

Date of Last Review:	January 2026
Approval Authority:	Director
Review Frequency	Annually
Location:	Internal File Storage System
Date of Next Review:	January 2027

Overview

It is the policy of Christmas Creations to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation. We will aim to provide and maintain a healthy and safe working environment, all employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Christmas Creations recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

All accidents, hazards and incidents (e.g. near misses, dangerous occurrences and diseases) must in the first case be reported to the Project Manager who will in turn report the occurrence to the office so that they are fully aware of any and every incident that may lead to further action being required. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

It is essential that everyone strictly adheres to the control measures set out in the risk assessments/method statements. If at any stage there is a change in the activity or working practices, then a review of the risk assessments/method statements must be undertaken and brought to the notice of the persons affected.

Code of Conduct

Responsibility

While the management will do all that is within its powers to ensure the health and safety of its employees and free-lancers, it is recognised that health and safety at work is the responsibility of each and every individual. It is the duty of the individual to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor.

Communication

The primary line of communication shall be between client and the Project Manager. Where contact with the public does take place, all members of the team will be courteous and polite and direct all enquires to management or security.

On Site Protocol

Ensure that the client's environment is protected with dustsheets, barriers, when undergoing any work. The working areas will be left clean and tidy as found. Damage to the client's property must be admitted and repaired/replaced as necessary at the individual's expense as appropriate. Damage caused prior to works should be noted and formally notified to the client to avoid later dispute. Escape routes will not be blocked or restricted. Very short-term interruption of access ways and escape routes may be necessary, but working equipment is not to be left unattended.

Welfare and First Aid Facilities

There will be at least one First Aider from Christmas Creations present and they shall make themselves known prior to work commencing, all Christmas Creations' vehicles contain a First Aid kit. Security will advise of any welfare facilities available. Christmas Creations respectfully request that the Client permits Christmas Creations Staff to use their toilet facilities for the duration of the task. Where Clients toilet facilities are not available Christmas Creations will use public conveniences

Accident Reporting and Investigation

All accidents MUST be reported to the Project Manager and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Co-ordinator as soon as possible after the incident and followed up to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The health and safety co-ordinator will be responsible for investigating the causes of an accident in order to prevent a recurrence, gather information for use in any criminal or civil proceedings and to confirm or refute a claim for industrial injury benefit.

On Site Rubbish

A high standard of general cleanliness is to be maintained in all areas. Rubbish is to be cleared up continuously and not allowed to accumulate. Loose debris likely to be blown to other areas of the site is to be controlled. All rubbish generated by site activities must be removed as soon as practicable to designated rubbish areas. If rubbish skips are used, prior permission must be sought from the Client. Skips must not be overloaded.

Use of Ladders

Ladders will be checked for suitability of task; non-conductive ladders are to be used for electrical work, ladders will be checked: for broken and insecure treads; hinges secure, no missing or loose screws or bolts; retaining cords of equal length, and in good condition before use. They should only be used for light or short duration work (less than 30 minutes). Ladders will be placed where possible on firm, clean and level ground. All operatives will be trained in the safe and correct use of ladders. Step top treads will not be used as a platform unless constructed as a platform with a handhold.

Manual Handling Policy

Where it is not possible to avoid handling a weight manually, the following points are relevant:

- What any particular individual can handle will depend on his or her build, age, sex and physical condition. Suitable protective clothing must be worn i.e. steel toecap shoes Always make sure the lifting route is clear of obstructions and trip hazards.
- Always reduce loads to more manageable, smaller and lighter ones if possible. Make sure no one person does all the lifting.
- Staff should seek help if in doubt about their capacity to carry any load, especially one that is awkward in shape. Any persons assisting each other should be similar in height and build to you to ensure the load does not become unbalanced during the lift. Where help is obtained, one member of the team alone should give instructions. When team handling, ensure good vision, good handholds for all, and that team members do not obstruct each other.

Danger from Electricity

All circuits to be worked on will be treated as 'live' until verified dead. There are no exceptions to this requirement; experience of employees is irrelevant. ASSUMPTIONS KILL. Where possible 'live' work is to be avoided, whenever 'live' work is required a safe system of work is to be devised in the form of a method statement and implemented

by the use of a Permit to Work Procedure. Live work is only to be carried out by authorised competent electricians under direct supervision of nominated supervisors. Site electricians are to be rigged to comply with the requirements of the Electricity at Work Regulations 1989. Suitable connections, earthing, protective devices, insulation, couplings, cables and equipment are to be used and maintained. The site controller is to establish arrangements to ensure the safety of electrical appliances under their control.

Portable Electrical Tools

Where possible, electrical tools should be powered by a 110v isolation transformer or be battery operated. If tools are used which can only operate via 230v, prior permission must be obtained from the Client. All tools and equipment, including portable and other electrical equipment and its leads, brought onto the Client's site may be subject to examination. The tools must be suitable for their intended purpose, properly guarded, defect free and properly used.

Use of Tools and Equipment

All people using tools and equipment, including Personal Protective Equipment, must be trained and competent in their use. All tools and equipment must be fit for purpose, and regularly inspected and maintained to ensure they are in safe working condition. Any tools and equipment found to be defective must be immediately taken out of use and properly labelled as defective.

Asbestos Management

Where work requires the drilling or installation of fixings into the building the client shall be notified in advance and discussions shall take place to ascertain if they have any knowledge of existing asbestos and how they manage the condition of asbestos containing materials (ACMs). Christmas Creations' staff and subcontractors shall be made aware of any asbestos and shall have been trained in asbestos awareness and shall report any concerns regarding suspected material to the team leader.

Substances Hazardous to Health

When dealing with a substance, particularly a harmful one, the following general points are relevant. Never decant it into food or drink containers. Never store it in open containers. Always store rags used in conjunction with chemicals in covered containers. After handling substances, always remove protective clothing worn (including overalls, polo shirts, etc.) and clean your hands, face and forearms in line with instructions on the substance container before consuming food or drink. Do not use solvents, such as turpentine, bleach or white spirit, as a substitute for proper cleaning agents. Never eat or drink in a substance-handling area. Never siphon substances by mouth. Always check that personal protective equipment is in good working order, and report all defects when found. Seek first aid treatment for all cuts. Monitor your skin regularly and consult your GP should any rash appear. Inform the company at once should this happen. Apply a moisturizing cream to your hands and forearms both before coming on shift and after cleaning up when it is over.

On Site Smoking

Smoking (including the use of e-cigarettes) is not permitted in any work areas apart from areas that have been specifically designated to allow smoking to take place. If staff are to smoke, they are to ensure they are not openly displaying the Christmas Creations logo and are out of the view of the client.

Driving at Work

All drivers shall ensure that driving at work is done in a safe manner to protect staff and other people who may be affected by these work activities, supervisors must ensure that all the staff under their control receives sufficient

training and that a suitable risk assessment is carried out prior to start the journey. Before setting out on any journey, staff should consider the following:

- Comply with all established and laid down motorway driving rules and procedures.
- Ensure that seat belts and head restraints are fitted correctly and that they function properly.
- Take regular breaks to minimise the risk of fatigue and drowsiness. STOP for a minimum of 15 minutes every 2 hours. **Note:** Sleep-related accidents are most likely to occur between 2 am and 6 am and between 2 pm and 4 pm. STOP driving if you feel sleepy even if this might upset delivery/meeting schedules?
- If possible, journey times and routes should be rescheduled to take account of adverse weather conditions and traffic. If this is not possible extra care must be taken while driving.
- Staff should never use a hand-held mobile phone or other means of mobile communication that requires hand contact whilst driving or the engine is running. It is advised that mobiles are switched off until the vehicle is stopped and the handbrake is on.

All staff should ensure that any privately owned vehicles used for work purposes are insured for business use and, where the vehicle is over three years old, it has a valid MOT certificate. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle. Never drive under the influence of alcohol or drugs.

Staff Training

Training begins from the moment people are on-boarded and a training plan put in place. The Training Plan consists of a Training Flow plan, External Training plan, a log of Documents signed and Training Videos watched. A Training Tracker with reviews at Weeks 1, 4, 12, 24 & 52. Thereafter we implement a Development Plan. The Development Plan consists of Strengths/Achievements to date, Areas requiring improvement/development, External training required,

Emergency Procedures

- At Christmas Creations:
 - In the case of emergency, generally fire, then a fire alarm is sounded and all personnel make their way to the Muster Point (car park area next to horse training paddock).
 - Senior manager at the time collects the Fire Register and checks for all on-site personnel. The attending fire service are notified if anyone is not accounted for.
 - If it is not possible to return to places of work, then the Disaster Recovery Plan kicks in.
- On site:
 - In the case of emergency, generally fire, then a fire alarm is sounded and all personnel make their way to the Muster Point as set out by the site representative(s) at the start of the job.
 - Project manager at the time collects the Fire Register and checks for all on-site personnel. The attending fire service are notified if anyone is not accounted for.
 - Staff to only return into the building(s) when told to do so by site staff/security.

Should an ambulance need to be called to site, the Project Manger will lease with centre security to ensure the correct details are provided to the ambulance service with regards to location. If needed, a member of the team may be sent outside to 'flag down' the ambulance.

Personal Protective Equipment (PPE)

For PPE to be effective, it must be used as intended. Those required to wear two or more pieces of kit at the same time that may not be compatible; examples include certain types of safety helmet and ear defender (where the ear defenders cannot cup the ear completely), and respirator and safety eyewear (where the eyewear dislodges the seal

Health & Safety Policy

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between the respirator and the face). PPE must be selected and/or adjusted to fit the wearers height, size and weight. Most solvents penetrate rubber-based protective materials within a fairly short period of time. Although it might seem like a burden to have to put on PPE for a relatively quick job, if PPE is specified for that job, then it has been specified for a purpose. As an example, hundreds of eye injuries are reported every day and some 75 per cent of these occur to people who have not put on safety eyewear. It is the responsibility of all employees to use PPE as they have been trained to do so. Staff must take good care of it when it is in your possession and bring any faults and/or damage to the attention of the Project Manager.

All staff working on site will be required to provide their own steel toe cap shoes and “riggers gloves”; all other PPE will be provided for by Christmas Creations when required. All employees will be issued with a Christmas Creations Hi-Viz vest which they will need to keep hold of and bring to each job.

Notes

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. No worker should undertake a job which appears to be unsafe.
4. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.

This policy will be subject to regular review. The Director with overall responsibility for the implementation of this policy is Mr Alex Walters.

Signed:

Date: **21/01/26**

Mr Alex Walters

Director