Health & Safety Policy

POLICY STATEMENT

1.1 We are committed for the overall health and Safety of our staff, customers and anyone affected by our business activities, and to providing a safe environment for all those attending our premises We commit to;

(a) The safe and healthy working conditions for the prevention of work related injury and ill health

(b) Fulfil legal requirements

(c) Eliminate hazards & reduce OH&S risks

(d) Continual improvement of the OH&S management system

(e) Consultation & participation of workers

1.2 In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, ensuring the safe handling and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

2. WHO IS COVERED BY THIS POLICY?

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, parttime and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

3. WHAT IS COVERED BY THIS POLICY?

In accordance with our health and safety duties, we are responsible for:

(a) Assessing risks to health and safety and identifying ways to minimise them.
(b) Providing and maintaining a healthy and safe place to work including emergency procedures for use when needed.
(c) Providing information, instruction, training and supervision in safe working methods and procedures.
(d) Ensuring that equipment is safe and has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
(e) Promoting co-operation through the business to ensure safe and healthy conditions and systems of work by discussion and effective consultation. (f) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

4. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY

4.1 The Company Directors have overall responsibility for health and safety and the operation of this policy. They will ensure that adequate resources are available for the effective implementation of this Policy

© Copyright 2015 citrusHR. All Rights Reserved

4.2 All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider your acts and/or omissions the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

4.3 Any health and safety concerns should be reported to your manager or a Company Director.

5. STANDARDS OF WORKPLACE BEHAVIOUR

5.1 You must co-operate with colleagues, supervisors and managers on health and safety matters and comply with any health and safety instructions. We welcome ideas to improve business performance and safety at work.

5.2 You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).

5.3 Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your manager.

5.4 You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

5.5 Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

6. INFORMATION AND CONSULTATION

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

7. EQUIPMENT

7.1 All staff must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must be reported immediately to your manager.

7.2 Employees must not interfere with anything provided in the interests of health and safety and that any damage is immediately reported.

7.3 No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

8. ACCIDENTS AND FIRST AID

8.1 Any accident at work involving personal injury or damage to property must be recorded in the Accident Book, which is available via your manager. All staff must cooperate with any resulting investigation.

8.2 Details of first aid facilities and any trained first aiders are displayed on the notice board

© Copyright 2015 citrusHR. All Rights Reserved

8.3 We are also keen to learn of incidents that had the potential to cause injury etc. (near misses) are also recorded; the difference between no injury and serious injury can be chance – we may not be lucky next time.

9. NATIONAL HEALTH ALERTS

9.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your manager.

9.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

10. ADHERANCE TO SPECIFIC SAFETY PROCEDURES

10.1 All employees, contractors, and relevant personnel must strictly adhere to all health and safety procedures, including but not limited to:

(a) Lone Working: Individuals working alone must follow the established Lone Worker Policy. This includes check-in protocols, risk assessments, use of communication devices, and emergency procedures. Additional precautions must be taken when lone working overlaps with other high-risk activities (e.g., working near water or at height).
(b) Working Around Water: Personnel working near or over bodies of water must comply with the Working Around Water procedures. This includes wearing appropriate personal flotation devices (such as life vests), completing risk assessments, and checking in before and after tasks. Work must not be undertaken unless adequate safety measures and emergency provisions are in place.
(c) Working at Height: All tasks involving work at height must be conducted in accordance with the Working at Height Policy. This includes the use of fall protection systems, securing equipment, proper training, and pre-task risk assessments. Unsafe conditions must be reported immediately, and work must cease until hazards are mitigated.

Failure to follow these procedures may result in disciplinary action and will be treated as a breach of health and safety obligations

11.EMERGENCY EVACUATION AND FIRE PRECAUTIONS

11.1 Through our Fire Risk Assessment we aim to minimise the likelihood fire in our premises ensure that in the event of fire we will suffer no casualties, and minimise potential effects on the business.

© Copyright 2015 citrusHR. All Rights Reserved

11.2 You should familiarise yourself with the instructions about what to do in the event of fire or the alarm sounding; these will be explained to you during your induction. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

11.3 Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

11.4 You should notify your manager as soon as possible if there is anything (for example, impaired mobility) that might impede your escape in the event of a fire.

11.5 If you discover a fire you should not attempt to tackle it unless you have been trained and feel competent to do so. You should operate the nearest fire alarm, close doors etc. to contain the fire and inform the person in charge of the location and details of the fire.

11.6 On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so. The 'senior person present' will take control of the situation and may ask you for assistance such as preventing others from entering the building.

12 RISK ASSESSMENTS

12.1 Risk Assessment is at the core of managing health & safety; assessments will be undertaken for all activities with significant risk to our employees and anyone else who may be affected by our work. Where the Risk Assessments identify the need for changes to the workplace and working practices these will be considered by the Director.

12.2 The Director may ask employees to undertake or be involved in undertaking risk assessments but responsibility for their content rests with the Director.

12.3 Assessments will be developed and reviewed as a result of the identification of additional hazards, potentially unsafe working practices, accidents/incidents and, as a matter of routine, annually.

13 MANUAL HANDLING, HAZARDOUS MATERIALS AND ELECTRICAL EQUIPMENT

13.1 All employees will be given information about lifting and carrying loads etc. through the induction process, the provision of printed information and in the course of staff meetings/briefings. It is essential that employees adopt safe handling techniques and know their own limits – think first.

13.2 All employees will be given information about basic hazardous material and electrical equipment use as part of their induction process and the provision of printed information and in the course of staff meetings/briefings. It is essential that employees work in keeping with the guidance provided. Detailed information will be provided when the role undertaken necessitates regular use.

© Copyright 2015 citrusHR. All Rights Reserved

14 COMPUTERS AND DISPLAY SCREEN EQUIPMENT

14.1 If you habitually use a computer screen or other display screen equipment (DSE) as a significant part of your work:
(a) you should try and organise your activity so that you take frequent short breaks from looking at the screen.
(b) you are entitled to a workstation assessment.
(c) you are entitled have an eye and eyesight test carried out by an optician.
14.2 You should contact your manager to request a workstation assessment or an eye test.
14.3 Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you experience visual difficulties which may reasonably be considered to be caused by DSE work (such as headaches, eyestrain, or difficulty in focusing) you can request a further eye test at any time.
14.4 We will pay the cost of eye tests. We will not pay for the cost of glasses or contact lenses, unless the optician advises that you have visual defects requiring glasses specifically designed for the distance of the display screen, and which cannot be corrected by normal glasses or contact lenses. In such circumstances we would expect the glasses/lenses to be left at your workplace overnight.

15 ESPECIALLY VULNERABLE PEOPLE

15.1 We will undertake specific risk assessments to ensure especially vulnerable people are appropriate protected as we recognise that they potentially face increased risks in the workplace. Especially vulnerable people may be young people (employees under the age of 18), new and expectant mothers, and those with disabilities or restricted mobility.
15.2 In the case of young people we will take special care to ensure that training does not assume prior knowledge of the working environment to ensure they are not exposed to risk due to inexperience. We will also meet the specific working conditions for young people. Those being that they may work no more than 8 hours per day or 40 hours per week; that If a young worker is required to work more than four and a half-hours at a time, then they are entitled to a break of 30 minutes; that a young worker is entitled to twelve uninterrupted hours rest in each 24-hour period in which they work; a Young worker is entitled to 2 days off each week and this cannot be averaged over 2 weeks.

Signed

Andrew Yeomans,
Director
Grapefruit Graphics Ltd

© Copyright 2015 citrusHR. All Rights Reserved