



ENTWISTLE

Health & Safety Policy

Current Issue 3

Reviewed By

Operations Director

Authorised by

Managing Director

REVISION HISTORY

Issue	Date	Amendments / Comments	Approved by (initials)	
			Operations Director	Managing Director
1	01/03/2017	First Issue		
2	30/11/2017	Review of Policy: Management Arrangements amended, re numbered and new sections added 5.19 onwards	RB	JR
3	23/03/2019	Changed addresses of companies to Openshaw	RB	JR

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1. Introduction

The Entwistle Thorpe Group (hereinafter called The Company or Group) was established in 1899. Originally the company offered supplies and services to the photographic & printing industries, however during the last one hundred years, the nature of our business has changed substantially. From our origins, we have evolved through traditional graphic and drawing office materials to current trends in computer aided drafting and digital graphic products. This now includes the supply and installation of both large printing machinery and internal and external signage, installed through approved subcontractors.

The Group consists of the following companies: -

1. Entwistle Thorpe & Co Ltd
2. Lomas and Thorpe
3. Colyer Thorpe
4. Coaters Ltd (To be closed)
5. Atec Dos (Logo name kept for marketing purposes)

Location Addresses: -

- | | |
|--|---|
| 1. MANCHESTER – HEAD OFFICE
Lomas & Thorpe Limited
Imprimo House
1047 Ashton Old Road
Openshaw
Manchester
M11 2NN
T: 0161 653 9310
F: 0161 655 3648
E: mi@entwistlegroup.com | 2. MANCHESTER – HEAD OFFICE
Colyer Thorpe Limited
Imprimo House
1047 Ashton Old Road
Openshaw
Manchester
M11 2NN
T: 0161 839 0661
F: 0161 839 5267
E: ma@entwistlegroup.com |
| 3. BRADFORD
Great Russell Court
Bradford
BD7 1JZ
T: 01274 723 592
F: 01274 390 367
E: br@entwistlegroup.com | 4. WARRINGTON
Chadwick House
Birchwood Park
Warrington
WA3 6AE
T: 01925 824 500
F: 01925 824 600
E: wa@entwistlegroup.com |

As a Company, we recognize the importance of health, safety and welfare in all aspects of our work. In that we do not want to cause any injury or ill health to anyone, comply fully with the relevant statutory legislation and recognise that accidents and unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This Policy defines the health, safety and welfare policy, organisation and responsibilities and describes the management arrangements, which are adopted to ensure the Company's activities are carried out in accordance with the requirements of the relevant health and safety legislation.

All employees shall implement the health, safety and welfare policy through adherence to the principles and practices defined by the Health and Safety Policy and supporting documentation.

Legal Requirements

The Health and Safety at Work etc Act 1974 imposes responsibilities on both employer and employees for the health and safety of persons at and those who may be affected by such work.

The law requires a written Health and Safety Policy Statement to be prepared by all organisations employing five or more persons. The policy and any revisions should be brought to the attention of all employees.

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Communication and Consultation with Employees

The Company recognises its statutory responsibility to effectively consult its employees and/or their representatives about the contents of safety rules, procedures and the safety policy on matters concerning health and safety.

Monitoring Safety Performance

The Company and its Senior Management are aware that measuring performance is an important means of checking on the effectiveness of the control measures identified in the risk assessments and in the implementation of the Health and Safety Policy to provide information for future review. Monitoring is also a display to management that health and safety is central to the organisation's philosophy, helps to develop the safety culture and provides the opportunity for practical development of new policies.

Types of monitoring: -

- | | |
|------------------------|---|
| Proactive Monitoring - | the checking of the condition of plant, machinery, equipment and the adequacy of supervision, instruction, training and safe systems of work etc. |
| Reactive Monitoring - | relates to identifying and measuring failures i.e. accident figures and near misses, investigations etc. |

From these types of monitoring effective measures need to be implemented to prevent and incident/accident from occurring and therefore it is the Company's policy to ensure the collection and analysis of this information to adequately evaluate health and safety performance.

Review

The Policy is subject to an annual review by senior management and will be revised and re-issued accordingly.

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2. Health and Safety Policy Statement of Intent

In accordance with the provisions of the Health and Safety at Work Act 1974 the Entwistle Thorpe Group is committed to ensure the health, safety and welfare at work of its members, and all that is reasonable to prevent personal injury, and further to ensure that persons not in its employment, who may be affected by its undertakings, are not exposed to risks to their health and safety in so far as they come into contact with the company or the products it uses.

The company has a responsibility to: -

- Provide and maintain safe and healthy working conditions, considering current statutory requirements.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Provide and maintain safe plant and equipment and safe systems of work.
- Maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for the management to set an example in safety behaviour.
- Consult with employees on health and safety arrangements.
- Provide risk assessments covering the company's work activities.

Whilst the company accepts its prime responsibility for ensuring the health safety and welfare for its employees, it is expected that all employees accept their responsibilities under the Health and Safety at Work Act 1974 to: -

- Take care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with management to enable the company to fulfil its legal obligations.
- Not interfere with, or misuse anything provided in the interests of health safety and welfare.

The company is committed to a programme of continual improvement, and will provide the necessary resources to ensure the full implementation of the Policy and the Directors will give full backing to all those committed to achieving the policy objectives.

This policy will be subject to an annual review or when process conditions change.



Managing Director

23rd march 2019
Date

The Entwistle Group - Health and Safety Policy

3. Responsibilities

a. Managing Director.

Their responsibilities are: -

- Review and where required amend and approve the Statement of Intent and the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Administer the Policy throughout the Company by appointing individual Managers to be responsible for its implementation on a day to day responsibility.
- Ensure that the health and safety management system is reviewed and revised to reflect changes in health and safety law and monitored to ensure its continued effectiveness.
- Know the appropriate statutory requirements affecting the Company's operations.
- Ensure that mechanisms for the organisation for and methods of carrying out the Company Policy are in place. To make sure each person is aware of their responsibilities and that all safety objectives are suitably communicated throughout the Company.
- Ensure that appropriate training is given to all staff as necessary.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment, to avoid injury, damage and wastage, and that health and safety factors are considered in the selection of sub-contractors.
- Ensure that there is liaison on health and safety matters between the Company and others working on the site.
- Institute reporting, investigations and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
- Instigate liaison with external accident prevention organisations, encourage the distribution of safety literature throughout the Company.
- Arrange for funds and facilities to meet requirements of the Company Policy.

b. Directors / Senior Managers of each of the companies forming the Entwistle Thorpe Group.

- The senior management in each of the companies have overall day-to-day responsibility for the health and safety in their own sites. In their absence, the duties will fall to the responsibility of their assistant

These responsibilities are: -

- Understand the Company Policy for Health and Safety and ensure that it is readily available on each site and resources to comply with the Policy are adequately provided for and brought to the attention of the employee's especially new starters.
- Understand and appreciate their duties and responsibilities as stated within the company Health and Safety Policy, and to implement these requirements.
- Appreciate its objectives and to impress upon the management and staff the importance of its implication.
- Take notice and act upon the recommendations and advice made by the Health and Safety Consultant.
- Ensure that all Risk Assessments and safe systems of work developed for their activities are adequate.
- Ensure that all work equipment complies with the current Provision and Use of Work Equipment Regulations, and Electricity at Work Regulations.
- Provide and maintain in good order, sufficient plant, equipment and materials for the work being performed.
- Provide, where necessary, the proper levels of training and certification of employees for the equipment they are tasked with operating.
- Provide, where necessary, assessment sheets for any substance subject to the COSHH Regulations or which may prove hazardous to health.

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- Provide and maintain in good order, adequate protective clothing and equipment.
- Provide and maintain in good order, adequate and suitable welfare facilities.
- Encourage site tidiness and high standard of housekeeping to reduce the risk of accidents and wastage of materials.
- Encourage correct working practices.
- Pre-plan contracts to establish appropriate working methods, material purchases, and sequence of operation to minimise any potential hazard.
- Always set a good personal example by adherence to the requirements of this policy.
- Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily
- Organise as required that all maintenance work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and making all persons under their control aware of their health and safety responsibilities.

c. Employees:

Their responsibilities are: -

- Comply with the Health and Safety Policy.
- Fully observe the Safety Rules.
- Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
- Use all safety equipment and/or protective clothing as may be provided.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Maintain all implements and equipment in good condition and report any defects to management when they occur.
- Report all accidents to management whether injury is sustained or not.
- Attend as requested any training course designed to further the needs of health and safety.
- Observe all laid down procedures concerning processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

In addition to the above responsibilities, the Health and Safety at Work etc, Act 1974, places legal duties on all our employees especially: -

Section 7 - "Health and Safety at Work etc, Act 1974"

- a. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b. To co-operate with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 - "Health and Safety at Work etc, Act 1974"

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare.

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d. Safety Consultant

Responsibilities are: -

- Advise management on the review and amendment of the Company Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.
- Give advice to management as requested on all health and Safety Matters:
- Carry out regular inspections of the workplaces to determine whether work is being carried out in accordance with Company Policy, Safe Systems of Work, Risk Assessments and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Director responsible for Site Safety.
- Assist management in notifying the Health and Safety Executive of new sites, dangerous occurrences, major injury accidents, and so on, and in any dealings with the Health and Safety Executive.
- Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide statistics.
- Check that necessary first aid equipment is on sites or at workplaces and arrange for supply if requested.
- Check that necessary statutory literature for use or display is on sites or at workplaces and arrange for supply if requested.
- Provide advice on training requirements where required.

e. Purchasing/Buyer

Responsibilities are:

- Ensure that all work equipment purchased or hired for use by employees at the companies' place of work complies with the Provision and Use of Work Equipment Regulations.
- Ensure that upon receipt into the company any work equipment is checked for suitability.
- Liaise with senior management and with contracts managers to ensure that work equipment purchased is suitable.
- When purchasing materials ensure that they arrive with all necessary health and safety documentation attached.
- If it is necessary to purchase hazardous substances/materials that every effort should be made to ensure that wherever possible the hazard in the product purchased is of the lowest possible rating, or that other hazard free substances are substituted.
- Ensure that the health, safety and welfare of the end user are seriously considered wherever work equipment or materials are purchased.

f. Vehicle Drivers

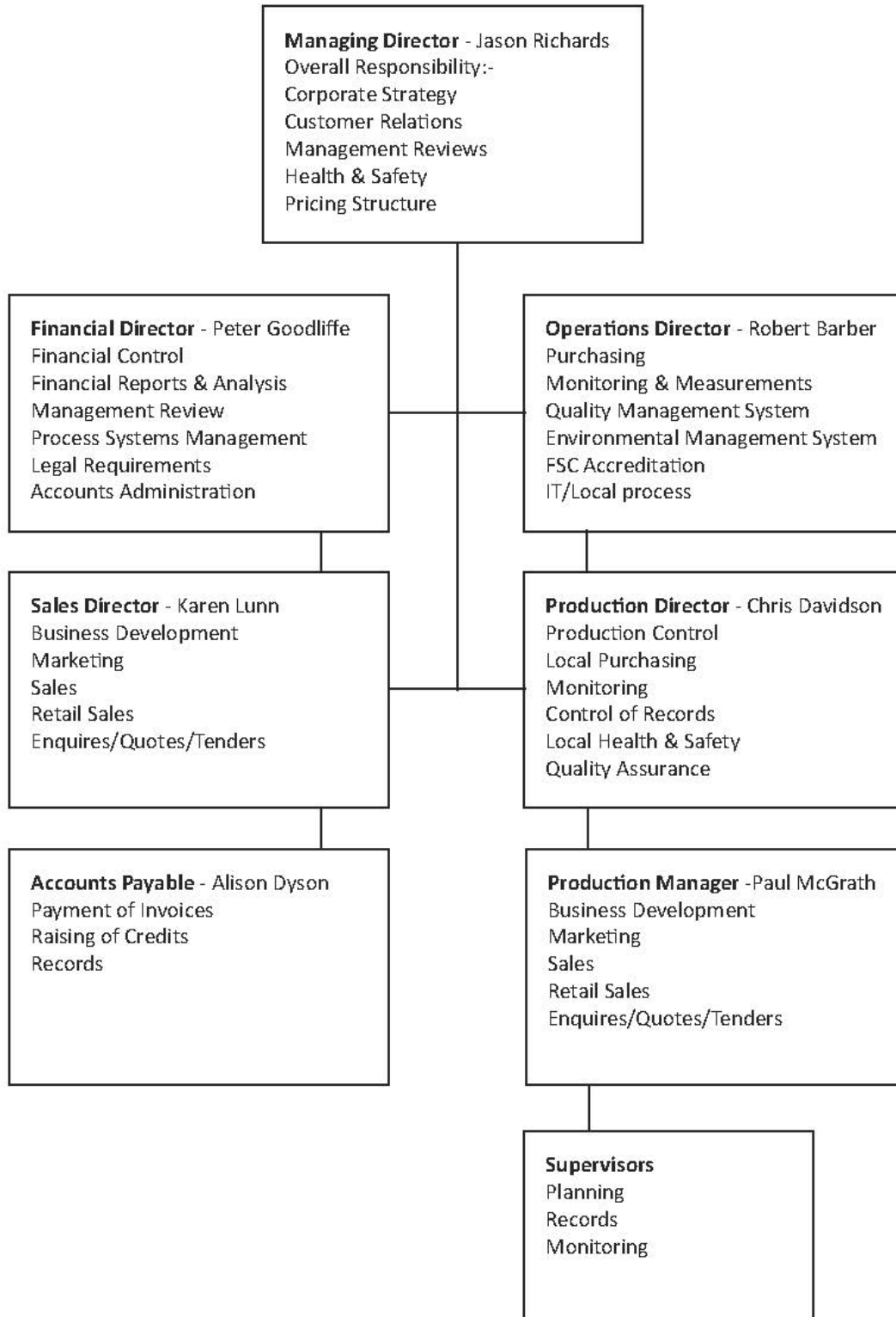
Responsibilities are:

- Understand the company safety policy, appreciate its objectives and observe its requirements.
- Once in use, the responsibility of a vehicle rests with its driver.
- Always ensure that the vehicle to be used is in efficient working order, good general repair and safe. Any defects found must be reported immediately, defective vehicles must not be used.
- Where a vehicle is to be driven on the public highway, the requirements of the Road Traffic Act apply.
- All persons travelling in vehicles must be properly seated and must wear the safety harness provided.
- The vehicle driver must ensure that any routine maintenance necessary has been carried out before using that vehicle.

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4. Management Structure

Insert Structure



5. Management Arrangements

5.1 Fire Precautions and Action

The Company will ensure that each of their buildings has a fire Risk assessment performed and actions from that risk assessment implemented.

Precautions:

- All personnel must take note of and comply with any Fire Precaution Notices displayed on the notice boards.
- Fire Doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.
- Suitable and sufficient Fire Fighting Appliances will be located throughout working area.
- Emergency Fire Exits will be marked as such and under no circumstances locked during working hours. All emergency Fire Exits will be kept clear at all times.
- All equipment's used to produce heat must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.
- All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.
- Flammable liquids or materials must not be stored in the proximity of any heat source, which may give rise to the production of Flammable Vapours or might provide a source of ignition.
- The Storage of Flammable Liquids and materials should be kept to a minimum.
- Storage areas for Flammable Liquids and Materials must be appropriately marked and meet the current Fire Regulations/Safety Order.
- No Smoking, designated areas are to be Strictly Adhered to at all times.

Remember

- Never dry wet clothes too close to heat.
- Never leave heating appliances on when are not in use.
- Always check your place of work for fire hazards, before leaving at night.

Actions to be taken in the event of a Fire

- On discovering a Fire Shout **FIRE - FIRE – FIRE**, and set off the nearest Fire Alarm by breaking the glass and pressing the button.
- Only tackle the Fire if this is a feasible proposition using the nearest **Appropriate** Fire Fighting Appliance. Do not endanger yourself to save property.
- If the Fire is too large to tackle, ensure the Fire Marshall has called the Fire Brigade by dialling 999, If not ask for the Fire Brigade, give your name, the address of the building and the approximate location of the Fire, e.g. Ground Floor, Second Floor, Print Room etc.
- Evacuate the building in an orderly manner by the nearest safety exit and report to your designated assembly point.

5.2 First Aid

The company is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

To achieve this, the company will provide information and training on first aid to selected employees to ensure the legal requirements and the needs of the company are met.

Employees concerned about the provision of first aid should inform their supervisor to enable the company to investigate and rectify the situation if necessary.

5.3 Accident / Injury Procedures

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) covers all work activities.
- All employees, trainees and self-employed persons are included.
- Members of the public are also included when they are injured, or suffer a disease because of a work activity.

In the event of an accident/dangerous occurrence, the appointed person/first aider shall assess the extent of the accident/incident, then operate the following procedure:

- In the event of an accident, treat the injured person and dispatch that person to hospital (if required).
- In the event of a dangerous occurrence, do not touch, change or interfere with any substance, article, plant or structure further dangers may occur at that place, e.g. fire, explosion or further collapse which may endanger any person during rescue work.
- In the event of a major injury or dangerous occurrence: -
 - a) Notify the Managing Director by telephone at the Manchester Office.
 - b) Enter details into the Accident Book.
 - c) Complete the Company's Internal Report Form and dispatch that form to Head Office.
 - d) The Health and Safety Executive will then be informed (within the required notification period) on the F2508 by the Managing Director or their representative.
- Accident investigation. All accidents and near misses will be investigated by Senior Management in collaboration with the Managing Director, to establish the root causes and introduce management action to prevent a reoccurrence.










5.4 Risk Assessments and Safe Systems of Work

The Management of Health and Safety at Work Regulations place specific duties on employers and the self-employed to take certain actions as summarised below. The Company will apply these statutory requirements to all Risk Assessment procedures.

- Assess the risks to the health and safety of employees and any others that could be affected by work activities. This also includes contractors (Clients directs), subcontractors and temporary staff engaged for specific work. Relevant actions will then be specified to eliminate or minimise the risks.
- Where the risk is considered to be significant, the Company will identify those groups of employees being especially at risk and this will be recorded in writing.
- The risk assessments shall be reviewed and altered if it is no longer valid or circumstances have changed significantly.
- The Company will provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.
- The Company will co-operate fully with other employers where work areas are shared by exchanging information on the risks associated with each other's activities and the protective measures to be adopted, and subsequently pass such information to employees in those areas.
- Further assessments will be carried out for young persons at work (15 years, 9 months to 18 years) and new and expectant mothers to ascertain any further risk to these groups over and above the risks identified and controlled in the standard risk assessments.

5.5 Provisions for the Control of Substances Hazardous to Health (COSHH)

- The Company policy in respect of COSHH is that, only substances approved and assisted for use by the Managing Director or their representative shall be used on company premises. The appropriate Safety Data Sheets (SDS) must be obtained from the supplier/ manufacturer of the substance for producing COSHH Assessments.
- Our aim is to ensure that the substances we use do not affect the health of our employees. Furthermore, we aim to safeguard the health of other workers involved in our operations also members of the public who may from time to time be at or close to our work operations. In respect of our employees and other workers on the sites of our operations, we will carry out the appropriate COSHH assessment taken from the SDS of the substances used in relation to that activity. These will be brought to the attention of our employees. Employees must adhere to any precautions shown to be necessary.
- COSHH symbols and meanings
Hazardous substances have international symbols to allow you to understand the different hazards within our company

What do the COSHH symbols mean?		
 <p>Dangerous to the environment</p>	 <p>Toxic</p>	 <p>Gas under pressure</p>
 <p>Corrosive</p>	 <p>Explosive</p>	 <p>Flammable</p>
 <p>Caution – used for less serious health hazards like skin irritation</p>	 <p>Oxidising</p>	 <p>Longer term health hazards such as carcinogenicity</p>

- Labelling of chemicals
It is important to ensure that all chemical labelling on containers that are used within the company are clear and concise to ensure that risks to staff are reduced to the minimum.

Containers that are used to hold a temporary preparation need not be labelled, however it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

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Any container used to store hazardous preparations will be identified with the appropriate warning symbols and phrases. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrases, therefore these may be omitted.

It is a legal requirement of the Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations to ensure that all chemical substances that are supplied be correctly labelled.

Therefore, any chemical substances that are delivered to the company without appropriate documentation will be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheet supplied with the substance.

5.6 Health and Safety Training

- Regular safety training will be made available to update all employees for First Aid, Fire and in the use of equipment, hazardous materials, safe working practices & safety equipment which will be provided as and when necessary to execute work in a safe manner. The decision on the type and amount of training will be determined by each employee's role in the company.

5.7 Manual Handling

- Manual handling should be reduced as far as possible by the use of mechanical or other means, employees should be instructed in safe lifting techniques and should be provided with protective clothing where necessary, particularly for hands and feet.
- The Manual Handling Operations Regulations require all employers to identify examine and assess all manual handling operations occurring in the work place, this will enable them to identify where there may be a risk of injury and then to determine measures to reduce the risk to the lowest level that is reasonably practicable.

Advice for safe lifting

- Before attempting to lift a load, assess its size, shape, stability, obtain assistance if required. Check there is sufficient space to make the lift and space to reposition the load as required.
- Stand correctly, with a straight back and chin tucked in, close to the load you are to lift. Lifting with a bent back can be four times more stressful than lifting with a straight back. Your feet should be apart, with one foot in front of the other, facing in the intended direction of travel.
- Lift with your knees bent and use your legs, not your back, as the lift power.
- Make sure you have a good grip on the load before lifting and do not change your grip once carrying.
- Do not allow the load to obstruct your field of view – if it is too large seek assistance.
- Set the load down gently – again with your back straight and knees bent.

5.8 Electrical Safety

a. Portable Electrical Equipment

All portable electrical equipment will be inspected and tested before first use and tested for electrical safety following British Standards criteria for testing frequency and standard.

b. Electrical Installations

The company will install, use and maintain electrical installations in compliance with the Electricity at Work Regulations.

5.9 Display Screen Equipment (DSE)

All reasonable steps will be taken by the company to secure the Health and safety of employees who work with display screen equipment.

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It is the intention of the company to ensure, so far as reasonably practicable, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE equipment can be undertaken without any undue risks to health, it is appreciated that some employees may have genuine concerns and reservations.

The current Regulations apply to display screens where there is a 'user', that is, an employee who habitually uses display screen equipment as a significant part of normal daily work routines, e.g. an alternative means to do the job is not available and continuous spells at the workstation of an hour or more are encountered

The Company will: -

- Assess display screen equipment workstations by Employees undertaking a DSE Self-Assessment Questionnaire and take all required steps to reduce risks which are discovered;
- Ensure that workstations satisfy minimum requirements set for the display screen itself, keyboard desk and chair, working environment and task design and software;
- Plan display screen equipment work so that there are breaks or changes in activity; and
- Provide information and training for display screen equipment users.
- Arrange for 'users', an appropriate eyesight test to be undertaken by an optician and to provide free corrective spectacles, specifically for the use with DSE equipment if required.
- Give advice to all existing and new employees, of the risks to their health and how to avoid them.

5.10 Contractors / Subcontractors

- The Company on occasion have the need to both have work performed in house but also enter contracts to install Signage on Clients premises. All contractors, subcontractors and any other persons, as well as ensuring the Health & Safety of themselves and of their employees, the safe condition of their own plant, machinery or equipment etc., must identify and provide information appropriate to any likely Hazard/s which may affect any person on site or in other areas, including members of the public. Such information must be made freely available and brought to the attention of this company before any work of any nature commences. Additionally, read and comply with the provisions of this policy and ensure their own employees have knowledge of, and comply with this company safety policy always.
- All contract personnel will be required to have written authorisation from the Managing Director or their representative prior to the commencement of any work of any nature. All subcontractors will be instructed to provide Method Statements, Safe Systems of Work, and Risk Assessments, including all connected documentation prior to the starting of operations on site and in such time to give The Company time to assess them. Any company arriving on site without first producing this paperwork or their site supervisor bringing a copy with them or reference will not be allowed to start works on site, any charges for delay levied against The Company will be transferred to the offending Subcontractor/Contractor.

5.11 Visitors to Site

The safety and wellbeing of visitors to the Company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger.

- Visitors must be escorted always whilst on the Company's premises.
- Protective clothing must be made available to the visitor where necessary.
- Visitors must not be allowed to touch or operate any work equipment unless this is the specific reason for their visit.

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5.12 Drugs and Alcohol

If an employee attends work in a state where the Manager/ Supervisor believes them to be under the influence of drugs or alcohol and not able to carry out their duties in a proper, fit and safe way, they will not be allowed to commence work. They will not be permitted to return to work until they are in full control of their faculties. The offending person may be subject to the company disciplinary procedures, but will be reported to the Police in the case of illegal drugs.

5.13 Personal Protective Equipment (PPE)

The use of personal protection in the form of clothing or equipment should be considered as a last resort.

The Personal Protective Equipment Regulations require all PPE to carry a 'CE' mark to indicate that it has been certified by independent inspection bodies as satisfying basic safety requirements. The company wherever necessary will purchase and supply to employees the correct type of PPE to protect them from hazards that cannot be engineered out. Assistance will be sought from employees in the choosing of PPE to ensure that it meets the requirements.

Properly trained persons should examine PPE in accordance with the manufacturer's recommendations before being issued. The wearer should also inspect it before use to ensure that it is clean and not defective. Maintenance must be carried out in accordance with manufacturer's instructions and schedules, which will include where appropriate, examination, testing and record keeping.

Where equipment is used by more than one person, arrangements for cleaning and disinfecting will be made.

Suitable areas will be set aside on site for the storage of PPE when it is not in use. Training will be given on the wearing and use of PPE.

PPE will be assessed as a requirement in the activity Risk Assessment.

5.14 Lone Workers

When it is necessary for unavoidable reasons to send a worker to a task alone then the following actions will be taken.

- A specific risk assessment will be undertaken to highlight the hazards to the lone worker.
- A level of supervision to be agreed before the job commences.
- Suitability of the individual to the task is to be assessed.
- Is specific training for the individual required?
- Is specific access equipment required, can it be handled by a lone worker?
- Is the lone worker medically fit for the project?
- Are women specifically at risk from lone work?
- Are young workers specifically at risk from lone work?
- Communication for the lone worker to be set up and checked regularly.
- Checks should be carried out to ensure that the lone worker has returned to base on completion of task.

5.15 Work Equipment

Suitability

- Suitability and safety standards of all plant and machinery are to be applied in line with the Provision and Use of Work Equipment Regulations and the Supply of Machinery Regulations.

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- All work equipment where the supplier / manufacturer has identified a significant risk will be subject to a thorough risk assessment, including the machine, the operator, others who may be affected and the environment etc. A copy of training records for specific equipment is maintained by the Senior Management.

Safe Systems of Work

- All work equipment highlighted by risk assessment as having a significant risk is subject to a written safe system of work.

Equipment Safety Checks and Controls

- All work equipment is subject to safety checks by the operator before use. Where equipment is subject to specific legislation, the equipment will be assessed by a competent person to ensure the legal requirements are met. Such work equipment will be audited in the Monthly Safety Audit and will be subject to a maintenance schedule that will be recorded.

Lift Truck

- In addition to the above the lift truck is to be operated only by trained and competent staff and only in the areas designated within the warehouse and outside.

5.16 Asbestos

The Company recognises that Asbestos and certain materials containing Asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected is protected.

King Street, Manchester.

A type 2 asbestos survey has been undertaken by a competent person and asbestos has been identified in the internal lining board fixed to the small storage door in the laminating room. Asbestos is strongly presumed to be contained within the lining boards fixed to both sides of the basement office door. A warning label has been fixed to the identified material.

The Company will also ensure that all building that are applicable are assessed by having a survey performed.

Many buildings more than ten-year-old will contain varying amounts and types of Asbestos, so it is important that during any work including major refurbishment, that **only** authorised personnel / licenced companies will be employed to perform the works.

5.17 Disciplinary

Any Health and Safety breach is regarded as gross misconduct and will be subject to the Company Disciplinary procedures.

5.18 Measuring Effectiveness

At regular intervals and not greater than once a year the Managing Director, or some person nominated by him, will in the manner prescribed by the Managing Director, monitor the health and safety performance in respect of all standards referred to in, or forming part of, this Policy. The result of each monitoring shall be presented to, and considered by, the Board of Directors and Management either independently or jointly with employee's etc so that all appropriate action/steps may be taken to improve performance where the monitoring in question has been shown to be unsatisfactory.

The Monitoring referred to in the last paragraph shall take account of the following reviews:

- Monthly review of the event of accidents/occurrences;
- The review of suggestions received from employees in pursuance of their responsibility, to assist management in monitoring health & safety standards;






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- The review of Health and Safety Inspections carried out by the Health and Safety Consultant at each location as directed by the Managing Director or his representative.

5.19 Safety signs

It is important that all staff take notice of all warning signs at work, as they are in place to safeguard people's health and safety. Therefore, it is the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs are colour coded and each colour has a meaning, for example: -

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/Danger alarm	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW or AMBER	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED (fire-fighting signs)	Firefighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

5.20 Working at height

It is the policy of the company to comply with the Work at Height Regulations. Work at height will be avoided wherever possible, however where work at height cannot be avoided; the supervisor / manager for the department is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the supervisor / manager will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

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5.21 Young Persons

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations.

Explanatory Note:

Current regulations do not specifically identify young persons, but an employer must give consideration.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience

The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non-paid employment

5.22 New and Expectant Mothers

The company recognise that new and expectant mothers / workers are more vulnerable to injury and ill health and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. All such assessments will consider the workers duties, working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced.