



HEALTH, SAFETY & ENVIRONMENTAL POLICY

Section A1 - General Statement of Policy

Our policy is, as far as is reasonably practicable, 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 including visitors and contractors who may be affected by our activities.

The allocation of duties for safety matters and the arrangements, which we will make to implement this policy, are set out below. Health and Safety is seen as a key company issue and will be pro-actively managed.

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

Managing Director: J. Killerby

Signed: 

Date: 07/01/25



Directors: B.S. KILLERBY, B.Sc.(Hons.)
J. KILLERBY, B.Sc.(Econ)
Reg. No. 1557744 (England)

B P I F
MEMBER



Section A2 - Environmental Policy

As a leading UK based manufacturer of a range of products and services directly related to international labelling, transportation and documentation of hazardous substances, our company recognizes the importance of environmental considerations. We will take these considerations into account at all stages of business planning, development, production and marketing whilst continuing to produce high quality products to our customer's specification and satisfaction.

Through the development of our formal Environmental Management System (EMS), we are committed to the prevention of pollution and the pursuance of good environmental performance using measured continual improvement programs.

We will comply with all environmental legislation, regulations and any other requirements relevant to our business.

We will set and regularly review objectives and targets for our highest rated significant environmental aspects. The following objectives will be pursued as far as is reasonably practicable:

1. Conservation of energy.
2. Conservation of natural resources used in our manufacturing and dispatch operations, particularly in the use of packaging.
3. Minimization of waste in production and packaging.
4. Reduction of solvents in the workplace and atmosphere.
5. Provision of safe, clean and hygienic working conditions.
6. Reduction of noise levels to lowest levels practicable for employees and members of the public.
7. Safe storage and disposal of waste to meet "Duty of care" requirements.
8. The responsible development, operation and maintenance of plant and associated processes reflect the principles above.

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SECTION B - RESPONSIBILITIES FOR HEALTH & SAFETY

Individuals' responsibilities are laid out below. A diagram showing the structure of the company is included.

1. Directors

The Directors are ultimately responsible for the overall running of the company including health, safety and environmental matters.

It is the responsibility of the Directors to oversee the line management arrangements and to ensure that sufficient time resources are given to line managers to fulfil their functions. Additionally, health, safety and environmental matters are to be made a standing board meeting agenda item.

2. Managers

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

In particular these managers should ensure: -

- All new and reassigned employees have drawn up an appropriate induction-training programme including fire safety and specific job training relating to the risks likely to be encountered in their section of the business.
- Carry out/review risk assessments with the H&S Manager.
- Promote and ensure compliance with safe working practices developed within the risk assessment process (including general risk assessments, COSHH, manual handling, etc.)
- Ensure good housekeeping standards are maintained.
- Carry out accident/incident/ill health investigation in their section in accordance with the laid down procedures.
- Notify, manage and supervise contractors in accordance with the "Control of Contractors" procedures laid down.
- Minimise waste, use of energy in accord with the Environmental Policy.

3. Assistant Managers

The Assistant Managers will monitor health, safety and environmental matters as part of their day-to-day duties.

They will: -

- Deliver induction and existing employee training/retraining.
- Aid in the risk assessment process.
- Promote and ensure compliance with safe working practices.
- Ensure good housekeeping standards are maintained.
- Fulfil their duties in the accident/incident/ill-health reporting procedure.
- Oversee weekly/daily machinery and personal protective equipment (PPE) checks.
- Minimise waste and use of energy in the premises.



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4. Employees

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

Employees must also be aware of their legal obligations under Sections 7 and 8 of the **Health and Safety at Work etc Act 1974**. These require employees to take reasonable care of themselves and others and to not recklessly interfere with anything provided in the interests of health and safety.

5. Health, Safety & Environmental Adviser

A. Wilde will act as the Health and Safety Competent Person under the **Management of Health and Safety and Safety at Work Regulations 1999**. He will act as an adviser to aid Managers in the management of health, safety and environmental issues primarily through the chairmanship of the Health Safety & Environmental Committee and as the first line of contact with HSE and the BPIF.

A. Wilde will report performance to the board and arrange a yearly review of the Health, Safety and Environmental Policy. He will also arrange for the yearly audit of the company's health, safety and environmental performance.

6. Health, Safety and Environmental Committee Meeting

A Director will call this meeting on a quarterly basis with the purpose of monitoring the company's performance. It will review the risk assessment program being carried out and individual departments monitoring of performance. It will also review the ongoing monitoring and auditing programme.

7. Equipment Maintenance

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





SECTION C - GENERAL ARRANGEMENTS

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Accidents

A First aid box is located by the reception door. There are also 2 eyewash stations (1 in the Flexographic Department and 1 in the Silkscreen Department)

The company's trained first aiders are listed on all notice boards.

First aid boxes contents are reviewed weekly.

Managers/Supervisors are responsible for reporting accidents to the Health and Safety Executive using the standard reporting form.

All accidents will be recorded. The accident record book is in H&S office. All accidents will be investigated, and the appropriate action will be taken to ensure the causes are eliminated.

Auditing

An audit of the management system and performance is done yearly.

Contractors and Visitors

No one will be allowed on the premises unless authorised by a manager who will be responsible for their safety arrangements while on the premises. All contractors and visitors must sign the visitors' register on arrival and sign out on their departure.

Before a contractor is allowed to start work on the premises, the manager responsible for engaging the contractor will obtain a Risk Assessment and Method Statement, which will ensure the safety of the contractor's employees and the company's staff. Additionally, the manager will ensure that a copy of Hibiscus Plc Safety Policy has been forwarded to the company and that they have completed a site rules and safety instruction acknowledgement form for Contractors. The manager will also check that the agreed safe system of work is adhered to once work starts.



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Electrical Equipment

A qualified electrical contractor will carry out all electrical repairs.

No person is to bring on site his or her own electrical appliances.

A competent person will inspect all portable electrical equipment in the factory every 2 years.

The fixed electrical installation will be inspected every 5 years.

General Fire Safety

Escape routes will be checked every day by the H&S Manager/Safety Committee representatives.

Fire extinguishers will be checked by Kelham Fire Protection every year.

Fire alarms will be checked by the fire Manager every Monday at 9.00am.

Fire drills will be held every year organised by the fire Manager.

A fire risk assessment has been done by the fire Manager.

All flammable and highly flammable materials will be segregated and only enough for a day's production brought into the work areas. Smoking will be prohibited in areas except designated smoking areas. These are situated outside in the car parks.

Hazardous Materials (Control of Substances Hazardous to Health (COSHH))

Material safety data sheets for all materials will be obtained from suppliers prior to materials being brought onto site. The risks associated with hazardous materials will be assessed and safe systems laid down for the use of all such materials. Staff will be trained to use the materials, and appropriate protective clothing will be provided as necessary.

Documents relating to these assessments will be in the H&S managers' office. All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

Health Surveillance

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

Housekeeping and Premises

All areas will be cleaned daily and waste cleared from production areas each day. Materials will be stacked at safe heights in the allocated areas. Free-standing pallets will be stacked to shoulder height except where the arrangement is such that the pallets could not fall onto a work area or gangway.

All gangways and exits will be marked and kept clear, a monthly House Keeping check list is done for the whole factory.





In-House Engineering Work

Where engineers are undertaking work in one of the companies' departments or where their work may affect a department, they should inform the departmental managers prior to commencing work.

Machinery and Equipment

Only trained and authorised employees will operate specific machines or work equipment. Prior to starting up a machine or piece of equipment, the operator must check that guards are in place and in working order. Guard performance checklists will be completed every week by the machine operators and monitored by management monthly.

The following special items of plant and equipment will be checked at the appropriate intervals by a competent person: -

Lifting Equipment	-	6 monthly	Insurance Contractor
Guillotines	-	6 monthly	Premier Guillotines Systems Ltd

Pressure systems in accord with the written scheme of examination will be inspected every 14 months by the Insurance Contractor.

Records of these inspections will be kept in the H&S office.

Access equipment will be inspected every four months e.g., ladders and steps etc.

All new machinery will be assessed for adequate guarding before it is put into use.

Monitoring

Managers will continuously monitor compliance with the policy as part of their management role and report back on these to the competent person(s) and the Health, Safety and Environmental Committee and the Management Board.

Noise

Noise will be measured and reduced as far as is reasonably practicable. Noisy areas will be marked appropriately and staff working in those areas informed of the dangers and issued with and trained in the use of appropriate hearing protection devices.

Where noise levels average 85dB(A) or above over an 8-hour working day or equivalent, the wearing of hearing protection will be mandatory.

Before new machinery is purchased, suppliers must agree what noise level it will emit under normal use. The actual noise level will be checked upon installation.

Personal Protective Equipment

Personal protective equipment will be issued where the risk assessments indicate it is appropriate for the work carried out and must be worn. Staff should immediately report its loss or significant wear to their supervisor. Staff will be trained in the use storage and maintenance and defect reporting of this equipment.





Risk Assessment

The risk assessment process will be overseen by the competent person(s). However, each department will have to participate in its own risk assessments, as the process is simply the application of appropriate and sensible work practices to each individual environment. All significant risks will be assessed. As a result of these assessments, appropriate action will be taken to ensure compliance with the law. The H&S manager holds records of the assessments.

The H&S Manager and the company Safety Committee will oversee the programme of assessments.

Training

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

Environmental

Hazardous Waste

The company recognises that some of the waste they produce will be classified as "hazardous waste" and will dispose of this in a safe and appropriate manner. Appropriately licensed waste contractors are used for the disposal of waste and Waste Transfer notes filed.

The Producer Responsibility Obligations (Packaging Waste) Regulations 1997

These regulations apply to companies with a turnover more than £2 million and who handle more than 50 tonnes of packaging. Responsibility for reviewing whether these regulations apply falls to Shelly Cocks.

Pollution Protection and Control Regulations 2000

These regulations apply to companies who use solvents more than various thresholds depending upon the printing process; the amount of solvent used in the companies printing process is documented yearly.

