



IDENTITY

Health and Safety Policy Document

Identity Events Management – Sole Proprietorship LLC
Version 001 dated: 01/03/2023



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 employees are required to comply with all relevant local H&S Legislation and to provide Identity with such assistance and cooperation as required by statute for Identity to implement and maintain its compliance with relevant legislations. Identity also requires all contractors 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 or other parties who may be affected by their activities.

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 and welfare. As part of our commitment to this, we have made this Policy under the framework of International Standard ISO45001:2018 to which we have attained certification. We will use this framework as a means for setting objectives and achieving continual improvement in health, safety and welfare.

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

Ryan Perkins
General Manager, Identity Middle East
1st March 2023



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.

There are three distinct channels for how we manage health and safety:

- Staff welfare and human resources, including occupational health
- 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 and healthy 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 and commit to continually improving ways of work and thus health and safety performance. Identity understands its legal, moral and ethical duty to its employees and others working on our behalf, its financial duty to its shareholders, its reputational duty to its customers and its legal and corporate responsibility to health, safety and welfare.

Identity aims to:

- strive for the best health, safety and wellbeing standards and performance
- proactively manage risk and strive for continuous improvement
- provide an environment where all employees can participate in the health, safety and wellbeing decision making of the business
- 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 health and safety training and awareness for all personnel through initiatives such as e-learning and classroom courses
- continually improve our health, safety and welfare performance

We will set our health, safety and welfare objectives for each business year, which are documented, monitored and reported throughout the year. Performance against objectives is reported at Management Review.

4. Organisational structure for health and safety reporting

Organisational structure for Health and Safety follows the Organisation Chart of the Company, embedded in the Integrated Management System Manual and as a standalone document. Health and Safety responsibilities are delegated through the organisation with specific roles and activities documented in individuals' job descriptions.



Identity's named person for the provision of competent source of advice and assistance is Marie Simpson, HSSE Manager, employed full-time with the company.

For projects requiring additional specialist health and safety arrangements and resource support, we may employ consultants and contractors 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 or their nominated deputies:

- Managing Director
- General Manager – ME
- Project Delivery Director
- People and Culture Director
- Business Services & Compliance Director
- HSSE Manager
- Quality Manager
- Facilities Manager
- HR Manager
- 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 (and investigations), including trend analysis
- Feedback from employees
- Supplier reviews where required
- Ill-health and absence records
- Fire evacuation drill reports
- Emergency procedure reviews
- Training activity and training needs
- Safety Audit and Inspection Report outcomes and actions

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.

Health and Safety audits, monitoring and inspections

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.

Identity commits to health and safety oversight of its activities by ensuring that implemented systems and control measures are monitored for effectiveness and legal/other compliance. The monitoring framework includes:



- regular project/event H&S inspections (internal staff)
- regular facilities and offices H&S inspections (internal staff)
- internal process and project/event audits (internal staff / external consultants)
- external systems, process and project/event audits (third party assessor)

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. Arrangements

This section outlines the arrangements that Identity has in place for specific aspects of health and safety and provides signposting to relevant procedures or arrangements that the organisation has in place.

Accident, Incident and Near Miss 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 matters and promotes discussion and input from all staff and third parties.

Contractors and Consultants (Supplier Management)

Identity will ensure all external parties working on our behalf are engaged in line with the Identity Supplier Policy. Contractors must be onboarded through the Procurement Procedure, which covers Health and Safety credentials and performance alongside the commercial requirements.

Duties when appointed as contractor (CDM Regulations)

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

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

Employees shall be required to inform their line manager (and if necessary, Head of Department) of any prescription drugs that may induce side-effects that could potentially affect their own or others' safety whilst at work.

No person working for or on behalf of Identity should be under the influence of alcohol or illegal drugs during working hours, including meal breaks or if 'on-call'. If an employee suspects that any person working for or on behalf of Identity is under the influence of alcohol or illegal drugs, this should be raised immediately with a manager. Employees suspected of (or confirmed as) being under the influence of alcohol or illegal drugs whilst at work, may be asked to stop work whilst this is investigated. Where misuse is potentially identified, it will be dealt with in the first instance by the employee's Head of Department. Positive identification of an instance of misuse may be subject to Identity's Grievance and Discipline procedure.

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.

Contractors using electrical equipment shall be required to demonstrate competence in its installation, use and maintenance.

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

Identity shall seek to eliminate or 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.

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 or set out in safe systems of work (e.g. method statement) as applicable.

For risk assessment of substances to which people may be exposed in the workplace, a COSHH (Control of Substances Hazardous to Health) assessment may be necessary. The Facilities Team retain a register of substances in use by the company at its premises or for events. When a new substance is required for use, a request should be made to Facilities, who will engage the assistance of the HSSE Manager in compiling a COSHH assessment.

Personal Protective Equipment (PPE)



Identity shall issue, free of charge, PPE to all personnel as required by relevant legislation or where identified by risk assessment as a necessary control measure.

All contractors and 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 premises, event sites or those of contractors for whom Identity is working. Smoking is only permitted in the designated smoking area provided at Identity premises or as provided at event locations.

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. The HSSE Manager or, where applicable, specialist event 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.

Vehicles, Fleet and Driving for Work

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. Such vehicles shall be maintained to road-legal requirements. 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. Identity's vehicle fleet is maintained through the Facilities Department.

*Any questions relating to this Health and Safety Policy should be directed to:
Identity's General Manager, Ryan Perkins*