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design

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**Graffiti Design Ltd – Health & Safety Policy**

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Updated by: Neil Keeley*

Registered in England & Wales  
Registration no. 2982912

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## INTRODUCTION

Graffiti Design are engaged in the manufacture and installation of acrylic and vinyl signage for a wide variety of applications.

Graffiti Design are not prime contractors under the CDM Regulations of 1994. Should this situation change then the Managing Director shall institute specific procedures and practices to ensure compliance with these regulations.

## 2. HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety of all employees is considered as ranking in importance with other vital activities such as installation, system maintenance, training, sales and Customer service. Poor Company and individual safety performance may seriously jeopardise the efficient operation of the organisation as a whole.

The Directors and Management of Graffiti Design are fully committed to ensuring the Health, Safety and Welfare of its employees and others that may be impacted by our business and will provide the necessary resources both financial and otherwise to ensure these business objectives are met.

Consequently, all personnel are required to co-operate with the Company in complying with this document and also to do what is sensible to prevent injury to themselves or others and to prevent any damage to property.

The Directors and Management of Graffiti Design will ensure that each employee understands and complies with the provisions of its Health and Safety Manual and ensure that:-

- Working conditions are healthy and safe.
- Employees are adequately trained so that they can work safely
- Employees are regularly consulted and involved in the Safety Policy
- Formal regular monitoring of H & S procedures is carried out

..... : Managing Director  
Colin Pestell

### 3.0 HEALTH & SAFETY PLANNING & ORGANISATION

#### 3.1 ORGANISATION and RESPONSIBILITIES

**Statement:** Legal responsibilities have to be translated into good working practice on a day to day basis. Responsibilities for this is as follows:

The Managing Director is defined as the competent person and responsible for (enlisting the assistance of T Painter – external consultant where appropriate) for:-

Ensuring All employees comply with the requirements set out in this Manual and any site specific addendum.  
Ensuring all new employees receive induction training appropriate to the needs of their job function.  
Conducting Risk Assessments prior to the commencement of work.  
Planning and implementation of regular Health and Safety Audits and Consultative Committee meetings.  
Providing the necessary resources both financial and otherwise.  
Monitoring and Implementation of any changes to Health and Safety Legislation/Advice.

Employees are responsible for:-

Their own safety, and the safety of other workers and 'visitors' (Suppliers + Customers) to or in their area of working.  
Ensuring compliance with the requirements set out in this Manual and any site specific addendum.  
Co-operating with other employees of the Company in keeping the 'workplace' (where ever this may be), safe at all times.  
On site, this includes working to any Customer requirements as well.  
Participating in Health and Safety Audits and Consultative Committees as and when requested.  
No employee shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare for the pursuance of any of the relevant statutory provisions.  
Reporting any incidents or concerns to the Managing Director

#### 3.2 TASK PLANNING, RISK ASSESSMENTS & WORKPLACE INSPECTIONS

Prior to the commencement of any new task the Managing Director shall ensure that a detailed review is conducted of the task to be performed and assess potential risks to Graffiti Design employees and others as a result of these activities.

As part of the quotation process the Managing Director shall assess if the risks on a new site requires a specific risk Assessment or if the current Risk Assessments are applicable. Additional requirements will be noted on the quotation and will be identified / actioned at the contract review stage.

Employees as part of the task briefing will be advised of any special requirements appertaining to that task/site and the necessary precautions to be taken.

In the event of new tasks being identified as requiring a specific Risk Assessment the Managing Director shall ensure that it is prepared and included in this manual.

The Risk Assessments will categorise hazards into three level of risk as follows:-

|        |   |  |
|--------|---|--|
| Low    | - | Minor abrasions  |
| Medium | - | Cuts/abrasions/Injuries requiring First Aider Treatments |
| High   | - | Reportable injuries /Incidents                           |

The Company has a programme of planned workplace inspections to be conducted by either the Managing Director in conjunction with another member of the Health and Safety Consultative Committee.

Results of these inspections are documented in the Health and Safety File, together with details of any corrective /preventive actions necessary.

Progress on the Implementation of corrective /preventive actions are reviewed at the Health and Safety Consultative Committee meetings.

### **3.3 HEALTH AND SAFETY TRAINING**

All personnel will have received suitable training and be competent in carrying out the task assigned to them, and where necessary have certification of such training available for inspection upon request.

All new employees will prior to commencing works will receive induction training to include all aspects of this manual and will complete the Induction checklist as evidence of satisfactory understanding of their Health and Safety obligations and responsibilities.

All employees are responsible for identifying any areas of Health and Safety Training requirements to the Managing Director or to representatives on the Health and Safety Consultative Committee.

Evidence of induction training will be maintained in the Health and Safety File.

### **3.4. HEALTH AND SAFETY CONSULTATIVE COMMITTEE**

The Health and Safety Consultative Committee shall meet at least on a six monthly basis under the chairmanship of the Managing Director and include representatives from Production and Office staff.

The Agenda shall include:-

- A review of actions outstanding from previous reviews
- A review of any accidents in the previous period and where possible determine corrective action
- Any changes in Legislation/working practice guidance.
- Suggestions for improvement
- Changes required to Health and Safety Manual
- Training Needs
- AOB.

The minutes of these meetings will be documented and a copy posted in the General Office.

## **4. EMERGENCY & ACCIDENT PROCEDURES & REPORTING**

### **4.1 Emergency Contacts**

**Ambulance, Fire, Police  
Colin Pestell/Office**

**999  
01825 763690**

#### 4.2 First Aid

- A first aid box is kept in an easily accessible position within the General Office and staff shall be advised of its whereabouts. The box shall be reasonably stocked at all times to minimum levels as shown on the minimum contents list located within the first aid box. The stock level is maintained by the Office Manager.

- Vehicles will carry a small emergency first aid kit.

#### 4.3 Accident Reporting

**Statement:** Prompt accident procedures can and do save lives. The following action is to be taken in the event of an accident where a person has been injured :

- A person who has sustained minor injury incurred either in the office or on site must report to the Office.

The person so injured must enter details of the accident in the Company Accident Record Book (Kept in the Office).

- The person who discovers an accident victim who has sustained serious injury is to either summon the immediate help or other assistance as applicable, at the same time exercising his/her judgement as to whether or not to call for an ambulance or Doctor.

Should the injured person not be able to enter details in the accident record book a representative of the injured person must fill in the details of the accident and inform the Managing Director who, in turn, will inform the relevant authority.

- All accidents will be investigated for review by the Managing Director and the Consultative Committee.

**IT MAY BE NECESSARY FOR THE PERSON FINDING AN ACCIDENT VICTIM TO FIRST ATTEMPT TO REMOVE THE CAUSE OF THE ACCIDENT, i.e. SWITCHING OFF ELECTRIC CURRENT OR REMOVING FALLEN OBJECT. THE PRINCIPAL CRITERIA MUST ALWAYS BE THE WELFARE OF THE VICTIM.**

### 4.3 Fire Precautions

**Statement** : Simple fire and emergency precautions can and do save injury and death. The Company requires that the following precautions shall be taken:

- Staff shall be familiar with emergency and fire procedures.
- Fire fighting equipment shall be regularly inspected and records of inspection shall be maintained in accordance with statutory regulations.
- Fire extinguishers shall be of a type deemed suitable for dealing with the type of fire likely to be encountered at their locations. Restrictions on use, ie, in confined spaces or on electrical fires shall be clearly written on each extinguisher.
- Access 'to' fire fighting equipment on the Company premises shall be kept clear at all times.
- The accumulation of combustible materials must be kept to an absolute minimum.

### 4.4 Fire Procedures

**Statement** : Knowledge of and adherence to the fire and safety procedures are essential for staff safety and the prevention of structural damage. In-house, the Company requires that the following steps shall be taken :

- A state of emergency / fire alert shall be signalled by the person discovering the fire or emergency situation.
- If the fire or emergency is such that it cannot be contained or delayed by (safe) staff action, the premises shall be evacuated immediately and staff shall assemble IN THE ROAD at the front of the Company's offices. The most senior member of staff present is responsible for conducting a roll call to ensure all members of staff/visitors have left the building.

The emergency services telephone number (999) is to be called as soon as possible.

## 5. POLICY REQUIREMENTS and GENERAL PROVISIONS

### 5.1 EQUIPMENT

**Statement:** Only competent persons are allowed to use supplied 'plant and equipment'. All other employees may only use such equipment under the direct supervision of skilled and authorised staff members. NEVER use equipment provided by the Customer. In use, special attention shall be given to the following:

Correct tools and equipment must be used for each operation and defects in tools, transport, plant or equipment must be reported to 'management' as soon as it is practicable.

- Any equipment hired will be hired with appropriate certificates of testing.
- Only qualified drivers in possession of a valid driving licence are permitted to drive Company vehicles. It is the responsibility of drivers to ensure that the vehicle is roadworthy prior to using the vehicle.
- When driving vehicles of any sort, staff are required to exercise great care and attention, both on and off the public highway. Seat belts must be worn.
- The Company shall ensure that all vehicles shall have, when appropriate, a valid M.O.T. Certificate.

### 5.2. LADDERS

**Statement :** More accidents arise each year in the Security Industry from the use of ladders than from any other single piece of equipment. Many of these can be avoided by observance of the following:

- When ladders are used care must be taken to ensure that they are stable and secure. They must be in good condition and free from obvious defects.
- When being transported by vehicle, ladders shall be securely fixed to 'stable' ladder racks by suitable clamps or ropes.

- When in use all ladders must be secured, wherever possible, near the top (including those used for short periods). Where this is not possible they must be secured near the bottom, weighted or footed. Wherever possible assistance should be sought and a colleague or other reliable person asked to stand on the bottom rung of the ladder to achieve extra stability.

Ladders should always be inspected before use, with the emphasis on damage or metal fatigue.

Ladders shall NOT be positioned in such a way as to require them to be used at an angle of approx. more than seventy-five degrees from horizontal and be properly sited for access.

Ladders should rise at least 1 metre above the stepping off point or highest rung on which the user stands whilst working.

### 5.3 ELECTRICITY

**Statement :** Many electrical accidents arise from defective portable tools, lighting or from hidden cables. Treat all electrical equipment with respect, if in doubt advice should be sought from the Engineering Manager. Particular attention should be given to any portable / mobile electric tools and appliances in the following manner:

- Flexible cables must be kept in sound condition and free from damage.
- The outer sheath of the flexible cable must be firmly clamped by means of a cord grip or similar device at the entry to the connecting plug and the entry to the appliance.
- All connections to power points must be via proper plugs etc. and not by bare ends of cables. Trailing leads so connected shall be routed in such a way as to offer minimum opportunity for accidents to occur through foot entanglement or damage to the trailing lead or fittings.
- Earth leakage circuit trips or similar devices must be used for mains supply electrical tools in outside areas.

- Equipment should be checked for interference or damage prior to use.
- All portable electrical appliances shall be listed and tested at annual intervals. They must comply with the requirements of the current regulations relating to the electrical safety of portable appliances. The test results on Company owned equipment shall be recorded on record sheets and the status labels affixed. All such items will also be logged in the register.
- Electrical faults on Company equipment must be reported immediately to the Managing Director
- If work is undertaken in the vicinity of a known underground electrical cable, the cable shall be located and marked and precautions taken to prevent contact.

#### 5.4 TOXIC/HAZARDOUS SUBSTANCES

**Statement:** The storage and handling of any toxic / hazardous substances shall be carried out in accordance with the Control of Substances Hazardous to Health Regulations (COSHH):

No new Materials shall be used without the permission of the Managing Director, who shall ensure that a Risk Assessment is undertaken prior to use.

- A central register of all identified hazardous substances used by the Company shall be maintained by the Office. The status and location of all such materials shall be recorded in this register. (If possible, safe alternatives to Hazardous materials will be sought).
- Workers using such substances are to be provided with full information as to the correct/safe use, storage, fire precaution and first aid for all such substances used by the Company.
- Manufacturers' recommended protective clothing and/or equipment shall be provided by the Company and used by staff whenever hazardous substances are employed.

"Left over" materials shall only be disposed of using the appropriate dustbins and containers provided.

- Any Employee revealing on site evidence of Hazardous substances, eg Asbestos, shall contact the Managing Director immediately and suspend operations pending further instructions.

### 5.5 PROTECTIVE CLOTHING AND EQUIPMENT

**Statement** : The correct protective equipment and clothing for each operation shall be provided by the Company and must be used at all relevant times.

Personal Protective Equipment provided includes:-

Safety Shoes

Hard Hats

Gloves

Eye Shields

Ear Muffs

Notes:

Items of personal protective equipment shall be of an approved type, maintained in good condition and regularly examined. Personal protective clothing and equipment shall be checked daily **BY THE USER** before use.

Hard hats will also be checked via audit to verify that the **HSE** recommendation of 3 years max. life is not exceeded.

### 5.6 SITES CONTROLLED BY NOMINATED SAFETY OFFICERS

When working on any such sites, Staff are to report to the site Safety Officer before starting work. Customer safety rules are to be complied with in all instances which are contrary to safe operation. Should Staff be asked to sign acknowledgement of provided safety guidance, they should only sign after reading and fully understanding such instructions. When leaving site, the safety officer is also to be informed.

### 5.7 MEDICAL

**Statement** : The company encourages all staff to undergo annual routine medical health checks, covering the subjects of skin problems, hearing problems, respiratory problems and potential epilepsy. In addition :

- All staff who need to use VDU's SIGNIFICANTLY during the course of their duties may/ should they wish to do so, undergo a sight test by a qualified

Ophthalmic Medical Practitioner to be nominated by the Company. If corrective spectacles, (for VDU purposes only) as prescribed, the Company will bear the cost thereof.

Smoking is restricted on Company Premises.

- Any Employee who considers that they are being exposed to any substances or processes eg Noise, Vibration, Concrete dust, etc. which may have long term medical effects must immediately advise the Managing Director who shall take appropriate action to investigate the nature of the concern and medical opinion.

#### **5.8 SAFE PLACE OF WORK**

**Statement** : Many hazards are created by “poor housekeeping”. The following precautions are to be taken :

- Dispose of all rubbish and scrap.
- Keep access ways clear at all times.
- Clean up any spilt liquid and grease immediately.
- Keep benches and work surfaces uncluttered.
- Keep entrances and exits free from obstruction.
- Stack stored items carefully and prevent slippage.
- Keep warning notices clear and up to date.

#### **5.9 HANDLING (MANUAL)**

**Statement** ; The Company requires all employees to avoid manual handling wherever possible and then only conduct such activities when the opportunity for the use of manual handling devices has been fully explored and discounted, and that the nature of the task does not represent a risk of injury.

Due to the current nature of the products and services supplied by the Company, the risk of injury from manual handling is low and the need for handling devices is not considered necessary, as manual handling is restricted to small, light packages of products, tools and equipment.

However, the Company requires all employees to be vigilant and identify any circumstances where manual handling activities may represent a risk of injury, prior to conducting the activity.

Particular attention should be given to lifting and for information the correct way of lifting is as follows :

- Bend the knees
- Keep the back straight
- Tuck the chin in
- Place feet slightly apart
- When manually handling stores and/or equipment:
  - Remove any ragged edges of parts / materials and /or wear gloves
  - Store heavy objects on lower part of racks or shelving
  - If two or more are lifting, nominate the "order giver".
  - When carrying long objects ensure that the front end is at head height when approaching or negotiating bends.
  - Ensure forward vision is free when carrying bulk loads.
  - Be especially cautious on the entrance stairs to the office.