



## HEALTH & SAFETY AT WORK POLICY

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## The Objective

To prevent, insofar as it is reasonably practicable during the course of work, an accidental occurrence which may directly or indirectly result in: -

- a) Injury of themselves or others.
- b) Detriment to health of themselves or others.

## Scope

The policy is applicable to all Qdos Event Hire Limited (the company) employees.

This policy will also apply to all persons having responsibilities, which relate to and necessitate their presence and the execution of their duties within the areas of company premises and client sites, including Network Rail and Airports. These persons include the following: -

Employees of: sub-contractors, consulting practices, the client etc., and self-employed persons.

## Responsibility

The application and promotion of the Policy is the responsibility of senior management. Whilst duties and tasks may be delegated, the overall responsibility remains that of senior management to ensure that the company complies with all relevant legal requirements and all approved codes of practices, including all residual risks.

## Personnel Obligations

All employees, regardless of their status, are required to abide by the principles of this Policy as and where applicable. We also expect and require the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

## Application

The following principles will be applied to all operations undertaken by the company and will be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the Policy objective. To ensure that this Policy can be successfully implemented, the company will provide such reasonable funds as may be necessary.

## Precautionary Measures

Suitable and adequate measures will be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. Assessment of risk and control of any residual risk will be a priority. The Company will take into account when tendering for new contracts, those factors that help to eliminate injury, damage and waste.

## Training and Instruction

Employees will be made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and where necessary will be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner.

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Training in safety matters will be carried out by the company's Safety Officers/Advisors/Consultants or other approved agencies. The practical aspects of the company's operations and methods of work training will be carried out by the company's managers/supervisors and overseen by the Safety Officer/Advisor/Consultant.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate CITB Plant Operators course where required. Where these certifications are not required, employees will be instructed on how to use plant/equipment safely, directly by the manufacturer/supplier/hirer, or by the company's managers/supervisors who themselves have been instructed on the safe use of the plant/equipment. To ensure all employees are kept up-to-date with safety matters the company has formulated access to a library of safety information, codes of practice and health and safety legislation etc.

The requirements of any statutory, rail or airport legislation or codes of practice applicable to the processes being undertaken on the premises will be observed.

### Planning and Control

All activities will be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is the joint responsibility of those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.

### Health and Welfare

Adequate provision will be made for the welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work will be the subject of strict precautionary measures.

### Safety Inspections and Audits

All company activities and the use of related plant, equipment and materials etc, which affect the safety of that place of work, will be inspected in accordance with legal requirements; reports will be made and distributed to those concerned as necessary. Competent personnel will carry out safety inspections.

### Incident Recording and Post Incident Management

Each incident will be investigated in a manner appropriate to its severity and reported to relevant authorities where this is a requirement. Post incident management will record detail and make recommendation for preventive measures where appropriate.



James Thomas  
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Qdos Event Hire

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