

**DENNY BROS GROUP  
HEALTH & SAFETY POLICY  
KEMPSON WAY SITE**

**December 2018**

# Denny Bros Health and Safety Policy

## Kempson Way Site

It is the policy of the DB Group that every reasonable effort shall be made to ensure that all employees experience safe and healthy conditions in which to work. This applies to all companies on this site.

It is the duty of management at all levels to promote and maintain safe and healthy practices throughout the site and to ensure that there are adequate health and safety facilities available and that the relevant safety requirements and codes of practices are known and adhered to at all times by employees.

It is equally the duty of all employees to exercise personal responsibility and to make every effort to prevent harm to themselves and fellow employees. The Directors of each company will give full support to this policy and will support all those who endeavour to carry it out.

Signed:



Graham Denny  
Managing Director  
Denny Bros Ltd

Andrew Denny  
Managing Director



Fix-a-Form International Ltd

Karl Seeley  
Managing Director



Willowbridge Labels Ltd

### **Directors' Responsibilities**

Overall and final responsibility for health and safety policy and its implementation.

To ensure there is an effective policy for health and safety in place that complies with all legal requirements.

To ensure that responsibility is properly assigned and accepted at all levels.

They will endeavour to ensure that the health and safety policy is understood at all levels.

They will periodically appraise the effectiveness of the policy and ensure any necessary changes and improvement are made.

Support Managers, Supervisors and Health & Safety Officers in their roles.

To ensure that the health and safety policy is effectively implemented in all areas under their control.

### **Managers and Supervisors' Responsibilities**

To ensure they are familiar with this policy and with the support of the Health & Safety Officer put the policy into day-to-day practice.

To contribute towards ensuring health and safety standards are maintained and improved as necessary.

To ensure that all personnel are adequately supervised, trained and competent to carry out their work and are aware of all hazards.

To regularly inspect the work area to ensure the policy is being implemented.

Ensure that all employees are working in a safe manner, using safety devices and equipment appropriately.

Ensure that all equipment is properly maintained in safe working condition and to prohibit the use of any machinery or methods considered unsafe or unhealthy.

Contribute to the process of investigating incidents, their cause and resulting corrective action.

Will take action to address any remedial work identified in risk assessments.

### **Health & Safety Officer Responsibilities**

To ensure that legal requirements are complied with.

Maintain and review accident and health records and take any necessary action.

Prohibit the use of any machines or production methods considered unsafe or unhealthy.

Inspect the workplace to ensure health and safety policy is being complied with at regular intervals.

Shall ensure health and safety requirements are adequately publicised.

Shall work with management to ensure all employees receive adequate safety training.

Shall ensure fire regulations are complied with and produce fire risk assessments.

Shall be responsible for training employees in fire drill and evacuation procedure and ensuring that drills are regularly practiced.

Shall ensure that all fire equipment is regularly inspected and serviced.

Will produce risk assessments and review them at appropriate intervals or when the work activity changes.

Will produce COSHH assessments as necessary, and advise staff of hazards identified.

### **Employee Responsibilities**

All employees are expected to make themselves familiar with and to conform to good health and safety working practices as promoted by this policy.

They must obey all instructions given to them by Directors, Managers, Supervisors and Health & Safety Officers.

Are expected to immediately report any concerns in respect of this policy to their immediate supervisor or a more senior member of staff in their absence.

Must use all safety equipment appropriately and take care to ensure the safe working of their colleagues.

## **General Policy and Procedures**

### **Cleanliness**

We ensure that the premises, furniture and fittings are kept clean and serviceable.

We ensure the regular clearance of trade waste, dirt and refuse.

You must ensure the regular cleaning up of all wastes.

We ensure that facilities are kept clean and maintained in good condition.

### **Hygiene**

We provide suitable toilet facilities, changing areas, showers and lockers. They are ventilated, kept clean and in good working order.

We provide wash basins and hot and cold running water.

We provide soap, towels, specialist hand cleaners and protective cream if required.

We ensure waste bins are emptied regularly.

We provide clean drinking water at designated points in the production area and other areas.

We provide adequate facilities for taking food and drink away from production areas.

You will follow the Factory Entry Requirements as published with regard to the use of these facilities.

### **Floors and Gangways**

We ensure that gangways are kept clean and dry and not slippery.

We ensure that ramps are kept dry and with non-skid surfaces.

We mark gangways and roadways to be kept clear.

We notify floor load capacities posted in storage areas, etc.

We provide salting/gritting of outdoor routes during icy conditions.

We mark steps, corners and fixed obstacles to identify them to fork truck and other users.

### **Health Design Considerations**

We provide seating and desks at suitable heights for computer and equipment use.

We provide equipment to aid lifting and reduce strain that may cause injury.

We ensure that machine controls and instruments are, wherever possible, designed and arranged for best control and posture.

We provide extraction and ventilation systems in a manner designed to reduce health risks from dangerous substances, fumes, dust and noise.

### **A Safe Place to Work**

You must ensure adequate space for easy movement and safe machine adjustment.

You must ensure that you do not create hazards such as trips and slips.

You must ensure safe and tidy storage of tools and equipment.

We provide hand holds and guard rails where working at heights.

### **Comfort**

We ensure a comfortable working temperature inside the building.

We will provide mechanical ventilation where fresh air is insufficient.

We will place an easily read thermometer in the work area.

We will control noise levels wherever possible in order to reduce nuisance and potential damage to health.

You must wear ear protection provided in order to protect yourself.

### **Lighting**

We ensure there is good general illumination with no glare. We plan regular cleaning and maintenance of lighting and windows.

We provide local lighting for dangerous processes and to reduce eye strain and fatigue.

We ensure that outside areas are satisfactorily lit for work and access during hours of darkness and for safety and security as well.

### **First Aid**

First Aid facilities are available along with sufficient trained first aiders who are listed on noticeboards.

### **Protective Equipment**

Is provided and issued where necessary to employees.

You are required to use this equipment whenever necessary to ensure safe working.

### **Operation of Fork Lifts and Pallet Trucks**

Fork Lift Trucks must only be operated by trained, qualified and designated personnel.

Operators will take care to follow all training in order to operate such machinery in a safe manner.

Employees not operating equipment must keep at a safe distance away from operators while in operation and not distract them in any way.

Pallet Trucks and other lifting equipment must be used in a safe and considerate manner and returned to designated areas when not in use.

### **Company Vehicles**

You must operate company vehicles in line with the rules and instructions contained in your Company Handbook and at all times in a safe and considerate manner.

### **Clothing**

You must wear clothing that is appropriate to your work and according to the instructions contained in your Company Handbook.

## **DENNY BROS GROUP - FIRE INSTRUCTIONS**

Due to the flammable nature of the materials in use, and in order to comply with pharmaceutical procedures and the law, smoking is only permitted in the smoking area outside the canteen.

### **IF YOU DISCOVER A FIRE**

Immediately sound the alarm by operating the nearest break glass call point.

Only tackle a fire, with the nearest suitable appliance, if it is safe to do and without risking personal injury or injury to others.

Use the correct type of appliance, read and follow the instructions.

Call the Fire Brigade if the fire cannot be contained as the fire alarm will not cause this to happen automatically.

**ON HEARING THE FIRE ALARM**

Leave the building as quickly as possible through the nearest clear exit. Proceed to your designated fire assembly point, and report to the head of your department or nominee who will conduct a roll call. The Safety Officer or a senior shift supervisor will supervise the evacuation and should be informed of anyone failing to leave the building. Do not re-enter the building until the all-clear has been given.

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**

**DO NOT USE LIFTS.**

**SWITCH OFF AND IMMOBILISE MACHINERY IF POSSIBLE.**

**MAKE SURE ALL FIRE DOORS ARE CLOSED.**

**FIRE ASSEMBLY POINTS :-**

POINT 1 - (Administration, Digital Production and Visitors) Located at the western side of the front car park adjacent to the main entrance.

POINT 2 - (All Fix-a-Form International staff and Conference Delegates) Located at the south western end of the front car park.

POINT 3 - (Willowbridge staff) Located at the western side of the front car park adjacent to the Willowbridge entrance.

POINT 4 – (Finishing, Pressroom and Warehouse) Located to the south side of the building near the cycle sheds.

**MAKE SURE YOU KNOW WHERE TO FIND YOUR ESCAPE ROUTE  
AND YOUR DESIGNATED ASSEMBLY POINT**

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