



Health & Safety at Work Act 1974

HEALTH & SAFETY POLICY STATEMENT

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1. General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out below which apply to all employees, self employed persons and visitors working in the premises of d3 design.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed on a regular basis.

Signed.....

Joanne D. Sayer
Owner
d3 design

2. Responsibilities

(a) Overall and final responsibility for health and safety in the company is that of:

Joanne D. Sayer
Owner d3 design

(b) The following persons are responsible for ensuring that the requirements of health and safety regulations for which they are responsible are complied with on behalf of the company.

Adrian Dawson – Mac Workstations, Equipment and Cable Testing
Jo Sayer - Administration
All staff - Visitors
Jo Sayer - First Aid
Erik Martin - other

All managers are responsible for ensuring that the companies health and safety policy is brought to the attention of the employees in their respective departments and that appropriate training is undertaken as directed from time to time.

(c) All employees have the responsibility to cooperate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

(d) Safety rules and recommended work practices drawn up by the company or by the manufacturer of any equipment must be observed at all times.

(e) Safety equipment and any safety devices provided should be used at all times.

(f) Whenever an employee notices a health or safety problem or hazard which they are unable to put right, they must immediately advise the appropriate person named above.

(g) Further information on the Health & Safety regulations are available from Erik Martin.

(h) Employees working on or visiting a customer's site should abide by the customer's health & safety policy. If in doubt always ask for clarification from their safety officer.

3. Obligations

The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- safe plant and systems of work
- arrangements for the safe use, handling, storage and transport of articles and substances.
- safety training, a safe place of work with safe access/exit and a healthy working environment.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.

Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to co-operate with their employer in the implementation of duties required by the Act.

The following rules and procedures are intended to ensure, so far as is reasonably practicable, that both the Company and its employees are fulfilling their respective obligations.

4. First Aid

It is the policy of the company to have a certified first aider on duty during normal working.

Accident Book

All accidents, however slight, to employees whilst they are at work and to all other persons on company premises must be reported immediately. Injuries should be recorded in the accident book.

The RIDDOR Regulations - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) require that certain injuries, dangerous occurrences and prescribed diseases are notified to the Health & Safety Executive. Details of the incidents requiring reporting in this way are available from Erik Martin.

The person responsible for recording accident details and reporting incidents:

Jo Sayer

The first aider is: Jo Sayer

Local casualty department QMC Nottingham

Tel: 924 9924 (all departments)

Tel: Emergency 999

The accident record book is in the kitchen area by the first aid box.

5. Fire Procedures

The procedure to be followed in the event of a fire is displayed on the company noticeboards and repeated in Appendix 3. From time to time there will be fire drills and these should be taken seriously by all personnel.

Fire extinguishers of various types are provided, please note the positions and their intended use.

Intended use

Fire Extinguisher Chart							
Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

Location of extinguishers

In the area of:

Front Entrance

Inside doorway of Production Office

Inside doorway of Studio

Inside doorway of Creative Office

Employees are asked to ensure that fire extinguishers are not removed from the designated sites.

Fire Exits

Fire exits should be kept clear of obstructions at all times.

6. Safety Training

It is company policy to provide all the training necessary to ensure that employees are able to do their job safely. No employees should be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in the use and dangers, and the precautions taken.

7. Visitors and Contractors

All self-employed persons, visitors and contractors must abide by the company safety procedures. The person being visited should advise the visitor as appropriate on their arrival. They should sign-in on arrival, and advise on their departure. If a contractor is to carry out work on site then a discussion needs to establish how any risks from their work can be avoided.

8. Working on Customer's Premises

All employees, or sub-contracted personnel, who work on a customer's site must be competent and able to work unsupervised. Employees working at customer's premises should abide by their Health & Safety policy. In addition to the statutory responsibilities employees must comply with site safety rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt always ask for clarification from their safety officer.

The company will appoint a company representative for each relevant contract who will be responsible for receiving safety documents and attending any meetings with the customer's representatives at which the implications and extent of the health and safety requirements for the contract can be reviewed.

Employees must attend any required training sessions.

Employees must ensure that all equipment taken on site is in good condition, complies with the relevant statutory requirements and is used safely.

9. Housekeeping and Premises**Access**

Employees should assist in keeping all areas of the workplace in a safe and clean condition and ensure that there is safe access to all areas at all times.

Cleanliness

The offices will be cleaned regularly.

Waste disposal

All waste bins will be emptied regularly. Wherever possible paper should be recycled.

Telephones

Materials are provided to enable employees to sanitize and clean their 'phones.

Safe stacking

All items are to be stacked so that they do not stick out beyond the supporting shelf.

Gangways/Exits

All main gangways and Fire Exits are to be kept clear of obstructions which may cause a hazard or prevent access. Precautions will however be necessary when in areas not designated as gangways.

10. Risk Assessment

Every employer has to make an assessment of the risks to the health and safety of his employees and anybody else who may be affected by the business. These have to be recorded. The assessment of risks is a close look at what in the workplace could cause harm and then deciding whether precautions already being taken are sufficient or if further action can be taken.

A listing of the assessment is provided in Appendix 1.

11. Electrical Equipment

If an employee is working alone, mains powered equipment must **NOT** be used with the covers removed.

Electric Shock

Notices are displayed on what to do if someone gets an electric shock. Please read them.

Plugs and Cables

All power leads and multiple extensions are to be visually inspected, tested and marked once a year. Any frayed or damaged cables are to be replaced completely. Always use the correct plug and fuse rating.

Portable Equipment

A list of portable electrical tools and equipment is to be maintained. Each item is to be inspected, tested and marked once a year.

Socket Outlets

All of the socket outlets have RCB protection provided at the fuseboard. If for any reason a unit has to be powered with its covers removed, it **must** be connected to a supply outlet that is protected by a residual current circuit breaker as an additional precaution. Plug-in RCBs are provided for this purpose. *Do not take risks.* Sufficient socket outlets are provided for direct connection in most cases, if however a multi-way adaptor is required always use a short extension lead with a multi-socket block.

Individual switches for each ring main section are provided in the test area, together with a master isolator. The switch box is on the pillar in the test area. The master isolator for the whole building is contained in this switch box.

12. Hazardous substances -COSHH

The COSHH regulations (Control of Substances Hazardous to Health) came into effect on the 1st January 1990. They provide a framework to help protect people in the workplace against health risks from hazardous substances. Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard. All substances should be handled carefully and stored in accordance with the manufacturers recommendations.

13. VDU Workstations

The Health and Safety (Display Screen Equipment) Regulations came into effect on the 1st January 1993. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job with the objective of removing, or reducing the risks.

Regulations require that all new workstation installations and display screen equipment must conform by the 1st January 1993, and all existing workstations must conform by the 31st December 1996. Users are

encouraged to study the training information available on the subject. Any user with eye problems should advise Jo Sayer as eyesight tests are available at the expense of the company. Users can help themselves by turning off the monitor when not in use and ensuring that the screen and the area around the workstation is kept clean and tidy. All workstations are to be checked once a year to assess the risks arising from their use and to reduce those risks to the lowest level practicable. A register will be maintained of workstations and users.

14. Manual Handling Operations

Employees are requested to make full and proper use of any handling aids and protective equipment provided. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities. Employees should advise of any medical condition which might affect their ability to undertake manual handling operations. Please study the manual handling notes shown in Appendix 4.

15. General Environmental Policy

It is the policy of d3 design to conduct its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

Although d3 is not a business which creates severe pollution problems, d3 is committed to:

- * a paperless office environment where possible
- * improvements in energy efficiency
- * reduction in pollution
- * the use of recyclable materials where possible

Company Measures

- * re-use packing material and other items where possible
- * recycle used paper
- * limit use of toxic chemicals and where possible use non-CFC products
- * ensure all company vehicles where possible run on unleaded fuel
- * ensure heating systems are regularly serviced
- * turn off electrical equipment when not in use.
- * all e-mails emanating from d3 to contain a message NOT to print the e-mail unless absolutely necessary

16. Environmental Purchasing Policy

It is the policy of d3 design to purchase all items locally whenever possible. When purchasing on behalf of clients, and where budget constraints permit, print should be sourced local to the client to reduce transportation. Printed matter should be on recycled paper, using vegetable dye based inks wherever possible.

17. Advice

If further information on health and safety is required this is available from the enforcing authority. This could be either:-

Employer Medical Advice Service
Belgrave House
Greyfriars
Northampton
tel: (01604) 738300

Who enforce legislation in offices and allied sectors.

First Aid training is provided through:
First Aid at Work Unit British Red Cross
St John Centre 244 London Road
Church Road Leicester
Woodley
Reading RG5 4QN

Hazard Who might be harmed? Is the risk adequately controlled?

What further action is necessary to control the risk?

Scalpel Production operators. Depends on training and good practice of operators.
Place blade in cork when not in use.

Appendix 1—Risk assessment

Material Use Hazard/Action

Appendix 2—Hazardous substances in use.

Refer to Hazard Sheets for detailed information

Appendix 3
FIRE PROCEDURE

In case of fire please ensure you observe the following:

- 1: Raise the alarm
- 2: Telephone the fire brigade on 999
- 3: Tackle the fire if safe to do so—do not take risks if in doubt get out!
- 4: If you hear the alarm immediately cease what you are doing .
- 5: Leave the building by the nearest available exit.
- 6: DO NOT stop to collect personal possessions/finish work as this time delay may be extremely dangerous.
- 7: Where possible close all doors and window behind you.
- 8: Assemble in the car park.
- 9: Check that everybody is accounted for.
- 10: Do not return to the building until you are authorised to do so.
- 11: DO NOT PANIC.

Appendix 4
Manual Handling Operations
How to lift correctly

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.
- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand. Hold the object close to your body.
- DON'T twist your body, while carrying a heavyload.
- Put the load down smoothly and slowly; back straight, knees bent, stomach muscles tight.