HEALTH & SAFETY POLICY
Including additional rules and requirements for Visitors/Contractors
GPS VISITOR & CONTRACTOR
HEALTH AND SAFETY POLICY

(INCLUDING ADDITIONAL PROCEDURES & RULES FOR CONTRACTORS)

GENERAL STATEMENT

It is our policy to do all that is reasonably practicable to protect the health and safety of all visitors and contractors, to this end we have developed additional criteria specific to non-employees while on GPS premises. The term ‘visitor’ when stated also includes ‘contractors’.

The main GPS Health & Safety Policy, Ethics Policy and Bribery Policy which is relevant to our staff will also be applicable to visitors and should be read as part of this policy.

LEGAL POSITION

The Health and Safety at Work (NI) Order 1978, places a duty on employers to ensure the health, safety and welfare of anyone who may be affected by the work being carried out. This duty extends to visitors.

The Occupiers Liability Acts 1957 and 1984 impose a duty of care to ensure visitors (including unlawful visitors) are reasonably safe whilst on the premises. Under the Management of Health and Safety at Work Regulations (NI) 2006, we are also required to provide safety information to all those who require it, including visitors. In addition, these regulations require risk assessments to cover all persons affected by any hazard and any risks which are likely to be created.

No element in this document absolves contractors from their legal duty to comply with all current legislation.
SIGNING IN AND OUT

On reporting to reception all visitors are asked to sign in on arrival and out on leaving. Visitors will be issued with a badge for identification purposes which should be returned to reception on leaving. This sign-in/sign-out log is used during any emergency evacuation of the premises to assist in roll call. Visitors will normally be accompanied by a member of staff, but where this is not the case, visitors should follow the emergency procedures set out below.

VISITOR FIRE EVACUATION PROCEDURE

In the event of the alarm sounding, the visitor’s host must escort them to the assembly point. If the visitor is not accompanied by a staff member, the visitor is expected to follow the direction of other staff. No member of staff should travel further into the building in order to look for a visitor for whom they are responsible.

Fire evacuation procedures require that the receptionist takes the visitor log with them to the assembly point. This is then used to assist in checking that the building is clear.

The assembly point is located in the front carpark to the left of the building when viewed from the road.

GENERAL ARRANGEMENTS FOR THE PROTECTION OF VISITORS

So far as is reasonably practicable, routes and areas of the premises used by visitors are in a safe condition.

Our risk assessments take into account all those who may be exposed to hazards in our workplace, including visitors. Any hazards/hazardous locations are marked with suitable warning signs and hazard information is provided if necessary. Staff are expected to take responsibility for their visitors and to notify reception if they consider anyone to be an unauthorised visitor.
RISK ASSESSMENT AND CONTROL

When we undertake general risk assessments of our work activities we take into account the risks to individuals, including visitors. We also ensure that risks which are likely to be introduced by visitors are included.

Our fire safety risk assessment also takes into account the numbers and types of visitors we are likely to have on site at any one time.

Warning signs are displayed where visitors need to be forewarned of particular hazards or safety requirements.

Our risk assessments have determined that visitors will be provided with and required to wear hearing protection when exposed to noise in the production area for more than 30 minutes. Hearing protection is available from the dispensers located at or near the entrances to the main production area.

ACCIDENTS INVOLVING VISITORS

In the event of an accident involving a visitor, first aid will be administered in the first instance by one of our trained first aiders. Accidents and near misses involving visitors must be reported promptly to the Health & Safety Officer who will investigate in the same way as incidents affecting our own employees.

Accidents which are caused by the design of our premises or the way in which we work, may be reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Records will be kept of all investigations, communications and remedial action taken.
ADDITIONAL HEALTH & SAFETY RULES/PROCEDURES FOR CONTRACTORS

Before any work can commence, the contractor must submit a Health & Safety Risk Assessment and Method Statement which must be approved by GPS senior management.

Contractors must ensure that all operatives are competent for the requirements of their work including proficiency in the English language so far as is necessary to ensure their safety and that of those around them.

Contractors must ensure that copies of the risk assessment are issued to all relevant operatives and any other party affected by the activities. A copy of each assessment must be given to the GPS contact or GPS Health & Safety Officer. Any instruction and necessary training must be delivered before work commences and a copy of all relevant certificates must be provided on request.

Ensure that you follow all control measures required by the risk assessments and/or agreed written method statements/safe working procedures.

Please pay particular attention to the following:-

Loading Bay
Couriers collecting from or delivering to GPS should have had appropriate training, operate in a safe manner and be able to carry out a safety risk assessment prior to entering our property.

They must never use unsafe working practices when delivering to or collecting from our loading bay – an example of this would be to climb up on or jump off the loading bay.

Please ring bell and wait for assistance - if no reply, please report to Reception at the front of the building.

GPS can have no liability if a driver was to injury himself/herself on our property through carrying out unsafe work practices.
Asbestos
Since the acknowledgement of the presence of asbestos containing materials GPS has been committed to protecting all staff and visitors to its premises from exposure to asbestos fibres. The Asbestos Policy and Statement of Intent, (page one of the GPS Asbestos Management Plan) has been prepared to mitigate hazards as required by law. Known locations of asbestos containing materials will be labelled accordingly and regularly monitored to determine its condition.

GPS accepts that risks to health can be presented by exposure to airborne asbestos fibres, and will take all reasonable measures to minimise those risks. An asbestos survey has been completed and is available for inspection by interested parties. An Asbestos Management Plan has also been prepared which includes records of periodic inspections.

Anyone contracted to perform any type of work in areas listed in the Asbestos Survey Report are required to read the ‘GPS Asbestos Register’ and sign that they have read and understood by completing the ‘Register Inspection Confirmation’ sheet.

Working areas
Work only in your agreed, designated area and only carry out operations related to your particular task. Inspect the working area for potential hazards at the start and finish of the task and report any findings to your supervisor or your contact at the GPS.

Equipment
Do not remove any existing barriers or guards without prior agreement. Do not use makeshift tools or equipment. Do not use or operate any machinery or vehicles unless trained and authorised to do so. Ensure all equipment is inspected, maintained and certificated as required by current legislation. Do not leave any plant, machinery or substances in a dangerous condition. Always transport equipment/materials in a safe and secure manner along agreed routes. Where required for the task, wear/use all protective equipment in the correct manner.
Working at height
No work may be carried out above anybody’s head until precautions have been implemented to ensure the safety of persons or property below. All scaffolding/mobile towers must be erected/ altered only by trained and competent persons. Ladders must be regarded as for access use to places of work and the ‘three point contact’ rule must be applied. Ladders must be stable, properly secured and/or footed and be free from defects. On no account must contractors use GPS ladders.

Barriers
Ensure that barriers and safety signs are placed around the working areas where appropriate and that they are removed upon completion of the work.

Electricity
All electrical equipment is to be suitably tested and all electrical work is to be carried out in accordance with the requirements of the Electricity at Work Regulations 1989. You must not carry out any electrical isolation or reinstatement of mains supplies without prior agreement from your contact or their authorised representative. Isolation of services must be detailed on the method statement prior to work commencing. Where practicable, all electrical hand tools should be of 110v or of the portable, cordless type.

Permit to work/access
Certain processes/jobs will require written permits before proceeding. Such requirements will be identified prior to work commencing. Safety precautions and procedures must be fully explained before work begins. The permit must be in the possession of the person in charge of the operation before the work can commence.

Hot Work
(Cutting, Welding, Soldering, Brazing and use of equipment producing heat or naked flame) NOT to be undertaken without a ‘Hot Work Permit to Work’. Do not commence hot work without first ensuring the authorised isolation of heat or smoke detectors in the immediate areas. Ensure there are no flammable liquids, gases or materials likely to be ignited through hot work and that there is adequate ventilation and appropriate firefighting appliances near to hand. See ‘permit to work’ for full requirements.
Housekeeping
Keep all gangways, corridors, access and exits clear. Do not block fire exits. Never use fire extinguishers as door stops. Do not allow rubbish to accumulate. Rubbish and waste is to be properly bagged prior to removal from site. It is the contractor’s responsibility to ensure all rubbish and waste is cleared from site and disposed of in accordance with current legislation.

Hazardous Substances
Contractors must not bring on to the site any hazardous substances or highly flammable materials until a COSHH assessment has been completed and the place of use, method of work and storage has been agreed by the GPS contact or H&S Officer. All containers must have the correct symbol and instructions clearly visible. Substances must not be decanted into containers that are unmarked or normally used for food and drink.

Accidents and First Aid
All accidents and injuries to any contractor must be reported to the GPS contact. Where appropriate, GPS will provide first aid facilities for contract staff. The names and locations of first aiders are displayed on notice boards around the site.

Fire and Emergency Procedures
In the event of a fire the fire alarm will sound. The fire alarm system is tested on a weekly basis and you will be informed on your arrival if there is an alarm test that day. Do not remove or obstruct fire-fighting appliances or other emergency equipment. Fire extinguishers MUST NOT be used as door stops.

Action on hearing the Fire Alarm:

- Stop what you are doing and switch off any equipment if it is safe to do so.
- Leave the building by the nearest exit.
- Do not stop to collect personal belongings, equipment etc.
- Do not re-enter the building.
- Go immediately to the fire assembly point and report to the Fire Warden.
- Inform senior person if you suspect anyone missing.
General
Obey all safety signs, notices and instructions (verbal and written).
All visitors are to treat the building, facilities and furniture with respect. Canteen facilities may be used by contractors. Toilets and washing facilities are available - these facilities are shared with the Company’s employees and are to be kept clean and tidy and are not to be abused.

The contractor is to ensure the good conduct of its employees throughout the duration of their visit to GPS. All contractors are to behave in a reasonable manner at all times. All dress is to be neat and tidy in line with the type of work being undertaken. Contractors are not allowed to be under the influence of alcohol whilst on GPS’s premises.
ETHICS POLICY

PURPOSE

GPS is committed to the practice of responsible corporate behaviour. Through its business practices GPS seeks to protect and promote the human rights and basic freedoms of all its employees and agents. Furthermore the company is committed to protecting the rights of all of those whose work contributes to the success of the business including those employees and agents of suppliers to the company.

GPS is also committed to eliminating bribery and corruption. It is essential that all employees and persons associated with GPS adhere to this policy and abstain from giving or receiving bribes of any form. More detailed information on this subject is provided in the anti-bribery policy.

This ethics policy is non-exhaustive, and all aspects of GPS’s business should be considered in the spirit of this policy.

HUMAN RIGHTS

GPS is vehemently opposed to the use of slavery in all forms; cruel, inhuman or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion.

The company will ensure that all of its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.

GPS will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its employees or who breach the human rights of those affected by the organisation’s activities.
EMPLOYEES RIGHTS

GPS is committed to complying with all relevant employment legislation and regulations. The company regards such regulations and legislation as the minimum rather than the recommended standard.

No employee should be discriminated against on the basis of age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status or pregnancy. All employees should be treated equally. Employees with the same experience and qualifications should receive equal pay for equal work.

No employee should be prevented from joining or forming a staff association or trade union, nor should any employee suffer any detriment as a result of joining, or failing to join, any such organisation.

Employees should be aware of the terms and conditions of their employment or engagement from the outset. In particular, employees must be made aware of the wage that they receive, when and how it is to be paid, the hours that they must work and any legal limit which exists for their protection and any overtime provisions. Employees should also be allowed such annual leave, sick leave, maternity / paternity leave and such other leave as is granted by legislation as a minimum.

GPS does not accept any corporal punishment, harassment in any form, or bullying in any form.

ENVIRONMENTAL ISSUES

GPS is committed to keeping the environmental impact of its activities to a minimum and has established an environmental policy in order help achieve this aim. Please see Environmental Policy and Chain of Custody Policy.

As an absolute minimum, GPS will ensure that it meets all applicable environmental laws in whichever jurisdiction it may be operating.
CONFLICTS OF INTEREST

GPS holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers and employees. Conflicts of interest potentially undermine the relationship of the business with its partners.

In order to help preserve and strengthen these relationships GPS has developed an Anti-Bribery Policy which provides rules and guidelines concerning the conduct of its managers and employees aimed at minimising the possibility of conflicts of interest and at avoiding risks associated with bribery and corruption.

All managers, employees and representatives of GPS are expected to act honestly and within the law.

INFORMATION AND CONFIDENTIALITY

Information received by employees, contractors or agents of GPS will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.

The company will at all times ensure that it complies with all applicable requirements of data protection legislation (including, but not limited to, the Data Protection Act 1998) in force from time to time.

SUPPLIERS AND PARTNERS

GPS expects all suppliers and partners to work towards and uphold similar ethical and moral standards.

Further, GPS reserves the right to request information from suppliers regarding the production and sources of goods supplied.

The company reserves the right to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this ethics policy.
BRIBERY AND CORRUPTION

GPS is fundamentally opposed to any acts of bribery and to the making of facilitation payments as defined by the Bribery Act 2010.

Employees and any other persons associated with the company such as agents, subsidiaries and business partners are not permitted to either offer or receive any type of bribe and/or facilitation payment.

All employees are encouraged to report any suspicion of corruption or bribery within the company in accordance with the GPS whistleblowing policy and/or the anti-bribery policy.

Should any employee or associated person be in doubt when receiving or issuing gifts and hospitality, he/she must refer to the GPS Anti-Bribery Policy for guidance.

GPS endeavours to implement the guidance principles on bribery management that are published, from time to time, by the Secretary of State in accordance with Section 9 of the Bribery Act 2010.

If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be personally criminally liable and may be subject to disciplinary action.

Anyone found guilty of bribery, will be responsible for bearing any related remedial costs such as losses, court fees or expenses.
ANTI-BRIBERY POLICY

INTRODUCTION

GPS is determined to maintain its strong and well respected commercial reputation and is committed to protecting its heritage as a printing company that can be trusted through the implementation of an anti-bribery policy. This policy complies with the anti-bribery legislation which was introduced into UK law in July 2011 and is aimed at ensuring an anti-corruption environment within the commercial arena.

PURPOSE AND SCOPE

This policy applies to all permanent staff plus all agency, temporary and casual employees as well as suppliers, customers and any third party involved in any commercial dealings with GPS such as subcontractors etc. The purpose of this policy is to provide guidance and clarification on what is appropriate business activity and how to avoid and / or recognise bribery or corruption and what to do in those circumstances.

BRIBERY

A bribe is an inducement, offer of money or some other benefit designed to gain commercial, contractual or employment advantage. GPS expressly prohibits this kind of activity and will not tolerate any form of inducement being offered to or by any of its employees, suppliers, customers, sub-contractors etc in order to gain personal, commercial or contractual gain.
RESPONSIBILITY

It is the responsibility of GPS staff, customers, suppliers, sub contractors or any third party connected to the business etc to:

- Ensure that this policy is made available to everyone connected to the business and that the policy is understood and complied with.
- Detect, prevent, and report any suspected acts of bribery or corruption.
- Comply with and adhere strictly to all established processes and procedures connected to GPS business transactions.

Employees, suppliers and customers are asked to inform GPS’s Chairperson immediately if they suspect or become aware of any activity which has or may occur in the future which may result in a breach or potential breach of this policy.

BREACH OF POLICY

GPS’s disciplinary procedure will be invoked if there is any reported/alleged or identified breach of this policy by a member of GPS staff. The outcome of any disciplinary which involves and proves that corruption of any form has taken place by a member of staff may result in summary dismissal.

Any reported attempt from a GPS employee of corrupt activity by a third party will be taken very seriously and will be thoroughly investigated possibly resulting in a cessation of business with the alleged party.

INTERNAL CONTROLS

GPS will continue to ensure that all processes and procedures are accurately maintained and will record all evidence of any financial activity involving outgoing and incoming payments/services. All accounts, invoices, delivery notes, job dockets etc will be prepared and maintained accurately and will be subject to ad hoc and annual audit checks.
GIFTS, HOSPITALITY AND EXPENSES

GPS prohibits the giving, the offering, the solicitation or the acceptance of any cash, gifts, hospitality or expenses or other inducement or favours to or from any public or government body or official, company or business or private individual. This includes activity conducted by GPS or other employees, agents, subcontractors or any other business or individual acting on behalf of the business with the intention of acquiring contractual or commercial gain for the company or for personal gain of the individual involved. Any such activity, if proved, will be considered by GPS as an act of bribery which contravenes this policy.

However, GPS recognises that there may be occasions when it is appropriate to maintain good relationships with customers and suppliers. This policy does not prevent the normal provision or receiving of normal and appropriate hospitality or token/good will gifts at corporate events and for promotional, PR and marketing purposes.

MONITORING

It is the responsibility of the Company Accountant to ensure this policy is regularly reviewed and updated in line with any changes to anti-bribery legislation and that all relevant parties are advised accordingly.
HEALTH & SAFETY POLICY

1 HEALTH & SAFETY

The Company accepts responsibility for taking all reasonable and practicable steps in ensuring the Health & Safety at work of all employees.

Every effort will be made to meet statutory requirements and codes of practice relating to industrial Health & Safety.

Employees are reminded that they also have a responsibility to take reasonable care to avoid injury to themselves or to others, and to co-operate with the Company in meeting statutory requirements.

A member of management has along with other duties, overall responsibility for matters of Health & Safety and acts as chairman of the Health & Safety Committee.

1.1 COMPANY OBJECTIVES

a] The Company will take all reasonable and practicable steps to ensure the Health & Safety at work of employees. It will consider the Health & Safety at work of employees and it will consider the Health & Safety aspects of all decisions affecting the Company and where appropriate, will consult with representatives of employees concerned.

b] The Company will ensure that every effort is made to meet statutory requirements and codes of practice relating to our activities and any relevant recommendations from bodies dealing with industrial Health & Safety.

c] The Company is committed to Health & Safety as a principle of good practice and all necessary resources will be allocated to secure continuous improvement in this area.

d] Employee Responsibilities
Employees are reminded that they also have a legal responsibility to take reasonable care to avoid injury to themselves or others and to cooperate with management in meeting statutory requirements.
2 MANAGEMENT’S RESPONSIBILITY

Health & Safety matters are integral to the role of good management. Certain statutory requirements rest firmly with management and among these are:-

2.1 The maintenance of plant and equipment, systems of work, a work place and working environment which are safe and free from risk to health.

2.2 The provision of necessary information, instruction, training and supervision to enable employees to carry out their various tasks in a manner which ensures their own and fellow workers safety.

2.3 The responsibility for the Health & Safety of employees rests, in the first instance, with the Manager directly in charge of them. Any employee who wishes to raise any point relating to Health & Safety should speak to their immediate supervisor who will take action as appropriate including where necessary referring the matter to higher management.

The Company has a Health & Safety Manager, whose duties include:-

a] Acting as Chairman of the Company’s safety committee

b] Investigating the causes of accidents and ill health at work and taking steps to remove them or minimise their effects.

c] Keeping up to date on legislation, codes of practice and so on, relating to the operation of the Company and ensuring that such requirements are observed.

d] Advising fellow managers about particular problems and the means of reducing the likelihood of accidents or illness resulting from the processes used by the Company.

e] Ensuring that new equipment or materials bought by the Company comply with any legislative requirements or industry recommendations and that information is made available to enable them to be used with safety.

f] Ensuring that the premises are properly maintained so as to minimise the possibility of accidents.

g] Ensuring that the Company’s first aid and medical services are effectively maintained.
h] Ensuring that protective clothing is provided where necessary to protect the Health & Safety of employees.

i] Ensuring that the necessary arrangements are made for fire protection, fire fighting and emergency evacuation of the premises.

j] Ensuring that the safety training and re-training is undertaken as and when necessary.

k] Ensuring the COSH regulations are implemented and maintained.

3 HEALTH & SAFETY COMMITTEE

3.1 Joint consultation: The Health & Safety at Work Northern Ireland Order 1978 gives the unions the right to appoint safety representatives to represent the employees and the Company will consult with such representatives on any matter affecting the health or safety of employees.

The Health & Safety Committee has the following terms of reference:-

3.2 To monitor the effectiveness of the Company’s Health & Safety policy and to suggest any modification to the policy or its implementation.

3.3 To bring to the attention of management Health & Safety problems within the Company and to make recommendations on how they can be overcome.

3.4 To ensure that effective Risk Assessment procedures are in place and reviewed regularly in accordance with current legislation.

3.5 To inform employees about Health & Safety matters and seek their co-operation in accident prevention. The committee is chaired by the manager with overall responsibility for safety. A safety representative from each department, a representative of the office staff and the first aider are entitled to attend these meetings. Other specialists are co-opted as required. Meetings are held at least once a year and more often as required. Employees should bring to the attention of their supervisor any situation which in their opinion may cause injury or ill health to themselves or others.
3.6 Committee members will be consulted about arrangements to ensure the Health & Safety at work of employees. The Company will co-operate with committee members to enable them to fulfil their terms of reference. Employees should notify their department safety representative of any matter they wish to have considered by the safety committee.

4  FIRST AID

The Company maintains first aid facilities and employees trained in first aid are available during normal working hours. If the services of a first aider are required all subsequent decisions as to what further professional medical treatment is necessary will be theirs including the need for an ambulance if they deem it necessary.

5  PROTECTIVE CLOTHING

The Company provides (free of charge) protective clothing and equipment where necessary to protect the Health & Safety of employees.

Fire fighting equipment is maintained at various points throughout the building. Instructions on the action to be taken in the event of a fire are displayed in each department and the Company undertakes periodic fire drills to ensure familiarity with these instructions.

6  TRAINING

Safety is included in the induction training of all staff and as necessary in any further training or re-training. Management personnel also receive training in Health & Safety matters to enable them to carry out their responsibilities effectively.

Safety representatives will be permitted such time off with pay to attend safety training courses as is considered reasonable in the circumstances. The Company should be given at least 6 weeks notice of a representative’s wish to attend a course together with a copy of the syllabus. In-house training in potential Health & Safety hazards in the Company will also be provided for safety representatives.
7 RISK ASSESSMENT

A continuous programme of risk assessment will be undertaken and although the Company’s accident record is good, some hazards do exist and the following instructions must be observed:-

7.1 Machinery. All necessary guards and personal protection systems provided (including eye protectors in certain cases) must be used at all times. The failure of any guard or system should be reported immediately to the appropriate manager as should the need for additional guarding or protection equipment.

7.2 Noise. The organisation recognises its responsibility under The Control of Noise at Work Regulations 2005. Noise will be monitored and reduced as far as is reasonably practicable. Noise could present a health hazard in the factory and so this whole area has been designated a ‘noise zone’ where it is mandatory, for those working in this zone, to wear hearing protection at all times. Personal ear defenders have been provided to all staff with instructions on correct fitting, wearing and care instructions. Replacement ear defenders are available from the Health & Safety Manager or your Line Manager. Disposable ear plugs, for one time use, are also available throughout the factory. Office staff and visitors visiting the factory for more than 30 minutes are required to wear hearing protection.

Health & Safety Executive leaflets giving information on the dangers of noise and how to protect your hearing will be issued.

7.3 Chemicals must be handled only by authorised personnel who must follow the relevant instructions and use the safety equipment provided.

7.4 Good Housekeeping. Gangways and fire exits are to be left clear at all times. Tools equipment and materials should be handled and stored so that they do not present a hazard. Mechanical handling equipment must be used according to the procedures laid down for its safe operation.
8 ACCIDENT REPORTING

It is essential to report all accidents and abnormal or dangerous occurrences so that they can be thoroughly investigated to enable the Company to meet statutory requirements and eliminate potential sources of accidents.

Procedure:-

8.1 A person involved in an accident actually or potentially causing injury should report the circumstances to the Manager responsible for Health & Safety or in their absence to any safety representative or Manager.

8.2 The person receiving the report will enter the details in the accident book. If this person is not the Health & Safety Manager he will be informed as soon as possible.

8.3 The Health & Safety Manager will initiate an appropriate investigation into the cause of the accident and take whatever steps necessary to ensure that a recurrence is made unlikely.

8.4 It is most important to note that in some serious cases reporting procedures will be subordinate to first aid and/or seeking immediate medical assistance. However, in all cases a detailed report will need to be made as soon after the incident as possible.
9 SMOKING

Due to the risk to Health & Safety of all employees and in accordance with current legislation the Company operates a strict 'No Smoking Policy'. Whilst we realise that this may cause problems for some employees, management feels that this is the only fair and reasonable approach. The following points have a bearing on their decision;

9.1 Employees who smoke are very much in the minority.

9.2 There is a very real risk to all employees due to secondary nicotine inhalation.

9.3 The obvious risk of fire within a printing environment.

Staff are advised that all smoke breaks should be contained to your designated breaks in your working pattern. Non shift staff should ensure that any smoking related breaks are taken as part of their lunch break and shift staff should ensure that smoking is contained to the agreed breaks in shift for tea/food.

Smoking is not permitted in the building or within the company perimeter.

ELECTRONIC CIGARETTES

The organisation acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, the Company prohibits the use of e-cigarettes in the workplace. The Company’s rationale for a ban on e-cigarettes is that:

• although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;

• some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for [visitors/customers/other employees] that it is acceptable to smoke.
• the smoke-like vapour produced could cause alarm

Therefore any individual who wishes to use an e-cigarette is subject to the same rules as apply to smokers i.e. Staff are advised that all smoke breaks should be contained to your designated breaks in your working pattern. Non shift staff should ensure that any smoking related breaks are taken as part of their lunch break and shift staff should ensure that smoking is contained to the agreed breaks in shift for tea/food.

10  FIRE DRILLS / PREVENTION

10.1 Fire drills will take place at least once a year.

10.2 All necessary fire fighting equipment has been installed and is maintained at various points around the building.

10.3 Escape routes, gangways and doors are clearly marked and kept free from obstruction.

10.4 The fire assembly point is currently located in the car park at the wall beside the police station.

11  CONTRACTORS & VISITORS

11.1 All Managers responsible for bringing contractors onto GPS premises to undertake work (particularly any form of refurbishment) must ensure they are given a copy of the Company’s Health & Safety Policy. This and further detailed guidance which they are required to comply with can be obtained from the H&S Representative. To this end contractors should sign a receipt which will be kept by the H&S Representative and they will ensure that their employees comply with this Company’s rules whilst on these premises.
11.2 Contractors will provide and ensure that their employees wear any protective clothing or equipment necessary. Contractors will not use any equipment belonging to this Company without first getting permission from the Health & Safety Manager.

11.3 Contractors will ensure that all plant, equipment and machinery brought on to these premises are safe and have been properly maintained to a standard which will not constitute an offence under any relevant statutory provision.

11.4 All accidents and injuries taking place on these premises must be reported to the Health & Safety Manager.

11.5 It is the duty of the Company to ensure the safety of all visitors; however prime responsibility lies with the member of staff who accepts the visitor on site.

11.6 Visitors should not be permitted to tamper with machinery or equipment and they should be advised against the risks of contact with wet printing ink.

12  DISCIPLINE

All employees are expected to accept their responsibilities and do all in their power to ensure a safe working environment and safe working practices. Any employee who wilfully disregards the Company Health & Safety policy will be subject to the disciplinary procedures.

13  POLICY MONITORING

Each year (or more often as appropriate) the safety committee reviews the effectiveness of the Company’s policy statement and makes recommendations to management for any revisions considered necessary. The above policies are for your protection and safety. However the areas covered are not exhaustive and employees should take all reasonable precautions to ensure their own and their fellow employees’ safety.