Health & Safety Policy
4YaParty Weddings & Events
Last updated: *17th November 2025*

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1. Policy Statement

4YaParty Weddings & Events is committed to maintaining the highest standards of health, safety and welfare for our staff, clients, venue teams and members of the public. We operate in line with the Health and Safety at Work etc. Act 1974, all relevant regulations, and industry best practice. Our aim is to prevent injury, protect property, and ensure our activities never place anyone at undue risk.

How We Comply Across All Elements of Our Operation:

1. Risk Assessments & Method Statements (RAMS)
Full RAMS are completed for every event install and derig at a new venue, covering venue access, manual handling, working at height, electrical safety, trip hazards, and safe operation of equipment.
Venue-specific risks are reviewed on arrival and adaptions are made where necessary.

2. Staff Competence & Welfare
All staff receive training in manual handling, safe lifting, use of ladders, loading/unloading equipment, and hazard awareness.
Staff are briefed before each job and supervised appropriately.
Regular rest breaks, water access, and appropriate PPE (gloves, closed footwear, etc.) are provided.
Staff are encouraged to report hazards or concerns immediately.

3. Safe Transport & Logistics
Vehicles are loaded securely using correct manual handling techniques.
Heavy items are transported using trolleys or wheeled flight cases to reduce strain and risk.
All equipment is stored and transported safely to avoid shifting in transit.
Parking, access routes and loading bays are assessed in advance to ensure safe arrival and departure from venues.

4. On-Site Installations
Walkways are kept clear, and equipment is never left unattended in public areas.
Cables are taped down or covered with cable guards where required.
Ladders are only used on stable, suitable surfaces and in accordance with guidance.
We ensure décor is stable, weighted or secured appropriately to prevent falls.
We avoid balloons and single-use plastics, reducing environmental and physical risks.

5. Fire Safety & Electrical Compliance
All electrical items (lighting, 360 photo booth equipment, etc.) are PAT tested.
No décor is placed in front of fire exits, extinguishers or detectors.
Candles are battery-operated unless the venue approves real flame, in which case strict controls are applied.

6. Communication & Cooperation With Venues
We work closely with venue managers to follow all site-specific health and safety requirements.
We attend pre-event briefings, comply with induction procedures, and adapt our methods to suit the space.

7. Continuous Improvement
We regularly review our procedures and update our policies as our business grows or new equipment is introduced.
Staff feedback and incident reporting are used to improve safe systems of work.

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2. Responsibilities

Employer (4YaParty)
- Provide safe working conditions, equipment, and training
- Ensure risk assessments are in place for all work activities
- Maintain insurance (public liability, employer's liability)
- Report and record accidents where legally required
- Review this policy annually or after a significant incident

Employees & Subcontractors
All workers must:
- Follow safety procedures and training

- Report hazards or unsafe conditions
- Use equipment correctly
- Wear appropriate clothing and PPE
- Work responsibly to protect themselves and other

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3. Safe Working Procedures

3.1 Venue Access & Setup

- A walkthrough will be completed to identify hazards (fire exits, uneven floors, low ceilings).
- All décor items must be placed safely, avoiding blocking exits or creating trip hazards.
- Setup and pack-down areas must be kept tidy at all times.

3.2 Ladder Safety

- Only appropriate step ladders may be used (no standing on chairs or furniture).
- Ladders must be checked before use—no bent frames or loose rungs.
- Ladders must be positioned on stable ground and fully opened.
- No overreaching — workers must climb down and reposition.
- For heights over 2m, a second person should steady the ladder.

3.3 Heavy Lifting & Manual Handling

- Staff must use correct lifting techniques (bend knees, straight back, load close to the body).
- Two-person lifts required for heavy or awkward items (e.g., flower walls, large props, arch frames).
- Trolleys or carts must be used where possible.
- Loads must not exceed safe lifting limits.

3.4 Electrical Equipment

Includes: fairy lights, extension leads, lighting stands, battery packs etc.

- All electricals must be PAT tested annually.
- Damaged cables, plugs, or sockets must not be used.
- Outdoor electricals must be weatherproof (IP rated).
- Cables must be taped down or concealed to avoid trip hazards.
- Do not overload extension leads.

3.5 Trip & Slip Prevention

- Cables must be secured.
- Boxes, tools, and décor items must be kept clear of walkways.
- Liquids must be cleared immediately.
- Rugs, mats, and fabric décor must be weighted or secured properly.

3.6 Lone Working

Applies during warehouse work, deliveries, late-night pack-downs.

- Staff must inform someone of their expected finish time.
- Phone must be charged and on their person.
- Lone staff should avoid carrying heavy loads alone.
- Lone staff must not climb ladders over 1 metre without a spotter.

3.7 Vehicle Safety

- Vehicles must be loaded safely and evenly.
- Large items must be secured to prevent movement while driving.
- Hazard lights must be used during unloading in busy areas.

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4. First Aid

Provision

- A first aid kit is kept in the main vehicle and in the warehouse/office.
- Only trained personnel should administer first aid when possible.

Accidents & Near Misses

- All incidents must be reported to the owner/manager.
- An accident book must be completed.
- RIDDOR reporting must be followed for serious injuries.

(RIDDOR stands for **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.
It's a legal requirement in the UK that sets out **what accidents, incidents or work-related health issues must be formally reported to the HSE** (Health and Safety Executive).)

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5. Risk Assessments

Risk assessments will be carried out for:

- Venue setup and décor installation
- Ladder use
- Transport and manual handling
- Electrical equipment
- Candles and open flames (if applicable)
- Outdoor events and weather conditions

Method Statements (RAMS) will be provided to venues or corporate clients on request.

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6. Training

All workers will receive training on:

- Manual handling
- Ladder safety
- Safe use of décor structures
- Electrical safety and PAT awareness
- Fire safety
- Venue hazard awareness

New staff or subcontractors must complete an induction before working alone.

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7. Equipment Safety

- All equipment must be checked regularly for damage.
- Broken items must be removed from service immediately.
- Props and structures (backdrops, arches, flower walls) must be secured using weights or stabilisers.

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8. Fire Safety

- No décor may block fire exits or firefighting equipment.
- Candles or open flames must only be used with venue approval and placed safely.
- A fire risk assessment must be completed where relevant.

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9. Review

This policy will be:

- Reviewed annually
- Updated after any accident or near miss
- Signed by the business owner

Signed: _____M. Gale_____

Date: ____17th November 2025_____