

Steve Mitchell Wedding DJ & MC

Health & Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe environment for the clients. We provide such information, training and supervision as they need for this purpose.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the equipment. To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the venue.
- Establish and maintain safe working procedures amongst staff and clients.
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transportation of equipment.
- Ensure the provision of sufficient information, instruction, and supervision to enable all people working in or using the equipment, to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training as and when needed.
- Maintain a healthy and safe environment and safe entry and exit from venues.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the venue. Practice this procedure on regular basis to enable the safe and speedy evacuation.
- Follow regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.
- Maintain a safe working environment for workers undertaking appropriate risk assessments.

We believe the risks of our equipment to be low but to maintain the maximum protection for staff and clients we consider it necessary to:

- Ensure the entrances and exits from the building, including fire exits remain clear at all times. No equipment obstructing doorways or exits.
- Regularly check the equipment for defects, worn electrical equipment, and take the necessary action.
- Ensure that all staff working are aware of the fire drill procedures.
- Ensure that all members are aware of the procedure to follow in case of accidents to staff. First Aid box accessible.
- Prohibit smoking.
- Dress code is smart and practical with sensible shoes.
- All electrical sockets should be risk assessed and appropriate measures taken to reduce risks where necessary, and there should be no trailing wires.
- Prohibit drinks around the equipment.
- No person not familiar with the running of equipment should be left unsupervised at any time, .

Responsibilities

Steve Mitchell has overall and final responsibility for the policy being carried out.

All employees have a responsibility to co-operate with Steve to achieve a healthy and safe environment and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right immediately report to the appropriate person.

Daily contact, staff meetings and health and safety meetings provide consultation between management and employees.

Other health and safety areas are managed by:

- Safety training
- Safety inspections
- Investigating accidents
- Monitoring the maintenance of equipment
- Risk assessments

