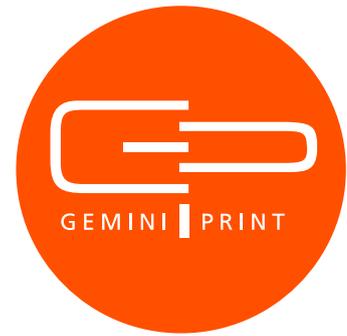


Health & Safety Policy



General Statement of Intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

The company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To provide adequate resources for the purpose of Health & Safety
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;

- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Organisation

Overall and final responsibility for health and safety is that of: **Steve Cropper**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
Department Managers

Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters.
- Complete a Basic Health and Safety E- learning course and other courses relevant to their role.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of the health and safety of themselves and others.
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).
- All employees working within the factory must wear foot protection at all times. (Gemini will provide £30 towards the cost of the safety footwear).
- Agency staff are required to provide their own foot protection. Hand finishing staff whose general duties are sitting at the bench are not required to wear safety footwear, unless they are moving pallets around.

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more

needs to be done.

4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken with the assistance of our Health & Safety Consultant. Any machine that has not been subjected to a risk assessment must not be used until a risk assessment has been completed, furthermore it is the responsibility of all Department Managers to ensure all relevant risk assessments are signed to confirm read and understood by all relevant employees. It is also the responsibility of Department Managers to ensure all tasks are risk assessed and to report to our Health & Safety Consultant any tasks that do not have the required risk assessment.

Approval for the required action to remove or control risks will be given by: **Steve Cropper**

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The company will appoint a safety representative: **Mark Gretton**

All employees should report any Health and Safety issues as soon as possible to their Line Manager or the item can be put on the Agenda for the Managers & Staff Health & Safety meetings.

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of the: **Department Managers**

Responsibility for ensuring that effective maintenance procedures are drawn up is that of: **Department Managers**

Responsibility for ensuring that all identified maintenance is implemented is that of: **Department Managers**

Any problems with plant or equipment should be reported to: **Department Managers**

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of: **Steve Cropper**

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

Department Managers

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Responsibility for identifying all substances that need a COSHH assessment is that of:

Department Managers

COSHH assessments will be carried out by: **Our Health & Safety Consultant**

Approval for the required action to remove or control risks will be given by: **Steve Cropper**

Personal Protective Equipment

There are situations where the use of Personal Protective Equipment will be necessary. When a risk assessment has identified the need to use PPE it will be provided free of charge, suitable for the risk and maintained and stored correctly. Employees have a responsibility to use any PPE that has been provided

Contractors

Any contractor carrying out work on the Company's buildings, plant or machinery must submit evidence of up to date insurance and risk assessments and/or method statements prior to work commencing. Where any high risk activities are being carried out such as, working at height, hot work activities and working on electrical circuits a Permit to Work will be used. This system prevents any work from being carried out which could place any employee, contractor or visitor to the premises at risk. Once a Permit to Work has been issued the Contractor is monitored at regular intervals to ensure that any work is being carried out in a safe manner and all the necessary precautions are being taken.

Noise

It is recognised that there are situations whereby employees are exposed to excessive noise levels and therefore will need to comply with the Noise at Work Regulation 2005. Where possible exposure to noise will be reduced at source but where this is not reasonably practicable the noise exposure will be monitored and control achieved by barriers or Personal Protective equipment.

Noise levels will be regularly monitored and regular hearing tests carried out on any staff who may be at risk.

All employees will be responsible for wearing hearing protection in areas where this is required.

Working Alone

The company recognises the potential risks associated with working alone and that this is necessary as part of certain roles within the company. It therefore committed reducing the need to work alone wherever practicable and to taking all relevant practicable steps to ensure the safety of employees while working alone on either company or client premises. Skyguard lone working tracker devices are available for those staff who may need to work alone within the production areas.

Any employee working alone within these areas have a responsibility to use the Skyguard device

Transport

Procedures are in place to ensure that all relevant Transport Regulations are fully complied with. All vehicles will be regularly maintained and serviced and procedures are in place to ensure all drivers are adequately trained.

Regular licence checks will be carried out for all staff required to drive on company business. Drivers of vans will be responsible for carrying out daily safety checks.

(see Transport policy)

Information, Instruction and Supervision

The Health and Safety Law poster is displayed: **In Each Unit**

The company employs Sheila Leach to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact: **Mark Gretton**

Training and Competency

Induction training for all new employees is the responsibility of: **Tracey Cooper**

Job specific training will be provided by: **Dept Managers or appropriate outside agencies.**

Specific tasks requiring special training are: **Operating Machinery & HGV Driving**

Training records are kept by: **Tracey Cooper**

Training will be identified, arranged and monitored by: **Department Managers**

All staff are required to complete a Basic & Essentials Health & Safety Training Course

Accidents, First Aid and Work Related Ill-Health

Health surveillance will be arranged by: **Tracey Cooper**

Health surveillance records will be kept by: **Tracey Cooper**

First aid boxes are kept in: **Each Department**

The company has 3 first aiders. They are:

Alison Bedson	Hand Finishing (3206)
Lauren Britton	Production (2180)
Mark Gretton	All Units (speed dial 558)

7 with Emergency First Aid at Work Certificate:

Vanessa Roser	Reception (2100)
Julie Foster	Hand Finishing (6303)
Simon Cannon	Digital Print Room (6208)
Stuart Bowers	Pre Press Upstairs B2 (6206)
Luke Woodason	A5 Finishing (3205)
Dean Eager	B1(#16)
Brian Isted A5	Finishing (3205)

All accidents and work related ill-health are recorded in the accident book which is kept: **With Tracey Cooper**

Responsibility for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive and for reporting an environmental incident to the Environmental Agency is that of: **Tracey Cooper**

Legionella

Under the Health & Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations, there is a duty to consider the risks from Legionella to all users of the premises and take suitable precautions. A water risk assessment as required by the HSE Guidance L8 will be carried out on all units and any identified control measures implemented.

Display Screen Equipment

It is recognised that there are risks to health that are associated with prolonged use of Display Screen Equipment. The organisation will therefore comply with the Health and Safety (Display Screen) Regulations 1992 (as amended) by ensuring all workstations meet the minimum standards and that individual assessments are carried out for all workstations where employees use Display Screen equipment for a significant part of their working day.

Manual Handling

It is recognized that manual handling can present a significant risk of injury. Therefore whenever possible hazardous manual handling will be avoided by changing work practices or by using suitable mechanical aids.

When hazardous manual handling cannot be avoided a specific assessment that takes into consideration the load, Individual capability, task and the environment may need to be carried out in order to ensure control measures are implemented to reduce the risk.

All staff will be given regular Manual Handling Training.

Drugs and alcohol

The Company operates a zero tolerance policy on the use of drugs and alcohol. A breach of these rules will be defined as gross misconduct. If any medication is prescribed then the employee is responsible for gaining assurance from the person prescribing the medication that it is safe to operate vehicles or machinery

Stress

The definition of Stress at Work is '*The adverse reaction people have to excessive pressures or other types of demand placed on them at work*'. Stress is not an illness but a state. However, if stress becomes too excessive and prolonged, mental and physical illness may develop.

The organisation will do all that is reasonable to minimize the risk of pressures at work becoming too excessive which may lead to stress.

Any employee who feels they are suffering from stress at work should inform their manager who will discuss any concerns any actions that need to be taken (see Stress policy)

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will **carry out regular and informal monitoring**.

All accidents will be investigated to identify immediate or long term action required to prevent any reoccurrence and is the responsibility: **Tracey Cooper with assistance from Department Managers**

Responsibility for investigating work-related causes of sickness absence is that of: **Tracey Cooper**

Gas Appliances and Services

All gas appliances are maintained and checked by: **Worthing Gas Services, John Riggs**.

Electrical Equipment

The organisation acknowledges that work on or with electrical equipment can be hazardous and it is, therefore, the organizations' intention to reduce risks as far as possible and will therefore:

- Maintain the fixed installation in a safe condition by carrying out routine safety testing to BS 7671, using a NICEIC Approved Contractor.
- Inspect and test portable and transportable equipment regularly and maintain appropriate records.
- Avoid the use of long extension leads whenever possible.

Responsibility for acting on investigation findings to prevent a recurrence is that of: **Steve Cropper**

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Tracey Cooper

The company has 13 trained Fire wardens, they are:

Neil Yates
Dave Murley
Howard Lillie
Alison Bedson
Peter Kelly
Mark Gretton,
James Clark
Tracey Cooper
Luke Metcalfe,
David Taylor
Lee Cable
Steve Floyd,
Katie Mills

Escape routes are checked by **the first person on site – daily.**

Fire extinguishers are maintained and checked by: **Interserve Ltd**

Emergency evacuation will be tested every **12 months.**

FIRE EVACUATION ASSEMBLY POINTS:

Unit A1 – Print Room, Reception, Maintenance and Sales - car park Unit B1 opposite

Unit B1 – Finishing, 10 Colour and Sales – car park Unit A1 opposite

Unit B2 – Finishing, Despatch and Production/Estimating/ Pre Press – pavement opposite (26 Dolphin Road)

Unit B6 – Digital, Hand Finishing and Accounts – car park Unit A5 opposite

Unit A5 – Finishing and Swan Press – car park Unit B6 opposite



Steve Cropper, Managing Director

Date: 1 August 2019
Review Date: 31 July 2020
