



Health & Safety Policy

1. About This Policy

1.1 Provide SESS Ltd (Provide) are committed to ensuring the health and safety of all employees and any stakeholders (including members of the public) affected by our business activities and to providing a safe and suitable environment for all those attending our premises.

1.2 This policy sets out our arrangements in relation to:

- a. The assessment and control of health and safety risks arising from work activities;
- b. Preventing accidents and work-related ill health;
- c. Consultation with employees on matters affecting their health and safety;
- d. Provision and maintenance of a safe workplace and equipment;
- e. Information, instruction, training and supervision in safe working methods and procedures;
- f. Emergency procedures in cases of fire or other major incident.

1.3 This policy does not form part of any employee's contract of employment, and we may amend it at any time.

2. Responsibility For Health And Safety Matters

Overall responsibility rests with the Managing Director and this policy will be reviewed annually in consultation with the company's health & safety officer.

3. Arrangements

3.1 To ensure early and efficient identification and assessment of any health and safety related issues, method statements and risk assessments must be conducted for all sites/locations and a copy kept in situ. When requested, they must be made available to senior management, police, SIA or local authority. Provide will review this policy annually, or as required, if a contractual agreement with a new client, or casual booking, is made and the operation or service requires additions or amendments to our policy and procedures.



All employees/workers are to be briefed and walked through sites, venues or premises, prior to commencing work, to ensure information regarding health and safety is received and understood.

Checks and venue specific documentation are to be inspected, including: firefighting equipment, break glasses, fire exits and extant venue/site health and safety documentation. Signed and dated reports are to be retained and filed in an onsite file.

A copy of the appropriate insurance policy and additional documentation, such as incident and accident report forms are also to be stored in the onsite file.

3.2 **Manual Handling**

Employees should not engage in any lifting or carrying activities prior to a full assessment being conducted in adherence with the Health and Safety work act 1992, Workplace (Health, Safety and Welfare) Regulations 1992 and the consideration of alternative methods of lifting and carrying.

3.3 **First Aid Provision**

The requirement for the provision of a first aid room, station, or point, will be determined on a case by case basis. Where no first aid provision or designated first aider is provided by our client, provide will establish its own first aid plan for employees. This will include: the identification of a designated first aid area, the appointment of a designated first aider, who must hold a minimum of St John's Ambulance, or equivalent, basic first aid certificate and the provision of first aid equipment.

3.4 **Emergency Procedures**

Emergency procedures for each location/venue are to be established and briefed to all employees prior to commencement of task, including: crowd management, full/part evacuation, actions on a bomb/terrorist threat.

3.5 **Equipment Safety**

If the use of equipment is necessary for a specific operation, a risk assessment is to be conducted and all operators briefed on its safe operation prior to use.

3.6 **Staff welfare facilities**



Staff welfare requirements will be assessed on a job by job basis. Where necessary, a designated area for all employees will be established and as a minimum, should include: the provision of hot drinks, adequate seating area, a fridge and access to power points.

3.7 **C.O.S.H.H**

There should be no reason why any employee of Provide should come into contact with, or require the use of, any Hazardous substances, however; if any COSHH are present on a site, they are to be identified and processes and procedures to mitigate any risk included in the event risk assessment and site assignment instructions.

3.8 **Asbestos and Materials Containing Asbestos**

No situation is envisaged where Provide employees will be required to work in an environment containing asbestos, or materials containing asbestos, however; we are aware of our responsibilities as an employer and should any such materials be found in the vicinity of any of our operations, this is to be immediately escalated to the line manager and subsequently, the duty operations manager, who is to raise the issue with the client. At no point should materials be disturbed until the client can confirm that a thorough asbestos survey has been completed by a qualified inspector and that it is safe to do so.

3.9 **Working at Height**

No situation is envisaged where Provide employees will be required to work at height, however; we are aware of our responsibilities as an employer and if someone is required to work at height, a dynamic risk assessment is to be conducted before doing so. If any employee has concerns, they are to escalate them to their line manager who will advise on a course of action. If management believe that the function requested falls outside our 'reasonable requests' policy, the client will be notified.

3.10 **Accident Reporting**

Provide adhere to the guidance contained within the Reporting Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, as laid out by the Health and Safety Executive. Any accidents, or near misses, must be recorded in an incident record form which can be found on C247 under 'occurrences. This document will be



retained and subsequently made available for inspection by the Police, client, local authority and S.I.A. as appropriate.

3.11 **Accident and Incident Investigation**

Provide is responsible for ensuring that a full site and duties specific risk assessment is conducted prior to commencement of any new operation, to limit the risk to employees of accidents. In the event of an accident, or incident, no matter the severity, an investigation is to be conducted and recorded in the comments section of the incident report form. This must also be communicated to our client to ensure that the risk of reoccurrence is reduced or eradicated.

3.12 **Personal Protective Equipment (PPE)**

The requirement for the use of PPE will be identified during site specific risk assessments prior to commencement of operations. If required for the execution of an employee's duties, e.g. high visibility clothing for working in the dark, the company shall ensure it is supplied. Where protracted use is required, it will be the responsibility of line managers to ensure that equipment is regularly inspected to ensure fitness for purpose and replaced as necessary. If any employee has concerns over the requirement for PPE, or the standard of PPE issued, they are to raise this immediately with their line manager.

3.13 **Communication with Employees**

Prior to the commencement of a new operation/tasking, all employees are to be briefed on all relevant information, including, but not limited to: any insurance restrictions, venue/site specific health and safety requirements, event information, emergency procedures, fire contingency, public welfare and any other appropriate guidance provided by the local authority or the SIA.

3.14 **Compliance**

Provide only employs individuals who have a valid SIA licence. The SIA company licence checker will be used periodically to ensure compliance.

3.15 **Lone workers.**

Lone workers will only be deployed in exceptional circumstances and where so, only after the conduct of a full risk assessment and consultation with the client to confirm



that their role can be conducted safely. In the event of a lone worker being deployed, the following is to occur:

- a. Hourly check calls to be made to ensure the welfare of the individual.
- b. Consultation with the employee to identify any medical dependencies or specific welfare requirements.
- c. Clear and documented provision of instructions to the employee to minimise the risk of accident and or injury.

4. Computers And Display Screen Equipment

4.1 If you use a computer screen or other display screen equipment (DSE) routinely in the execution of your duties:

- a. You should take frequent short breaks from looking at the screen.
- b. You are entitled to a workstation assessment.
- c. You are entitled to an eyesight test, by an optician, at our expense.

4.2 If you require a workstation assessment, or an eye test, you are to discuss this with your line manager. Eye tests should be repeated at regular intervals, as advised by the optician, but usually every two years, however; if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

4.3 We will not normally pay for glasses, or contact lenses, unless you require lenses specially designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

Stuart Turnbull
MANAGING DIRECTOR

Date: 24-09-2022