

Praxis Limited

Health and Safety Policy

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1 General Statement of Policy

Praxis Ltd. aims to be good employer in all matters relating to the health and safety of its employees. Successful management of health and safety is considered vital to the efficient operation of the company and is of equal importance to the production and financial goals.

We recognise and accept our obligations under the Health and Safety at Work etc. Act, Management of Health and Safety at Work Regulations and other associated legislation. We will take steps, so far as is reasonably practicable, to provide:

- Safe plant, equipment and systems of work.
- Arrangements for the safe use, handling, storage and transportation of articles and substances.
- The necessary information, instruction, training and supervision to ensure the health and safety of our employees.
- Safe access to and exit from the workplace.
- A safe and healthy working environment.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

We acknowledge that healthy and safe workplaces require the active involvement of everybody within the company and as a result everybody has specific responsibilities in this area. These are detailed in the next section of this policy.

We also acknowledge the important part our staff have to play in ensuring healthy and safe workplaces and we will consult them both when we are taking specific measures which will affect their health and safety and also on a routine basis. This policy has been brought to the attention of all staff within Praxis.

This policy will be kept up to date and will be reviewed at least annually. However, if circumstances change, such as new types of work, it will be reviewed more frequently.

Signed

Date.....

Andrew Nicklin
Director

2 Organisation, Roles and Responsibilities

2.1 Organisation

Fundamental to effective health and safety management is having an organisation where all people are aware of their responsibilities, are competent to carry out the work that they are being employed to do and are actively involved in helping implement effective health and safety measures. This needs to be underpinned by effective communications. This section states who is responsible for what.

2.2 Overall Responsibility

Andrew Nicklin has overall responsibility for the effective management of health and safety within Praxis. He will:

- Ensure that sufficient resources are made available to manage health and safety.
- Ensure that Praxis has a health and safety policy and that it is reviewed at least annually.
- Ensure that appropriate training, information and instructions to assist staff in carrying out their H & S responsibilities is available.
- Provide health and safety induction training for all staff.
- Ensure that risk assessments, assessments of hazardous substances, manual handling assessments, display screen equipment workstation assessments and any other assessments that are required are carried out and reviewed at least annually.
- Ensure the provision and maintenance of emergency management procedures including first aid and fire precautions.
- Ensure that effective monitoring of health and safety is carried out.
- Investigate accidents.
- Report details of any injury, disease or dangerous occurrence reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Incident Contact Centre.

Note: Responsibility needs to be assigned for these duties

- *Ensure that all checks/inspections by outside specialists for the fire precautions systems are carried out and for carrying out internal checks.*
- *Ensure that the electrical is visually checked annually and that it is formally inspected every three years.*
- *Ensure that the gas installation is inspected annually.*
- *Carry out quarterly inspections of the premises.*
- *Ensure that the appropriate signs are displayed – fire, 'Health and safety information for employees' poster etc.*
- *Check that the first aid kits are properly stocked.*

2.3 Production Manager's Responsibilities

The production manager is responsible for ensuring, so far as is reasonably practicable, the health and safety of the production staff. He will:

- Check that staff are competent to use all the equipment that they use supplementing this with

additional training where required.

- Set up a schedule of inspection/maintenance etc. for each piece of equipment to ensure that they work correctly with all safeguards functioning correctly.
- Ensure that their staff's work areas are free from hazards, such as trailing leads and that fire precautions are not obstructed within the area under their control.
- Pass on all relevant health and safety information to staff.
- Consult staff about the health and safety measures that affect them.
- Ensure that staff have and use the appropriate personal protective equipment where it is required.
- Carry out, where not already done so, risk assessments and manual handling assessments.
- Carry out assessments of hazardous substances.
- Report and assist in the investigation of any accidents suffered by their staff or others in areas under their control.
- Ensure that customers and other visitors do not come to any harm whilst in the workshop.

2.4 Individual Responsibilities

Everyone employed by Praxis has individual health and safety responsibilities. This means they will:

- Take reasonable care of their own health and safety at work.
- Follow all health and safety instructions given to them by managers or other authorised people.
- Follow the health and safety rules which apply to their job.
- Do what is reasonably practicable to ensure that other people, including members of the public, are not put at risk by what they are doing.
- Use any health and safety equipment provided, such as personal protective equipment.
- Not misuse anything that has been provided in the interests of health and safety.
- Report anything that might present a danger to either themselves or anybody else.

2.5 Health and Safety Competent Person

Andrew Nicklin is appointed as the competent person in carrying out the necessary measures to comply with the statutory provisions as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. They will:

- Monitor developments in health and safety law that may affect us and notify us accordingly.
- Provide an advisory service on any health and safety issues that we might have.
- Provide other services as requested, such as site visits.

3 Arrangements for Carrying Out the Policy

3.1 Staff Competence

To ensure that our staff are competent and have sufficient information to carry out their work safely we provide the following:

- An induction when they join the company which includes going through this health and safety policy, discussing risk assessments and taking them through the fire precautions.
- Manufacturer's training or in house training on each piece of equipment they use.

- Manual handling training.
- Training on the hazardous substances that they use.

In addition staff who have specific additional roles such as for first aid and fire wardens are also trained in these areas.

3.2 Consultation and Co-operation

Praxis recognise the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. Staff meetings are held where staff can raise any issue concerning their health and safety. Staff can also raise issues at any time on the subject either directly to the Production Manager or Director.

3.3 Risk Assessment.

We carry out risk assessments as required by the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Manual Handling Operations Regulations 1992, the Work at Height Regulations 2005 and any other relevant legislation.

The risk assessment covering our premises considers risks such as machinery, manual handling, access, lighting, condition of floor etc.

Our work involves installation at customers' premises and this is carried out by specialist installation contractors. When surveying the work we will check the potential risks associated with the installation and provide details of these to the installer so that these are accounted for in the installation method chosen. In conjunction with them we will produce a risk assessment which details the controls that will be adopted to ensure that the installation can be carried out safely, so far as is reasonably practicable.

Staff are trained in the risk assessments that affect their work.

3.4 Hazardous Substances

We are aware of our responsibilities under the Control of Substances Hazardous to Health Regulations (2002) and we actively try to avoid buying substances with these markings.



Corrosive



Harmful/Irritant



(Very) Toxic

However, the nature of printing is such that some of these types of substances are used.

Where we do use such substances we assess how we use them against the safeguards on the safety data sheets to ensure that this is in accordance with the safeguards required by the manufacturer.

Staff are trained in how to use the various substances and what safeguards to use.

3.5 Maintaining Premises

We have procedures in place to ensure the upkeep and maintenance of the structure of the site and the fixtures and fittings. This includes ensuring that the premises are cleaned regularly and that rubbish is stored in designated areas within the building and is removed daily.

The electrical installation for the premises is inspected and tested at three yearly intervals and is checked annually in between times.

The gas boiler is inspected annually by a plumber on the Gas Safety Register and is subject to visual checks in between times.

The compressed air system is also tested and inspected in accordance with legal requirements.

The appropriate safety signs are displayed.

The building is inspected quarterly.

3.6 Fire and Emergencies

We have carried out a fire risk assessment and have produced a fire plan which details our precautions to prevent fires and enable people to escape in an emergency.

Staff have been trained in fire precautions and we hold practice emergency evacuations.

The director ensures that checks/inspections are carried out by specialists on the alarm and detection systems, the emergency lighting and the fire extinguishers to ensure that they work correctly.

3.7 Work Equipment

We ensure that all the equipment used by our staff is suitable and safe to use for the work being done. No member of staff can use piece of equipment until they have been assessed as competent by the Production Manager.

The Production Manager has drawn up a schedule for each piece of equipment which details what checks and maintenance are required and is responsible for ensuring that this happens. This includes checking the equipment each week to ensure that it is functioning correctly and all the safeguards are working.

Staff carry out a visual check before each use to ensure that it is in a fit condition for the task intended.

3.8 Manual Handling

We try to eliminate harmful manual handling but the nature of our work inevitably will mean that some manual handling happens. We include looking at this issues as part of the risk assessment process and we have introduced a number of measures to reduce the chances of people being hurt. This includes a purpose designed trolley for changing rolls of fabric on the printers.

All staff have been trained in good manual handling technique.

3.9 Display Screen Equipment (DSE)

We are aware of our responsibilities under the Health and Safety (Display Screen Equipment) Regulations 1992 and ensure that all DSE used by our staff is used in accordance with these. This includes buying suitable software, hardware and furniture, ensuring that workstations are properly set up and by instructing and providing staff with relevant information on how to use the equipment safely. All staff who use computers are assessed at their own computer. Staff are entitled to an eye test and glasses where specifically required for DSE work.

3.10 Personal Protective Equipment (PPE)

Staff are provided with personal protective equipment as identified in the risk assessment process. Generally this is issued personally but there is a stock kept of those items which do not have to be used all the time and where there are no hygiene reasons to prevent their being shared.

3.11 Contractors

Our installations are carried out by specialist installers who are of a size of business which means that they do not legally have to have written health and safety documentation. However, we have established long term relationships with our installers and have observed their work closely over a long period of time. We also work with them to produce method statements and risk assessments to ensure that installations are carried safely, so far as is reasonably practicable.

3.12 First Aid Arrangements and Accident Reporting

We hold a first aid kit.

We hold an accident books and all injuries happening to staff, wherever they work, and to other people on our premises, are recorded in this. The Director will investigate all accidents.

The Director is also responsible for ensuring that any injuries, diseases or dangerous occurrences that are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported to the appropriate authorities. Details of what is reportable are contained in the accident book.

3.13 Monitoring and Improving Performance

We have internal monitoring systems to judge the effectiveness of our management of health and safety. This includes weekly checks of machinery and quarterly building checks.