



THE WREN PRESS

The Wren Press (TM) Limited Health & Safety Policy 2018

HEALTH AND SAFETY AT WORK

The Wren Press recognises fully its responsibilities for the health and safety of its employees, contractors, visitors and the public, and will ensure that adequate facilities are provided to carry out the policy and monitor its implementation.

The Company's policy is to do everything reasonably practicable to provide and maintain a safe and healthy working environment for its employees, contractors and visitors, and to safeguard the public. In providing this environment, The Wren Press must conform to legal requirements and regulations. Equally you are bound by law to abide by Company recommendations on health and safety. To ignore them may lead not only to disciplinary action but also legal prosecution.

The Wren Press is required to bring to your attention details of the Company's policy in these matters and the arrangements for carrying out this policy. On your first day at work, you will be taken through an induction checklist, and this should bring to your attention essential site safety information. You should be familiar with its content and follow the specified safe working practices as appropriate. If you have not understood or find it difficult to take it in on your first day, you must ask your Manager for clarification.

A general policy statement on Health and Safety at Work is detailed below.

GENERAL H&S POLICY STATEMENT

The Wren Press's Health and Safety Policy is reflected in the following objectives:

- To provide safe and healthy working conditions and to set high standards for the health and safety of employees and non-employees;
- To maintain these standards by adhering to statutory requirements and continually reviewing existing practices in order to ensure a healthy and safe working environment;
- To ensure the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all employees;
- To ensure that managers, supervisors and all employees understand their responsibilities to ensure maximum health and safety in all activities for which they are responsible or in which they take part;
- To obtain the co-operation of all employees in the observance of this policy in order to provide healthy and safe working conditions and freedom from accidents for all;
- To maintain an up-to-date knowledge of the potential hazards of all equipment and materials used within the Company;
- To assess the potential risk of materials before they are introduced to the Company and to re-assess any risks of equipment and materials at regular intervals.

ACCIDENT PREVENTION

It is your duty to minimise the possibility of an accident occurring. You should leave desks, offices and all other places of work tidy and safe at the end of the day. You should inform your Manager immediately of any faulty furniture, equipment or materials and also report any practices or processes that you believe to be unsafe.

ACCIDENT & INCIDENT REPORTING

On your first day at work, you are shown the location of your nearest first aid box. If you are hurt or injured on Company premises, The Wren Press will arrange for you to receive first aid treatment. If necessary, further medical assistance will be provided by the ambulance service or local hospital. The details of all accidents and injuries caused on Company premises, no matter how trivial, must be entered in the Accident Book at the earliest opportunity. The Accident Book is kept by the Manager in each centre.

FIRST AIDERS

The names of the First Aiders are set out on the notice boards. First Aiders will be supported by the ambulance and local accident and emergency services as required by any incident.

HEALTH & SAFETY

RISK ASSESSMENTS

The Wren Press regularly reviews its' working practices including the general working environment and individual employees' work stations, to ensure that best practices are adhered to or adopted, and that safety hazards are identified and accidents so far as reasonably practicable are avoided. The Company also regularly monitors the safety of any equipment or machinery provided for use by employees.

Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided by The Wren Press complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

EVACUATION AND FIRE REGULATIONS

Make sure you are fully aware of the fire drill. The fire drill, including what to do and where you should assemble, is displayed on the notice boards.

USE OF DISPLAY SCREEN EQUIPMENT

There are regulations in place to protect those employees who habitually use visual display screens (VDUs). It is important to ensure that your equipment (i.e. desk, chair, screen, keyboard and mouse) is arranged in such a way as to ensure that it can be used comfortably without overreaching. You should also ensure that your screen is free from glare and reflections and is cleaned regularly. You should organise your work in such a way to have short frequent breaks from looking at the screen and using the keyboard. This will reduce the chances of repetitive strain injury. You should also ensure that your chair is adjusted correctly to ensure a correct posture.

EYESIGHT TESTING

If you are defined as a user of display screen equipment, The Wren Press will provide you with an annual eye test voucher (see Employee Benefits section of this Handbook).

LIFTING & HANDLING SAFETY

You should not put yourself at any risk by lifting or handling heavy equipment, stationery or boxes whilst at work.

The following guidelines should be observed and followed when lifting and handling boxes, awkward or heavy items:

- Get help with heavy loads. Do not attempt to move any heavy object without assistance.
- Stand close to the load with your feet positioned either side of the load.
- Squat down, straddle the load (keeping your back straight) and bend your knees.
- Get a good grip. Hold the load firmly; making sure that it won't slip from your grasp.
- Slowly straighten up your legs, and then bring your back into a vertical position.
- Keep the load close, as you will then be less likely to drop the load or strain your back.
- Never twist your body. If you need to change direction whilst carrying a load, move your feet rather than your body.
- Where possible, avoid lifting over shoulder height. For extra high lifts, always use a good ladder or platform (never a chair or a box).
- Always make sure that items are put away safely stacked and away from areas of access.

EMPLOYEE H&S OBLIGATIONS

Although The Wren Press will make every effort to provide a safe place of work, employees are reminded that under the Health and Safety at Work Act 1974, they have a legal obligation to assist in this endeavour and to have regard for the safety of their colleagues and others. Where an employee becomes aware of a hazard at the work place, they must bring it to the attention of the authorised H&S Officer.