

Corporate Health, Safety & Environmental Policies

Whole Nine Yards Productions Limited



Whole Nine Yards
PRODUCTIONS



Revision Control



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Issue Number	Date	Sections Affected	Remark
V1 (as Version 1.00)	January 2010	All	Initial 2010 Version
V2 (as Version 2.00)	January 2011	All	

Health & Safety Policy Statement

Occupational Health & Safety Statement of Policy



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General Statement

Whole Nine Yards Productions Limited is fully committed to meeting its responsibilities under The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an Employer and as a Company. The company views a proficient safety management system as absolutely critical to its success. A positive and deeply ingrained safety culture underscores all company activities. To assist in meeting its obligations under the aforementioned legislation there is a designated member of staff who is responsible for company health & safety; to keep the workplace, health, safety and welfare procedures under constant review; to liaise with the Health & Safety Executive and other enforcement and advisory bodies wherever necessary; and to keep the company abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the Managing Director. The company is bound by any acts and/or omissions of the Managing Director or manager giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of company business.

To comply with its statutory and common law duties, the company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 (as amended) and will cooperate with their Employer to enable him to carry out his health and safety duties under the Act and Regulations. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an Accident Book. Whole Nine Yards Productions Limited will comply with its duties towards employees under The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the company's premises and in so far as is controllable, premises where it operates, the company will pay strict attention to its duties under The Health and Safety at Work Etc Act 1974 and the Occupiers Liability Acts 1957 and 1984.

This policy statement and all documentation relating to our safety management systems will be periodically reviewed to ensure that it meets the changing needs and structure of the organisation within the moral, legal, economic and cultural environment.

This policy has been prepared in compliance with Section 2(3) of The Health and Safety at Work Etc Act 1974 and binds the Director, Managers and Employees, in the interests of Employees, Sub-Contractors and the general public as a whole. We request that our Employees and Sub-Contractors respect this policy, a copy of which can be obtained on demand.

Signed:

Dated: 1st January 2011

Benjamin Price
Managing Director Whole Nine Yards Productions Limited

Environmental Policy Statement



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Whole Nine Yards Productions Limited is an event production & consultancy company operating within the UK and throughout the world. Whole Nine Yards Productions Limited is fully committed to compliance with the Environmental Protection Act 1990 and all subsequent and derived legislation.

We ascribe a high level of importance to minimising the environmental impact of our operations and work with our clients, sub-contractors, employees and other stakeholders to preserve the environment.

To achieve our environmental aims we are committed to:

- Instituting and maintaining a management framework for including environmental protection and preservation imperatives into the company's operational framework alongside more traditional business criteria.
- Complying with all applicable environmental legislation, regulations and standards.
- Conducting our business operations in a manner, which minimises pollution risks and wastage.
- Improving the efficiency of our resource usage.
- Working in partnership with all elements of our supply chain to integrate environmental considerations alongside all other purchasing criteria.
- Providing training and awareness initiatives to our employees so that we can maximise our environmental performance.
- Reviewing our environmental policies and initiatives on an annual basis to take account of scientific, legislative and environmental changes.

Signed:

Dated: 1st January 2011

Benjamin Price
Managing Director Whole Nine Yards Productions Limited

Equal Opportunities Policy Statement

**Whole Nine Yards Productions Limited is
an equal opportunities employer.**



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Whole Nine Yards Productions Limited is mindful that its employment practices are bound by a variety of legislation including the Disability Discrimination Act 2005, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Employment (Age) Regulations 2006, the Employment Equality (Religion or Belief) Regulations 2003, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Sex Discrimination) Regulations 2005 and the Sex Discrimination (Amendment of Legislation) Regulations 2008.

Accordingly, the company is committed to ensuring that no employee or job applicant should receive less favourable treatment than another on the grounds of their sex, marital status, ethnicity, disability, age, sexual orientation, political or religious beliefs.

Appointments and promotions will be based on merit and qualification and experience.

Equal access for training and advancement is in place.

We operate a zero tolerance policy with regards to acts of unlawful discrimination, victimisation and sexual or racial harassment.

Signed:

Dated: 1st January 2011

Benjamin Price
Managing Director Whole Nine Yards Productions Limited

Health, safety & environmental management system outline



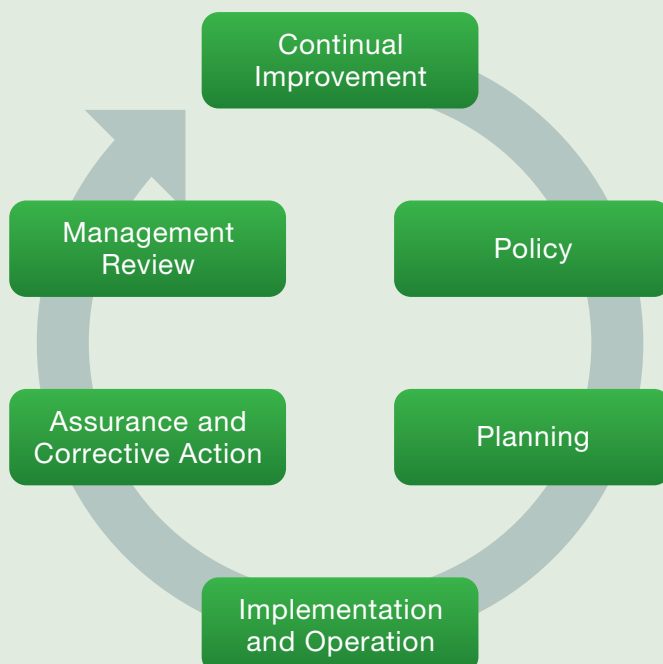
Whole Nine Yards Productions Limited's (WNYPL) Health, Safety and Environmental Management System (HSEMS) provides the structure and framework within which we manage our health, safety and environmental risks.

The key objectives of HSEMS are to:

- Set out the strategic management arrangements and processes by which the commitments within our Health & Safety and Environmental Policies are met;
- Allow us to manage risks to a level that is 'as low as reasonably practicable' (ALARP)

These arrangements, when taken together, are the means by which WNYPL protects its employees, sub-contractors, the general public and the environment, meets its health, safety and environmental objectives and ensures compliance with legislative requirements.

Our HSEMS model follows the principles of HSG 65 'Successful Health and Safety Management', 'OHSAS 18001 Occupational Health and Safety Management Systems – Specification', 'BS8800 – Guide to Occupational Health and Safety Management Systems' and 'ISO14001 Environmental Management Systems'.



1. POLICIES

The policies outline our overall health, safety and environmental aims and give a commitment to improving health, safety and environmental performance. They set out the principles of action for WNYPL.

2. PLANNING FOR HEALTH, SAFETY AND ENVIRONMENT

This element of the management system includes arrangements for the ongoing identification of hazards, assessment of risks and the implementation of necessary control measures. It also includes arrangements for the identification of applicable legal requirements and the establishment of health, safety and environmental objectives and programmes for their achievement.

Our planning processes enable us to determine priorities based on our business needs and significant risks. These arrangements ensure that we make decisions that enable the provision of sufficient resources to meet the requirements of our health, safety and environmental policies.

Planning occurs at all levels of our organisation and at all levels of our management control. These requirements ensure:

- That safety is a key element in management decision-making and that changes are reviewed and approved before implementation in respect of their health and safety implications.
- Health and Safety is considered in all business planning activities
- Responsibilities are allocated for the management of health, safety and environmental performance; and
- Emergencies and Incidents are adequately prepared for and managed.

Health, safety & environmental management system outline

continued...



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3. IMPLEMENTATION AND OPERATION

Within this element, we define, document and communicate the roles and responsibilities of employees who manage, perform and verify activities, which have an effect on WNYPL health, safety and environmental risks. It also defines competence and contains the arrangements to be established for communication and consultation on health, safety and environmental matters. By implementing our systems we seek to ensure that:

- Safe systems of work are developed and implemented
- Health and Safety risks are properly managed in the process of procuring and managing work carried out by suppliers.
- There are effective arrangements for managing the physical and mental well-being of employees.

4. ASSURANCE & CORRECTIVE ACTION

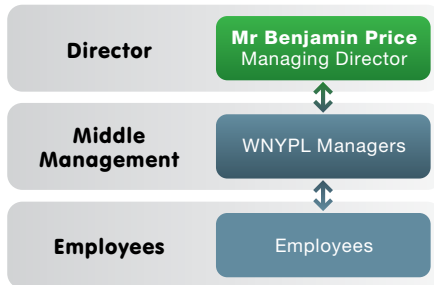
This element of our management arrangements outlines how we monitor and measure our health, safety and environmental performance on a regular basis and take corrective action where necessary. Measuring performance occurs at all levels of our management control, from Directorial reviews of our performance against safety objectives to client and responsible authority appraisal and verification of our working practices. Due to the nature of our work we operate on a project-by-project basis with continuous risk management as a underlying tool. This allows frequent reviews of the efficacy of our arrangements.

5. MANAGEMENT REVIEW

This element reviews the health, safety and environmental management system to ensure its continuing suitability, adequacy and effectiveness. Our review arrangements enable us to monitor and take decisions about the adequacy of our health, safety and environmental management arrangements and allow decisions about the nature and timing of necessary actions to remedy deficiencies and effect improvements.

Through these arrangements for HS&E review, we ensure that we review compliance with, and continued effectiveness of, the health, safety and environmental management system, identifying improvement actions where appropriate.

Whole Nine Yards Organisation



ROLES AND RESPONSIBILITIES

Mr Benjamin Price Managing Director

- Ultimate responsibility for ensuring that WNYPL fulfils its legal responsibilities, that policy objectives are achieved and that an effective system is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.
- To ensure that policies and implementation strategies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law.
- To allocate resources necessary to maintain sound and efficient health and safety arrangements.
- To foster a positive safety culture within the organisation.
- To act as the company safety manager

WNYPL Managers Middle Managers

Appointed managers will ensure that:

- Responsible for systems and procedures of work.
- Health and safety policy is monitored and reviewed in the light of the particular circumstances applying in their working areas.
- Safe systems of work are implemented for all working procedures and practices are properly documented and adhered to.
- Appropriate safety equipment is supplied, properly maintained and used at all times.
- All employees are adequately trained and competent to carry out the work allotted to them without risk.
- No activities carried by company employees will create a risk or hazard to other employees, other contractors, to property, or the general public.
- No operation carried out by contractors will place employees, or members of the public at risk.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions etc.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the nominated Safety Manager.
- All relevant statutory records are regularly maintained and inspected.
- Where health and safety training needs are identified, arrangements for training will be made as appropriate.

Employees

All employees will ensure that:

- They are fully conversant with WNYPL's Health, Safety and Environmental Policies.
- To take reasonable care for the health and safety of them selves and of other persons who may be affected by their acts or omissions at work.
- No one intentionally or recklessly interferes with or misuses anything provided in the interests of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their manager.
- They are fully conversant with all fire & emergency procedures in effect at the work site.
- All equipment provided for their personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition, which in his or her opinion is hazardous, the situation will be immediately reported to their immediate manager.

Arrangements



The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, and others, whilst at work and as affected by working activities.

Competent Person

The Managing Director; Ben Price BSc (Hons) Tech IOSH AllRSM will fulfil the requirement for a competent person to advise Whole Nine Yards Productions Limited. Ben Price holds suitable qualifications and experience to provide an in-house capability.

In addition from time to time the company shall utilise outside consultants for third party verification of the efficacy of our safety management systems.

Risk Assessments

All premises and activities subject to risk assessments must be assessed in accordance with the relevant legislation utilising the company's provided documentation.

Such assessments will be repeated whenever any of the following factors occur:

- Change in work site
- Change in legislation
- Change in control measures
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

Assessments will be recorded and records maintained by the Managing Director. The significant findings of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify the necessary protective and preventive measures. Whole Nine Yards Productions Limited shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

Specific Operational Policies & Procedures

All Whole Nine Yards Productions Limited's specific policies and procedures issued in the interests of health and safety will be regarded as supplementary to this policy. These included those pertaining to:

- Provision and usage of Personal Protective Equipment (PPE)
- Written safe systems of work
- Display Screen Environment Assessments
- COSHH Assessments
- Fire Safety, Fire Prevention and Emergency Evacuation Procedures
- Control of Contractors

Specific procedures will be maintained for ensuring that the following requirements are met:

- All equipment shall meet statutory requirements, that any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- That all subcontractors who are to work on or at any of the worksites where the company is operating are made aware of all safety procedures, any hazards applicable to the areas in which they are to work and the emergency procedures.

Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, no matter how minor, will be reported on the Whole Nine Yards Productions Limited Accident Report Form with copies being sent to the Managing Director.

- All accidents, dangerous occurrences and near misses will be reported immediately to the manager responsible for the site as soon as possible after the incident.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the relevant manager.
- The Managing Director will at periodic intervals analyse the accident statistics and issue a report to all personnel identifying trends and common causations.

Where an employee of another company or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

Training

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- At inductions/site inductions
- Repeat training at regular intervals
- On transfer or promotion to new duties.
- On introduction of new technology
- On changes in systems of work
- When training needs are identified during the risk assessment process

Members of staff at all levels will be included in the health and safety training programme.

The Managing Director will maintain records of all health and safety training.

Consultation and Cooperation

Consultation will take place throughout staff at all levels of the company.

Whole Nine Yards Productions Limited will cooperate fully with its sub-contractors, clients and any and all interested parties to ensure a safe working and operating environment.

Child Protection Policy



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Whole Nine Yards Productions believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that protects them.

We recognise that:

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and their agencies is essential in promoting young people's welfare.

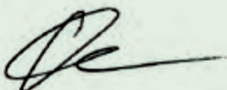
The purpose of the policy:

- To provide protection for the children and young people who receive our services including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- This policy applies to all staff, volunteers, contractors, agency staff or anyone else working on behalf of Whole Nine Yards Productions.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with parents, staff and volunteers that are involved in our work
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision,
- Support and training.

We are committed to reviewing our policy and good practice annually.



Benjamin Price
Managing Director Whole Nine Yards Productions Limited
1st January 2011

Sustainability Policy

Whole Nine Yards Productions Limited is currently implementing BS 8901: 2009 Sustainable Event Management



**Whole Nine Yards
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Whole Nine Yards Productions Limited is committed to continual improvement and promoting best practice. We recognise our responsibility to social, environmental and economic sustainability through our day to day business operations and throughout the life cycle of the projects we undertake; from concept, through implementation to final evaluation.

The adoption of sustainable business practices is an essential part of our strategy for ensuring sustained business growth and minimising the impact our operations have on the environment and communities within which we and our stakeholders operate in.

We seek to identify and engage with all relevant stakeholders and enter into a forum of continued consultation with them to identify issues relating to increasing sustainability.

We take an integrated long term view to business development and operational conduct; as such we aim to lead from the front with regards to sustainability issues.

Whole Nine Yards Productions Limited's sustainability policy is part of our wider commitment to risk management; financial, occupational health & safety and environmental. We seek to adhere to accepted principles of good practice and management rather than simply to do the minimum for compliance.

Wherever practicable we will seek to integrate sustainable and environmental considerations into our own procurement process alongside more traditional purchasing criteria such as cost.

Our key objectives are to:

- Minimise waste and prevent pollution by reusing, reducing and recycling wherever possible.
- Ensuring that sustainability objectives are integrated into our core business operations and services.
- Ensure that our staff, contractors and partner organisations are aware of our sustainability policy and HSEM system and encourage them to incorporate the same principles.
- Provide our clients with options that will increase their own sustainability performance.
- Encourage and support innovation and the use of sustainable resources
- Comply with all pertinent legislation, regulations and applicable codes of practice.
- Operate and integrate with our stakeholders in a transparent, ethical and fair manner.

We are committed to continually reviewing our sustainability policy and procedures through our HSEM system and at least twice annually.

Benjamin Price
Managing Director – Whole Nine Yards Productions Limited