

Oddity Events & Marketing

Health and Safety Policy V.01
2020



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Aim of Policy

It is Oddity Events and Marketing's intention to meet its obligations under the Health and Safety at Work etc. Act 1974; which requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all its employees and contractors, and to conduct its undertaking so that persons not in their employment are not exposed to risks to their health and safety. Oddity Events and Marketing will meet these responsibilities in a way that fulfils both the spirit and the letter of the law.

This Health and Safety Policy describes how Oddity Events and Marketing manages the risks to the health and safety of its employees, contractors and others affected by the way it conducts its business activities. This includes the health and safety objectives, how health and safety risks are managed and the health and safety organisational structure and responsibilities.

Oddity Events and Marketing believe that a positive health and safety culture characterised by both collective and personal ownership of health and safety matters in the workplace, supported by practical health and safety policies and commitment from the Director, will achieve high health and safety standards.

The Policy

Health and Safety Policy Statement

Oddity Events and Marketing, as an employer, accepts responsibility for health and safety within the organisation and is committed to ensuring that these responsibilities are discharged throughout all parts of the organisation. The Director acknowledges that successful health and safety management is achieved through a number of linked components:

- Health and Safety is a core management function and will be given adequate time and resources to implement both policy and arrangements successfully.
- The policy and arrangements must have proactive and dynamic review in order to ensure continued success and relevance to the organisation's operations.
- Employees and Contractors are instrumental to the success of the health and safety system and should be both competent in health and safety relevant to their works and proactively engaged in all aspects of health and safety in order to establish ownership and accountability within all employees.
- Oddity Events and Marketing is committed to achieving a measurable, progressive improvement in health and safety performance and we will work on the principle that accidents, ill health and near-miss events can be prevented and actively promote high standards by embedding a safety culture within our business that encourages everyone to work in a safe and healthy way.

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In addition to the above legislative commitments, Oddity Events and Marketing also has key principles of safety management:

- Everyone has the right to a safe and healthy workplace.
- Everyone has the right to be listened to and influence their workplace.
- Everyone should work safely not because they have to but because they want to.
- We do not blame people when things go wrong, we help them to succeed a better performance.
- All accidents and incidents are preventable.
- All accidents and incidents will be investigated.
- The visible and active leadership of the Director is necessary to develop and maintain a positive health and safety culture.
- The best way to protect our employees, visitors and others is to actively involve our employees to talk, discuss and make decisions together.
- All our employees and contractors have a right to stop work if they consider they are in imminent danger.
- Health and safety is not a tick box exercise, it is beneficial to business performance.

The team acknowledges that successful health and safety management is achieved through a number of linked components. This Health and Safety policy statement will be found in a prominent position on our public website for the benefit of all staff and customers.

Responsibility for Implementing Health and Safety

Oddity Events and Marketing accepts the importance of clearly defined management responsibilities to implement the Health and Safety Policy & Procedures and to ensure clear accountability to achieve its health and safety objectives.

Director

The Director is ultimately responsible for:

- All matters of health and safety across the organisation.
- Ensuring that adequate arrangements are in place for the implementation, maintenance, monitoring and revision of procedures.
- Ensuring that health and safety performance is regarded as an integral function of management.
- Ensuring adequate resources are made available to achieve health and safety standards that are suitable, sufficient, and legally compliant.
- Nominating a health and safety champion.
- Ensuring that any decisions made reflect health and safety considerations as a key business risk.

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- Approve health and safety policies and arrangements ensuring the implementation of the health and safety policy & procedures
- Ensure the effective planning, delivery, monitoring and review of health and safety.
- Ensuring effective communications and worker involvement exist for health and safety

In addition to the above, the Director of Oddity Events and Marketing will:

- Consider health and safety performance when making consultants and contractor appointments.

Employees and Contractors

Employees & Contractors (including any volunteers) will:

- Ensure the implementation of the health and safety policy and procedures their day-to-day operations.
- Ensure suitable and sufficient risk assessments are undertaken and all employees, contractors and participants are informed of the outcomes, e.g. risks and risk control measures.
- Ensure employees, contractors and visitors are aware of safety procedures and their responsibilities in their area of control.
- Establish that all equipment, plant, and substances are suitable for the task and are maintained appropriately.
- Provide adequate training, information, instruction, and supervision;
- Ensure that all accidents and near misses are recorded and fully investigated to prevent reoccurrence of similar events.
- Support effective worker involvement above their legal duty of consultation to improve health and safety performance.
- Take reasonable care for the health and safety of themselves and of other persons who could be affected by their acts or omissions.
- Comply with the Oddity Events and Marketing Health and Safety Policy and the Health and Safety procedures.
- Not intentionally or recklessly interfere with, nor misuse, any equipment provided for the protection of their health and safety.
- Ensure the timely and accurate reporting of accidents and incidents.
- Ensure that working practices are reviewed following accidents and incidents and initiate appropriate management actions.

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Event Participants

- The Terms and Conditions detailed for each event apply to all entrants participating in Oddity Events and Marketing's events.
- Completion of an entry form or purchase of an entry by each participant acknowledges acceptance of these Terms and Conditions by the participant.
- The terms and conditions must be followed at all times.
- Oddity Events and Marketing will ensure route risk assessments are undertaken and these will be communicated to all participants.
- In response to the Covid-19 pandemic, all event participants must sign a declaration form that they are symptom-free upon registration. The information provided must be as accurate as possible, event staff will ensure that all required measures are taken for the safety and wellbeing of participants.
- Oddity Events and Marketing do reserve the right to decline participants if they display symptoms.

Legislation and Regulation Standards

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Ownership, Delivery and Monitoring

This policy is managed by the Director who is responsible for ensuring that employees and contractors are aware of and comply with this policy.

The policy will be reviewed at least annually unless legislative or regulatory changes require it to be reviewed before this date.