



Label-form ltd, reform road, maidenhead, berkshire, SL6 8BT  
t: 01628 782082 e: sales@label-form.co.uk  
www.label-form.co.uk



## 10. HEALTH AND SAFETY POLICY

### 10.1 General Statement of Policy

Our Policy at Label-Form is, as far as reasonably practical, 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 particular arrangements, which we will make to implement this policy, are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size.

To insure this, the policy and the way in which it has operated will be reviewed every year.

### 10.2 Responsibilities for Health & Safety

1. Overall and final responsibility for health and safety in the company is that of the Managing Director.

The Label-form Health & Safety Team is appointed as the company's competent body, responsible for advice on, and the monitoring of all safety related matters. We also get support from BPIF, who provide extra advice, audits and support when required.

2. The Health & Safety Team is responsible for monitoring the correct level of maintenance of plant and equipment and also for carrying out safety inspections on an ongoing basis.
3. Managers who have responsibilities for any area of activity are also responsible for the safe and healthy operation of that area or activity and must ensure that any hazards seen or suspected are promptly investigated and any appropriate corrective action taken. The safety representative must be advised of any health and safety problems that cannot be resolved by the relevant manager.



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4. All employees have the responsibility to co-operate with Managers to achieve a healthy and safe workplace and must take reasonable care of themselves and others. Whenever an employee notices a health and safety problem, they must immediately inform their manager or the safety representative.
5. Label-Form is required to monitor all employee health issues. If you feel that your health has been affected in the last year by any of your work practices, you must inform your Manager as soon as possible.
6. You must also inform your Manager of any personal health issues that you may have or develop, such as heart problems, diabetes, affected hearing or eyesight, allergies etc., as soon as possible. Also, whether you have any prescription drugs, EpiPens, inhalers, helpful information etc., that staff can assist *you* with if you have a problem or episode that may affect your health or ability to work. However, staff are not qualified to treat you but will assist you where possible and inform professionals, if necessary, of your condition.
7. Please provide your Manager with name and telephone number of your GP should medical emergencies arise. All records will be protected under Data Protection legislation.

### 10.3 Hazardous Materials

Hazard safety data sheets for materials are obtained from suppliers and held within the quality control department.

Instructions are posted throughout the production area and issued to employees detailing the appropriate precautions to be taken when using hazardous materials. Staff will be trained to use the materials and the appropriate personal protective equipment, as necessary must be worn.

The Company will substitute hazardous substances, when possible, and all measures are taken to eliminate any health risks to our employees

### 10.4 Contractors and Visitors

All visitors and contractors must sign the visitor's book on entering the premises.

Visitors and contractors will not be allowed on the premises unless authorised by a Label-Form representative who will be responsible for their safety arrangements while on site.



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Before a contractor is allowed to start work on the premises, the manager responsible for engaging the contractor will agree with the contractor a safe system of work, which will ensure the safety of the contractor, employees and this company's staff. The Manager will also check that the agreed safe system of work is adhered to once work commences.

All outside contractors are required to complete Label-form's outside contractor risk assessment form prior to commencement of the contract.

### **10.5 Housekeeping and Premises**

All areas are to be kept clean and waste cleared from production areas on a daily basis.

Materials will be stacked at safe heights in the allocated areas.

All gangways and exits will be marked and kept clear.

The safety representative will carry out risk assessment of all processes as and when required or as new processes are introduced into the workplace.

### **10.6 Manual Handling/Display Screen Equipment**

Instructions are posted throughout the premises and issued to employees detailing the appropriate precautions to be taken. All staff are given Manual Handling training as part of the induction process and are required to attend refresher training every 3 years.

In the interest of safety, employees are required to use the roll lifter supplied when lifting and manoeuvring heavy rolls. Specific training will be given for the use of this apparatus.

### **10.7 Eye Tests and Provision of Glasses**

Eye care is very important, and The Company will meet the cost of any eye tests to ascertain the suitability of vision work with display screens, and will also meet the cost for all other employees to maintain good print quality. Employees will be reimbursed by submitting an expense slip to their Manager for approval.

All Employees are entitled to have their eyes tested every two years.



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The Company will contribute £60 towards any corrective lenses found to be necessary, or if the glasses wearer is required to upgrade their present lenses.

If lenses supplied or paid for by the Company are subsequently lost or damaged, the Company will pay for the repair or replacement lenses. Where an employee is found to abuse this provision, the Company will invoke disciplinary procedures.

## 10.8 First Aid and Accident Reporting

### **APPOINTED PERSONS ARE:**

**GEOFF BOYS  
DEBBIE MELLETT  
STEWART SERLS**

**The Accident Book is held in the First Aid Station in the Production office.**

Any employee sustaining an injury at work must report the incident, as soon as possible, to the first aid or health & safety representative, however small.

Accidents must be entered into the accident book and investigated by the Manager and Health & Safety representative to ensure the appropriate corrective and preventative action.

Whenever an employee is absent due to an injury sustained at work, the management must be informed on the first day of absence to allow the company to comply with statutory regulations.

## 10.9 Fire Safety – Fire Precautions

**THE FIRE MARSHALL IS PAUL HOLDER – DEPUTY IS STEVE DE LA HUNTY**

Smoking is strictly prohibited on the premises and precautions against fire must be fully observed at all times. All flammable and highly flammable materials will be segregated and only sufficient quantities for a days worth of production shall be brought into the working areas.



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Instructions are posted throughout the premises detailing the action in the case of fire, and all employees are issued with copies of these instructions, to make themselves fully familiar with these arrangements.

Fire drills will be held every 6 months and will be conducted by Mr. Paul Holder the fire officer.

Paul Holder will test the fire alarm and call points every month at 10.a.m. approximately.

### **10.10 Action to be taken by All staff in the Event of Fire**

The fire alarm signal in this building is in the form of a loud siren. If you discover a fire: -

- Sound the fire alarm immediately by breaking the glass on one of several fire alarm points situated around the factory and offices.
- Inform a senior member of staff who will then call 999 for the fire service. If for any reason you cannot find a senior member of staff, you can dial 999 from any phone on the premises.
- If, however it is small and it is safe to do so, attack the fire with the appropriate fire extinguisher. All extinguishers on these premises have ID plates indicating for which type of fire they are to be used on (paper, electrical, chemical etc.).

### **If you hear the fire alarm: -**

- Immediately leave the building by the nearest Fire Exit. Do not go elsewhere to collect personal possessions.
- Proceed to the front of the building and wait in the main car park (assembly point) where the Fire Marshall will then undertake a roll call.
- Do not, under any circumstances, re-enter the premises without the permission of the Fire Marshall or the fire service.
- Evacuate via the nearest fire exit. These are located at the following points:

**Main entrance lobby**

**Side exit through cutter store/screen wash down area**

**Back entrance to factory floor**

**Side exit through warehouse**



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## 10.11 Stress Management

### Introduction

We are committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stresses.

This policy will apply to everyone in the company and managers are responsible for implementation and the company is responsible for providing the necessary resources.

### Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### Policy

#### The company will:

- Provide training for all managers and supervisory staff in good management practices.
- Provide confidential assistance for staff affected by stress caused by either work or external factors.
- Provide continuing support to managers and individuals in a changing environment.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to specialist agencies as required.
- Monitor the effectiveness of measures to address stress.
- Advise staff of any changes to work practices that could precipitate stress.

### Responsibilities

#### Managers

- Conduct regular appraisals with the staff within their jurisdiction, wherein stress is discussed.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.



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- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.

## **Employees**

- Raise issues of concern with your line manager or Health and Safety representative.
- Accept opportunities for assistance when recommended.

## **Health and Safety Committee Representatives**

- Health and Safety Representatives must be meaningfully consulted on any changes to work practices that could precipitate stress.
- Safety Representatives must be able to consult with staff members on the issue of stress.

## **Role of the Health and Safety Committee**

- The joint Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.