

# Health & Safety

Updated 6<sup>th</sup> February 2026

— CELEBRATING —  
**10 YEARS**  
OF ENTERTAINING  
— *Evolution Parties* —

## Health & Safety

This is the Health & Safety Policy of Evolution Parties which has been reviewed and updated on **6<sup>th</sup> February 2026**.

In this document, "we", "our", or "us" refer to **Evolution Parties**.

Our registered office is at **Avenue HQ, 17 Mann Island, Liverpool, L3 1BP**.

### Policy Statement

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to safe working practices. All equipment used by Evolution Parties is covered by Public Liability Insurance and has received up to date Portable Appliance Testing (PAT).

### Health and Safety at Work Policy

Evolution Parties is committed to ensuring the health, safety and welfare of all workers, so far as is reasonably practicable, and of all other persons who may be affected by our activities including clients and their relatives, and members of the public. Evolution Parties will take the following steps to ensure that its statutory duties are met at all times:

- Each Evolution Parties worker should be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- Provision of instruction, training, supervision and information is given to permit all Evolution Parties workers to carry out their duties in safety and to enable them to actively contribute to health and safety within the office, the client's home and premises/venue.
- Adequate facilities and arrangements will be maintained to enable employees and workers to raise issues of health and safety.
- This document will be regularly monitored to ensure that its objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational/service changes.

### Duties on the organisation

The organisation recognises its responsibility under the HSWA 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.

This organisation's policy is, so far as is reasonably practicable, to apply the following:

- Evolution Parties will risk assess all work activities for every client's home or client premises.

- Evolution Parties workers working in non-community support settings; are expected to follow the relevant health and safety procedures on site. This should always form part of their induction into that specific environment. It is the responsibility of the worker to ensure that this information is provided to them. In the event that this does not occur, this should be reported by the Evolution Parties Worker to the appropriate person on site and Evolution Parties as soon as is reasonably practicable.

Evolution Parties will as far as is reasonably practicable:

- Negotiate appropriate risk management measures to reduce any identified risks or hazards to an acceptable level
- Communicate agreed risk management measures to all necessary persons and workers involved and to ensure regular monitoring of risk levels
- Provide and maintain equipment such that it is safe, in good working order and deemed fit for purpose where appropriate or when a worker is placed into a client's premises, it is expected that relevant health and safety procedures will apply.
- Provide any relevant and appropriate protective equipment or clothing required by staff to perform their role safely or when a worker is placed into a client's premises, it is expected that relevant protective equipment or clothing required will be provided
- Provide the information, instruction, training and supervision required to ensure the health and safety, at work, of workers and others
- Provide a safe means of access to and exit from the place of work or when a worker is placed into a client's premises, it is expected that emergency protocols and safety procedures will form part of their induction into that specific environment
- Maintain a working environment that is safe, healthy and equipped with adequate facilities and arrangements for welfare at work
- In the event of any accident or incident (such as a near miss) involving injury to anybody, to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.
- Ensure that everyone works in a manner that is safe to themselves and to others
- Ensure that any comment or complaint concerning safety is investigated as soon as practicable and the appropriate action is taken.

**The Health and Safety Manager for the organisation is:**

Brian D'Arcy – Director

### **Duties on Evolution Parties worker**

The successful implementation of this policy requires total commitment from all employees and Evolution Parties workers. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by either their acts or omissions.

It is the policy of this organisation that, under s.7 of the HSWA 1974, it is the duty of every individual at work:

- To take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work
- To co-operate with their employer and supported person/client to enable any duty or requirement to be complied with that is either imposed on their employer by or under any relevant statutory provisions.
- Ensure the active implementation of this policy and to adhere to its content.

**Failure to comply with this policy will not be tolerated. Any breaches will be fully investigated and may result in further action which could intern lead to Disciplinary action. This may remove liability from Evolution Parties in the event of an accident/incident. Persistent breaching of health and safety arrangements by a worker could also lead to appropriate warnings.**

In addition, no person employed or registered worker with Evolution Parties shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any statutory provisions. Failure to abide by this policy will be considered a disciplinary offence.

### Health and Safety – Statement of Intent

(To read in conjunction with health & safety and related policies)

This document sets out the Health and Safety Statement of Intent for Evolution Parties.

The purpose of is to encourage ownership, commitment and compliance at all levels of the business and to provide a framework to establish and review Health and Safety policies, objectives and guidance across the business.

The Management Team at Evolution Parties fully recognises the importance of Health and Safety and is committed to both its legal and moral Health and Safety obligations. The

Board will support this by demonstrating top level commitment to Health and Safety Policy, Individual responsibilities and Staff Training whilst ensuring that Health and Safety is represented at Management Team meetings as an agenda item. The Management Team sees the development of a positive safety culture across the business as an essential part of its continued success and an essential part of its business processes. We aim to:

- Maintain compliance with any statutory national laws, regulations or directives placed upon it by external regulatory bodies to continuously manage, develop and improve its Health and Safety related policies, strategies and processes to meet these responsibilities and to achieve industry best practice across the organisation.
- Provide a safe working environment for all employees, contractors, visitors and any others who may be affected by its activities or omissions.
- Conduct a regular programme of inspections and assessments to assess risk,

identify and eliminate unsafe conditions/practices and to control and reduce any hazards found in the working environment.

- Promptly investigate every accident, incident, occupational health issue and near miss to determine their cause and prevent re-occurrence. To report, where required, any accident or incident that should be subject to the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Make provision for adequate First Aid arrangements, welfare facilities and wellbeing at work.
- Ensure that this policy statement is communicated and maintained across all levels of the organisation.
- Ensure that all employees agree, as part of their contract of employment to comply with the individual duties placed upon them by law. Failure to comply with Health and Safety duties, regulations, local procedures etc. will be regarded as a serious breach and may lead to disciplinary action being taken.
- Review and/or revise the Health and Safety policy and statement annually or at times of significant change.

It is also the duty of every employee to:

- Exercise reasonable care for the health, safety and welfare of themselves and others who may be affected by their actions or omissions.
- To report any unsafe act, condition or occurrence at the earliest opportunity.
- To respect all aspects of Health, Safety and Welfare matters.
- Not to intentionally or recklessly interfere with any rules or equipment provided by the company in the interests of Health, Safety or Welfare.

Signed:  .....

Position: Director

Date: 6<sup>th</sup> February 2026

End