

Section A: Health and Safety Policy

Statement of General Policy

The Company recognises its statutory duty under the Health and Safety at Work Act 1974.

This policy, in so far as is reasonably practicable will ensure that the Company provides and maintains safe and healthy working conditions, safe equipment and systems of work for all employees, and to provide as such information, instruction, training and supervision as they need for this purpose.

The Company will ensure that, so far as is reasonably practicable, there are no risks to health in the use, handling storage and transportation of articles and substances.

The Company accepts responsibility for the health, safety and welfare of other people including visitors and contractors who may be affected by our undertaking.

The allocation of duties for safety matters and the particular arrangements, which the Company will make to implement this policy, are set out in the full Health and Safety (H&S) Policy which is available to employees on request from employees Line Manager.

Health and Safety is seen as a key Company issue and will be pro-actively managed as a Line Management function. The policy will be kept up to date, particularly as the business changes in nature and size.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

Approved By:



(HR Director)

Date:

1st March 2023

Section B: Responsibilities for Health and Safety

Zenith Print and Packaging Limited (The Company), addresses laid out below:

- Units B1-B2 & E Gellihirion Industrial Estate, Treforest, Pontypridd CF37 5SX.
- Units 09-13, Pontyfelin Industrial Estate, Pontypool NP4 0DQ.

Particular individuals' responsibilities are laid out below.

Chairman

The Chairman is ultimately responsible for the overall running of the Company including health, safety and environmental matters. It is the responsibility of the Site Directors to oversee management arrangements and to ensure that sufficient time resources are given to Managers to fulfil their functions. Additionally, health, safety and environmental matters are to be made a standing Board meeting agenda item.

Site Directors

The Site Directors are responsible for the overall implementation of the policy in their own sections of the business. The Company has appointed the Group HR Director, responsible for the management of Health and Safety. It is the responsibility of the Site Directors to report the performance of their areas to the board and to ensure that their Managers are implementing the health, safety and environmental policies and their objectives. Additionally, they must ensure that employees are competent and committed to the management of health, safety and environmental matters, and to provide training and communication for all employees.

Managers

The Managers have day-to-day responsibility in their sections of the business for health, safety and environmental matters, which is to be managed in parallel with production and quality issues. In particular Managers should:

- Arrange new employee inductions and ensure an appropriate induction training programme including fire safety and specific job training relating to the risks likely to be encountered in their section of the business.
- Ensure risk assessments are current and carry out/review risk assessments or allocate representatives to carry out.
- Promote and ensure compliance with safe working practices developed within the risk assessment process (including general risk assessments, COSHH, manual handling, etc.)
- Ensure good housekeeping standards are maintained.
- Ensure weekly/daily machinery checks are carried out and recorded.
- Carry out accident/incident/ill health investigation in their section in accordance with the laid down procedures.
- Notify, manage and supervise contractors in accordance with the "Control of Contractors" procedures laid down.
- Minimise waste and energy in accordance with the Environmental Policy and Objectives.
- Ensure regular fire alarm tests are carried out.
- Ensure appropriate personal protective equipment (PPE) is issued to employees.

Shift Leaders, Team Leaders and/or Supervisors

The Shift Leaders, Team Leaders and/or Supervisors will manage health, safety and environmental matters as part of their day to day duties. In particular they will:

- Assist Managers at induction and existing employee training/retraining.
- Aid in the risk assessment process.
- Promote and ensure compliance with safe working practices.
- Ensure good housekeeping standards are maintained.
- Fulfil their duties in the accident/incident/ill-health reporting procedure.
- Oversee weekly/daily machinery checks.
- Ensure appropriate personal protective equipment (PPE) is worn by employees.
- Minimise waste and utilities on site.
- Inspect equipment such as lighting for faults.
- Ensure walkways are clear from obstructions.
- Ensure fire alarms, extinguishers and fire escape routes are maintained clear and unobstructed.

Employees

All employees have the responsibility to co-operate with Shift or Team Leaders, Supervisors and Managers to achieve a healthy, safe and environmentally friendly workplace and must take reasonable care of themselves and others. Wherever an employee notices a health, safety or environmental problem, which they are unable to put right, they must immediately inform their Line Manager. In addition, if an employee has any other concern relating to health, safety or welfare, he/she should discuss it with their Line Manager. Employees may, however, if unsatisfied with the result of those discussions, report their concerns in writing to the relevant Site Director or any Health and Safety Representative.

Employees must also be aware of their legal obligations under Sections 7 and 8 of the Health and Safety at Work etc Act 1974. These require employees to take reasonable care of themselves and others and to not recklessly interfere with anything provided in the interests of health and safety. Employees must use any personal protective equipment, lifting equipment and safety features on workplace machines and equipment provided as instructed and trained.

Health and Safety Co-Ordinators (Representatives)

The Group HR Director will act as the Health and Safety Co-Ordinator under the Management of Health and Safety at Work Regulations 1999 (as amended 2005). He will act as an adviser to aid Managers in the management of health and safety issues primarily through Health and Safety meetings and as the first line of contact with the HSE. The Co-Ordinator will report performance to the Chairman and arrange a yearly review of the Health and Safety Policy as well as the Company's health and safety performance.

Health and Safety (H&S) Meetings

The Company is required under the Health and Safety (Consultation with Employees) Regulations 1996, that all employers, are involved and consult with their employees on health and safety issues, in order to ensure good standards of health and safety in the workplace. Under this legislation an employer may choose to either organise and introduce a health and safety meeting or consult directly with employees on such matters. The Company has chosen to consult with employees through health and safety meetings and site based H&S Representatives.

Health and Safety meetings will be called by the site Health and Safety Representative on a quarterly basis with the purpose of monitoring the Company's performance. In particular, it will review the risk assessment

program being carried out and individual departments monitoring of performance. It will also review the ongoing monitoring and auditing programme. If an issue has been identified at Director level, which needs to be highlighted to employees at shop floor level, then the information will be disseminated through the Group Management Team. The Company will also communicate to employees on health and safety matters via on site H&S noticeboards, employee briefings and if required will also provide information to employees in writing.

Section C - General Arrangements for Health and Safety

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Accidents

The Company is aware of its responsibility under the Health and Safety (First Aid at Work) Regulations 1981, and has carried out an assessment of the Company's undertaking to identify the correct first aid facilities, to aid employees or visitors to the site in the event of illness or a workplace accident. First aid boxes are located in identified locations at each site. The Company's trained First Aiders are identified on H&S noticeboards. The appointed persons responsible for the first aid boxes are the site First Aiders.

The injured party, first aider or appointed person should enter details into the accident book on the day of the accident and ensure the injured person's Line Manager is informed for starting the investigation process. The accident record book is located in reception at each site. In the event of a workplace accident, the First Aider will manage the situation and call for medical assistance (9-999) if required.

Line Managers must start/open a new folder, to hold all the relevant information that is obtained during an accident investigation. (accident form, photographs, investigation form, etc). The Line Manager must inform, update and pass all related documentation to the Group HR Director during the investigation process.

In the event of the incident meeting the criteria of a reportable accident/incident under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), then the Group HR Director would be responsible for reporting the incident to the Health and Safety Executive (HSE), using the online system www.hse.org.uk/riddor. In the absence of the Group HR Director's this task would be carried out by the Site Director.

Artificial Optical Radiation (UV light)

The Artificial Optical Radiation Regulations 2010 require the employer to protect the eyes and skin of individuals that may be exposed to hazardous sources such as ultraviolet, infrared and laser beams. The Company has identified such sources of light from its processes and assessed the exposure points and typical exposure scenarios that could affect an operative or other employees from exposure to hazardous sources of light, for example, UV curing of inks.

Key employees will receive a suitable level of instruction on the correct positioning of shields and guards, their maintenance and if required correct wearing of any personal protective equipment issued to them. This will be delivered by the Shift or Team Leader, Supervisor or Manager. Machine operatives are required to check the condition of the machine guards or screens for damage and 'light' leakage and on discovery, report this to their immediate Shift or Team Leader, Supervisor or Manager for rectifying.

Asbestos

The Company is aware of its responsibilities under the Control of Asbestos at Work Regulations 2012, whether it owns, occupies, manages or has general responsibilities for the non-domestic premises. The Company has carried out an asbestos survey to determine whether there is asbestos containing materials (ACM) within the buildings and if it present its magnitude. Any ACMs identified will be managed through local procedures in line with the asbestos report. The current status will be kept under review by Site Managers/Site Directors when considering any future alterations, building works, refurbishments or maintenance to and upon the premises.

No person is permitted to undertake any alterations or maintenance upon the premises unless they have been authorised to do so and only after reviewing the site survey report and register.

Assessment of Risks

The Company is required under the Management of Health and Safety at Work Regulations 1999 (as amended 2005) to undertake risk assessments. The risk assessment process will be overseen by competent person(s). However, each department will have to participate in its own risk assessments as the process is simply the application of appropriate and sensible work practices to each individual environment.

All significant risks will be assessed. As a result of these assessments, appropriate action will be taken to ensure that all reasonable and practicable controls measures are identified and implemented, to ensure compliance with the law. Records of the assessments are to be accessible to the department Managers. Managers will, where applicable, retain copies of relevant risk assessments adjacent to the equipment itself. The Company in general, will review its risk assessments annually. However, it will review sooner in the event of a process change, incident/accident, member of employees suffering from a potential occupational ill health problem, employment of a young person, pregnant lady (employee) or an individual identified with a disability.

Auditing

The Company is committed to a continuous improvement programme in health and safety. An annual internal audit of the Company's health and performance will be included in the internal audit programme with the audit carried out by the Quality Manager.

Contractors and Visitors

No-one will be allowed on the premises unless authorised by a Manager who will be responsible for their safety arrangements while on the premises. All contractors and visitors must sign the visitors' register on arrival and sign out on their departure. Before a contractor is allowed to start work on the premises, the Manager responsible for engaging the contractor will agree with the contractor a safe system of work which will ensure the safety of the contractor's employees and the Company's employees. Additionally, the Manager will ensure that a copy of The Company's health and safety policy statement will be passed to the Contractor when they complete the contractor checklist each time they visit the site. The Manager will also check that the agreed safe system of work is adhered to once work starts upon site.

Display Screen Equipment and Workstations

The Company is fully aware of its duty under the Display Screen Equipment Regulations 1992 (as amended 2002) and therefore, conducts workstation risk assessments on employees who habitually use such equipment. All employees who make use of display screen equipment as a significant part of their job are entitled to an eyesight test, £10.00 of which will be paid by the Company (larger opticians such as Specsavers offer free eye tests). To claim the £10.00 back, the employee will be required to produce a receipt from the optician showing the eye test has taken place.

Driving Company Vehicles

The Company is aware of its duty of care with regards to the use and maintenance of Company vehicles. Maintenance of vehicles is the responsibility of the driver. All Company vehicle drivers are required to check their vehicle to ensure it is roadworthy and to report defects to their Line Manager. All Company vehicles are non-smoking, it is illegal to smoke in any Company vehicle. Drivers are not permitted to use handheld mobile phones whilst driving their vehicle, incoming calls should be allowed to divert to the voice message service and be obtained when the vehicle is parked in a safe environment.

Electrical Equipment

A qualified electrical contractor will carry out all electrical repairs. No person is to bring on site their own electrical appliances. If employees wish to bring electrical items on site to use within the workplace, the electrical item will need to be added to the Company inventory list and PAT tested prior to use. All portable electrical equipment in the factory will be inspected annually by a competent person. All portable electrical equipment in the offices will be inspected in line with HSE guidance. The fixed electrical installation will be inspected every 5 years by a competent electrical engineer.

Flammable Substances

The main hazards involving flammable substances are fire and explosion, toxic vapours, and toxic dermatitic effects due to contact with the skin. In an environment where employees are working with combustible substances it is vital that the risk of accidents/incidents be reduced by adopting the following precautions:

- Ensuring all persons who are using flammable liquids are adequately trained.
- Ensuring that leaks of liquid or vapour cannot occur, by using containers which are adequately filled and undamaged.
- Ensuring adequate ventilation where flammable liquids are used in enclosed areas.
- Ensuring appropriate storage of flammable liquids i.e. a locked metal cabinet.
- Smoking is prohibited.
- Appropriate firefighting equipment is well maintained and readily available for use.
- Ensuring rubbish and waste material, including contaminated rags, are kept to a minimum.
- Ensuring that flammable liquids are disposed of immediately and appropriately (this includes aerosol containers).
- Ensuring risk of spark/generation in vicinity of flammable/combustible substances is minimised.

The Company is committed to keep flammable substances to a minimal quantity within the print factory. Any flammable goods store is located and highlighted by appropriate signage. A COSHH Register and material safety data sheets are retained on site for flammable substances.

General Fire Safety

Under the Regulatory Reform (Fire Safety) Order 2005 the Site Directors are the responsible persons for fire safety and will ensure that all policies and procedures put in place under that order are carried out in order to discharge his/her duties. The responsible persons, either on their own or with any other representative, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

Escape routes will be continually checked by site Fire Marshals, Line Managers will ensure fire prevention inspections are carried out every month. (health and safety and housekeeping monthly checklist). Fire extinguishers will be checked by the designated contractor every year. Emergency lighting units will be tested by the designated contractor annually. Emergency lighting unit will also be tested every month and documented in the appropriate logbook.

Fire alarms will be checked by a Fire Marshal or representative every week, as designated by the site Director. Fire drills will be held every year organised by the Site Fire Marshals. A fire risk assessment for the employer's premises will be carried out and reviewed annually. Any fire hazards identified or hazards which are not suitably controlled will be highlighted to the management team for actioning. All flammable and highly flammable materials will be segregated and only sufficient quantities for a day's production brought into the work areas. Smoking will be prohibited in areas except designated smoking areas. These are situated by signage at each relevant site.

In the event of an evacuation, employees within the buildings will be accounted for by the use of the site register/log via Focus. Visitors will be checked against the visitor's signing in book and will be the responsibility of the member of employees they are visiting and will be guided to the assembly point by a member of employees.

Hazardous Materials - Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Material safety data sheets are retained on site for all materials, these will be obtained from suppliers prior to materials being entered into production. The risk associated with hazardous materials will be assessed and safe systems laid down for the use of all such materials. Employees will be trained to use the materials and appropriate protective clothing will be provided, as necessary. All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

Health Surveillance

Where risks to health have been identified through the risk assessment process, the Company will put in place appropriate health surveillance measures to safeguard the health of its employees. Employees should inform their Manager or Supervisor immediately of any signs of work-related ill-health so that the appropriate measures can be taken.

Housekeeping and Premises

All areas will be cleaned daily, and waste cleared from production areas each day. Materials will be stacked at safe heights in the allocated areas. Free-standing pallets will be stacked to a maximum of 3 pallets high except where the arrangement is such that the pallets could not fall onto a work area or gangway. All gangways and exits will be marked and kept clear.

In-House Engineering/Maintenance Work

Where engineers are undertaking work in one of the Company's departments or where their work may affect a department, the engineer should inform the Manager prior to commencing work and the usual formal risk assessment process will apply. Any maintenance work carried out upon any of the machinery or equipment again will be formally risk assessed to identify any significant hazards.

The proposed work will be carried out in line with the manufacturer's Handbook or guidance documents and where required, follow the isolate and lock off procedure if exposed to a danger zone.

Any safety systems, devices or guards removed for the maintenance or repair task must be replaced by the engineer and checked for correct operation and that it is secured before formally handing the machine as fit for purpose back to the operatives. Any guards or safety devices must be replaced with the correct type of materials and safety system as defined within the Essential Health and Safety Requirements (Supply of Machinery Regulations) 2008 and suitability under the PUWER regulations 1998.

Legionella

The Company controls, prevents and minimises the risk from legionella to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. The Company will do all that is reasonably practicable to manage the risk of legionellosis as set out in the legionella report (this will be judged on the basis of the balance of risk, cost and practicality).

Machinery and Equipment

Only trained and authorised employees operate machines or work equipment. Prior to starting-up a machine or piece of equipment, the operator must check that guards are in place and in working order. Guard performance checklists will be completed every day by the machine operators and monitored by management. The following special items of plant and equipment will be checked at the appropriate intervals by a competent person:

Forklift Trucks	-	Annually
Cherry Picker	-	Annually
Local Exhaust Ventilation	-	Annually
Guillotines	-	Bi-Annually

Records of inspections will be passed to the Quality Manager for retention. Access equipment will be inspected every six months. It is the responsibility of the Works Manager to arrange for this to occur on their own access equipment ladders and steps, etc. All new machinery and equipment purchased will be formally risk assessed as required by the Provision and Use of Work Equipment Regulations (PUWER) 1998, if required further control measures identified by that assessment will be put in place before the machinery or equipment is put into use. The Company will ensure that operatives of new machinery and equipment will be suitably trained in the correct setting, use and cleaning of the machine, in line with the operator's manual. Training will be organised with the supplier or installer of the equipment, and records maintained of the training provided. Any member of employees who identifies an uncontrolled hazard that has the potential of causing an injury must report the issue at once to their Shift or Team Leader, Supervisor or Manager to action, a written reports will also need to be completed for management records.

Maintenance of Equipment

It is imperative that plant and equipment is adequately maintained to ensure that it is in safe working condition. To ensure that these important activities are undertaken appropriately maintenance of all equipment will be centralised under the control of group management.

Manual Handling

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury, to comply with the Manual Handling Operations Regulations 1992 (as amended). The Company works to a "minimal lifting" policy. All manual handling tasks undertaken by employees will be assessed. Where it is not possible to avoid manual handling operations, a formal risk 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 action plan to reduce the risk and a safe system of work for the task must be written and followed by all employees. The assessment will be carried out by the designated competent person. The assessment will be reviewed if there is any reason to suspect that it is no longer valid. Employees who are required to undertake manual handling tasks will receive suitable inanimate load, moving and handling training. This will be arranged by the Line Manager. All possible steps will be taken to reduce the risk of injury to the lowest level, so far as is reasonably practicable. Employees are required to use lifting equipment provided to them by their employer, in accordance with their training and information provided to them by the Company.

Monitoring

Line Managers will continuously monitor compliance with the policy as part of their management role. Line Managers will undertake quarterly safety inspections and report back on these to the competent person(s) and the Health and Safety meeting.

Noise

The Company recognises its responsibility under The Control of Noise at Work Regulations 2005. Noise will be measured and reduced as far as is reasonably practicable. Noisy areas will be marked appropriately and employees working in those areas informed of the dangers and issued with and trained in the use of appropriate hearing protection devices.

Where noise levels average 85dB(A) or above over an 8 hour working day or equivalent, the wearing of hearing protection will be mandatory. These areas will be identified by signage. In areas where noise levels average 80 dB(A) and above, but lower than 85dB(A), the Company will provide suitable hearing protection to those who wish to wear it. Before new machinery is purchased, suppliers must agree what noise level it will emit under normal use. The actual noise level will be checked upon installation.

Personal Protective Equipment

Personal Protective Equipment (PPE) will be issued to employees where risk assessments identifies its need. PPE identified will be correctly chosen to meet the required characteristics of the task and the person who will be wearing the item, for maximum protection. Employees, who have been identified to wear PPE, must ensure they wear/use and maintain such equipment in accordance with their training and education provided by their Line Managers.

Employees must immediately report its loss or significant wear of their PPE to their Supervisor or Manager. Employees will receive training in the use, storage, maintenance and defect reporting of this equipment.

Safe Stacking and Racking

The Company will ensure that racking for the purpose of storing articles will be installed and maintained in accordance with the manufacture's specifications. It will be securely fixed to the floor where lift trucks and other mechanical handling equipment are used in close proximity. All beams will display the correct maximum Safe Working Load (SWL).

The Warehouse Operatives will be responsible for carrying out monthly inspections of all racking installations to ensure that loads are stored in a safe manner and that racking support legs and beams are free from damage. All drivers of mechanical lifting equipment are required to report to the Manager, any impact they have with the racking system or on the identification of defective or damaged structure, employees who climb the racking installations will be subjected to disciplinary action.

Safety Rules

Employees are required to abide by the safety rules issued in conjunction with this policy.

Smoking on Site

The Company is aware of its statutory duty under the Public Health Act 2006, The Smoke-free Premises etc. (Wales) Regulations 2007, supportive Smoke Free Premises Regulations 2007, Smoke Free (Exemptions and Vehicles) Regulations 2007 and The Smoke-free Premises and Vehicles (Wales) Regulations 2020. As from the July 2007 all sites/ workplaces became smoke free, as it is illegal to smoke in the employer's premises. All sites will display the correct signage at each site. Smoking will only be permitted outside the premises i.e. car parks, and within a designated restricted area away from any site openings i.e. windows, doors and air vents etc. A container has been provided for discarded cigarette ends. Employees are required to use the container as discarded cigarette ends amount to littering the Company's premises and gives a poor impression to visitors.

All Company vehicles are a place of work and are required to become a smoke free environment and it will be illegal to smoke in a Company vehicle. All vehicles will display an appropriate 'no-smoking' sign. The site Manager responsible for Despatch will ensure that their Company vehicles to which they have control over are equipped with the correct signage and that employees adhere to this policy statement. Compliance will be monitored by the Site Directors. If an employee wishes to stop smoking they can obtain support from their local NHS Primary Care Trust on the smoking helpline.

E-Cigarettes in the Workplace

The use of e-cigarettes, personal vaporisers and electronic nicotine delivery systems (ENDS) is on the increase and their use in the workplace presents considerable challenges for the Company. E-cigarettes are battery-operated devices that mimic tobacco smoking and are often used as replacements for traditional cigarettes. According to ASH (Action on Smoking and Health) around 2.1 million adults in the UK are currently using e-cigarettes.

E-cigarettes fall outside the scope of smoke-free legislation because the act of smoking requires a substance to be burnt. Some employees use e-cigarettes as part of a plan to stop smoking and the Company wishes to support employees in their efforts to stop smoking. However, the vapour from e-cigarettes could be annoying to other employees and may present a health risk for others through passive consumption. Research into e-cigarettes is at an early stage and so the Company cannot be certain that they have no effect on other people working in the same room.

Further, some e-cigarettes look very similar to real cigarettes so other employees and clients or customers may think that real cigarettes are being smoked in the workplace. The use of E-cigarettes is subject to the same rules as "traditional" tobacco products as detailed above.

Training

All new employees will be given appropriate safety induction training and the Company safety rules will be explained. In addition, they will be properly trained to carry out the specific responsibilities of their own individual job. The programme of training for each new employee will be set down by that employee's Manager and be delivered by a Shift or Team Leader, Supervisor or Manager.

Induction training will be carried out prior to a new employee commencing any work for the Company, and whenever possible on the first day of employment. The level of training and subjects covered will be determined by the nature of the appointment but will include as a minimum:

- Company health and safety policy – aims, objectives and responsibilities.
- Fire drills and procedures.
- Specific job related training (including COSHH, use of PPE, manual handling, safe systems of work, etc.)

Job specific training will be carried out prior to an employee moving to a new area of work or being provided with new equipment. In both cases follow up sessions will take place within 6 weeks to ensure that the previous training has been effective and put into practice so that any shortfalls can be identified, and re-training take place. Records will be kept of any information and training given and signed by the employee.

Vehicle Movement on Site

The Company is aware that movement of vehicles such as reversing commercial vehicles and forklift trucks are a hazard to employees and 'others' who may be working or within that environment. The Company has formally risk assessed these areas and have implemented practicable control measures to reduce this risk of an incident. Control measures identified at each site to manage the risk, will be disseminated by the relevant Manager and monitored by the relevant Shift or Team Leader or Supervisor. Employees and visitors working or visiting this type of environment will be required to wear a high visibility vest/coat at all times.

Reversing vehicles upon the Company's sites will be assisted by a suitable member of employees, in line with control measures identified through the formal assessment for that particular site.

Forklift Trucks will only be driven by authorised and licensed drivers. Drivers will be responsible for ensuring that the FLT daily inspection is undertaken. Any faults found during the vehicle daily checks with regards to its ability to be operated safely or fault found with any of its safety devices, must be reported to the relevant site Manager and prevented from use until corrective action is undertaken.

Working at Height

The Working at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. The regulation places duties on employers, the self-employed, and any person that controls the work of others (for example facilities Managers, site Managers or building owners who may contract others to work at height).

The Company is aware of its statutory duty under this legislation and the hierarchy of control measures required mitigating the risk of a fall whilst working at heights. It will be the responsibility of site Managers to ensure that the following hierarchy is followed during the risk assessment process, for works to be undertaken by employees and contractors working at height.

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.

The choice of ladders or stepladders to perform a task should be determined by a risk assessment to identify if work at height can be avoided in the first place (e.g. use a long handled tool to perform the task from the ground), or the use of safer equipment is justified (e.g. something with a platform and guard rails). Ladders and stepladders should only be used for short duration and light work or where site conditions prevent the use of safer access equipment.

The site Managers with advice from the BPIF adviser will be responsible for obtaining such information from a 'contractor' if employed to undertake works upon the premises. The site Managers will be responsible for providing a level of supervision to ensure compliance against the contractor's risk assessment, safe system of work, etc. Contractors will be asked to stop works or in the event asked to leave the site if the responsible person has concerns over their unsafe working practices. This will be brought to the attention of the senior management team.

Appendix 1 - Procedure in the Event of a Fire

Everyone must always

- Prevent a fire occurring by being careful with all sources of heat (smoking, heating, electrical appliances, etc.)
- Know your nearest means of escape
- Be familiar with the fire routine and obey fire notices
- Keep exits, walkways and staircases unobstructed
- Keep internal fire doors closed

If you discover a fire

- Raise the alarm by breaking the nearest fire alarm glass or operating the nearest manual alarm
- Report the fire to a Fire Marshal or Manager
- While exiting the building warn people of the fire (do not deviate off your nearest exit route)
- DO NOT take personal risks, do not try to extinguish the fire, only Fire Marshals should attempt this

On hearing the fire alarm

- Walk to the nearest available exit, then proceed to the assembly point
- Fire Marshals will give assistance to people and ensure internal fire doors are closed
- A Fire Marshal must ensure the Fire Service has been called
- DO NOT re-enter the building until the Fire Marshals give the all clear
- Fire Marshals will, where possible, close external doors and windows

At the assembly point

- A Fire Marshal or Manager will print a staff list off Focus and pick up the visitors book
- Fire Marshals or a Manager will take a roll-call of staff and visitors

Calling the fire service

- In the event of a fire or suspected fire, call the Fire Service IMMEDIATELY
- A Fire Marshal will call the Fire Service by dialling 999
- A Fire Marshal will report that the fire is at – *give the address of the site you are at*