

HEALTH & SAFETY POLICY



Our goal is to prevent accidents or sickness occurring as a direct result of our operational activities. We recognise and accept our Health & Safety duties under the Health and Safety at Work Act 1974 and Management of Health and Safety Regulations 1999.

We seek to achieve high standards of Health & Safety for our employees, contractors, customers and visitors in order to prevent personal injury and ill health. We will take steps to ensure not only compliance with all legislation and statutory duties but, where appropriate, adherence to our own standards where these are higher than the statutory level. We will constantly review and monitor performance in safety matters. Under no circumstances will legal safety procedures be reduced or compromised.

We shall:-

- issue to each employee, review and keep updated a Policy Statement on Health & Safety;
- arrange regular consultative meetings with employees and their representatives;
- arrange for there to be one or more competent persons to assist in undertaking the following measures to comply with Health and Safety law,

and, as far as reasonably practicable, ensure that:-

- the provision and maintenance of plant, systems of work and working conditions are safe and without risk to the health of employees, visitors, contractors or the general public;
- there are arrangements for safety, and absence of risks to health, in connection with the use of equipment, or the handling, storage and transport of articles and substances and the provision of special instructions for using and handling such equipment and substances;
- there is the provision of such information, instruction, training and supervision for all employees so they carry out their Health & Safety duties and responsibilities in an effective manner and promote awareness and understanding of Health & Safety throughout the workforce;
- all employees are aware of their duty to take reasonable care for the Health & Safety of them, and others who might be affected by their acts or omissions at work;
- proper site access / egress is provided and maintained and these and all other parts of the workplace are in a safe condition or are properly signed to warn of specific dangers;
- protective clothing, equipment and safety devices are available, in good order and used;
- there is a full investigation of all accidents and near miss incidents, with actions taken to prevent recurrence;
- all accidents however minor, should be recorded in the Accident Book in sufficient detail to explain the circumstances of the incident;
- arrangements are in place to deal with any possible emergency which may affect the safety of employees or others on the site and to regularly review and practice the plans;
- regular risk assessments of all operations are undertaken with employees;
- periodic medical screening and, as necessary, medical examination is provided for all employees engaged in or exposed to potentially dangerous activities or who undertake night work;

Awards

Winner: Best Print & Print Facilities Management Company 2005 & 2008
Winner: Innovation & Creativity in Direct Mail (Postal Voting)



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there is the provision of first-aid and emergency procedures including fire-safety and prevention;
regular staff training and evacuation drill practice is carried out at least every 6 months;
there is the provision of written safety procedures in respect of contractors and visitors.

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