



**P A N T H E R**  
P R I N T & D E S I G N L T D

**HEALTH & SAFETY POLICY January 2004 (PPDP 07)**

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# GENERAL POLICY STATEMENT

Panther Print Limited recognises and accepts its responsibilities under the Health and Safety at Work etc., Act 1974 for the Health, Safety and Welfare of employees and contractors.

The declared Policy of the Company is to achieve and maintain a safe and healthy environment for all employees and others who may be affected by the Company's operations.

The Company takes all reasonable measures to ensure the Health, Safety and Welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures also are aimed at protecting others who may be affected by our works.

All employees have access to the company Health and Safety policy, on each site and at our Head Office.

The Policy Manual is constantly updated in line with new legislation and Company policy. The company undertakes training programmes to advise of statutory and company revisions to Health and Safety arrangements.

The Company notifies all persons who are employed by the company, sub-contracted to the Company, visiting the Company's premises, sites of operation or to whom the Company owes a duty of care, to cooperate with and conform to the Safety Policy of the company. Robert Quick has overall responsibility for Health, Safety and Welfare.

All staff are made aware of their particular responsibilities in regard of Health, and Safety/Permits to Work of themselves and of those under their control.

The Company will ensure as Principal Contractor that welfare facilities including first aid boxes are available to all Contractors. In some cases Panther Print Limited may undertake to co-ordinate its activities with those provided by the main contractor or host client's facilities.

Signed..... R Quick

Managing Director for the co-ordination of Safety  
Panther Print  
Dated: March 2004

**This Policy will be reviewed on an annual basis or:**

If there is reason to suspect that it is no longer valid; or

If there has been a significant change in the matters to which it relates.

# **ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PLACES**

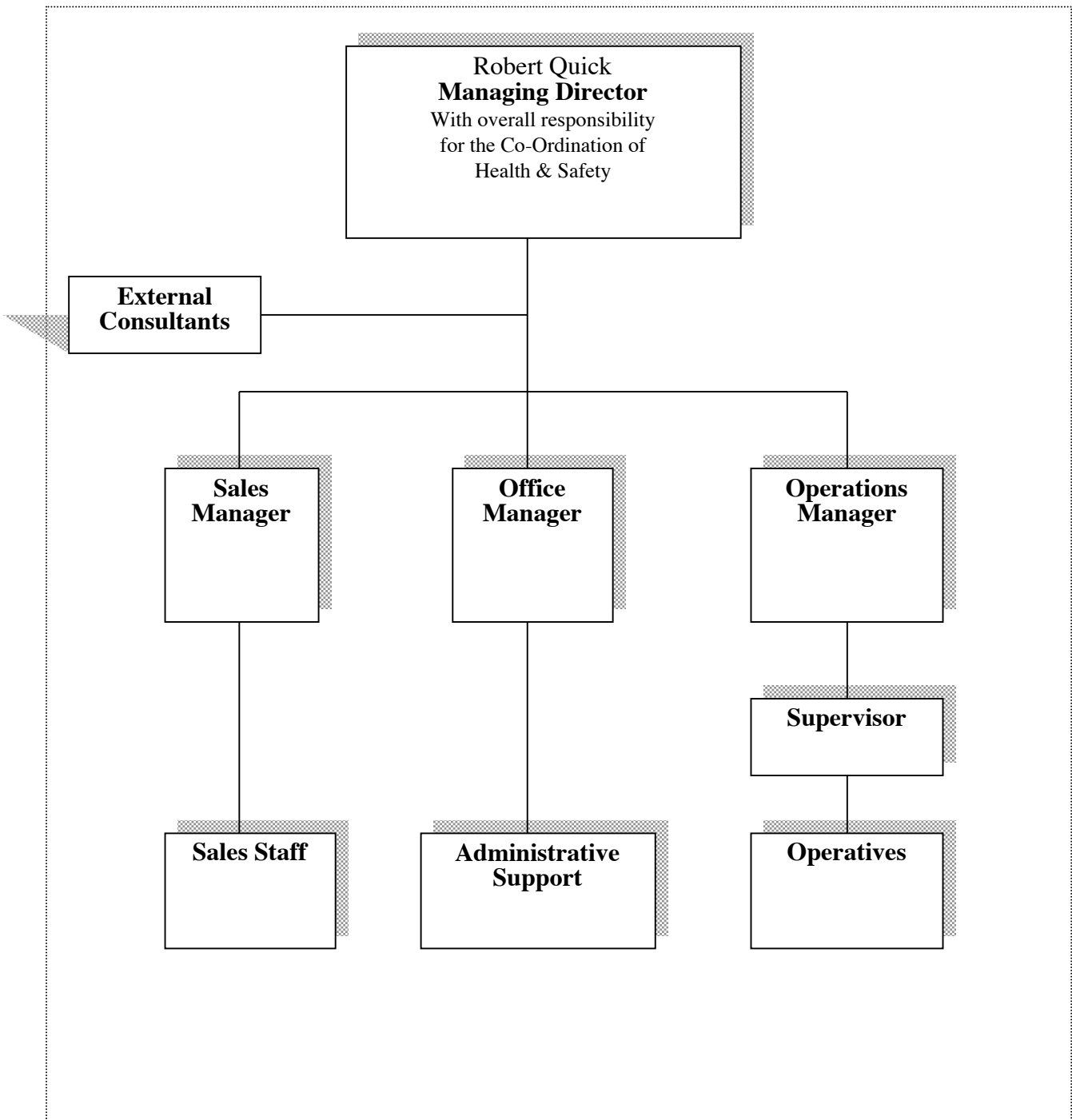
The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Panther Print Limited will ensure that this Policy is applied and is adopted by all Personnel and visitors to their premises. In order that this can be achieved Panther Print Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person within the organisation has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

# SAFETY ORGANISATION CHART



# THE RESPONSIBILITIES OF Robert Quick

The overall responsibility for co-ordinating Health and Safety rests with Robert Quick but specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. Mr. Quick will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken.

Under his guidance effective accident prevention and safety training programmes are developed and procedures introduced to bring about a Safe and Healthy working environment. He also ensures that as appropriate, management are trained in these policies and play their part in promoting Health and Safety.

All new employees will be trained in the company Health and Safety requirements. Training received by all employees will be entered in their personal training record file and will be randomly reviewed. Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

The responsibilities of the Directors are:

- To Initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste and to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.
- Communicate with Independent Safety Advisors to ensure new safety legislation is conveyed through all levels of employees.
- To sanction the necessary resources for adequate welfare facilities and equipment, to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy and to ensure that the Company Health and Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst Panther Print Limited staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.
- To stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.
- To set a good personal example for others to follow.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To ensure that all employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company may employ to ensure their competence.
- To ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- Promote that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that risk assessments are issued or otherwise related to employees throughout the Company. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Take steps to prevent horseplay and reprimand those who fail to consider their own will being and that of others around them.

**Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.**

## **THE RESPONSIBILITIES OF THE SALES MANAGER In conjunction with the Operations Manager**

The Sales Manager has a duty to ensure that adequate information is passed to the operations manager with regards to Health and Safety and that suggestions and information regarding failures in the policy and systems of work are rectified or related to Robert Quick for consideration and to enable corrections and alterations to be made in the aim of continuous improvement.

The responsibilities are to:

- Undertake positive vetting of the Health and Safety Policies and practices of other Companies whose services Panther Print Limited proposes to employ and to provide feedback in the event that policies and practices are found to be unsatisfactory.
- Ensure that all employees engaged on sites and premises under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Provide Mr. Robert Quick with details on any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and highlight those areas where up to date refresher training may be required.
- Ensure that Robert Quick is aware of any Health and Safety matters, which are in any way unusual to those the Company normally deals with. (I.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company).
- Express a strong concern for the safety of the employees on work sites and for those who may be affected by the activities of the Company. Promoting the Company safety culture will impress upon others that Health and Safety remains a top priority at all times. Implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- At the outset of every project ensure that the correct Health and Safety procedures are established and that the Operations Manager is provided with a briefing on Health and Safety issues which is in turn to be passed to those engaged to undertake the works. Ensure that any staff who joins a project at a later date are similarly briefed. Frequently update the Operations Manager on Health and Safety matters should they change.
- As Sales Manager you are to ensure that personal protective equipment is priced for and that suitable time is allocated for the completion of projects in a safe manner. PPE provided is to be suitable to ensure a reduction of any risk that remains after safe systems of work are applied.
- Ensure that risk assessments are issued by the Operations Manager or otherwise related to employees throughout the Company. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that the risk assessments are issued or otherwise related to employees throughout the Company & to maintain a pro-active role in the assessment of risk and to familiarise yourself with the broad requirements of Health and Safety legislation.
- Ensure that projects, when being planned have adequate emergency procedures, fire fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law or specified by the Principal Contractor), if not be prepared to allocate resources to these requirements.
- Wherever possible take responsibility for fully briefing the Operations Manager and the test engineers where necessary on any safety matters or issues particular to the work sites concerned.
- All accidents are to be reported to Robert Quick immediately after they happen. Ensure that any accidents are fully documented without delay and investigated to ensure that similar conditions are not the result of future accidents.
- Stay abreast of developments in Health and Safety legislation and good working practices and ensure that any new developments are communicated both quickly and effectively to all Company staff.
- Stop any unsafe or potentially unsafe working practices immediately and notify the Operations Manager. Never go to or leave a site without undertaking checks on Health and Safety and relaying fault conditions or progress to the Operations Manager. Take steps to prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.

**Remember that you have a responsibility to those persons that you oversee and accept that apathy may result in an accident. Be proactive and take positive steps to avoid them. The safety of the Office staff and those persons at work sites remains your responsibility. Be safe rather than sorry.**

The Sales Manager together with the Operations Manager must also determine at the planning stage:

The most appropriate order and method of working.

That competent persons are available to undertake the work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities.

The provision of adequate lighting, signage, means of evacuation and method of electrical distribution to ensure the safety of persons in occupied premises.

That there are plans for emergency procedures, fire fighting equipment and a first aid kit and a trained First Aider / Appointed persons where not provided by the client or the Principal Contractor.

The availability of welfare facilities such as hot water, soap and paper towels as well as necessary fire precautions where not supplied by others.

Any particular training or instruction required for specific tasks.

That all information available regarding the premises is known.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences. Outline potential hazards at each stage and indicate precautions to be adopted.

This requires the preparation of written assessments as required under the regulations for the Control of Substances Hazardous to Health Regulations, Noise, Manual Handling, and the Management of Health and Safety Regulations.

Make them available to persons on site and discuss them fully.

The methods that may need to be considered to reduce the impingement of the works on third parties and the means to notify those persons of risks and how to reduce them.

Great reliance will be placed on the Health and Safety knowledge of the employees in the reduction of risks and staff will be subjected to appraisals and refresher training to maintain their competence with regards to Health and Safety.

# THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

**The responsibility of the Health and Safety Consultants is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation.**

In addition the Health and Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise staff at all levels, when requested on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
  - To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Director on such inspections.
  - To advise on and prepare, if requested, Health and Safety documentation.
  - To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures to be implemented.
  - To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Panther Print Limited may be involved.
  - To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current legislation.
  - To advise on fire precautions, signage and best practices with regards to fire prevention.
  - To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
  - Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 95.
  - To give guidance on training required ensuring continued competency and, if requested, producing and undertaking training programmes.
  - Undertake noise surveys when requested to ensure the compliance with the Noise at Work Regulations 1989
  - To undertake Portable Appliance Testing to ensure the integrity of electrical equipment when authorised to do so.
- The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery or processes that he/she considers presents hazards to the operators or to other personnel.

# THE RESPONSIBILITIES OF THE OPERATIONS MANAGER

Develop a strong concern for the safety of those that the company engages in its operations and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

- Ensure that all employees on work sites under your control have a good understanding of the risks associated with their activities, tools they use and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and

Safety matters to chance. Be pro-active and prevent accidents from happening.

- At the start of every project ensure that staff are inducted on any matters that may be dissimilar to normal working practices or sites and provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters should they change.

- Ensure that adequate personal protective equipment is available on site, provided to those who require it, worn when appropriate, replaced when damaged and is stored in an orderly fashion.

- Stop any unsafe or potentially unsafe working practices immediately and notify the Sales Manager Director or Robert Quick if a particular person persistently breaches health and safety rules.

- Ensure that a tidy work site, workplace and storage area, are maintained, heat, light and ventilation are adequate while working and materials not needed are removed or stored in an orderly fashion.

Remember that persons in occupied premises may have a lower perception of risk than your staff so ensure all eventualities are considered.

- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.

- Ensure that each project under your control has adequate emergency procedures, fire fighting equipment and first aid kit, and a trained First Aider or appointed person where required by law. If work is undertaken without your presence on site ensure that those requirements which are normally shared i.e. provision of a First Aider and first aid kit are available to those on site.

The Operations Manager will continue to appraise this perception of risk to ensure a safe working environment.

- Work equipment is to be maintained in a fit state. Equipment requiring repairs will remain safely out of use until such time as repairs that may be required are completed.

- If for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities at the work sites, immediately refer the matter to the Sales Manager or to the Managing Director. Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned.

- Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to the Sales Manager or office immediately after they happen. Ensure that any accidents are fully documented without delay.

**Above all else understand and accept that those whom you observe are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.**

The Operations Manager must also determine at the contract stage:

That all hazardous materials are properly marked used and stored, as outlined in the COSHH assessment.

That flammables are stored in a suitable environment with adequate fire fighting equipment to hand.

That a tidy workplace is maintained, areas of works barriered, and adequate signage erected.

The delivery and safe stacking of materials to prevent obstruction of access and egress routes.

That arrangements are made between employees, other contractors, building maintenance staff and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.

That adequate supplies of personal protective equipment are available.

Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR if applicable, and entered into the accident book.

That the safety of third parties is considered at all time before the commencement of any activity on site and to ensure that the site is left in a safe and secure manner at the end of each working day.

# RESPONSIBILITIES OF THE OFFICE MANAGER/SUPERVISOR

Based within the main office the Office Manager is both responsible for ensuring the Health, Safety and Welfare of all employees in the office environment together with ensuring that all Health and Safety information that is received and compiled with regards to those persons on site, is efficiently stored or when applicable is relayed without delay.

The sharing of information, co-ordination of activities and the setting of high standards will result in continued improvement in Health and Safety.

The Office Manager has a responsibility to:-

- Ensure that the Company's Policy for Health and Safety is initiated and actively supported with an aim of identifying training needs, preventing injury & ill health and improving systems within the office.
- Consider and discuss with Robert Quick requests for Health and Safety training voiced by staff and ensure that the necessary resources are provided for matters affecting the Health and Safety of staff or to meet the requirements of Legislation and the Company Health and Safety Policy.
- Ensure that those persons for whom you have responsibility are competent to identify Health and Safety hazards in their environment and know of the correct actions to take in those situations, as a minimum bringing these matters to your attention.
- Undertake to communicate with Robert Quick on a regular basis with regards to Health and Safety with an aim of ensuring that Health and Safety plans are established and reviewed in light of new information and the setting of new standards.
- Give adequate information to staff during induction to the office on risks in the environment, reporting procedures together with emergency procedures. Do not allow tomfoolery in the workplace and ensure that any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work is disciplined.
- Ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that all records are maintained in good order with an aim of reducing the possibility of a similar or more serious injury in the future.
- Communicate with the Independent Safety Advisors should there be an enquiry or an incident which is to be prevented from occurring again and make suitable arrangements to ensure resources are provided for remedial measures which may need to be introduced to prevent a similar incident in the future.
- Stay abreast of developments in Health and Safety legislation and good working practices & ensure that all new safety legislation is conveyed to those employees for whom you are responsible.
- Dedicate time to monitoring general operations in the office together with standards i.e. the physical state of the environment (cleanliness, maintenance of machines etc.) together with the psychological standards (moral, stress & attitude etc.) All are Health and Safety related and results in high or low standards of safety.
- Ensure that all accident records are maintained and that there are suitable persons nominated for the competent roles of First-Aider and Fire-Marshall to ensure that should an emergency occur reactions will be quick and efficient. First aid records returned from site are to be suitably filed and brought to the attention of Robert Quick. In the event of an accident that requires the Health and Safety

Executive to be notified Robert Quick is to be contacted at the first available opportunity to ensure that the notification follows without delay.

- Act pro-actively on the administration of Health and Safety matters and communicate with all other members of management regarding Health and Safety.
- Ensure that all employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- Always be prepared to seek, or provide to others for whom you are responsible, Health and Safety advice and assistance and set a good example for others to follow, encourage a strong, positive Health and Safety culture.
- Promote that the Company safety culture is a serious one and that Health and Safety of all employees is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace and a strong Health and Safety Culture.

Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the Health and Safety performance of those companies providing goods and services to Panther Print Ltd.

# THE RESPONSIBILITIES OF OFFICE PERSONNEL

To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.

- To monitor, control and correct the Health and Safety actions of other persons with regards to Health and Safety.
  - To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety and that the Health and Safety Policy is fully implemented.
  - To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work place.
  - To maintain a comprehensive accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
  - To maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation.
  - Ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs.
  - To assist Robert Quick to ensure that accidents and incidents are fully investigated and causation discovered to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
  - To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times.
- Frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly.
- To become aware of emergency procedures.
  - To ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
  - Always consider how your acts or omissions may impinge on the Health and Safety of others.
  - Report any incidents that may, if not corrected be able to cause harm to others.
  - Provide Robert Quick with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

# THE RESPONSIBILITIES OF THE OPERATIVES

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work Etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment. To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

- Read and understand the Company Health and Safety Policy, and comply with its requirements and develop a personal concern for the safety of yourself and others, who may be affected by your activities,
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance, as risk controls need to be implemented and recorded.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact Robert Quick immediately.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort.

Work to eliminate or control the risk first,

- Not use tools and equipment for work for which it was not intended, or if you are not trained or experienced to use it, and report any damaged plant or equipment. Keep all tools, machinery and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.

- Be aware that emergency procedures exist on sites and in occupied premises, they are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment.

Find out where First Aid equipment is kept and who the resident First Aider is.

- Keep your work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed e.g. sharp edges.
- Do not play dangerous practical jokes or partake in "horseplay".
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working to ensure that you, your colleagues and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.
- Regard Health and Safety information and training as your right. Ask the Supervisor for it and do not start work until you are satisfied as to its adequacy. Ask for and expect to receive a toolbox talk on any work and Health and Safety matters you feel unsure about.

**Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.**

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Etc. Act 1974.

These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work Etc.

Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

- All equipment should be fitted with safety devices or cut outs and these should never be by-passed.

All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.

- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in

place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, so that heat, light and ventilation are adequate.

- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk.

Inform the Supervisor and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.

- All injuries to yourself must be reported to the competent and/or qualified First Aider immediately.

Details are also to be entered into the Accident Book.

# GENERAL ARRANGEMENTS

## *HEALTH AND SAFETY OVERVIEW*

Under the Environmental Protection Act 1990 and the Health and Safety at Work Etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACOP's remain in force until they are modified or repealed.

## *ENFORCEMENT*

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An Inspector may give to persons employed (or their representatives); factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

## *ACCIDENT INVESTIGATION*

Panther Print Limited together with our Independent Health and Safety Consultants will undertake a thorough investigation of accidents. Accidents will be investigated to ensure that suitable controls and safe systems of work are implemented with the aim of preventing recurrence, removing the hazard and reducing the risk.

The assistance of Consultants will be used in an investigation capacity not as assistance in establishing what technical failures have occurred; Clients are often competent in this area.

But to provide an independent view in order to investigate all root causes. In this respect Consultants aim to discover any "latent failures" (failures in management or systems) to ensure that "active failures" (errors of people directly at risk) are not attended to without controlling the latent failures also, which are often the reason for creating a climate or physical environment whereby errors made by people at risk are more likely to occur or are made more serious.

## *ACCIDENT PROCEDURE AND RIDDOR*

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Panther Print Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

The Company will also as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make risk assessments available to employees,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

All accidents are to be reported to management and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 95 must be complied with. Records will require as a minimum:

Name and address of injured person(s)

Date, time and place of accident(s)

A full explanation of the circumstances leading to the accident(s)

Name of injured person(s) employer(s).

Robert Quick will be the RIDDOR appointed person and will liaise with the independent Health and Safety Consultants in the event that a reportable accident occurs.

## ***ALCOHOL, DRUGS & SMOKING***

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures. Please observe all non smoking policies of clients while working in occupied premises.

## ***ASBESTOS***

Working with asbestos will undoubtedly be outside the parameters of the work undertaken by Panther Print Limited however, if discovered, all work involving asbestos in any form will be carried out in accordance with The Asbestos at Work Regulations 2002. Any materials used which contain asbestos will comply with The Asbestos (Prohibition) Regulations 1992 and Licensing Regulations 1993 & 1998.

Work involving the removal of asbestos materials covered by the Asbestos (Licensing) Regulations 1983 & 1998 will be carried out by Licensed Contractors in accordance with the current Approved Code of Practice for work with Asbestos Insulation and Asbestos Coatings (COP 3 - Health and safety Executive)

The following Health & Safety Executive Guidance Notes contain information and advice on various aspects of dealing with asbestos and will be referred to as required.

EH 10 Asbestos Hygiene Standards and Measurement of Airborne dust concentrations.

EH 35 Probable Asbestos fibre concentration at construction processes.

EH 36 Work with Asbestos Insulation Board.

EH 41 Respiratory Protective Equipment for use with Asbestos.

Other information is available from the Control & Safety Guidelines published by the Asbestosis Research Council.

Where any work involving asbestos is being carried out then the leaflet 'Asbestos and You' pocket cards and posters listing the 'Asbestos Code' will be issued to employees.

These items are published by the Health & Safety Executive and are available direct from the Health & Safety Executive.

The supply for use at work of materials containing amosite, crocidolite or chrysotile asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

## ***ASBESTOS - DEALING WITH UNIDENTIFIED ASBESTOS***

The owners of buildings have a duty to investigate and make safe any areas where the presence of

Asbestos is known or suspected. However the presence of Asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the 1980s will contain asbestos materials. i.e. insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, STOP WORK, management & staff are not permitted to handle asbestos products without prior training and the appropriate PPE.

The Client / Principal Contractor must be informed and they must protect the area from any further damage and release of fibres. Then they must call in a competent person / specialist analyst to assess the material to confirm if it is asbestos. If asbestos is confirmed then a Licensed Contractor will be employed to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed, other contractors will be advised and clearance certificates will be available. Work will then be allowed to continue with caution, in case any further un-identified asbestos is found.

## ***COMMUNICATION***

Panther Print Limited sees communications between employees and management as an essential part of effective Health and Safety management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Panther Print Limited aim to work within their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental and Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors when used will further be required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Supervisor. Such assessment's should be provided before work is due to commence and in sufficient time to allow submission to the Client or the Planning Supervisor if necessary.

## ***CONFINED SPACES***

Panther Print Limited do not have employees trained in the safe entry to confined spaces that require the wearing or specialist respiratory equipment however should this be required of operatives suitable training will be given. Confined spaces are any work area defined in The Confined Space Regulations 1997 i.e. any place, including any chamber, tank vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk. The confined spaces that may be required to be entered by operatives are not of a high risk however training of relevant employees will be undertaken in accordance with the above Regulations to ensure the safety of all persons entering such confined spaces.

In situations that a confined space may need to be entered a permit will be required, it will be issued by a person nominated as being competent by a Director of Panther Print Limited. This person is to ensure that all requisites of the permit have been considered and controls implemented before works commence.

Only then will he authorise the permit. Once works are complete the nominated person is to "sign off" the permit as confirmation that the area is safe.

## ***Personal Protective Equipment***

Panther Print Limited will provide Personal Protective Equipment to all employees on site as required by the Personal Protective Equipment Regulations 2002. Supervision will be undertaken to ensure that it is worn when required. Any additional PPE highlighted as being required by the Principal Contractor will also be issued.

## ***Training***

Panther Print Limited will provide details of the following when requested:

Recent Health and Safety Training undertaken by supervisors and operatives & a list of competency certificates with regards to the specialist areas undertaken by employees.

### ***Site Tidiness***

Panther Print Limited will provide details of proposals to maintain their site accommodation, storage areas and working areas in a clean and tidy manner.

### ***CONSULTATION WITH EMPLOYEES***

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices. Consultation will also occur after the introduction of new statutory information; new or modified work equipment or systems of work, and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the company will keep records of the consultations.

### ***CONTROL OF HAZARDOUS SUBSTANCES***

Due to the type of operations undertaken by Panther Print Limited, very limited hazardous substances are used, however, we will endeavour through our purchasing policy to ensure that the hierarchy outlined in the Control of Substances Hazardous to Health Regulations 2002 is adhered to at all times and Panther Print Print Ltd will endeavour to purchase only those substances that are not hazardous to health. If there is an alternate substance openly available on the market that does not possess properties that are hazardous to health it will be purchased in preference. Substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2002, restricted and strictly controlled.

### ***CONTRACTORS***

Contractors when used will receive a copy of the Company Health and Safety Policy Statement upon request together with a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

**“Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites and Clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Panther Print Limited for any information on any matter in connection with Health, Safety or Welfare.”**

### ***CO-OPERATION & CARE:***

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees. Employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings whether in the company premises, at client premises or on site.

### ***DISPLAY SCREEN EQUIPMENT***

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue and stress.

The company will undertake assessments to check that the D.S.E is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard. Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working. Employees who carry out substantial work at a display screen will be entitled to eye tests should they be requested and at regular intervals afterwards or when visual difficulties are experienced. Where tests show that eyesight correction is needed to carry out work on DSE, corrective spectacles required solely for DSE will be obtained for the user.

## ***DISCIPLINARY PROCEDURE***

When there are issues of non-compliance of Health and Safety Regulations the Company will investigate them. Robert Quick will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persists then the

Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an employee performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry which will be supervised by Robert Quick

- Failure by managers to notify and explain to staff over whom they have charge the controls in force to reduce risks at work and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individuals themselves or to others.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including
  - o Personal Protective Equipment
  - o First aid provisions and facilities
  - o Welfare facilities
  - o Safety notices, instructions or signs
- Consumption of or being under the influence of, alcohol or other substances during the course of employment.

## ***DOCUMENTATION***

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed when practicable on site.

Each major project shall be supplied with the following:

- A safety folder containing the necessary inspection records, method statements and safety notices.
- Up to date safety signs and standards.
- Records of safety talks and meetings.
- First aid records

## ***ELECTRICAL TOOLS***

Electrical equipment is to be tested at 3 monthly intervals compliant to HSE guidance note HS (G) 141.

Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued. Electrical tools used on site will be 110v centre tapped to earth to reduce the risk from injury from electric shock while working in harsh environs.

## **ELECTRICITY AT WORK REGULATIONS**

**The Regulations require management to take precautions against risk of death or personal injury from all use of electricity, including the mains electricity supply.**

Company management is responsible for managing the use of electricity in its premises. All electrical work is to be undertaken by competent persons. Electrical equipment is to be 110V centre tapped and properly maintained and subject to periodic checks.

Company management can ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry.

Electrical equipment is to be tested at 3 monthly intervals compliant to HSE guidance note HS (G) 141.

Staff must be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it was intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

Company management will ensure that there is adequate supervision of the requirements of the electrical equipment and will keep records of maintenance and testing results.

### ***EMERGENCY PROCEDURES***

The company will establish and where necessary provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. The prime objective will be to ensure that no employee or visitor can access any area where an emergency or possible danger may be present without first receiving adequate Health and Safety instruction.

The company will inform workers about the potential dangers, the controls and the emergency procedures. The workers will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency Procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

### ***ENVIRONMENTAL CONSIDERATIONS***

Panther Print Ltd recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, Special Waste Regulations 1996 and other associated statutory provisions.

“Controlled Waste” will only be released to a “Registered Carrier” after proof (original only) has been produced by the “authorised person” all parts of the “Waste Transfer” note will be suitably completed with a copy remaining with Panther Print Ltd for no less than 2 years.

“Special Waste” will only be moved by a “Registered Carrier” after the completion of a “Special Waste Transfer Note” and the pre-notification of the movement to the Environment Agency, a copy of which will be kept by Panther Print Ltd for no less than 3 years.

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

### ***FIRE FIGHTING EQUIPMENT***

Fire extinguishers will be readily available, appropriate for the risk involved, and properly maintained

Guidance on the provision of fire fighting equipment will be sought from our safety consultants. All operatives have a duty to ensure their safety and the safety of others that may be affected by their acts

or omissions and a duty to report immediately any fire, smoke or potential fire hazard to the fire service (dial 999). Operations within the premises must be undertaken in such a way so as to restrict and minimise the risk of fire i.e. this involves taking care when smoking, during “hot works”, keeping combustible materials separate from sources of ignition and avoiding the unnecessary storage of large volumes of combustibles. Fire exits will never be blocked or used as storage space. Panther Print will, as part of their day-to-day arrangements, ensure that all equipment is maintained under a fixed contract.

## ***FIRE SAFETY***

Operatives are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building immediately. In this situation operatives are to meet at the pre-determined muster point. A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure. On the majority of sites planning will be undertaken by the Principal Contractor and communicated to others; in situations where this is not the system Panther Print Limited will plan and communicate emergency procedures. Should work be undertaken in the occupied premises of a client Panther Print will ensure that they know and understand the emergency procedures in their host premises and will adopt the system as theirs.

## ***FIRST AID***

Panther Print Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders or Appointed Persons to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees,
- The nature of the work in which they are involved,
- The size of the operation,
- How widely employees are distributed across a site,
- The location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this.

One person holding a current First Aid certificate or an “Appointed Person” certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities when employees are working on site.

**Qualified First Aider / Appointed Person Is Andy Patmore**

## ***HOUSEKEEPING AND SITE TIDINESS***

Site tidiness will be considered at all stages of the work and good co-operation is expected between Panther Print Limited and all clients. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. All waste is to be removed as work progresses not at the end of the working day. Waste material is never to be left on stairways or in access routes or where it may become a slip or trip hazard.

## ***INSURANCE***

In recognition of its statutory and common law duties, the Company has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by

employees and regulatory authorities i.e. the Health and Safety Executive Inspectors within the main office and at large projects.

## ***LADDERS, STEPS AND TRESTLES***

Ladders will only be used for very light work of a short duration and there will be three points of contact with the ladder at all times. Ladders over three meters in length will be tied or footed by a third person to ensure stability. The use of ladders on uneven ground will not be permitted if they are not firmly tied by the stiles. The Operations Manager will oversee all works to ensure compliance i.e. that ladders remain footed at all times & that ladders are not used upside down and incorrectly etc.

Employees will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time with small tools carried in a belt.

Pole ladders must not have footholds blocked by ledgers or transoms & as with all ladders the angle needs to be 1 in 4. At the top of the ladder the overlap needs to be at least three rungs if a suitable handhold isn't provided.

All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

**Stepladders & Trestles** will be either class 1 or class 2 when used on site as class 3 are for domestic use only.

Equipment will be checked before use to ensure that it isn't defective. Steps and trestles need to be solid when opened out and placed on a firm footing. They will not be used on scaffolding or towers to gain extra height or where a fall would take you over a leading edge i.e. a stairwell or roof. All working platform must be at least 600mm wide or three scaffold boards and the span must not exceed 1.5 metres. Care will also be taken not to overload the platform. Edge protection must be provided on all working platforms over 2 metres in height therefore boards spanning the trestles will not be placed over this height. The common hazard of trestles is overloading. Supervision and competence of operatives will certify that they are not overloaded and are correctly used. Work will be undertaken facing the ladder while the top two steps will not be used as a working platform.

## ***MANUAL HANDLING OPERATIONS***

### **STANDARDS REQUIRED**

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regs 1992.

Construction (Health Safety and Welfare) Regs 1996

### **PLANNING**

All work will be tendered for or negotiated taking into account the above Regulations.

Robert Quick or the Operations Supervisor will ensure that materials are landed as close as possible by machine or truck to the work site. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

### **SUPERVISION**

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical and staff will ensure that there is a supply of suitable gloves available for issue as required for

the handling of materials, which cause injury to hands. Safety footwear will be worn at all times on site and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear. The supervisor will not require any operative, particularly a young person to lift without assistance, a load which is likely to cause injury.

## **SAFE SYSTEM AT WORK**

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc

Hernias

Musculoskeletal disorders

Lacerations, crushing hands or fingers

Tenosynovitis

Bruised or broken toes or feet

Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

### ***PERSONAL PROTECTIVE EQUIPMENT***

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Staff will be outfitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Panther Print Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times when required by the Principal Contractor. Other PPE may be required according to the risk assessment & in accordance with Client or site rules.

### **Personal Protective Equipment - Visitors to Worksites**

Official visitors to sites (e.g. surveyors, engineers, inspectors etc.) will be required to wear a safety helmet and safety boots. Other PPE will be considered and used when required. Visiting managers, Directors or supervisors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site. Panther Print Ltd are responsible for all persons that they allow into their work area so ensure visitors are warned of the location of any dangers that may exist, have appropriate PPE and are accompanied at all times.

### ***PREGNANT WORKERS AND NURSING MOTHERS***

The employee must inform their manager in writing that they are pregnant, breast feeding or have given birth within the preceding six months, this must be supported by a medical certificate as soon as practicable. The certificate must be from a registered medical practitioner or registered midwife. All Female employees will be informed of this policy when they start work or as soon as is reasonably practicable.

The employer of pregnant and nursing mothers have a statutory duty to carry out a specific risk assessment of the employees while at work. Appropriate measure will be taken as a result of the assessments i.e. variation of working hours or conditions, or the offer of alternative work.

If this is not possible paid leave, for as long as is necessary, to protect her health and safety of that of her child must be provided.

Specific consideration will also be made with regards to manual handling tasks through out the term of the pregnancy. The risk of injury from lifting is increased considerably in the three months before and after birth. Managers will ensure that pregnant and nursing mothers do not carry out manual handling task during this period. Suitable facilities will be provided for any pregnant or nursing mother to rest.

Panther Print Ltd will keep a copy of the medical certificate and risk assessments within the pregnant or nursing mothers personal file. The employee will also be given a copy of the risk assessment of their work. If at any time the pregnant or nursing mother is concerned about any working practice they must seek guidance from a competent person i.e. a medical practitioner, midwife or a qualified health and safety advisor.

## ***PROTECTION OF PERSONS IN WORK AREAS***

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc will be provided to prevent ingress and ensure their protection. Panther Print Ltd recognise that they have a duty to ensure the Health, Safety and welfare of all persons that they allow into their work area and will ensure visitors are warned of the location of any dangers that may exist, have appropriate PPE and are accompanied at all times. Where a significant risk exists work will be undertaken in accordance with a permit procedure and all suitable controls will be placed in accordance with the permit.

## ***PURCHASE POLICY***

Panther Print Limited have a purchase Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria. e.g. Substances used at work: Least hazardous to employees and the environment but performs the task to an acceptable standard.

Office furniture / equipment: Ergonomics, fire rating, sustainable resources.

Machines: Noise, vibration, usability, ergonomics, suitability for the task, adequate guarding and ease of maintenance.

P.P.E.: Suitable for the individual, adequate protection, compatible with other PPE complies with standards.

The above list is just an outline of considerations, and is not meant to be exhaustive.

## ***RISK ASSESSMENTS***

The company will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work Regulations 1999. Should it be considered that there are multiple hazardous activities to be undertaken a Method Statement will be completed highlighting the sequence or steps to be taken to ensure a safe system of work. The method statement will highlight the hazards and controls to limit those risks and the risks and controls to be implemented will be communicated to all staff. Generic risk assessments will also be produced which will be checked to ensure their complete relevance at each work site.

Panther Print Limited operatives will ensure that they are familiar with Method Statements before commencing their activities and are competent in the production of risk assessments. Operatives will use the generic copies of risk assessments to ensure that all controls required to reduce risks are applied.

This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

All staff will be supervised by the Operations Manager to ensure that the above system is being adhered to and that assessments are a true reflection of the risks. Supervisors will always be present in situations whereby a Method Statement is to be followed to ensure the safe system of work is not deviated from. Should the assessments not be of an adequate quality the Operations Manager is in a position to insist to Upper Management that refresher training is required.

## ***RISK MANAGEMENT***

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

- 1. Identification of the risks.**
- 2. Assessments of the risks.**
- 3. Identification of methods and practices of working to reduce the risks.**
- 4. Assessment of the reduced risk levels.**
- 5. Implementation of practices and procedures identified in risk assessments.**
- 6. Monitoring and control of risk and risk reduction procedures.**

## ***SAFETY INSPECTIONS***

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice. Our independent safety Consultants may on occasion be called upon to undertake independent inspections to cross-reference with those undertaken by Panther Print Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by the Consultants at the request of one of the Directors. Consultants will, as part of the assessment check risk assessments as outlined above together with site conditions and systems of work and will undertake to give guidance and assistance in the reduction of risks and improve systems of work.

## **PLANNING**

All work involving scaffolds will be tendered or negotiated for taking into account the above standards and the requirements of the Management of Health & Safety Regulations 1999. The Contracts Manager/site supervisor will ensure that mobile towers are used safely and efficiently taking into account floors, ceiling heights, roof members, type of work etc. Training will be provided to supervisors required to carry out inspections and operatives required to erect, alter, or dismantle mobile towers.

## **SUPERVISION**

All mobile towers will be erected by competent employees. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised and competent to do so. All mobile towers provided for company employees will be checked by the operations manager when on site to ensure they are in accordance with the above standards. Employees required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds. Mobile tower scaffolds will be inspected at 7 day intervals if they remain in the same position, by site supervisors and records of inspection made in a register which will be kept on site.

## **SAFE SYSTEM AT WORK**

The following precautions will be complied with:

Towers will be vertical & will be tied to building where required.

Towers will not be used in adverse weather conditions.

Tower must not be used or moved on sloping, uneven or obstructed surfaces.

Towers will always be moved from ground level & no person will remain on the platform while it is being moved and materials and tools will be removed or secured. The safe working load of the platform will not be exceeded. When moving scaffold towers the height will be reduced to 1 \_ times the minimum base dimension to ensure stability.

The working area in which the scaffold will be used will be checked for openings, ducts, steps etc and for overhead obstructions particular overhead electricity cables. All bracing members and guard rails/ toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the towers will not exceed 3 \_ times the height to effective minimum base dimension when used internally and 3 times the height to effective minimum base dimension when used externally.

Operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets.

## ***SECURITY ARRANGEMENTS***

Suitable barriers/hoarding and notices preventing passage and where applicable the placement of lighting will prevent access by third parties. In situations whereby Panther Print Limited operatives are made key holders, buildings will be made secure at the end of each work shift. Assurance can be given that keys given to Panther Print Ltd. for their own use will remain in the hands of authorised personnel only.

## ***SUPPLIERS***

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

**“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.**

All information received from suppliers will be passed to the Managers for implementation and reference by operatives.

## ***SYSTEM AUDITS AND MONITORING OF PERFORMANCE***

The Company will conduct a review of Health and Safety performance during worksite meetings and “in house”. Any corrective actions advised or suggested will be investigated and appropriate actions implemented. All supervisors are responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site when possible or when not referring them to Mr. Robert Quick or another Director. External Health and Safety Consultants may be used by Panther Print

Limited and their Site Safety Audit reports monitored. Robert Quick will monitor any incidents should they occur and will compile the supporting documentation for the authorities and keep records should an accident occur on site. When there are reportable accidents that require notice to the HSE in accordance with RIDDOR 1995 these are reviewed by the external consultant, when necessary, to see what corrective or preventive action, if any is required to prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company during a project are: -

First Aid First Aider, First Aid Box (as)

Welfare Clean and Satisfactory

Fire Precautions Adequate escape measures, equipment and Instructions

Housekeeping Access and Egress, materials properly stored

General hazards Created by bad practices, design, material or substances.

Documentation Relevant Health and Safety paperwork, notices and information.

Safety Equipment Personal Protective Equipment

Access Equipment Scaffolding, Ladders, Steps

Tools and Machinery Suitable and safe, also well maintained

Training suitably trained staff and supervision for the task.

If there are any corrective or preventive actions required at a work site, these will be undertaken promptly to protect the Health and safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project.

Actions when necessary will be communicated to the Client or Principal Contractor as necessary.

## ***TEMPORARY POWER SUPPLY***

Where there is a requirement for the installation of temporary electrics, these will be carefully planned. Temporary electrics include all electrical power supplies installed by Panther Print Ltd and removed at or before the completion of the work. All temporary electrical installations will be installed by a competent person and the equipment will comply with the Electricity at Work Regulations 1989. All temporary electrics which are to be in position for more than three months are subject to inspection and examination in accordance with the current edition of the IEE Regulations. Only authorised experienced personnel will work on or adjust electrical connections. The use of long trailing leads should be avoided. The cable should be protected from accidental damage by other operatives and have safety trip devices and be of a type suitable for the duty required. The Operatives will inspect the equipment and cables to check for damaged cables, bare wires, cracked plugs or damaged pins and connections. Suspect equipment will be disconnected and replaced by a competent person. Suspect equipment will be marked and removed from use. Faulty equipment that is overheating or sparking may be a source of ignition and cause a fire.

## ***THE NOISE AT WORK REGULATIONS***

Where noise levels are suspected of being above the statutory level the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the staff will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

The policy in place is that steps will be taken to reduce noise and as a final defence suitable and sufficient ear protection will be provided, free of charge, to the workers.

Hearing damage results from over exposure to noise. Panther Print Ltd undertake to, so far as reasonably practicable:

- Reduce noise at source
- Use sound dampening devices
- Reduce the time that operatives are exposed to the noise
- Issue PPE, instructions, information and training.
- Designate ear protection zones and post signage accordingly.

### **Noise, which is a nuisance to the general public around the site**

The Control of Pollution Act 1974 - requires contractors to use the best practical means of controlling construction and demolition noise.

British Standard Code of Practice BS 5228 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains advice on the protection of workers from the health risk of noise.

## **PLANNING PROCEDURES**

At tender or negotiation stage the above standards will be taken into account.

The Supervisor will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

The Company will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

### **GUIDELINE:**

Can the person using the equipment talk to someone 2 metres away without having to shout to be understood. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

If there is any doubt, employ competent people and equipment to assess the noise levels.

### **ACTION LEVELS:**

First Level 85 decibels - inform employees and offer ear protection on request.

Second Level 90 decibels - set up protection zones and enforce wearing of protection

Peak Level 200 Pascal's - for intermittent high impact noise, limit exposure time, reduce the noise levels to the lowest levels, wear personal ear protection.

## SAFE SYSTEM OF WORK

The Safety Consultants can provide the following services:

Carry out a noise survey to establish levels and frequencies of noise.

Regularly monitor noise levels and frequencies.

Give advice on noise control measures.

Arrange for Audiometric testing of operatives.

Arrange for individual monitoring of exposure.

Provide training and instruction for personnel.

Requests should be made via Mr Robert Quick

## TRAINING

All employees are to be trained in accordance with the Management of Health and Safety at Work Regulations 1999.

Where operatives are required to carry out key tasks they will be provided with the necessary training.

The Company will ensure that all operatives and contractors are competent and trained to the recognised acceptable levels required to undertake their job in a safe manner. Additional Health and Safety training will be provided;

On recruitment and when exposed to new or changed risks. Refresher training will also be given as appropriate. On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements.

The Company undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to employees will be provided and paid for by Panther Print Limited in the interests of Health and Safety; training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare.

The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their supervisors any areas where they feel they require training or retraining in Health and Safety matters.

On site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

## ***VIOLENCE TO STAFF***

Panther Print will assess the risks and evaluate the work and the work places of the staff to identify possible "at risk" staff and to implement effective procedures and precautions to protect them from possible violence whilst at work. Staff will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work, these will differ in each different case, the Supervisor and operatives will agree on how to handle the situation and use appropriate safeguards.

Where there is any suspicion that violence may occur, the operatives will contact the Operations Manager to seek assistance before undertaking any work or compromising their position. All violence or abuse towards staff i.e. verbal or physical intimidation, threat or assault by a member of the public, in circumstances arising out of or in the course of their employment, will be investigated by the Company and as appropriate reported to the Police and local authorities

## ***WORK EQUIPMENT***

Panther Print Limited will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has maintenance log this log is to be kept up to date. Panther Print Limited will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order and the Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Employees using Company tools and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse it. Operatives must report all faults, damage, defects or malfunctions to their Supervisor and are not to use the equipment. Defective equipment must be immobilised and identified as awaiting repair.

## ***WORKING IN OCCUPIED PREMISES***

The majority of Panther Print's work is undertaken in unoccupied premises. However, these notes and instructions are included should such a situation occur. Care will be taken for the Health and safety of the Occupier whilst the work is in progress. Panther Print Limited will operate within the conditions of the Client's Contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works. Company Operatives will wear any security / ID card required by the Client. The Operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier. During the work the Operatives will not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations, at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. All barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building.
- Maintaining fire compartmentation standards.
- Any special requirements in relation to the overall project works or any part of the work.
- Permit to work conditions.

## ***YOUNG PERSONS***

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons.

The Company will inform the parents or legal guardians of the risk assessments, where the person is under school leaving age, and the control measures to be used to provide a safe working environment as required by the Management of Health and Safety at Work Regulations (Amended) 2003. The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely, are not exposed to any risk that may affect their Health, Safety or Welfare and are directly supervised at all times.

## **MONITORING OF THE POLICY**

Employees are encouraged to bring to the attention of Robert Quick, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review. This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes

# HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.

**DATE OF REVIEW**

**January 2004**

**REVIEWED BY**

**Robert Quick**

**BRIEF DESCRIPTION OF CHANGES**

**Check legislation, Company details and Organisational diagram. Legislation changes: H&S Management at Work (Amended) 2003, PPE Regs 2002, COSHH 2002, Asbestos 2002. Company details and organisational schematic diagram checked.**

**REVIEW DATE**

**January 2005**