

health and safety policy

To ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by their undertakings, and to comply with all the relevant legislation

To ensure the principles of health and safety are clearly understood throughout, we are committed to:

- ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy
- ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Company
- protecting the safety and health of all employees and freelancers within the company by preventing work-related injuries, ill health, disease and incidents
- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the company subscribes
- ensuring that Employees and their representatives are consulted and encouraged to participate actively in all elements of the Health and Safety Management System
- continually improving the performance of the Health and Safety Management System
- providing the necessary information, instruction and training to Employees and others including temporary and freelance workers to ensure their competence with respect to health and safety
- ensuring the necessary resources in the form of finance, equipment, personnel and time are available to ensure the health and safety of Employees. Expert help will be sought where the necessary skills are not available within the company
- liaising and working with all the necessary persons to ensure health and safety, and also ensuring that adequate arrangements are also in place for ensuring the health and safety of visitors

THE ULTIMATE RESPONSIBILITY FOR HEALTH AND SAFETY WITHIN THREE SQUARED PRODUCTION LTD LIES WITH THE DIRECTOR

- The Director will annually review the Health and Safety policy for continued suitability
- The Director will review, sign and date the Health and Safety Statement annually, and bring it to the attention of all Employees

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees will have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to co-operate to achieve the standards required.

The Company will in consultation with our employees and their representatives commit to ensuring that our health and safety policy is:

- specific to the Company and appropriate to the nature of our activities
- concise, clearly written, dated and made effective by the signature of the Director
- communicated and readily accessible to all persons at their place of work
- reviewed for continuing suitability
- made available to relevant external interested parties, as appropriate

Responsibility and Accountability

All employees, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in this procedure.

To enable the allocation of overall responsibility, accountability and authority for the development, implementation and performance of our health and safety management system and the achievement of the relevant health and safety objectives a structure will be established to

- ensure that health and safety is a line management responsibility which is known and accepted at all levels
- define and communicate to the employees of the Company the responsibility, accountability and authority of persons who identify, evaluate or control health and safety hazards and risks and promote health
- provide effective supervision, as necessary, to ensure the protection of employees' health and safety
- promote co-operation among employees of Three Squared Production Ltd, to achieve compliance with the health and safety requirements of national laws and regulations
- fulfill the principles of health and safety management systems contained in the relevant national guidelines, tailored guidelines or voluntary programmes, as appropriate



health and safety policy

- establish and implement a clear health and safety policy and measurable objectives
- establish effective arrangements to identify and eliminate or control work related hazards and risks, and promote health at work
- ensure the participation of Employees in the implementation of the health and safety policy

The Ultimate responsibility for health and safety rests with the highest level of management, the Director. However, responsibilities will be delegated at all levels, identifying those individuals with particular safety responsibilities for their areas of control.

These functions will also include ensuring that:

- A representative is appointed to ensure that the health and safety management system is established, implemented, and maintained in accordance with the relevant health and safety standards
- An organisation chart is prepared identifying the management structure throughout the Company
- Policies are developed and communicated throughout the Company
- An understanding and awareness of the system is promoted throughout the Company
- Sufficient resources exist to manage the daily operation within the company
- Job descriptions are prepared clearly outlining the key tasks to be managed by the individual
- All employees are made aware of their responsibilities and these can only be delegated to those with suitable training and competence

Employee Responsibilities

All our employees, regardless of position or occupation, have general duties under sections 7 and 8 of the Health and Safety at work etc Act 1974 and other relevant legislation (see appendix)

Disciplinary Procedures

It is our policy to discipline those who do not fulfill their health and safety responsibilities adequately. All employees will be given comprehensible information, instruction and training to ensure that they are fully aware of their duties.

We will not hesitate to instigate disciplinary procedures against any employee at any level who fail in their responsibilities in respect of health and safety. This will occur even if they have been injured as a result of an accident caused by their own carelessness.

Assignment of Individuals

In order for the company arrangements to be effective, individual duties and responsibilities will be clearly identified.

There will be a logical delegation of duties throughout the Company with the Director assuming a policy-making and guiding role with line managers taking a more active part in day-to-day management issues.

Certain individuals have been allocated general and specific health and safety responsibilities within our policy.

Responsibilities will fall into two categories:

1. GENERAL RESPONSIBILITIES

The following individual posts have been allocated general health and safety responsibilities within the terms of our policy:

- **Director**
- **Manager**
- **Supervisor**
- **Staff, Freelancers, Technicians**

They will also be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained

- The objectives outlined within our health and safety management system are fully understood and observed by persons under their control
- Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within the Company
- The Health and Safety Policy is regularly reviewed and amended as necessary and any changes are brought to the attention of all persons under their control
- They make a commitment to improving health and safety in the Company and demonstrate this by the priority which they give to safety issues, and by their own behavior
- The health and safety policy is brought to the attention of all employees under their control, and ensure that they are made aware of all hazards and the means of controlling those hazards



health and safety policy

- The Health and Safety at venues, clients' sites and event locations where Three Squared Production Ltd is contracted to work has equal importance and relevance as our own policy

*The **Managers** shall be responsible for ensuring:*

- They make a commitment to improving health and safety and demonstrate this by the priority which they give to safety issues, and by their own behavior
- That Employees are adequately trained, instructed and informed and providing a suitable level of supervision
- That off-site health and safety is maintained and that supervisors are fully aware of local sites' health and safety procedures
- That line managers carry out their assigned responsibilities and review their performance accordingly
- That line managers are properly trained and instructed as to their duties and responsibilities
- That annual action plans for health and safety are drawn up and personal objectives and targets are set
- That the company policies and procedures are implemented and monitored
- That inspections of their areas of responsibility are undertaken and records of relevant documentation is kept

*The **Supervisors** shall be responsible for ensuring:*

- They make a commitment to improve Health and Safety and demonstrate this by the priority which they give to safety issues, and by their own behavior
- The allocation of work is in accordance with the level of training
- That equipment is maintained in a safe condition and defective equipment is reported and taken out of use
- Employees are informed of their responsibilities, encouraged to report accidents, near-misses and defects, and suggest improvements
- That off-site health and safety is maintained and that employees/freelancers are fully aware of local sites' health and safety procedures
- That regular inspections of the workplace are carried out and that correct work procedures are carried out and adhered to
- That investigation of accidents is carried out as required

- The monitoring of contractors and freelancers when required

Staff, Freelancers & Technicians shall be responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions
- Cooperating with management to meet the employer's legal duties and work in accordance with Company procedures
- Not intentionally or recklessly interfering with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others
- Demonstrating their commitment by their behavior and co-operate in the investigation of accidents or incidents
- Using all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so
- Complying with all safety instructions or procedures and not undertake any tasks that they are not trained for

2. SPECIFIC RESPONSIBILITIES

Individual posts have been allocated SPECIFIC Health and Safety responsibilities within the terms of our Health and Safety Policy

Specific responsibilities have been identified within each operational control procedure by the person ultimately responsible for health and safety; these have been identified and evaluated from our risk assessments, associated preventative measures and method statements

They will be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained on and off site

Communication

The responsibilities identified above shall be communicated to all employees in line with operating procedure internal and external communication

Appendix

Health and Safety at Work etc Act 1974

General duties of employees at work

It shall be the duty of every employee while at work--

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Duty not to interfere with or misuse things provided pursuant to certain provisions

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.