



Occupational Health and Safety Policy

Heritage Envelopes Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

To promote standards of health, safety and welfare which complies with the requirements of the Health and Safety at Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.

Commitment to the prevention of accidents, injury and ill health.

To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.

To develop health and safety awareness and individual responsibility for health and safety matters.

To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.

To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.

To consult with employees in matters affecting health and safety and promote feedback from personnel.

Commitment to the introduction of OHSAS 18001 as a system for management of health & safety matters.

Commitment to continual improvement of the health & safety management system.

Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.

Ensuring that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered. Overall responsibility for the Health and Safety policy for Heritage Envelopes Ltd lies with the Chief Executive Officer.

Mark Sears
Chief Executive Officer

Reviewed and approved 15 September 2019. Review date due September 2020



Health & Safety at Work Act 1974 – Section 2

Section 1 – Policy Statement

Heritage Envelopes Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

- To promote standards of health, safety and welfare which complies with the requirements of The Health and Safety At Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.
- To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.
- To develop health and safety awareness and individual responsibility for health and safety matters.
- To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.
- To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.
- To consult with employees in matters affecting health and safety and promote feedback from personnel.
- Commitment to the induction of OHSAS 18001 as a system for management of health & safety matters.
- Commitment to the continual improvement of the health & safety management system.
- Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.
- Ensure that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Overall responsibility for the Health and Safety policy for Heritage Envelopes Ltd lies with the Chief Executive Officer.

Mark Sears

A handwritten signature in black ink, appearing to read "MS", is written over a faint, larger "MS" watermark.

Chief Executive Officer

Reviewed and approved: 20th September 2019

Review date due September 2020

In order to meet these objectives, Heritage Envelopes Limited undertake to:

Conduct risk assessment in all areas of operation, report on findings and provide the necessary resources to implement and maintain adequate control measures.

Provide and maintain machinery and work equipment to comply with current PUWER, LOLER and Portable Pressure Systems regulations and to ensure appropriate inspection, monitoring and maintenance is carried out including statutory requirements for thorough examination and testing.

Identify, assess and control any dangerous substances used or generated in accordance with current COSHH and DSEAR Regulations. It is the policy of the company to remove hazardous substances where possible or substitute with less harmful alternatives if available. Any hazardous substances which must be used, and following assessment, will have clear instructions as to their use and handling precautions required. Manufacturers MSDS information is maintained at the point of use.

Identify noise emissions in accordance with current Noise at Work regulations and provide hearing protection and to make the wearing of hearing protection in areas where noise levels exceed Exposure Action Values compulsory. Arrangements are established for health surveillance which is conducted on all employees that are subject to noise exposure.

Provide and maintain first aid kits to deal with the occurrence of injury. Ensure that all accidents resulting in personal injury and incidents involving health and safety risk will be recorded, investigated and reported to the relevant statutory Department(s) in accordance with RIDDOR when necessary.

Ensure that operators of forklift trucks are properly trained to recognise safety standards in accordance with current legislation.

Provide suitable handling equipment, devices, and instructions to reduce the risk of personal injury by manual handling in accordance with the Manual Handling Operations Regulations.

Ensure that electrical equipment and supply complies with the Electricity at Work Regulations.

Ensure that computer equipment and workstations meet the requirements of the Display Screen Equipment Regulations.

Section 2 – Responsibilities

Directors

The directors of the company are both accountable and responsible for:

The application of health and safety legislation.

Providing adequate resources to enable the effective implementation of the Health & Safety Policy and achievement of stated objectives and targets.

Ensuring that all personnel are informed of the Health and Safety Policy, risk assessment findings and the safe systems of work arrangements relating to their areas of operation.

Ensuring that all accidents, incidents and near miss experiences are reported and investigated.

Shift Managers

The Shift Managers are responsible for:

The day-to-day direction and supervision of personnel in their operations and activities with respect to health and safety.

Continuous promotion of health and safety awareness amongst production personnel achieved through leading by example.

Ensuring that adequate PPE is issued, properly used, maintained (stored, cleaned and checked) and suitable for the intended purpose.

Ensuring that all safety equipment, devices and guarding are properly maintained, used and functional.

The reporting and investigation of accidents, incidents and near miss occurrences to the company Health and Safety Representative.

All Employees

All employees of the company are responsible for:

Taking reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.

Co-operating with the company with regard to duties or requirements imposed onto the company by the H&SAWA and associated regulations, including PPE and health surveillance.

Not intentionally or recklessly interfering with or misusing anything provided in the interest of health and safety, or conduct themselves in a manner which could present a risk or hazard to themselves or others.

Performing all operations in accordance with the safe systems of work procedures and safety arrangements in place.

Reporting any fault or damaged equipment and/or unsafe work condition to the Shift Manager.

Section 3 – Visitors and Contractors

Visitors and contractors must notify their presence on every occasion by completing the visitor book to include:

- a) Name
- b) Company
- c) Person visiting in company
- d) Vehicle Registration Number
- e) Date
- f) Time in

This is necessary so that their presence or absence can be accounted for in the event of an emergency.

Visitors and contractors are responsible for:

- a) Not visiting or commencing work on site until safety procedures are known.
- b) Observing site rules and in particular PPE.
- c) Not performing work or visit unless covered by insurance against risk or until the company is indemnified against risk.
- d) Wearing the visitor badge when performing work or site visit other than in an office reception appointment.
- e) Following the rules and arrangements in place for the provision of safety information, permits to work, PPE and supervision appropriate to the visit.

Section 4 – Risk Assessment

Risk assessment is performed on all operations, workspaces and facilities operated by the company. Risk assessment outputs identify:

Location & work activity assessed.

Description of hazard including nature of potential effects.

Persons/population exposed to the risk.

Initial likelihood of occurrence, severity of effect and overall risk calculated using the risk assessment evaluation procedure.

Control measure needed to manage risk.

Residual risk assessment for likelihood of occurrence, severity of effect and overall risk following introduction of control measures.

Risk assessment findings are reviewed and updated at least annually and in the event of changes to operations, facilities and following accidents, incidents and discovery of previously unforeseen risk.

Risk management processes follow the Hierarchy of Risk principles in establishing control measures.

Section 5 – Personal Protective Equipment (PPE)

Adequate PPE is provided for all personnel to allow them to perform their duties in a safe manner. PPE is formally issued and controlled.

Selection of PPE in accordance with current Personal Protective Equipment at Work Regulations. All PPE provided will conform with the 1992 PPE (EC Directive) and show the 'CE' mark of conformity.

Facilities are provided for correct and safe maintenance of PPE. Controls are in place for the replacement of PPE, which becomes unsuitable for use or defective.

Section 6 – Information, Instruction and Training

All personnel are provided with comprehensive information, instruction and training in all aspects of health and safety controls including:

- a) Risk assessment findings and control measures.
- b) COSHH
- c) Manual handling
- d) Use, maintenance, control and replacement of PPE.
- e) Health and Safety Procedures
- f) Emergency plan and procedures

Records of training given are maintained. Training needs are continually assessed.

Section 7 – Accidents and First Aid

Accidents and incidents of dangerous occurrences on the site that affect health and safety must be reported in to the accident book whether persons have suffered injuries or not.

Accidents and incidents are investigated to identify cause and actions recorded to prevent recurrence.

Accidents will be reported to the relevant Legislative Department in accordance with RIDDOR when required.

The company will ensure that at least a member of staff holding a recognised first aid training certificate is available on site at all times.

First aid kits are provided and maintained to include the required contents relative to number of personnel employed.

First aid stations are clearly identified.

Do not dispense drugs, tablets, ointments or medicines to employees under any circumstances.

Section 8 – Fire Safety

Fire risk assessments are conducted, and fire safety arrangements maintained in accordance with the current Fire Safety Order.

Fire alarm and fire fighting devices and equipment is subject to regular and recorded inspections and maintenance.

Trained Fire Marshals are employed by the company and provide adequate cover over all departments and shift patterns.

The fire/emergency evacuation plan is subject a minimum 12 monthly controlled rehearsal.

Section 9 – Safe Systems of Work

Safe systems of work and safety procedures are established and maintained to ensure that all operations and tasks are carried safely.

High risk operations (confined spaces, hot work, roof works, electrical works, MEWP) are controlled using a Permit to Work System.

Safety arrangements and procedures are established and maintained for:

- Work at height/ladders/scaffold tower/MEWP

- Control of noise

- Manual handling

- Moving vehicles/yard/warehouse operations

- Envelope manufacture

- Waste paper baler operation

- Maintenance and machinery isolation

- FLT's

- Power wash/steam cleaner

- Display screen equipment