

# Health and Safety Policy

**Geoff Neal Litho Limited**  
**7 Pier Road Feltham Middlesex TW14 OTW**



## General Statement of Policy

It is the policy of Geoff Neal Litho Limited to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of Geoff Neal Litho Limited is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

Geoff Neal Litho Limited recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. While the management of Geoff Neal Litho Limited will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Geoff Neal Litho Limited will provide every employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to the Safety Officer or the Works Management. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Officer or the Works Management. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The health and safety policy of Geoff Neal Litho Limited will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months or as deemed necessary.



Chief Executive Officer  
Geoff Neal Litho Limited

16<sup>th</sup> August 2011

## Safety Personnel

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

The person with overall and final responsibility for health and safety in Geoff Neal Litho Limited is the Chief Executive Officer – Geoff Neal.

The following personnel will be responsible for health and safety in particular roles:

### **Ernest Wale (Production Director) as Health and Safety Director**

Accident investigation  
Site Procedures  
Risk Assessments

### **Diane Bisson as Health, Safety, Environment & Quality Officer**

Overseeing, Implementing and Monitoring the Policy  
Training & Information  
Reporting and Setting Health and Safety Objectives  
Inductions

#### **Safety Committee Members**

**Diane Bisson**  
**Sam Neal for Management**  
**Robert Bell for Office Staff**  
**James Hatcher for Repro**  
**Antony Dales for Finishers**  
**and Warehouse**  
**David Shelvey for Printers**  
**and Drivers**

#### **First Aider and Appointed Persons**

**Robert Bell**  
**Graham Bice**  
**Stephen Dales**  
**Matthew Hunt**  
**Mark Norton**  
**Alan Ruffalls**

<b>Chief Fire Warden</b>	<b>Sam Neal</b>
<b>Deputy</b>	<b>Ian Bruce</b>

## **General Safety Rules**

- 1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.**
- 2. All employees should immediately report any unsafe practices or conditions.**
- 3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.**
- 4. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any person are forbidden.**
- 5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.**
- 6. Employees shall not adjust, move or otherwise tamper with any equipment or signs erected for the purpose of safety. Disciplinary action will be taken against any employee that ignores this rule.**
- 7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others.**
- 8. No worker should undertake a job that appears to be unsafe.**
- 9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.**
- 10. All injuries and accidents must be reported to the Safety Officer or the works management or a delegated representative. All accidents must be entered in the accident book located in the first aid cupboard on the ground floor.**
- 11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order. Protective guards must at no time be removed. Operators must immediately report any deficiencies to the works management or their supervisor.**
- 12. No employee should use chemicals without the required knowledge to work with those chemicals safely.**
- 13. All employees are expected to report any unsafe practices or near misses to the Safety Officer or works management immediately.**
- 14. All contractors must sign in and out at all times and adhere to all safety regulations laid down by Geoff Neal Litho Limited.**
- 15. At no time must an employee stand on a forklift truck to reach anything.**
- 16. All forklift truck operators must complete a fault finding checklist before attempting to operate it.**
- 17. An elected competent person must check all batteries at regular intervals. They must wear safety equipment supplied i.e. gloves and goggles.**
- 18. All employees are subject to gross misconduct if they interfere with or misuse or ignore any safety procedures established for the health and safety of staff and others.**
- 19. The staff responsible must complete all machine checklists.**

## **Consultation**

The management of Geoff Neal Litho Limited sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of committee meetings as often as is deemed necessary.

The purpose of committee meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

## **Communication**

The management of Geoff Neal Litho Limited will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company's health and safety policy.

Geoff Neal Litho Limited communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, also by example.

## **Co-Operation & Care**

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

## **Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of Geoff Neal Litho Limited that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their safety. The persons with the responsibility for safety training are the Safety Officer and Works Management.

## **Workplace Inspections**

It is the policy of Geoff Neal Litho Limited to comply with the Workplace (Health, Safety, & Welfare) Regulations 1992.

The Safety Officer and Works Management will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

## **Work Equipment**

It is the policy of Geoff Neal Litho Limited to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

Geoff Neal Litho Limited will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

## **Personal Protective Equipment**

It is the policy of Geoff Neal Litho Limited to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Geoff Neal Litho Limited will be properly assessed prior to its provision.

All personal protective equipment provided by Geoff Neal Litho Limited will be maintained in good working order.

All workers provided with personal protective equipment by Geoff Neal Litho Limited will receive comprehensive training and information on the use, maintenance, and purpose of the equipment.

Geoff Neal Litho Limited will endeavour to ensure that all personal protective equipment provided is used and is used properly by its employees.

## **Manual Handling Operations**

It is the policy of Geoff Neal Litho Limited to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided, as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

## **Display Screen Equipment**

It is the policy of Geoff Neal Litho Limited to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Geoff Neal Litho Limited will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective glasses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **Control of Hazardous Substances**

It is the policy of Geoff Neal Litho Limited to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1989.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Geoff Neal Litho Limited will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **Fire Safety**

The fire safety policy and procedures of Geoff Neal Litho Limited take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service.

The person with responsibility for the maintenance and testing of fire alarms is the Safety Officer.

All workers within the company have a duty to report immediately any fire, smoke, or potential fire hazards to the fire service (dial 999) and/or operate the nearest fire call point.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Safety Officer and works management are responsible for the provision and maintenance of fire prevention and detection equipment and ensuring that staff are trained in proper fire

prevention practices and emergency procedures.

Managers are responsible for keeping their operating areas safe from fire.

### **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves **only if it would pose no threat to their personal safety to do so**. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

### **Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

### **Smoking**

Smoking is prohibited inside the workplace. The smoking area is in the backyard, near to the cigarette butt bins. These areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

**SMOKING IS NOT PERMITTED ANYWHERE ON THE PREMISES DURING THE LAST HOUR OF THE WORKING DAY**

Any employee found smoking on company premises other than specified above will be disciplined.

### **Accidents and Diseases**

The Safety Officer is responsible for reporting all cases of accident and disease to the Chief Executive Officer and the Safety Director.

Accident records are compiled and stored by the Safety Officer.

The Safety Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 1995 Regulations where applicable.

### **THREE DAY ACCIDENTS**

Accidents that cause more than three consecutive days incapacity for work must also be reported. In calculating the three days, the day of the accident is not included; however, any days that would not normally be working days (such as Saturday and Sunday) are included. "Incapacity for work" does not necessarily mean actual absence from work. If a person is incapable of doing the work, which they might reasonably be expected to do, that is equally acceptable as "incapacity for work".

Accidents causing more than three days incapacity for work must be reported as soon as practicable, i.e. as soon as the responsible person becomes aware of the situation, and certainly within 10 days of the accident.

## **Working Environment**

1. Work sites must be kept clean and tidy.
2. Any spillages must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded after every shift.

## **Walkways and Passageways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any walkway or passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a walkway or passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard. This includes discarded pallets.
6. Where any vehicle or other moving machinery is using a walkway or passageway, pedestrians should use an alternative route wherever possible. If no alternative route is possible, the area should be clearly marked with hazard warning signs.

## **Tool and Equipment Maintenance**

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor or works management to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment that are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear loose clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

## **Company Vehicle Users**

1. At no time must you drive a company vehicle under the influence of alcohol or drugs.
2. You must not drive or operate any vehicles for which you do not hold a current driving licence.
3. Management of working and driving hours must be respected. If you are tired stop for a while and rest.
4. Drivers must carry out checks of their vehicles prior to use and report any defects to the works management immediately.
5. You must not use vehicles for unauthorised purposes.
6. You must report all accidents.
7. Only use a hands free mobile telephone whilst driving. However, hands free phones can be distracting and you can still risk prosecution for failing to have proper control of your

vehicle. Therefore, please act responsibly and only use the phone when you feel it will not distract you. Alternatively, at the earliest convenient time pull over and use the phone when parked and ignition switched off.

8. Company insurance covers any person driving with the policyholder's permission.
9. Do not leave any property on show in the vehicle e.g. briefcase, mobile phone or laptop. This discourages thieves. Put it in the boot or hide it.

## **Employees Other Legal Duties**

In addition to the above responsibilities, the Health and Safety at Work etc. Act 1974, places legal duties on all employees. These are:

Section 7 of the Health and Safety at Work etc. Act 1974

To take reasonable care for the health and safety of themselves and of other persons whom their act and omissions may affect at work

To co-operate with management to enable the employer to carry out their legal duties or any requirement that may be imposed

Section 8 of the Health and Safety at Work etc. Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

## **Violence at Work: Our Policy**

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to our business. These impose duties that include assessing the risk of violence, such as assault or verbal abuse, and protecting employees from those risks as far as reasonably practicable.

We will try to eliminate or reduce the likelihood of violence at work because it can impair morale amongst employees and give a poor impression of the business.

We will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

It is not our policy to accept that facing aggressive behaviour is part of an employee's job or that reporting incidents may reflect badly on them.

In order to assess the risk, employees are asked to report any incidents that subject them to:

- physical assault, whether or not injury results
- verbal abuse, shouting or swearing
- threatening behaviour, with or without any form of weapon
- anything that they feel might damage their health through anxiety or stress.

For those jobs that are identified to have increased risks, we will introduce physical controls where reasonably practicable, followed by sufficient information, instruction and training to enable the employee to minimise the risk.

We will periodically (and at least annually) ask employees who we believe are at risk to complete a questionnaire on the effectiveness of the management controls.

## **Alcohol and Drug Abuse: Our Policy**

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery or in hazardous situations.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- smell of alcohol
- slurred speech
- unusual lack of co-ordination
- changes in behaviour, particularly aggressiveness.

No alcohol can be consumed on the premises at any time unless during specified functions at the discretion of management.

Anyone found taking alcohol or drugs on the premises without prior authorisation is guilty of gross misconduct and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or drugs on the premises will be removed. Their gross misconduct will be disciplined accordingly.

## **Personal Protective Equipment**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in equipment to their supervisor or the works management.

## **Manual Lifting and Moving**

1. Mechanical devices rather than manual handling wherever reasonably practicable should always do lifting and moving of objects. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage, which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower, etc.
7. When lifting an object off the ground, employees should assume a squatting position, keeping their back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground.