

Health and Safety Policy Document

Identity Holdings Limited
Version 006 dated: 28/02/2022

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1. Statement of intent

Identity values the effective management of health, safety and welfare throughout all stages of its undertaking to prevent harm to its employees, its visitors, business clients and partners, the general public and the environment.

Our goals are to:

- strive for the best in health and safety standards and performance
- proactively manage risk and strive for continuous improvement
- improve standards for health and wellbeing, and drive up the standards for occupational health
- support and nurture our supply chain to help them meet our standards of health, safety and wellbeing

Identity will ensure we comply with, as a minimum standard, the provisions and requirements of the Health and Safety at Work etc. Act 1974, and all relevant delegated legislation under Section 15 of that Act.

Identity employees are required to comply with Section 7 of the Health and Safety at Work etc. Act 1974 and to provide Identity with such assistance and cooperation as required by statute for Identity to implement and maintain its compliance with relevant legislation. Identity also requires all subcontractors to comply with relevant legislation regarding their own works, to ensure that, so far as is reasonably practicable, such works are carried out without risk to their own or Identity's employees, others, or the environment.

Identity will take all practical steps to ensure that all potential hazards and risks associated with our activities are identified and that suitable and sufficient measures for controlling such risks are implemented. We will communicate these measures to all relevant personnel in a clear and timely manner and will provide, without charge, any safety equipment required for the effective implementation of such measures. We will also provide all employees with the necessary information, instruction, support, and training in safe methods of work and the safe and efficient operation and maintenance of tools and equipment.

The Identity Directors have overall responsibility within the business for health, safety, welfare, and the environment. We will review this policy annually and at any time when there are significant changes to legislation or to the nature of Identity's activities.

Signed

Michael Gietzen
Managing Director, Identity
28th February 2022





2. Responsibilities

Identity's undertaking

Identity is a creative and production agency with 20 years of experience working in the field of live events and exhibitions. We offer services to private companies and government departments to design, manage and implement projects across exhibitions, live events and signage. The business is structured with a client services team and delivery teams involved in offsite projects, alongside office support teams in several facilities including warehousing and graphic signage / print workshops.

Whilst all health and safety provision sits under this policy, there are three distinct channels for how we manage health and safety:

- Staff welfare and human resources
- Facilities-based health and safety in our offices and warehousing
- Project-delivery health and safety which encompasses all work we are contracted to deliver by our clients

3. Identity's objectives

Identity has a good record for preventing injuries at work, maintaining a safe environment for employees and subcontractors and supporting their wellbeing. As our business continues to grow and enjoy a nationwide reputation for excellence, we recognise that we must do more to maintain Identity's reputation. Identity understands its legal, moral and ethical duty to its employees, its financial duty to its shareholders, its reputational duty to its customers and its legal and corporate responsibility to the environment.

Identity aims to:

- strive for the best health, safety, security and environmental (HSSE) standards and performance
- proactively manage risk and strive for continuous improvement
- improve standards for health and wellbeing and drive-up standards for occupational health
- support and nurture our supply chain with open and collaborative communication to help them meet our standards of health, safety and wellbeing
- reduce the incidence of workplace-related injury and ill-health to the lowest practicable level through our commitment to safe working practices combined with a healthy working environment
- increase the basic level of training for all personnel through initiatives such as e-learning and classroom courses in HSSE awareness, first aid, fire safety and manual handling
- continue to seek out environmentally sustainable methods of operating
- reduce Identity's impact on the environment, including through the reduction of energy use in our offices and by our vehicle fleet





4. Organisational structure for health and safety reporting

Organisational structure for Health and Safety follows the Organisation Chart of the Company, embeded in the Integrated Management System Manual and as a stand alone document.

Identity's named person for the provision of competent assistance under The Management of Health and Safety at Work Regulations 1999 is Health and Safety Consultant Calvin Hanks who operates on a retainer basis.

For projects requiring additional specialist health and safety requirements, we employ a dedicated advice service using our preferred health and safety suppliers who have subject matter expertise in delivering large scale and major events across a variety of sectors.

5. Implementation, monitoring and continuous improvement

Identity's Health and Safety Policy shall be implemented through the responsibilities delegated to various personnel. All personnel within Identity have a part to play in ensuring that this policy is delivered appropriately and effectively. Where elements of the Health and Safety Policy no longer meet the current requirements of Identity, any persons should feel empowered to bring this to the attention of the Senior Management Team or the HSSE Committee.

Identity's HSSE Committee includes the following roles:

- Operations Director
- People and Culture Director
- Head of Production
- Head of Project Management
- Head of Digital
- Head of Creative Services
- HSSE Manager
- Facilities Manager
- HR Manager
- Representative from Business Services
- Representative from Client Services
- Guest invitees from the general workforce

The committee meets every month to review all relevant data from the previous period, including:

- Incident and accident reports, including trend analysis
- Feedback from employees
- Supplier reviews where required
- Ill-health and absence records
- Health and safety reports or investigations
- Fire evacuation drill reports
- Emergency procedure reviews
- Training
- Safety Audit Reports

Notes from the HSSE Committee meetings are sent to the Executive Team and Board of Directors.

HSSE is a regular agenda point at both Executive Team meetings and Board-level meetings.





Identity understands the need for continuous improvement in what we do. The HSSE Committee seeks to work with the Executive Team and Board of Directors to continuously improve Identity's health and safety system and will use the Plan-Do-Check-Act cycle for this.

Safety audits

Part of Identity's continuous improvement review includes data from audit reports. Safety audits are a proactive method for Identity to ensure our Safety System is adequate or if improvements can be made.

Safety audits will be either full project audits, carried out by third-party consultants, or specific topic audits carried out either by third-party consultants or internally.

Identity will aim to audit at least 5% of projects annually with results to be reviewed by the HSSE committee. Further detail is available in the Identity Audit Procedures document.

The procedures followed by Identity when conducting audits are described in the "Identity Health and Safety Audit procedure" and in the "IMS Mandatory Procedures" for the Management System audits.

6. Responsibilities

Roles and Responsibilities related with Health and Safety are included in the Job description of each role.

7. Arrangements

This section outlines the arrangements that Identity has in place for specific aspects of health and safety (ordered alphabetically, below).

Accident reporting

It is the responsibility of all staff members to record incidents, both near misses and accidents. Any incident that results in, may have resulted in, or had the potential to cause injury or ill-health to a person, damage to a piece of work equipment or the loss of production must be reported as soon as practicable using the Identity reporting system.

Detailed procedures for Incident reporting and management are described in the Identity "Incidents, Non-Conformities and Customer Complaints Procedure".

Communication and Cooperation

This policy and any risk assessments, method statements and safety information will be communicated to the business and relevant third parties in a timely manner to allow for feedback, edits and proofreading. Identity will maintain an open and collaborative view to all health and safety and promote discussion and input from all staff and third parties.

Contractor duties

Where Identity is appointed as a contractor by the client, Identity shall ensure that:

- people or organisations appointed by Identity have the skills, knowledge, experience and capability to undertake the works and manage the health and safety risks involved
- Identity cooperates with all other duty holders

Dealing with contractors

Identity will ensure all third-party suppliers are contracted in line with the Identity Supplier Policy.

Disabled persons





Identity shall make reasonable adjustments to work processes and the workplace on an individual basis for differently abled visitors and employees as required.

Drugs and alcohol

The Operations Director shall ensure, through regular discussion with Heads of Department, that all employees are observed for signs of potential misuse of non-prescription drugs and alcohol. Where misuse is potentially identified, it will be dealt with in the first instance informally by the employee's Head of Department. Positive identification of an instance of misuse will be progressed through Identity's Drug and Alcohol Policy.

Employees shall be required to inform their Head of Department of any prescription drugs that may induce side-effects that could potentially affect their own or others' safety whilst at work.

Electrical equipment

Portable electrical equipment shall be tested periodically in line with the PAT-test schedule by a competent person, and records of the tests will be held by the Facilities Team. Regular checks of portable electrical equipment shall be undertaken by those personnel required to use such equipment and who they will receive awareness training to complete these checks safely.

Emergencies

Preparedness and response to Emergency situations is described in the "Emergency Preparedness and Response" procedure including those involving Fire, First Aid and Hazardous Substances.

Health surveillance

Wherever practicable, Identity shall minimise the risk to personnel of any situation that may have an adverse effect on health.

Where exposure may cause adverse health effects, Identity shall perform a suitable and sufficient assessment of risk. From this, a programme of health surveillance will be implemented supported by Identity's external health surveillance specialist.

Insurance

Operatives required to drive vehicles in connection with their work for Identity shall insure such vehicles at their own expense and in their own name to a level of cover stipulated by Identity. Identity shall retain records of each operative's insurance and licence documents as required.

Identity shall maintain its own suitable levels of insurance to provide cover for Identity employees, its vehicles and its liability as a contractor (in relation to its client and co-contractors) and to protect the general public in the case of harm from Identity's activities.

Risk Assessment

The Identity "Risk Assessment" procedure describes the methodology for risk assessment and the mechanisms for the prevention of injury, illness, or property damage within the Company through the identification, assessment and elimination or control of workplace hazards and risks, both for permanent and temporary locations where Identity operates or under its' control.

Control measures are either described in the Risk Assessment matrixes or in RAMS as applicable.

Personal Protective Equipment (PPE)

Identity shall issue PPE to all personnel as required by relevant legislation or where identified by risk assessment as a necessary control measure. This will be carried out in line with Identity's PPE Policy.

All suppliers will provide their own PPE in line with their risk assessments and safety plans.

Smoking





Smoking of any kind (whether tobacco or electronic cigarettes) is prohibited on Identity's premises, in vehicles (either owned by, or hired to, Identity) and within the confines of Identity's own construction sites or those of contractors for whom Identity is working. Smoking is only permitted in the designated smoking area provided at Identity premises.

Identity will provide active assistance to any employee who wishes to quit smoking by directing them to local and national initiatives.

Training

In collaboration with Senior Managers, Identity's People and Culture team shall periodically review the training requirements for Identity staff and keep records on the training matrix of the required training per role to allow personnel to adequately carry out their required tasks. Identity's Health and Safety Consultants shall be approached as necessary to advise on any training that may be required due to changes in legislation, procedures, or best practice.

Training will be delivered either internally or through third-party providers in the timeframes agreed and documented in the training matrix.

Identity shall maintain an electronic record of the training provision for all employees and shall advise the employees or their line managers when suitable refresher training may be due.

*Any questions relating to this Health and Safety Policy should be directed to:
Identity's Operations Director, Paul Fitzpatrick*

