



Health and Safety Method Statement

Organisation of Health & safety

1. Overall responsibility for health and safety in the company is that of Nick Dominey, the Managing Director.
2. Mike Brooks is responsible for this policy being carried out throughout the company on a day-to-day basis, calling upon the BPIF as the company's competent person for advice and information.
3. All employees are responsible for co-operating with the company to achieve a safer and healthier workplace and for taking care of the safety of themselves and of others.
4. Whenever any employee becomes aware of a health and safety problem or defect that they are not able to personally correct, they will report it without delay to Mike Brooks, utilising the Safety Action Request Form.
5. The following are responsible for health and safety in the nominated area:

Name	Area of Responsibility
John Hope	Printing
Steve Billam	Finishing
Richard Stathers	Production
Stephen Connor	Studio
Richard Major	Office

6. Consultation on health & safety matters with employees will take place whenever appropriate, particularly during the development of safety policies and procedures. This will be done through a safety committee.
7. Safety information will be publicised using normal management channels, notice boards, meetings or other means as may be appropriate.
8. Safety training and instruction, including induction training, fire training and job training, will be provided by Mike Brooks.

9. Mike Brooks will carry safety and housekeeping inspections monthly. The results will be monitored by Nick Dominey.
10. Accidents and dangerous occurrences will be investigated by Mike Brooks & Nick Dominey and a suitable report made out to ensure that appropriate corrective action is taken.
11. Nick Dominey is the person responsible for reporting accidents to the HSE.
12. All accidents will be recorded and the book kept in the safety files located in the office. All significant accidents will be investigated.
13. The names and locations of the company's First Aiders are displayed on notice boards, as are the locations of first aid boxes.
14. A First Aider will be responsible for ensuring that they are adequately stocked with correct contents.
15. Mike Brooks will check the fire appliances and escape routes and a conduct a fire prevention inspection conducted every month and will sound the fire alarm bells weekly in working hours, keeping a record of all such examinations and tests.
16. A Competent engineer will test the alarm system every 6 months
17. Mike Brooks will arrange fire drill training and practice for all employees once per annum and arrange another, unannounced, drill approximately 6 months later.
18. The Fire Certificate will be filed in the safety files in the office
19. Mike Brooks will monitor the condition of plant and equipment and will ensure that defective equipment is removed from use and repaired without delay.
20. Mike Brooks will inspect all ladders and steps every 6 months.
21. All safety documents and records will be filed in the office, including certificates, reports and original copies of risk assessments, including COSHH, manual handling, display screens etc.



Safety Management

Risk Assessment

Risk assessments will be carried out on all aspects of the company's business, including those assessments specifically required under COSHH, manual handling, DSE and other regulations.

The result of risk assessments will be made known to those affected and effective means of removing or reducing risks will be implemented as far as is reasonably practicable. Above all, the company will endeavour to comply with all relevant statutory provisions.

Safe System of Work

Management will develop safe systems of work in consultation with all those involved, documenting them and making copies readily available. Employees will be trained in these and supervised to ensure compliance.

Suggestions of possible improvement of safe systems will be readily considered.

Accident Recording, Reporting and Investigations

All accidents will be recorded in an Accident Book and an investigation of the accident carried out by the manager responsible if it results in lost time or hospital treatment being necessary. This will be documented by completing an Accident Investigation Form and passing it on to the manager responsible in order to ensure that any improvements or changes required are put into practice.

Where required by RIDDOR, accidents will be reported to the Factory Inspectorate in the prescribed manner.

First Aid

The Company will ensure that there is at least one trained First Aider and that their training is refreshed at least every 3 years. Training will be provided by one of the organisations recognised for that purpose. A First Aider will be responsible for ensuring that first aid boxes are adequately and correctly stocked. No medication, including painkillers, will be available from any First Aider.

A notice will be placed on the notice board giving the name of the trained First Aiders, the date of expiry of their certificate and the location of first aid boxes.

Fire Precautions & Safety

Employees will be trained and supervised to minimise the risk of fire and rules will be applied to support this endeavour.

Escape routes will be kept clear at all times, as will access to all fire extinguishers and alarm points. Inspections of the premises will be conducted to ensure compliance with the requirements.

Fire alarms will be tested every week and the results recorded. The fire alarm, smoke detector and emergency lighting systems will be tested at least once every 6 months, and the results logged. Fire extinguishers will be examined and maintained at least once annually.

Fire training and drill will take place at least once per annum and the outcome recorded.

Emergency Procedures

Emergency escape procedures will be developed and publicised and all employees will be trained in them. Some employees will be given specific duties in these events and will be trained to fulfil them.

All employees will be given a written statement of emergency escape procedures and some employees will be given specific responsibilities in connection with these procedures.

Requesting Safety Actions

All employees will be required to report any safety hazard or non-compliance with procedures by using an appropriate form, readily available. Each request will be logged and considered, suitable actions or responses being made without undue delay. A system will be implemented and used for ensuring that matters, once raised, are dealt with in order of priority and that none are overlooked.

Safety Audits and Inspections

A system of regular safety audits will be established in order to ensure that these policies are being implemented adequately. These will include, e.g.:

- Annual audits of the safety system
- Monthly inspections by departmental managers against a checklist
- Monthly fire prevention inspections



Formats and schedules will be established of each of these audits and responsibilities allocated. The results will be publicised on the notice boards and will be discussed at safety committee meetings.

Safety Consultation & Communication

Every effort will be made to consult employees concerning health and safety and employees will be informed of any policies, procedures or rules that may concern them.

Safety Rules

The company will publicise a set of basic safety rules for all employees. These should be read in conjunction with the Statement of Terms and Conditions of Employment.

Job specific rules may also be included in safe systems of work documentation.

Statutory Examinations

The company's insurers or some other competent persons or organisation will be appointed to carry out all statutory examinations of plant and equipment. The test certificates will be filed in the main office, action being taken as required.

Training

All new employees will be given appropriate induction training in the safety rules of the company and the main safety policies and procedures relating to all employees. All employees will also receive training in specific safety aspects of their jobs, including refresher training when appropriate. Safety training will be provided whenever their job changes in any way, including promotion, transfer or technical changes to the materials and equipment they are required to use.

Records

Copies of all safety records will be filed securely. The following documents, where appropriate, will be stored in this way, as will any others that may become necessary.

General Safety Arrangements

Contractors on the premises

All contractors brought onto site to carry out work will be checked to ensure that they are competent to do the work required of them, that they are adequately insured and that they have a safety policy of their own which their employees have been trained in. Where appropriate, a safe system of work will be agreed prior to the commencement of work and the contractor must then follow that system, checks being carried out by the responsible manager at frequent intervals.

Information will be given to all contractors about specific or general safety policies, procedures or other information that they need in order to work safely and they will be supervised to ensure their compliance. Where necessary, documentary evidence will be requested of them.

Electrical Safety

All electrical work will be carried out by someone competent to do so, this being someone who is not only trained and qualified in electrical work but who has sufficient knowledge of the Electricity at work regulations and the current edition of the IEE Wiring Regulations.

A competent person will inspect fixed electrical systems at least every 5 years.

Someone competent to do so will test portable appliances at appropriate frequencies.

Flammable Substances

These will be segregated in a suitable store and only sufficient quantities will be brought into the workshops to satisfy daily requirements. The requirements of the Highly Flammable Liquids and Petroleum Gases Regulations will be satisfied insofar as they apply to this company's operations.

Rags impregnated with oil or solvent will be moved out of the premises prior to the end of each working day.

Hazardous Substances

A more detailed policy will be implemented on this topic. This will cover the need to identify all hazardous materials and process, to obtain safety data, to carry out sustainable and sufficient risk assessments and to implement any procedures and standards necessary to make use of those materials safe, insofar as is reasonably practicable. Staff will be trained and supervised in operating those systems once developed and documented. All new materials will be assessed to establish whether or not they may be hazardous and, if so, included in the COSHH system.



Machinery Safety

Machines will only operate by those trained to do so other than trainers undergoing supervised instruction.

Operators will be required to ensure that the machine's guards are all in place before operating the machine and carry out such tests as may be required concerning the safe operation of the guards, recording the results in the log provided.

All machines will be adequately guarded, the guards being designed and manufactured to BS5304. Any defective guards must be reported and dealt with before the machine is used.

Manual Handling

A separate, more detailed policy will be drawn up on this topic and the requirements of the Manual Handling Regulations will be met by this means.

Noise At Work

The level of noise at work will be assessed, employees informed and, where necessary, ear defenders provided and their use enforced.

Personal Protective Equipment

Where risk assessment indicate that PPE is required, it will be supplied free of charge by the company to those involved and the employees will be required to use it at all appropriate times. The issue of any PPE will be recorded and arrangement made for it to be suitably stored, cleaned, serviced or replaced when worn damaged or lost.

Staff will be required to report all losses or damage of PPE to the responsible manager without delay.

Pressure Systems

The Company's insurers will draw up written scheme of examination and will carry out such tests and examinations as are required, reporting the outcome to management for appropriate action.

Racking & Storage

All racking and storage systems will be of suitable and sound construction and will facilitate easy access by employees and equipment alike for safe use.

Visitors

No visitors will be allowed onto the premises other than with permission of a senior manager who will be responsible for their safety and welfare whilst here. All visitors will be required to check-in at the reception before being allowed onto the premises they will be shown a copy of the visitor's rules as the check in.

Visual Display Units

The requirements of the Display Screen Equipment Regulations will be implemented and a separate policy and procedure will be established for this purpose.

Workplace Safety and Housekeeping

All areas of the building will be cleaned regularly and all waste paper and other potentially combustible waste will be removed from the building on a regular basis. Redecoration will take place on a planned 7 – year cycle. Aisles will be clearly marked and materials safely stacked so as not to encroach into the aisles or working areas.

Potentially dangerous areas will be kept locked when not in use.

The provisions of the Workplace Regulations will be implemented as far as is reasonably practicable.

Work on Construction Sites

When work is undertaken on construction sites, staff will be guided by information contained in the document entitled "Safety on Customer's Sites".

Where the CDM regulations apply, the company will co-operate fully in providing the necessary Method Statements and Risk Assessments and by being involved with the Principal Contractor, the Planning Supervisor and others ensuring that the construction phase safety plan is implemented insofar as this company's operations on the site are concerned.