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Health & Safety Policy Statement

Jeremy Pelzer Photography (the Company), Directors and Affiliate Partners recognise the fact that health and safety has positive benefits to workplaces and commitment to a high level of safety makes good business sense. Approach to health and safety will be based on the identification and control of risks.

This policy also acknowledges responsibility in respect of persons other than employees, whether members of the public, employees of contracting companies or delegates (Third Parties). In particular The Company acknowledges its broad responsibilities as set out in the Health and Safety at Work etc. Act 1974, to ensure as far as is reasonably practicable:

- The provision of a working environments that are safe and without risks to health;
- Compliance with all relevant statutory requirements for Health, Safety and Welfare;
- Provision and instruction, information, training and supervision necessary to ensure the health and safety of employees and third parties where appropriate;
- The provision and maintenance of equipment and systems of work are safe and without risks to health;
- Safety and absence of risks to health in connection with the use, handling, storage and transport of equipment, articles and substances.

The Company aims to do everything possible to prevent personal injury and damage, and remains aware of responsibilities for Health and Safety. All employees should be familiar with the Health and Safety Policy and in turn their responsibilities to themselves and to others.

The Company considers this policy a “living document” and best endeavors to ensure that changes in circumstances, legislation or new technology are properly accounted for and amended within accordingly.

A full copy of the policy will be available on the Jeremy Pelzer Photography website. In addition a copy will be provided to all employees and is made available to all third parties.

Signed: Jeremy M Pelzer  (Director)

Date: January 2010
**Directors**

The Directors have overall responsibility for the general health and safety of employees, public and others including but not limited to members of the public, employees of contracting companies or Third Parties, including:

- Assigning adequate resources (funds, materials, equipment and time) as required to manage health and safety and for compliance with health and safety legislation, statutes and good practice;

- Approval of health and safety policies and procedures ensuring that these are reviewed periodically to meet the objectives of the Company and to remain compliant with current regulations and legislation;

- Ensuring that the objectives and effective implementation of the Health and Safety Policy is fully understood by all;

- Provision and procurement of suitable insurances in compliance with the law including premises, employer and public liability;

- Ensuring adequate resources for appropriate training for all employees to fulfill health and safety responsibilities;

- Monitoring safety performance by reference to accident reports, regular health and safety audits, reviews of risk assessments and other records, and by liaison with any appointed Health and Safety Consultants and officials;

- Ensuring that responsibilities are properly assigned and delegated;

The Directors provide the final authority on matters concerning Health and Safety at Work.
Health and Safety Consultant(s)

When applicable, Health and Safety Consultant(s) has the contracted responsibility for assisting and advising the Director, and employees where appropriate in achieving a proper standard of health and safety management.

So far as is reasonably practicable, the Health and Safety Consultant is responsible for:

- Provision of competent advice and awareness of the introduction of any health and safety legislation or standards that may affect individuals and/or the company, and undertake whatever steps are appropriate to implement such standards, seeking expert advice wherever necessary to achieve a good level of compliance;

- Development of review of management systems, policies and procedures relating to health and safety;

- Carrying out inspections and audits to monitor compliance and reporting findings;

- Co-ordination and assistance in the preparation of risk assessments, health and safety recording and reporting and reviews as appropriate;

- Advising on health and safety training requirement and assist in and delivery;

- Assisting in the sourcing of specialist safety advice where this is required;

- Advising on the health and safety requirements associated with equipment, personal protective equipment and carrying out work activities;

- Investigation of significant incidents and near misses;

- Ensuring that appropriate reports and legislative requirements are met and complied with, specifically in relation to Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) and matters relating to the Health and Safety Executive;

- Acting as first contact for the Health and Safety Executive and Environmental Enforcing Authorities;
**All Employees**

The law makes it a duty of everyone at work to take reasonable care for their own health and safety and that of others.

In particular, so far as is reasonably practicable this duty extends to:

- Co-operation with the Director to ensure that a safe and healthy workplace is maintained, following policies, procedures and risk assessments in order that statutory requirements can be complied with;

- Not misusing or interfering with anything provided in the interests of health and safety;

- Promptly reporting, verbally and in writing any hazardous situation, defect poor working practices, accidents and near misses (including any witnessed that are in relation to a third party);

- Using properly and safely, equipment necessary to protect against hazards to health and safety, as outlined in risk assessments as appropriate control measures;

- To apply knowledge gained from training and apply safe working practices as set out in risk assessment and to work within own competency ability, seeking advice from others with the relevant competence as required.

- The prompt verbal and written reporting of any accident or near misses and any subsequent investigation in order to take proper preventative action and ensure as far as possible that the circumstances are not repeated;

- Ensure that suitable and sufficient risk assessments, permits and method statements are obtained, understood and adhered to for any work activities with a significant risk to health or safety as necessary in areas under their control. Ensure where identified as appropriate personal protective equipment is worn that is suitable;

- All persons are aware of the correct action to be taken in the event of a fire and or emergency evacuation procedures.

- Maintain good standards of housekeeping and cleanliness in the areas under their control, including clear walkways, fire exits and escape routes;

In addition disciplinary action may be taken for breaches of personal responsibility for Health and Safety. In the case of breaches of statutory requirements, individuals may be held personally liable under the law.
**Contractors**

Health and safety legislation and good practice requires contractors to co-operate with each other and with the Company in order that legislation can be adhered to and safe working practices applied.

The Company acknowledges its responsibility in relation to those who are not their employees, but who provide services or carry out works.

The Company ensures that appointed contractors are responsible, providing competent services, submitting copies of individual Health and Safety Policies, Risk Assessments, and Method Statements where appropriate:

All companies and individuals appointed by the Company should be suitably competent and work to appropriate standards

In particular, so far as is reasonably practicable, contractor duties extend to:

- Contractors shall ensure that their employees and persons under their control are aware of this Health and Safety Policy and that they understand that they all have general duties to act safely;

- Determine at the planning stage of contracts (as far as possible) safe methods of working, giving due consideration to health and safety, including plant and equipment, lighting, known fire hazards, fire precautions, allocation of responsibilities with subcontractors or others and facilities for welfare and sanitation;

- Ensure any sequence(s) of operations is communicated to the Company and outline the potential hazards at each stage, indicating any precaution to be adopted;

- Ensure that working methods and precautions have been provided to the Company before work starts including management of a permit to work system where appropriate, and the notification of relevant parties of any planned work that may have health and safety implications.


Arrangements for Health and Safety

In order to carry out its commitment to health and safety a number of policies have been developed.

Further guidance as required is provided to employees to accompany the policy. Constant review of guidance and procedures is carried out incorporating review of any changes to statutes or best practices.

Further literature and guidance can also be readily sourced from the Health & Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).

Abusive Behaviour

All persons are expected to conduct themselves appropriately, being courteous and civil to each other. The Company does not want or expect their staff to tolerate abusive behaviour at work, and encourages them to report incidents.

The Company will develop a reporting system for incidents of abusive behavior towards their staff (this will include verbal abuse, written abuse, threats and actual violence). This will identify if there is a risk of staff being exposed to abusive behaviour, and appropriate action can then be taken e.g. provision of training for staff in dealing with difficult persons, and also action against persons who have been abusive where their identity is known. If it is found to be necessary a register of abusive persons will be established in accordance with data protection requirements.

Acts of violence will be reported in accordance with legislation, and those acts of abusive behaviour that are criminal will also be reported to the police.

Accident Policy, Investigation & Reporting

The Company see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury or damage to equipment the person in charge is responsible for recording a complete account of the incident in accordance with guidance.

Where appropriate the Health and Safety Consultant(s) will investigate any accident and will attempt to discover why the accident occurred and what action should be taken to avoid recurrence.

It is the policy of the Company to comply with legislation. The Health and Safety Consultant(s) is responsible for reporting cases of accident and disease to the relevant enforcing authority.
**Children and Young Workers**

Any children or young workers should be supervised appropriately by those responsible and in compliance with legislation.

A young person is anyone below 18 years of age and above the minimum school leaving age. Anyone under this age is a child.

If a young person was permitted to the Company then an appropriate risk assessment would be carried out in accordance with Health and Safety Executive guidance, and specifically addressing such issues as lack of experience, maturity and lack of awareness of hazards by providing appropriate information, training and supervision.

Prior to appointing a young person or work experience person for the Company, the responsible person should seek advice from the Health and Safety Consultant(s).

**Contractors**

All contractors used by the Company will be selected based upon their competence to carry out the work.

The Contractor must provide relevant risk assessments and where appropriate, method statements for the work being carried out.

**COSHH - Control of Substances Hazardous to Health Arrangements**

The Company is committed to complying with the legislative requirements and will put in place relevant control measures with regard to hazardous substances. Compliance also works towards ensuring so far as reasonably practicable, protection of employees and third parties health and safety from any substances, e.g. dusts, gases, vapours, bacteria, viruses, etc. that they may be exposed to during the course of their work or as a result of activities carried out by the Company.

A register of all hazardous substances used will be kept, with appropriate safety data sheets and COSHH risk assessments for their use, which will also consider emergency, and first aid arrangements and safe disposal. Wherever possible, hazardous substances will not be used or substituted with less harmful substances. Suitable and secure storage will be made available as required.

The risk assessment will identify any requirements for monitoring of exposure to hazardous substances, health surveillance or vaccination requirements.

Any employees who are required to use hazardous substances or who are potentially exposed to biological hazards will be provided with suitable information and training.
Any incident of a spill, injury or ill health resulting from exposure to hazardous substances will be reported and appropriate and timely action taken to prevent a reoccurrence. Prior to the purchase of a new hazardous substance, not already risk assessed, the Health and Safety Consultant(s) should be consulted.

**Display Screen Equipment (DSE)**

The Company will in compliance with appropriate legislation ensure that all employees who use a computer receives a DSE assessment, instruction and guidance on the correct set up of their workstation and the associated risks and suitable control measures.

DSE assessments will be reviewed if a person moves to a different desk; if there are changes to their furniture or DSE or if new software is introduced. If a person has not had their assessment reviewed for one of these reasons then an assessment will be carried out every two years.

All those employees that use DSE at work will be entitled to an eyesight test that will be paid for by the Company. If a member of staff as a result requires glasses specifically for DSE use then a suitable contribution towards the cost of these will be paid by the Company (equivalent to the cost of basic glasses).

All work equipment purchased for use with DSE will be suitable and in compliance with legislation.

**Drugs and Alcohol**

No Company employee or contractor should be under the influence of Alcohol or drugs whilst carrying out activities for the Company. In the event that any person is suspected as being under the influence of alcohol or drugs, they will be subject to disciplinary action.

**Electrical Arrangements**

The Company remains committed to complying with legislative requirements relating to the management of electrical supplies, equipment and associated maintenance.

It is the policy of the Company to ensure that competent persons carry out all work with fixed, temporary, high, and low voltage systems in a safe manner.

All employees responsible for electrical equipment and installations should be fully aware of the correct uses. Recognition of faults and how to report is essential.

Portable Appliance Testing of relevant equipment and periodic testing of fixed systems is carried out in accordance with statutory requirements and good working practices.
Emergency Procedures

Any activity that affects the fire or emergency risk to premises must be considered. Emergency evacuation procedures and plans showing assembly points should will be made available where relevant and information will be provided to third parties.

Explosives, Ammunition, Pyrotechnics

Where there is a requirement for the use of explosives, smoke, ammunition or pyrotechnic effects, third parties will be responsible for compliance with relevant legislation. In addition, they will be responsible for any additional emergency control measures that are required.

The use of special effects and pyrotechnics may also be subject to other conditions where there is a Public Entertainments License, in which case the third party is again responsible for compliance.

First Aid

Each employer is responsible for suitable first aid provisions for themselves and their employees. A first aid risk assessment has been carried out to identify the requirements the Company employees.

First aiders are responsible for routine checks of first aid equipment to ensure that they are kept fully stocked and with items not passing their expiry dates.

Manual Handling, Lifting & Moving Operations

It is the policy of the Company to comply with all relevant legislation relating to manual handling and operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

Lifting and moving of objects must be done by mechanical devices rather than by manual effort wherever reasonably practicable. The equipment used must be appropriate for the lifting or moving task.

Only personnel trained and authorised to operate them must operate lifting and moving devices.

New and Expectant Mothers

A new and expectant mother is someone who is pregnant, has given birth within the last six months (including a still born child after 24 weeks) or is currently breastfeeding.
Once notified in writing by a new or expectant mother of this fact, the Company will conduct an appropriate risk assessment in liaison with the Health and Safety Consultant(s). The risk assessment will also identify suitable rest facilities that can be used if required.

The Company recognises that for a new or expectant mother, it may have to temporarily adjust the working conditions and/or hours of work, if reasonable to do so or offer suitable alternative work if any is available. If however, there are no option available to protect the mother and child, then suspension from work may be necessary in accordance with relevant employment law, the Company policy on maternity leave and without discrimination.

**Personal Protective Equipment (PPE)**

It is the policy of the Company to comply with relevant legislation. All relevant activities will be risk assessed accordingly and the Company will provide PPE where appropriate and will be maintained in good working order.

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided.

**Risk Assessments**

The Company will carry out risk assessments for those activities carried out by their employees, the workspaces occupied by their employees and first aid risk assessment.

Risk assessments will provide employees and others who may be affected by the Company, information on the hazards and risk they may be exposed to and the controls measures that have been put in place to eliminate or reduce.

Risk assessments should be written and where appropriate additional input should be sought from a Health and Safety Consultant(s), or appropriate competent person.

Risk assessments should be reviewed periodically. This could be annually, or every 2 years, depending on the hazards and risks associated with the activity or place. In addition to a periodic review, risk assessments should be reviewed when there is a change in personnel, work equipment, in light of an incident or new knowledge. Planned review dates should be detailed in the risk assessment.

The risk assessment must identify any hazards or risks, assess the degree of risk, identify those exposed and set out control measures following the appropriate hierarchy to eliminate first where possible. A final assessment of the control measures should be carried out to ensure that these are effective in reducing the risk.
The Company has the authority and responsibility to stop any activity being carried out, by any person or company if it is considered that the activity has been unsatisfactorily risk assessed and / or could harm any third party; failure to cooperate with the Company could result in the enforcing authorities being notified of any perceived breaches of health and safety law.

**Smoking**

The Company intends to comply fully with the provisions of legislation requiring that all workplaces, including vehicles, shall be smoke free.

Smoking is not permitted in any building, enclosed walkway or space more than fifty percent enclosed. All are expected to comply with no smoking signs. No smoking signs have been erected as appropriate. With regard to windows and doorways, smoking is not permitted in close proximity (e.g. within 1.5 meters) as the smoke can carry into the building.

Exposure to second hand smoke (passive smoking) is known to have adverse affects on a person’s health and can kill. There is no evidence of a safe level of exposure and therefore exposure must be avoided as much as possible. Individuals’ cooperation is required in order that the law and policy can be fulfilled. An individual can be liable to a fixed penalty for failure to comply with the law.

Where smoking takes place as part of a performance it is the Company’s responsibility to ensure that they comply with the law.

**Stress Management**

The Company is committed to the prevention and management of stress in the workplace. In order to prevent stress staff are asked and encouraged to report any incidents or times when they feel that they are under significant pressure at work that could lead to stress. Staff will also be supplied with guidance to assist them in recognising the signs and symptoms of stress and what individuals can do to help themselves. Training will also be made available.

Where stress has been identified as a workplace hazard then a suitable risk assessment will be carried out with a view to eliminating where possible and managing the risk. This will be done in accordance with the Health and Safety Executive guidance.

**Transport Policy**

The Company Management is committed to complying with the legislative requirements covering workplace transport including regulations where applicable to workplace vehicles.
**Work at Height**

The Company policy is that no work at height will be carried out without a suitable comprehensive risk assessment. Employees will only be permitted to work at height once they have received appropriate training for working at height and in the use of any relevant safety equipment. All equipment will be maintained and inspected in accordance with the requirements of legislation and best practice.

The Health and Safety Executive broad definition for working at height is

“...work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves. If you work above ground level; could fall from an edge, through an opening or fragile surface; or could fall from ground level into an opening in a floor or hole in the ground; you will be working at height, because you can fall from one level to another.”

Work at height includes any work using access equipment, e.g. ladders, stepladders, scaffolds, cherry pickers or working on a roof or piece of plant or equipment that you could fall from, and working near any open holes or edges at ground level.

**Work Equipment**

The Company will comply with relevant legislation regarding work equipment, including in relation to purchasing of suitable equipment, maintenance, statutory inspections and provision of training and information to employees in the correct and safe use.

All employees are responsible for ensuring that all tools used are in a good condition. Faulty or improperly used tools are a safety hazard. Any tools which are defective or worn out should be reconditioned or replaced, by a nominated competent person.

Third parties who bring to and use equipment or vehicles are expected to comply with relevant legislation. Where a license is required for driving and operating of equipment, only those in possession of a valid license will be authorised to use such equipment.