

Occupational Health & Safety Policy

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1. Policy Statement

Greenbox Events has a responsibility, so far as it lies within its power to do so, to protect the health and safety of its employees, visitors to its premises and members of the public. The company takes this responsibility seriously and gives it a high priority. It is company policy to take all reasonable steps to protect the health, safety and welfare of employees, contractors, visitors to its premises and of all other persons who may in any way be affected by the activities of the company and its staff.

The company will make every reasonable effort to provide safe and healthy working conditions so far as is possible and provide equipment and appropriate clothing for its staff.

Information and instructions will be given to all company employees and temporary and voluntary staff on Health and Safety policies and procedures. Basic training will be given to the various groups of staff as is required by the nature of their work. Training will be given to promote safe and healthy working practices and to assist staff to comply with their health and safety responsibilities as detailed later on in this policy.

Safety can best be promoted by the constant vigilance and frequent reappraisal of working methods. Employees and contractors have a responsibility to work in such a way that does not put the health and safety of themselves or others at risk. It is the duty of all employees to conform to the companies Health and Safety policy. All employees have a responsibility in the first instance to alert others should their actions pose a risk to health and safety and when this fails to report the on site manager or supervisor.

As an event waste management provider operating in dynamic, multi-contractor environments, we recognise that our activities have the potential to affect employees, contractors, volunteers, clients, venue operators, members of the public and other third parties. Health and safety is therefore a fundamental part of our operational planning and decision-making.

We will comply with our duties under the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions. Our Occupational Health and Safety Management System reflects the principles of ISO 45001:2018 and is designed to promote continual improvement, clear accountability, and effective risk management across all areas of our operations.

This policy sets out our organisational commitments and governance framework. Detailed operational controls are contained within supporting documentation as described in Section 6.

2. Purpose

The purpose of this policy is to define the responsibilities, arrangements and management systems through which Greenbox Events controls health and safety risks. It establishes the leadership expectations placed upon senior management, the duties of managers and supervisors, and the responsibilities of all workers. It also outlines how risk assessments, safe systems of work, consultation, competence, welfare, emergency planning, and performance monitoring are managed within the organisation.

This document is intended to provide strategic direction rather than detailed task instruction.

3. Scope

This policy applies to all Greenbox Events activities and all locations where those activities are undertaken. This includes event sites, venues, depots, yards, temporary operational areas and any other workplace under our control. It applies to all phases of event delivery, including build, live operation and breakdown periods.

The policy applies to all individuals working for or on behalf of Greenbox Events, including employees, contractors, agency workers, trainees and volunteers.

4. Leadership and Accountability

Top Management holds overall responsibility for health and safety within Greenbox Events. Senior leadership is responsible for setting the strategic direction of the organisation, ensuring that adequate resources are made available, appointing competent persons to support compliance, and reviewing performance on a regular basis. Management is committed to promoting a positive safety culture in which concerns can be raised openly and without fear of reprisal.

Managers and supervisors are responsible for implementing this policy in practice. They must ensure that work is appropriately planned, that event-specific risk assessments and method statements are prepared and communicated, and that workers receive suitable induction and briefing before commencing duties. Managers are expected to monitor compliance with company standards and client site rules, intervene where unsafe behaviours or conditions are observed, and ensure that incidents and near misses are properly reported and investigated.

All workers share responsibility for maintaining a safe working environment. Individuals must take reasonable care of their own health and safety and that of others who may be affected by their actions. Workers are expected to follow company policies, comply with risk assessments and site rules, use equipment and personal protective equipment correctly, and report hazards or incidents promptly. No individual should undertake work for which they are not trained, competent or authorised. Where serious or imminent danger is identified, workers are expected to stop work and escalate concerns immediately.

5. Consultation and Worker Participation

Greenbox Events recognises that effective health and safety management relies on active worker engagement. We are committed to consulting workers on matters affecting their health, safety and welfare and to encouraging open communication. Workers are provided with opportunities to raise concerns through briefings, supervision channels and reporting systems. Concerns raised in good faith will be treated seriously and without prejudice.

6. Document Hierarchy and Supporting Documentation

Greenbox Events operates a structured documentation framework in which this Health & Safety Policy defines organisational intent and governance arrangements. Detailed operational controls are intentionally contained within supporting documents to ensure clarity, consistency and operational flexibility.

The primary supporting documents are the Staff Handbook and Volunteer Handbook, the Code of Conduct, the Master Risk Assessments and Method Statements (RAMS), event-specific RAMS. On Site briefings and inductions are also given to staff before commencing work. Equipment procedures and other documents such as the Transport Policy may also apply depending on the nature of the work.

All workers are contractually required to read and understand the relevant sections of the Staff Handbook and any pre-show information before commencing work. Acceptance of employment or engagement constitutes agreement to comply with the health and safety requirements, behavioural standards and operational expectations described in the Staff Handbook, the Code of Conduct, the applicable RAMS and this Policy. Staff agree to abide by all policies and procedures as defined in these documents.

The Staff Handbook contains detailed expectations relating to safe systems of work, reporting procedures, personal protective equipment requirements, welfare standards, safeguarding arrangements, vehicle and equipment use, and behavioural conduct. The Code of Conduct establishes professional standards and behavioural expectations that are integral to maintaining a safe and respectful working environment. Event-specific risks and control measures are defined within the relevant RAMS and communicated through briefings before and during the event.

This policy must therefore be read in conjunction with those documents and is not a substitute for them. Failure to comply with the Staff Handbook, Code of Conduct, RAMS or site briefings may result in removal from site and disciplinary action in accordance with company procedures.

7. Risk Management

Greenbox Events manages risk through a systematic and proportionate process of hazard identification, risk assessment and implementation of control measures. Risk assessments are prepared prior to work commencing and are reviewed as necessary to reflect changing operational conditions. Controls are determined in accordance with the hierarchy of controls and are reduced to as low as reasonably practicable.

Event environments are inherently dynamic, and therefore risk assessments and method statements may be updated to reflect site-specific arrangements, weather conditions, traffic movements, crowd density, or other evolving factors. The detailed operational controls arising from this process are documented within RAMS and communicated to workers through appropriate briefings.

Submitted Incident Report Forms are also analysed and considered as part of the hazard identification and assessment process.

8. Information, Instruction, Training and Competence

Greenbox Events is committed to ensuring that workers are competent to carry out their duties safely. This includes providing suitable induction, event-specific briefings, role-specific training and appropriate supervision. Records of training and competence will be maintained where required.

Workers are expected to seek clarification where instructions are unclear and to refrain from undertaking tasks for which they have not been trained or authorised.

9. Welfare, Dignity and Professional Conduct

Greenbox Events is committed to maintaining safe, respectful and professional working environments. Appropriate welfare arrangements will be provided in accordance with the nature and duration of the work and in cooperation with clients and venues where necessary.

The standards of behaviour set out in the Code of Conduct form an integral part of our health and safety arrangements. Unsafe behaviour will not be tolerated both on and off shift while on site.

10. Emergency Preparedness

Appropriate emergency arrangements will be established for each event or operational setting and documented in our site specific RAMS. These arrangements will align with client and venue procedures and will be communicated to workers before work begins. Workers are required to familiarise themselves with emergency reporting routes, muster points and escalation procedures relevant to their location.

11. Incident Reporting and Continual Improvement

Greenbox Events promotes a reporting and learning culture. All incidents, hazards and near misses must be reported promptly so that appropriate investigation and corrective action can be taken. Digital access to forms will be advertised on site and within staff handbooks, and paper versions will also be available on site.

Investigations will be proportionate to the level of risk and will focus on identifying root causes and preventing recurrence.

Health and safety performance will be monitored through supervision, review of incident trends, internal review processes and annual management review. The organisation is committed to continual improvement of its Occupational Health and Safety Management System.

12. Review and Approval

This policy will be reviewed at least annually or sooner if required by significant operational change, legislative development or following a serious incident.

This policy is authorised by Top Management and applies to all workers and relevant contractors.

Signed: _____

Name / Title: _____

Date: _____