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Registered in England: 04300141 Registered Office: Foxley Corner, Forest Green Rd, Maidenhead, Berkshire SL6 3LQ
Website: www.cascadeevents.co.uk

COMPANY HEALTH AND SAFETY POLICY

Cascade Events Ltd is a marquee hire, furniture hire and event management company. The company is run by two directors, Christopher Monk and Christopher Mossman and employs two full time staff (an operational foreman and an office manager) and up to 8 part time staff marquee construction / delivery staff at any one time.

The company operates from a combined warehouse / office in Sonning but much of our work is done on site away from our base.

It is the policy of Cascade Events Ltd to provide healthy and safe working environment for all employees. The Company recognises and accepts its responsibilities in connection with the provision of adequate safety measures and the prevention of accidents whilst also asking all staff to take an active role in furthering these aims.

The Company will take steps within its power to provide and maintain

1. Plant, equipment and systems of work that are safe.
2. Safe arrangements for the use, handling, storage and transport of articles and substances.
3. Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
4. A safe place of work and safe access to it.
5. A healthy working environment.
6. Adequate welfare facilities.

It is recognised that the safety policy is only likely to be effective if it is supported by the active co-operation of all employees. In this respect employees are reminded of their own obligations under sections 7 and 8 of the Health and Safety at Work Act. It is the responsibility of all employees to abide by regulations and procedures laid down for their health and safety. It is a condition of employment that they take reasonable care to safeguard their health and safety and that of other persons who may be affected by their actions at work. Employees who are aware of any condition which may be dangerous or unsatisfactory are required to bring the matter to the attention of their immediate supervisor or department manager.

All injuries however slight must be reported to the employee's supervisor/manager and must be entered in the accident book immediately. The Accident Book is situated in the general office. First Aid boxes are situated in the general office, workshop and in each of the company vehicles.

Any person discovering a fire shall contact the office. If it is possible for that person to extinguish the fire without danger, he/she shall immediately do so, otherwise he/she must vacate the building after warning all other persons.

Upon being advised of a fire, all employees must immediately vacate the premises by the nearest exit and gather directly in front of the building until they receive further instructions from the management.

The Director with overall responsibility for the implementation of this policy is Mr Chris Monk.

This statement will be reviewed, added to or modified from time to time (a maximum of 12 months) and may be supplemented in appropriate cases by further statements relating to the work of particular departments, groups or workers. In particular it is supplemented by:

- Cascade Events Ltd Risk Assessment
- Cascade Events Ltd Driving Policy
- Cascade Events Ltd Drivers Handbook