

Health and Safety Policy

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Approved By: Neil Cusdin / Managing Director

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Organisation

Breathe Production is committed to providing a safe working environment for all employees, freelancers, contractors, and any other persons who may be affected by our activities. Our work includes office-based planning, warehouse operations, transport, and the installation and operation of technical, staging, and production equipment at venues throughout the United Kingdom and internationally.

The Company recognises its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant health and safety legislation and approved codes of practice. These laws place responsibilities on both the company and the individuals who work for or on behalf of Breathe. Everyone is expected to follow this Health and Safety Policy, associated procedures, risk assessments, and management instructions to ensure that work is carried out safely and responsibly.

Breathe will take all reasonably practicable steps to protect the health, safety, and welfare of its employees and others who may be affected by its operations. This includes providing and maintaining safe places of work, suitable equipment, and appropriate welfare facilities. The company will ensure that personnel receive the information, instruction, training, and supervision necessary to carry out their duties safely and competently.

Hazards arising from our activities will be identified through risk assessments and managed by competent persons. Control measures will be implemented to eliminate risks wherever possible or to reduce them to an acceptable level. Employees and contractors will be consulted when introducing new equipment, procedures, or working practices so that health and safety considerations are fully integrated into project planning and delivery.

As Breathe frequently operates in shared environments such as venues, arenas, exhibition halls, and client premises, we will work closely with clients, venues, suppliers, and contractors to ensure that health and safety arrangements are coordinated effectively. Clear communication and cooperation are essential to maintaining safe working conditions for everyone involved.

Responsibility for implementing this policy rests with the Directors and management team. However, health and safety is a shared responsibility, and every individual working for or on behalf of Breathe has a duty to work safely, follow company procedures, and contribute to a positive and proactive health and safety culture. Failure to comply with legal requirements or company procedures may result in disciplinary action or removal from site where appropriate.

Responsibilities of the MD & Directors

The Managing Director and Directors of Breathe Production have overall responsibility for ensuring that the company meets its legal duties under the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation. They are accountable for setting the direction of the

company's health and safety management system and for ensuring that health and safety is fully integrated into business planning, operational delivery, and decision-making at every level.

The Directors will ensure that this Health and Safety Policy is effectively implemented and that sufficient resources, including time, funding, equipment, and competent support, are made available to achieve its objectives. They will also ensure that policies, procedures, and supporting arrangements are reviewed at regular intervals and updated as necessary to reflect changes in legislation, company activities, and industry best practice.

To fulfil these responsibilities, the Managing Director and Directors will:

- Ensure that clear health and safety responsibilities are assigned throughout the company.
- Provide access to competent health and safety advice where specialist guidance is required.
- Ensure suitable and sufficient risk assessments are completed and that appropriate control measures are implemented.
- Establish arrangements for monitoring, inspections, and audits of offices, warehouses, and event sites.
- Ensure employees, freelancers, and contractors receive appropriate information, instruction, training, and supervision.
- Maintain effective communication on health and safety matters across the business.
- Review accidents, incidents, near misses, and any reportable events under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- The provision of information, training, instruction, and supervision, as may be necessary to ensure that workers and employees can undertake their duties in a safe and healthy manner, free from risk of injury, in so far as is reasonably practicable, or reasonably foreseeable.
- Discuss health and safety performance regularly as part of management meetings and business reviews.

The Directors will also ensure that health and safety performance is monitored through periodic reporting. This may include updates on completed risk assessments, audit findings, accident and incident trends, near misses, occupational health concerns, insurance claims, and progress against any corrective actions. This information will be used to identify opportunities for improvement and to maintain a proactive health and safety culture throughout the organisation.

Responsibilities of Workers and Employees

Under the Health and Safety at Work etc. Act 1974, all employees and workers have a legal duty to take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do (or don't do) at work. Everyone is also required to co-operate with management so they can meet their health and safety responsibilities effectively.

In practical terms, this means all workers and employees are expected to:

- Take reasonable care of their own health and safety, and that of colleagues, contractors, visitors, and any other people who may be affected by their work activities.
- Report any accidents, near misses, unsafe conditions, unsafe working practices, or damage to equipment to their immediate supervisor as soon as possible.
- Never intentionally or recklessly interfere with, misuse, or remove any equipment, plant, or safety provisions provided in the interests of health and safety.

- Follow all site or company procedures, including signing in on arrival and signing out on departure from premises or venues.

Health and Safety Training

We provide appropriate health and safety training to ensure all workers are competent, confident, and able to carry out their work safely.

Training is provided for:

- All workers and employees of Breathe.
- All employees, must complete mandatory health and safety training before commencing work.
- Any additional or specialist training identified as necessary, which will be arranged in consultation with the relevant teams.

Training needs are reviewed on an ongoing basis and are particularly considered when:

- Employees move between roles or take on new responsibilities.
- Work involves the use of specialist machinery, equipment, or higher-risk activities.
- Training needs are identified through incident reporting, risk assessments, or changes in working practices.
- Both operational staff and management require updates to maintain awareness of their responsibilities.

To maintain competence, refresher training will be provided at appropriate intervals. These intervals may be time-based (e.g. annually or every few years depending on the subject), risk-based, or triggered by changes in legislation, equipment, or working practices.

Records of all health and safety training are maintained and retained by the company. These records are used to demonstrate competence, track refresher requirements, and ensure that training remains current and effective for all personnel.

Risk Assessment Policy

The Breathe Risk Assessment process has a structured and quantitative approach to identify hazards, evaluating risk, and implementing suitable control measures. It is based on relevant industry guidance.

Risk assessments are developed using three core perspectives:

- **Task-based assessment:** Identifying hazards within specific activities that could cause harm, for example manual handling in front-of-stage or pit areas.
- **Process/functional assessment:** Considering risks arising from operational processes such as ingress, egress, and crowd movement or migration.

- **Site-based assessment:** Reviewing the overall site layout and environment to identify hazards that may impact multiple activities or areas.

For a risk assessment to be considered suitable and sufficient, it must:

- Identify all relevant tasks, activities, and situations, and the hazards arising from them.
- Record the significant findings in a clear and accessible format.
- Identify who may be exposed to the hazards, including Breathe staff, contractors, clients, and members of the public.
- Evaluate the likelihood and severity of potential injury, harm, or loss.
- Determine whether existing controls are adequate to manage the risk.
- Consider additional control measures that could reasonably eliminate or reduce the risk further.
- Monitor the effectiveness of those control measures during operations.
- Review findings and apply corrective actions where necessary.

A key feature of the Breathe Risk Assessment process is that it remains dynamic. It allows all employees to reassess risks as conditions change, ensuring control measures remain effective, relevant, and proportionate throughout the duration of an activity or project.

Personal Protective Equipment (PPE) Policy

Where required, suitable and approved personal protective equipment (PPE) and/or protective clothing will be provided to Breathe employees. Selection of PPE will take into account risk assessments, requirements, and specialist advice where appropriate.

Directors and Project Managers on site are responsible for ensuring that all relevant staff receive clear instruction on the correct use, fitting, and limitations of any PPE issued. This includes ensuring that PPE requirements are understood before work begins.

Once issued and instructed, PPE must be worn correctly and consistently in line with site rules, risk assessments, and any specific control measures in place for the task or environment.

Failure to wear or correctly use required PPE may be treated as a failure to follow a management instruction and could result in disciplinary action, particularly where this places the individual or others at risk.

Incidents, Accidents, Dangerous Occurrences and RIDDOR Policy

All accidents, incidents, and dangerous occurrences resulting in injury, illness, or damage must be reported to a Director as soon as reasonably practicable and fully recorded using the company's incident reporting procedures and forms.

This applies to all persons, including employees, workers, contractors, self-employed personnel, and members of the public, whether the incident occurs on company premises or at a Breathe-managed site or service provision location.

In the event of a serious incident, including a fatality or a specified injury, the Area Manager must ensure that the Regional Manager, Safety Manager, and Managing Director/Directors are informed as soon as possible.

For the purposes of reporting under RIDDOR, specified injuries include:

- Fractures (other than fingers, thumbs, and toes)
- Amputations
- Any injury likely to lead to permanent loss or reduction of sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns or scalds, including those:
 - Covering more than 10% of the body surface area
 - Causing significant damage to the eyes, respiratory system, or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any injury arising from working in an enclosed space which results in:
 - Hypothermia or heat-induced illness, or
 - Requires resuscitation or hospital admission for more than 24 hours

Over-seven-day incapacitation injuries must also be reported. This applies where a worker is unable to carry out their normal work duties for more than seven consecutive days as a result of a work-related injury. The day of the accident is not included in the calculation, but weekends and rest days are included.

Non-fatal injuries to members of the public or other non-workers must be reported where the person is taken directly from the scene to hospital for treatment of that injury.

Occupational diseases and dangerous occurrences must also be reported in accordance with the company's Accident and Incident Reporting Procedure.

Safety Arrangements and Guidance for Suppliers

All suppliers, contractors, and their employees working on behalf of Breathe are required to comply with relevant workplace health and safety legislation, as well as any site-specific rules, procedures, and instructions in place.

Suppliers must ensure that their personnel are made aware of, and fully understand, all safety requirements relevant to the work being undertaken before commencing any activity on behalf of the company.

They are expected to:

- Comply with all applicable health and safety regulations and site rules.
- Follow any instructions provided by Breathe representatives, site management, or the principal contractor.
- Ensure their employees are suitably trained, competent, and supervised for the work being carried out.

- Report any hazards, incidents, or unsafe conditions promptly through the appropriate channels.

Failure to comply with required safety standards may result in work being stopped, removal from site, or termination of the supplier relationship where necessary to maintain safe working conditions.

First Aid Provision Policy

The Company will ensure that adequate and appropriate first aid equipment, facilities, and trained personnel are provided to enable immediate assistance to be given in the event of injury or illness at work.

All current Breathe employees hold a valid First Aid at Work qualification, ensuring that suitably trained personnel are available to respond to incidents across company activities.

Where Breathe are working at client venues, events, or third-party sites, the client or venue operator is responsible for ensuring that a suitable level of additional first aid cover is available. Details of this provision should be included within the venue or site-specific risk assessment and communicated prior to work commencing.

Where external first aid provision is not available or is insufficient, arrangements must be made to contact the local emergency services. In such cases, the local ambulance service or nearest Accident & Emergency department will be utilised as required.

All incidents requiring first aid must be reported in accordance with the Company's Incident Reporting Procedure.

Working at Height Policy

All work at height must be properly planned, supervised, and carried out in a safe manner by competent persons.

To ensure this, the following requirements apply:

- Anyone involved in working at height must be trained, competent, and authorised to carry out the task.
- A suitable and sufficient risk assessment must be completed, and appropriate work equipment selected and used.
- The work location must be assessed to ensure it is safe and suitable for the activity.
- All equipment used for work at height must be properly inspected, maintained, and fit for purpose.
- Risks associated with fragile surfaces and falling objects must be identified and adequately controlled.
- Weather conditions must be considered and monitored where they could impact safety.

Where personal protective equipment (PPE) is required as part of the control measures, only suitable and sufficient PPE must be provided and correctly used in line with the safe system of work.

Where Mobile Elevated Work Platforms (MEWPs) are used, they must only be operated by suitably trained and competent personnel holding the relevant qualification, and in accordance with manufacturer guidance and site-specific requirements. Breathe employees include trained MEWP operators where required to support these activities safely.

Manual Handling Policy

Under the Manual Handling Operations Regulations 1992, the Company is required to avoid hazardous manual handling operations so far as is reasonably practicable.

Where manual handling cannot be avoided, suitable and sufficient risk assessments must be carried out to identify and control the associated risks. These assessments will consider the task, the load, the individual's capabilities, and the working environment in which the activity takes place.

Directors must ensure that all manual handling activities are properly assessed and that appropriate control measures are implemented to reduce the risk of injury so far as is reasonably practicable. This includes the use of mechanical aids where appropriate and ensuring safe systems of work are followed.

Control of Substances Hazardous to Health (COSHH) Policy

Breathe will manage and control exposure to substances hazardous to health in accordance with the COSHH Regulations. Control measures will be based on recognised good practice, with the aim of preventing or adequately controlling exposure to harmful substances.

Good control practice includes:

- Designing and operating processes and activities to minimise the emission, release, and spread of hazardous substances.
- Considering all relevant routes of exposure, including inhalation, skin absorption, and ingestion, when assessing and implementing controls.
- Ensuring exposure is controlled through measures that are proportionate to the level of risk.
- Selecting the most effective and reliable control methods to prevent or reduce the escape and spread of hazardous substances.
- Where adequate control cannot be achieved by other means, providing suitable personal protective equipment (PPE) in combination with other control measures.
- Regularly checking and reviewing all control measures to ensure they remain effective.
- Providing employees with appropriate information, instruction, and training on the hazards of substances they may encounter and the correct use of control measures.
- Ensuring that control measures do not introduce additional or greater risks to health and safety.

In addition, COSHH assessments must be completed for all hazardous substances used or encountered during work activities. These assessments must be kept up to date, made available to relevant employees, and accessible on site where the work is being carried out.

Workplace Equipment Policy

The Provision and Use of Work Equipment Regulations 1998 (PUWER) set out requirements for the safe selection, use, inspection, and maintenance of work equipment.

The Company will ensure that all work equipment provided is suitable for its intended use and is used in accordance with manufacturer instructions and safe operating procedures.

Work equipment will be inspected and maintained where necessary, particularly where risks may arise from incorrect installation or assembly, deterioration over time, or use in exceptional circumstances. Any defects identified must be reported immediately and the equipment taken out of use where required until it is made safe.

Where work equipment is supplied by a client or venue, it must be suitable, sufficient, and maintained in accordance with their legal obligations. Any defects or safety concerns identified by Breathe personnel must be reported to the client or venue representative in writing or via email as soon as reasonably practicable.

Office Safety

The Company will assess general health and safety risks within office environments, including but not limited to slips, trips, falls, and manual handling activities.

Display Screen Equipment (DSE) workstation assessments will be carried out to identify and reduce risks associated with screen-based work. This includes ensuring workstations meet appropriate ergonomic standards and that work activities are organised to allow for regular breaks or changes in activity.

The Company will also provide employees with appropriate information, instruction, and training on the safe use of display screen equipment and good ergonomic practice.

Environmental Management Policy

The Company recognises its responsibilities under applicable environmental legislation, including (but not limited to) the Environmental Protection Act 1990, the Waste (England and Wales) Regulations 2011, the Control of Pollution Act 1974, and relevant requirements relating to duty of care for waste, pollution prevention, and sustainable resource use.

The Company is committed to minimising the environmental impact of its operations and to continually improving environmental performance wherever reasonably practicable. This commitment extends to all activities carried out by employees, subcontractors, and suppliers acting on behalf of the Company.

To achieve this, the following strategy will be adopted:

- Maintain and regularly review an effective environmental management policy that reflects the nature and scale of Company operations.
- Comply with all relevant environmental legislation, approved codes of practice, and industry guidance.
- Set realistic and measurable objectives and targets aimed at improving environmental performance, including waste reduction, recycling, and efficient use of resources.
- Identify and manage environmental aspects and impacts associated with Company activities, including waste generation, emissions, noise, fuel use, and material consumption.
- Implement operational procedures and controls to ensure environmental risks are properly managed and communicated across all levels of the organisation.
- Promote waste hierarchy principles (reduce, reuse, recycle, recover, dispose) in all operational planning and delivery.
- Ensure appropriate segregation, storage, transport, and disposal of waste in line with legal requirements and duty of care obligations.
- Prevent pollution through the careful control of materials, fuels, chemicals, and site activities that may have environmental impact.
- Encourage environmentally responsible procurement practices where reasonably practicable, including consideration of recycled or low-impact materials.
- Provide employees with appropriate information, instruction, and awareness training to support environmental responsibilities and good practice.
- Monitor environmental performance and review procedures regularly to ensure continued improvement and compliance.

The Company will communicate this policy to all employees and relevant stakeholders and expects all personnel and suppliers to cooperate in maintaining high environmental standards.

Fire Safety Policy

The Company recognises its duties under the Regulatory Reform (Fire Safety) Order 2005 and is committed to ensuring that fire risks are identified, controlled, and managed effectively across all workplaces, sites, and operational environments.

The Company will ensure that suitable and sufficient fire safety arrangements are in place, including the following:

- A suitable and sufficient fire risk assessment will be carried out for all relevant workplaces and reviewed regularly, particularly when there are changes to layout, operations, or occupancy.
- Fire hazards will be identified and appropriate control measures implemented to reduce risk so far as is reasonably practicable.
- Premises will be provided with appropriate fire detection, alarm systems, and emergency warning arrangements to ensure timely evacuation where required.
- Firefighting equipment will be provided where appropriate and will be subject to regular inspection, testing, and maintenance in accordance with relevant standards.
- Emergency escape routes and exits will be clearly identified, kept free from obstruction, and maintained in a safe condition at all times.
- Suitable arrangements will be in place for evacuation, including clear communication systems to ensure all occupants can respond appropriately in the event of fire.

- Fire safety precautions and systems will be maintained in an efficient working order and good repair.
- Flammable substances and hazardous materials will be stored, handled, and used safely in accordance with manufacturer guidance and relevant legislation, including COSHH requirements where applicable.
- Contractors and third parties working on Company-controlled premises will be subject to appropriate safe systems of work, including permit-to-work systems for high-risk activities such as hot works where required.
- Employees will receive suitable fire safety information, instruction, and training, including induction training and role-specific guidance where necessary.
- Fire safety arrangements and risk assessments will be monitored and reviewed to ensure ongoing compliance and effectiveness.

The Company expects all employees, contractors, and visitors to comply with fire safety procedures and to take reasonable care for their own safety and the safety of others in the event of an emergency.

Welfare Policy

The Company will, so far as is reasonably practicable, provide adequate and appropriate welfare facilities for all workers and employees, taking into account the nature, duration, and location of the work being undertaken.

Welfare provision in venues should include suitable toilet and washing facilities, which must be well lit, adequately ventilated, and supplied with hot and cold running water together with appropriate handwashing materials such as soap or equivalent cleansing agents. Where work is carried out at temporary or mobile worksites, a minimum standard of flushing toilets and handwashing facilities with running water will be provided wherever reasonably practicable.

Suitable standards of heating, lighting, and ventilation will be maintained in all work environments to ensure a safe and comfortable working condition. Clean drinking water will be readily available and free from contamination, preferably supplied from the mains water system. Where this is not practicable, bottled water may be provided as an alternative and must be easily accessible to all personnel.

Where employees are required to take meal breaks on site, suitable rest areas will be provided. These areas will be kept clean, maintained in a hygienic condition, and located to prevent contamination of food. Good hygiene standards are expected to be maintained at all times.

The Company will also give due consideration to the needs of workers and employees with permanent or temporary physical impairments to ensure that welfare arrangements are inclusive and accessible wherever reasonably practicable.

All welfare facilities provided will be subject to regular inspection and cleaning to ensure they remain in a safe, hygienic, and usable condition throughout the duration of works.

Disciplinary Action

The Company expects all workers and employees to comply with its Health and Safety Policy, procedures, and any site-specific rules or instructions in place.

Failure to comply with health and safety requirements, including but not limited to unsafe acts, breaches of procedure, or deliberate disregard of safety instructions, may result in disciplinary action being taken.

Disciplinary action will be managed in accordance with the Company's established disciplinary procedure and will be proportionate to the nature and severity of the breach. In serious cases, breaches of health and safety requirements may be treated as gross misconduct.


Where appropriate, the Company may also remove individuals from site or suspend work activities immediately where their actions are considered to pose a risk to themselves or others.

Approval

Signed for and on behalf of **Breathe**

Name: Neil Cusdin

Position: Director

Signature: 

Date: 21/05/2026






Health & Safety Policy

Final Audit Report

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