

CCP06 Health and Safety Policy

Policy information	
Organisation	Print Image Network Limited
Policy operational date	January 2015
Policy prepared by	Craig Poyser
Date approved by Board/ Management Committee	January 2015

Introduction	
Purpose of policy	The Directors of Print Image Network, recognise and accept their responsibilities and duties under the Health and Safety at Work Act (1974) and other relevant statutory provisions.

Responsibilities	
Trustees	John Foster, Stephen Power
The Directors	The Directors have overall responsibility for ensuring the implementation of this policy and for all health and safety matters within Print Image Network. Responsibility for the fulfilling of the Directors' policy rests with the Office Manager. Overall control of safety matters within Print Image Network rests with the Health and Safety Officer.
The Office Manager	<p>The Office Manager is responsible to the Directors and is responsible for ensuring the Director's policy statement is upheld.</p> <ol style="list-style-type: none"> 1. Defining clear responsibilities for the management of health and safety including appropriate supervisory arrangements for staff, and visitors. 2. Not permitting any work to start unless a suitable and sufficient assessment of the risks involved in the work has been carried out. 3. After appropriate risk assessments, defining the standards of operation relevant to the degree of risk associated with each operation within any workplace under their control whether the workplace is on or off Print Image Network premises. 4. Maintaining awareness of relevant regulations/codes of practice by drawing up and circulating to staff and students a safety statement accompanied where necessary by codes of practice regarding the control of hazards as necessary.

	<ol style="list-style-type: none"> 5. Providing the resources needed to comply with the requirements and prohibitions that may be imposed by or specified by statutory provisions. 6. Instituting suitable inspection, monitoring and reporting procedures to ensure the requirements of this policy. 7. Maintaining an up-to-date list of Print Image Network personnel with safety responsibilities. 8. Promoting, advising and providing training on the practices and procedures to be adopted in health and safety matters relevant to the organisation. This to include ensuring that all new members of staff are made aware of the fire action procedures. This is normally achieved by reading and acknowledging induction documentation and the induction process.
<p>The Health and Safety Officer</p>	<p>The Health and Safety Officer is responsible to the Office Manager and ultimately the Directors for general safety matters throughout Print Image Network. This responsibility includes:</p> <ol style="list-style-type: none"> 1. Advising and assisting the Office Manager with their health and safety responsibilities. 2. Ensuring that the Directors and Office Manager are aware of the requirements of new and proposed legislation. 3. Promoting and advising upon standards to be adopted in health and safety matters. 4. Co-ordinating safety arrangements with other employers with whom Print Image Network shares facilities. 5. Instigating appropriate and prompt remedial action on becoming alerted to hazards on Print Image Network premises. 7. Maintaining an up-to-date set of Print Image Network safety policies and codes of practice. 8. Carrying out safety audits of the Print Image Network's facilities.

Statement	
	<p>The Directors are committed to the provision of safe and healthy working conditions for all staff of Print Image Network and to the safeguarding of persons entering Print Image Network premises. The Directors regard health and safety as a core management function and will work to ensure the commitment of all members of staff to the full implementation of Print Image Network's health and safety policy.</p> <p>The attention of all Print Image Network employees is drawn to their legal responsibility under Section 7 of the above Act to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety matters. All persons on Print Image Network premises have a duty under Section 8 of the above Act not to interfere with or to misuse anything provided by Print Image Network in the interests of health and safety. Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to report without delay, to their employer or a colleague with health and safety responsibilities such as the Health and Safety Officer, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.</p>

It is Print Image Network's policy to comply with all relevant statutory and regulatory provisions and to take such additional measures as it considers necessary. To achieve this Print Image Network will, as a minimum, operate to legal requirements and established standards of good practice and will as far as is reasonably practicable:

1. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, and any other persons on its premises are not put at risk.
2. Provide and maintain plant and systems of work that are safe and without risk to health.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, and any other persons on Print Image Network premises.
5. As regards any place of work under Print Image Network's control, maintain it in a condition that is safe and without risk to health and provide and maintain means of safe access.
6. Provide and maintain a working environment that is safe, without risks to health and is adequate with regard to facilities and arrangements for the welfare at work of all employees.
7. Promote through consultation and other means, the active involvement of all staff in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare.
8. Ensure that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations (1999), the Regulatory Reform (Fire Safety) Order 2005 and other regulations.
9. Co-operate in safety matters with other employers with whom Print Image Network shares facilities and co-ordinate safety arrangements with such employers as required by the Management of Health and Safety at Work Regulations (1999).
10. Appoint competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations (1999). (The responsibilities of such persons are set out in the organisational section of this document).
11. Seek specialist advice on health and safety matters as and when necessary.
12. Investigate thoroughly all accidents and unusual occurrences affecting health and safety.
13. Seek to make progressive improvements in health and safety by formulating an annual safety plan for Print Image Network.
14. Provide a set of standards and guidance to assist those responsible for the implementation of this policy.
15. Monitor compliance with safety measures by regular inspection, monitoring and auditing.

	<p>16. Provide adequate resources and facilities to enable the requirements of this policy to be achieved.</p> <p>17. Review Print Image Network's Health and Safety Policy annually, or more frequently if justified.</p>
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Arrangements	
Emergency Evacuation Procedure	<ol style="list-style-type: none"> 1. Members of staff are responsible for reading and following the fire evacuation procedure 2. All staff receives a copy of the fire procedure from the office manager along with their contracts of employment and induction. The fire alarm is a continuous ringing bell. When a continuous alarm sounds, leave the building. 3. On hearing the fire alarm, ensure that you leave the building via the nearest safe exit and proceed to your relevant assembly point. 4. The Fire Marshall is in charge of implementing Print Image Network's emergency evacuation procedures but he/she may require assistance from members of staff. All Print Image Network staff are expected to assist if required. The duties of a Fire Marshall are: <ol style="list-style-type: none"> a) To instruct persons leaving buildings to move well clear of exits and not to stand in the road. b) To instruct persons not to re-enter the building until the all-clear has been given by the Office Manager, Fire Marshall or a senior fire brigade officer.
First Aid and Accident Procedure	<ol style="list-style-type: none"> 1. Lists of first aid contacts are kept in a central location and First Aid boxes are located in the kitchen areas. 2. In the case of a serious accident or illness, an ambulance should be summoned by telephone immediately. The Office Manager should be informed promptly to await its arrival and direct the paramedics to the casualty. 3. All unsafe incidents whether they result in an injury or a near miss must be reported to the Office Manager and Health and Safety Officer. Any injury which results in unfitness for work for more than three days is also reportable. The Health and Safety Officer is responsible for completing and submitting such reports and must therefore be informed promptly of any incident that might be relevant.
Housekeeping	<p>All areas are to be kept clean and tidy at all times. It is important to ensure that hazardous working conditions are not allowed to develop.</p> <p>Furniture or other large items must not be placed in corridors, in circulation areas, or on stairways where they may hamper means of escape.</p>
Falls on the Level	<p>Persons slipping and falling on level floors is the most common type of office based accident resulting in injury.</p> <ol style="list-style-type: none"> 1. Report any damaged flooring/stairways. 2. If you spill anything on the floor or discover a spillage, ensure that it is cleared up immediately.

<p>Office Equipment</p>	<p>Office equipment and furniture can be heavy. Care should be taken when moving it to avoid undue strain. Request help with very heavy objects.</p> <p>Do not stand on revolving chairs and stools.</p>
<p>Electrical Equipment</p>	<p>When using electrical equipment do not remove any screwed down covers. Where access is provided (e.g. photocopiers) to clear jams etc., turn the power off if this does not happen automatically. Turn the power off before cleaning.</p> <p>Ensure that all electrical cables are placed so as to avoid creating a tripping hazard.</p> <p>Before leaving work switch off all electrical appliances (except those required to work through non-working hours).</p> <p>Do not carry out any work on electrical equipment or installations unless you are competent and have been specifically authorised to do so.</p> <p>Electrical Safety - All mains powered electrical equipment must be inspected for safety regularly. Any item suspected of being defective because of age, appearance or damage must be taken out of service and the item reported to the Office Manager who will arrange for the item to be tested in due course.</p>
<p>Safety Training</p>	<p>Print Image Network requires all members of staff to make themselves fully aware of the companies' fire action procedures. This is normally achieved by reading and acknowledging the fire safety information that accompanies the induction process. Periodic refresher information which does not require a formal acknowledgement is also sent to all staff by email.</p>
<p>Safety Inspections of the Workplace</p>	<ol style="list-style-type: none"> 1. To assist Print Image Network in meeting its obligations under Section 2 of the Health and Safety at Work etc. Act 1974, it is necessary to routinely make safety inspections of the premises. The purpose of safety inspections is to monitor and measure safety performance against legal requirements and accepted standards of good practice including those set out in local codes of practice. 2. Once every year, the Office Manager is required to arrange a health and safety inspection of their workplace. Such annual inspections are to be undertaken in collaboration any relevant bodies as required. 3. On completion of the annual inspection a report must be compiled by the Health and Safety Officer. Copies of that report must be sent to the Directors in time for presentation at the Annual Review Meeting. It is good practice to also circulate a copy of the report to all staff. 4. If any inspection reveals hazards or deficiencies in safety standards the Health and Safety Officer should instigate prompt action and alert the Office Manager.
<p>Safety Audits</p>	<p>A health and safety audit is intended to provide an objective and qualitative assessment of all the elements of a health and safety management system. To that end the Health and Safety Officer carries out an annual audit of health and safety management within Print Image Network using appropriate key performance indicators. The outcomes are reported back to the Office Manager and Directors.</p>

<p>Matters indirectly related to safety</p>	<p>In the course of daily routine, Print Image Network personnel may occasionally notice problems that are only indirectly related to safety and are concerned more with aspects of buildings maintenance. Some of these (e.g. leaky plumbing, damaged woodwork, accumulated rubbish, loose wiring, and broken windows) may appear trivial in themselves but are liable to lead to serious situations if neglected. Such problems should not be permitted to accrue, awaiting the advent of a safety inspection, but should be reported direct to the Health and Safety Officer as soon as they are noticed.</p>
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<p>Policy review</p>	
<p>Responsibility</p>	<p>Company Directors, Office Manager & Discipline Managers</p>
<p>Date</p>	<p>January 2016</p>

<p>Authorised By</p>		
<p>Directors</p>	<p>John Foster</p>	<p>Stephen Power</p>
<p>Signature</p>		
<p>Date</p>	<p>31/01/15</p>	<p>31/01/15</p>