plant or equipment should be reported to;**

**Ronan Royer  
Sali Gray**

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SAFE HANDLING AND USE OF SUBSTANCES

➤ Ronan Royer

**Will be responsible for identifying all substances which need a COSHH Assessment.**

➤ Ronan Royer

**Will be responsible for undertaking COSHH Risk Assessments.**

➤ Ronan Royer

**Will be responsible for ensuring that all actions identified in the assessments are implemented.**

➤ Ronan Royer

**Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.**

➤ Ronan Royer

**Will check that new substances can be used safely before they are purchased.**

➤ **Assessments will be reviewed annually, or sooner if the work activity changes to necessitate another assessment.**

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### INFORMATION, INSTRUCTION AND SUPERVISION

➤ **The Health and Safety Law poster is displayed in the company office.**

➤ **Health and Safety Law – What You Should Know Leaflets are issued to all employees.**

➤ **Health and Safety advice is available from** Judicium Ltd.

➤ **Supervision of young workers and trainees will be arranged, undertaken and monitored by;**

N/A (the company does not intend to employ young people)

➤ Sali Gray

**Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.**

➤ Ronan Royer

**Will ensure that all employees are fully aware of all aspects of the Health and Safety Policy for the company. He will ensure that there is adequate supervision of employees and that all employees have received adequate instruction and training to safely complete their functions.**

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### COMPETENCY FOR TASKS AND TRAINING

- **Health and Safety induction training will be provided for all employees by;**

Ronan Royer

- **Job specific training including the various health and safety aspects of the job will be provided by;**

Ronan Royer – Office based

Sali Gray – on-site at events

- **Specific jobs requiring training such as;**

Fire Safety

First Aid

Will be carried out by competent training providers

- **Training records are kept in the main office area by;**

Ronan Royer

- **Training will be identified, arranged and monitored by;**

Ronan Royer

**A Staff Training Log is kept in the company office by Ronan Royer**

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## ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

➤ **The first aid box is kept in the;**

Company office welfare area

➤ **The appointed people are;**

Ronan Royer

Sali Gray

➤ **All accidents are recorded in the accident book. This is kept by Ronan Royer in the company office. Another is kept by Sali Gray at each specific event.**

➤ Ronan Royer for office accidents/incidents and Sali Gray for event based accidents/incidents

**Are responsible for reporting all Reportable accidents, diseases and dangerous occurrences to the enforcing authority, in accordance with RIDDOR (1995).**

➤ Ronan Royer for office accidents/incidents and Sali Gray for event based accidents/incidents

**Are responsible for logging all accidents in the accident record book, and maintaining this log.**

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## MONITORING

**To check our working conditions and ensure that our safe working practices are being followed, Ronan Royer and Sali Gray will conduct the following;**

- 1. Safety Tours – An un-scheduled examination of the workplace, or event site to assess whether or not acceptable standards of house keeping, safe access and egress and fire precautions are being maintained as well as safe working practices being adhered to.**
- 2. Accident investigation to ascertain if safety systems are failing and instigate remedial actions if necessary.**

➤ Ronan Royer for office based and Sali Gray for event based accidents

**Are responsible for investigating those accidents.**

➤ Ronan Royer for office based and Sali Gray for event based accidents

**Are responsible for acting on the investigation findings to prevent a recurrence.**

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## EMERGENCY PROCEDURES – FIRE AND EVACUATION

➤ Ronan Royer

**Is responsible for ensuring that escape routes are checked at an interval of at least daily by visual inspection.**

➤ **Fire extinguishers for the office are located in the company office and are maintained and checked by a competent company every 12 months.**

➤ **All staff have a responsibility to call the emergency services as and when required.**

➤ **Emergency evacuation procedures will be tested at least once every 6 months and recorded by;**  
Ronan Royer

A Fire Evacuation Testing Log is kept by Ronan Royer

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## KEY AREAS OF RISK

**This list is not exhaustive and will be reviewed and added to on a regular basis.**

- **Electricity**
- **Falling objects**
- **Fire & Explosion**
- **Machinery**
- **Manual Handling**
- **Noise**
- **Slips, Trips and Falls**
- **Substances hazardous to health**
- **Temperatures**
- **Transport (including pedestrians in the workplace, and reversing vehicles)**
- **Violence to staff**
- **Visitors**
- **Work equipment**
- **Working alone**
- **Working at heights**
- **Working environment**

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## **EVENT SAFETY POLICY DETAILS**

### **Statement of Intent**

The event company will take all possible steps to ensure the health and safety of personnel, volunteers and contractors on site, exhibitors and other people working on site. During event times, it is recognised that the full spectrum of the general public, including all ages, levels of cognitive abilities will be present. It is also recognised that people or areas outside the event might be affected by the work that takes place within the defined event venue. The company recognise and accept their duties of care under common law and obligations under all health, safety and welfare related statutes. To this end, sufficient financial and manpower resources and training will be provided. The issues of health and safety rank equally with other commercial, professional, promotional and aesthetic purpose for each event. The company will take all reasonable steps to ensure the health and safety of its' employees, staff, contractors and members of the public and will endeavour to ensure the provision of resources required to achieve this objective.

The company will endeavour to take all reasonable steps to ensure that outside organisations, such as contractors, emergency services, concessions providers, exhibitors and their contractors, who are responsible for their own health and safety arrangements fully carry them out. Any acts or omissions made by 'outside' employers are at their own risk. Any acts or omissions made by non-organisers staff, which come to the notice of the company management will be pointed out to those concerned and their work may be stopped and the relevant enforcement authorities notified. Any organisations or companies that work in an unsafe manner may not be allowed back on sites at future events.

This document is published so that all employees may recognise the vital importance the company attaches to a healthy and safe work environment. The company requires everyone who works for the company to comply with the standards set out in the following paragraphs.

### **Accountability**

All Management and supervision are accountable for aspects of health, safety and welfare control. The effectiveness of health and safety management will be under continual review.

### **Duties of Staff and Employees**

All staff and employees have a duty to take personal care of themselves and other persons who may be affected by their acts or omissions. A failure to observe this duty may be regarded as a serious disciplinary offence. Failures to abide by this duty may also be a criminal offence under health, safety and welfare legislation.

Specific responsibilities for individuals at events will be recorded when the information specific to the event is known to the Event Manager.

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## **Safe Working Environment – Systems and Procedures**

The company seeks to achieve the highest levels of safety within the working environment. This can only be created by the continual support of every employee, member of staff, whether volunteer or paid and by the co-operation of all others working on the event site. Below are examples of some of the ways in which the company will endeavour to achieve a safe environment. More details are set out within other parts of this policy document: -

- Training, with particular respect of Health and Safety site specific induction, skills training, testing and records, eg Fork Lift Truck certification.
- Recognition of the need to care for the safety of members of the public, visitors and persons outside the site who may be affected by the work and environment created from within.
- Particular care should be given to the training and work undertaken by younger, inexperienced or vulnerable workers.
- First aid.
- Accident, disease, hazard and defect reporting and investigation.
- Fire precautions, particularly in regard to evacuation procedures and practices.
- Smoking and alcohol consumption by staff; rules defining restrictions.
- Inspection and auditing.
- Contractors and visitors; control arrangements.
- Relevant safety information to the notice of employees and other people working on the event site.
- Safety monitoring, recording, consultative and development procedures.
- Protective clothing requirements and provision related to specific processes and locations, eg High Visibility clothing.
- Crowd management and care systems.
- Traffic management systems.
- Management of systems regarding plant and machinery, with particular regard to commissioning procedures, maintenance, training and guarding requirements and records. Also covered will be electrical installations and Portable Appliance Testing regime.
- Control arrangements for hazardous substances, detailing the assessment processes and control measures, storage, monitoring and health surveillance.
- Control arrangements for noise, detailing assessment arrangement and ear protection zones as and when required.
- Control arrangements for ensuring electrical safety, detailing maintenance requirements and records.
- Safe handling and storage arrangements; manual handling assessment and control of transport and fork lift trucks.
- Kitchen/catering safety and hygiene requirements.
- Suitable arrangements for the placement or deployment of disabled employees.
- Welfare provision

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## **Assessment of Risk**

There will be strict compliance with the Health and Safety at Work Act 1974 and all other relevant statutory regulations. All work processes carry a degree of risk but the degree has to be assessed and ranked. The assessment has to take account of the size of the risk, the chances of it happening and set them against the costs of reducing or eliminating the risk. A Risk Assessment system, in accordance with the **Management of Health and Safety at Work Regulations 1999** will be used in these assessments.

## **Sub Contractors**

The company will ensure that all contractors used by themselves will provide Partytecture, prior to the commencement of any work their current:

- Health and Safety Policy Document
- Employers Liability and Public Liability Insurance Certificates
- Work Method Statements
- Risk Assessments

## **Compliance with Legislation and Guidelines**

To ensure compliance with the legislation, particular regard will be given to:-

- a) Every item on site is suitable, properly installed, used and maintained in a safe condition. This includes temporary structures (including stages), which must have a clear and adequate provision for exit and entrance.
- b) Provision of plant, machinery, tools and equipment that are safe to use, and at all times correctly installed, guarded and maintained.
- c) Safe use, handling (including manual handling) and transport of articles and substances in order to ensure minimal risk to employees, other persons and the environment.
- d) Provision of a healthy working environment and adequate welfare facilities, including male, female and dedicated disabled person's toilet facilities.
- e) Provision of information, records, instruction, training and supervision to ensure safety in the workplace.

## **Implication of Disability**

Any measures should combine the need to protect the individual without being unnecessarily restrictive. The company accept that a higher than usual duty of care is called for where disabled persons are involved.

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## **Smoking**

Smoking, whether active or passive, causes damage to health and is also a potential fire safety and hygiene hazard. It is the policy of the company to eliminate workplace smoking. Therefore smoking is not permitted except in clearly defined and regulated areas.

## **Reporting Defects**

All employees must report any defects or malfunctions or any possible or potential hazard that they cannot deal with. If they cannot otherwise be resolved, such reports should continue where necessary up through the management structure to the event manager or organiser. Work should be stopped if any system or area has become unsafe in any way.

## **Resourcing**

The planning process will ensure that health and safety requirements are taken into account as a major priority. Adequate resources will be provided to ensure that arrangements for safety are effectively introduced and maintained.

## **Safety Monitoring**

The company will monitor health, safety and welfare issues and review performance, with a view to evolving, adapting and thereby striving to achieve the best quality of standards at all times.

## **Advisory Bodies**

Advice on health and safety matters will be sought as appropriate from the Health and Safety Executive, Local Authority Inspectors, the local Fire Service, Police etc.

## **Risk Assessment Manuals**

Detailed Risk Assessments will be undertaken and recorded. Risk assessments are also required of contractors, exhibitors and similar persons working on site. They will be fully maintained and updated. All risk assessments will be filed within a Risk Assessment Manual. The manual will set out clearly the structure for implementing the company's Safety Policy at each individual site. The Risk Assessment Manual is to be updated, developed and reviewed annually or before and after each of the company's events.

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## **Safety Officer**

The Event Manager will act as the safety person who will liaise with the clients' management team to assist in the administration of the organisation and arrangements for safety of the event.

## **Accident Reporting**

All accidents must be recorded in the accident book. It will be the duty of the event manager to make enquiries to determine the cause of any accidents at the workplace. The accident and results of the investigation must be recorded, including the use of photographs where appropriate. This policy is good practice and will apply to all accidents, not just those that require reporting to the Health and Safety Executive (Enforcing Authority).

## **Reporting of Incidents**

Relevant accidents, incidents and diseases arising out of work will be reported by telephone or e-mail to the Enforcing Authority by the Event Manager immediately the basic facts of the case are known. The same procedure is to be followed in respect of a reportable dangerous occurrence as defined by the statutory regulations. In either case, the telephone report must be followed up within seven days by a written report on HSE Form 2508. Examples of reportable injuries with specific relevance to this company are as follows, (but this list is not exhaustive);

### **Major Injuries**

- Any fracture other than to fingers, thumbs or toes
- Any amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- An injury resulting from an electric shock or electrical burn

## **Managers**

As part of their normal professional standards, managers should be fully informed on health and safety matters through publications, papers etc. They will inform their staff of all relevant matters as part of an ongoing development and training regime.

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## **Safety Audits**

The Event Manager will arrange safety audits of the whole of the event site by either or both an external safety consultant and/or an internal safety audit team. The latter will receive training in their duties. Audit reports will be issued and acted upon.

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### VISITORS/CONTRACTORS TO THE COMPANY

➤ Ronan Royer

**Will be responsible for ensuring that all visitors or contractors to the company are fully aware of the safety practices of the company**

- **Adequate safety information is provided for all visitors /contractors to the company and is displayed in the company office area.**
- **All visitors/contractors are required to sign on and off the premises and to confirm that they have read and understood the site safety information. This will be monitored by;**

Ronan Royer

**It is the ultimate responsibility of Ronan Royer to ensure that non Partyecture personnel do not enter or loiter in the company office area, without specific reason to do so.**

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### ENVIRONMENTAL ISSUES

➤ Ronan Royer

**Will provide suitable facilities for employees to rest and eat meals with adequate supplies of drinking water and toilet facilities.**

➤ **Smoking is only allowed in designated smoking areas which all employees will be informed of by;**  
Ronan Royer

➤ **Smoking in the welfare area is not permitted at any time.**

➤ Ronan Royer

**Will ensure that there are adequate facilities for storing clothing and PPE equipment.**

➤ Ronan Royer

**Will provide washing facilities with hot and cold water, as well as soap and drying facilities.**