

*B Senior*



Graffiti Design International Ltd  
Design House  
Swife Business Park  
Burwash Road  
Heathfield, TN21 8UP

# HEALTH & SAFETY POLICIES & PROCEDURES 2020 - 2021

Prepared by



Review date  
MAY 2021

**Updates**

<b>January 2015</b>	<b>General review</b>
<b>March 2015</b>	<b>Addition of Driving Policy</b>
<b>March 2015</b>	<b>Addition of Lone Working Policy</b>
<b>January 2016</b>	<b>Annual review</b>
<b>March 2017</b>	<b>Annual review and update</b>
<b>May 2019</b>	<b>Annual review and update</b>
<b>May 2020</b>	<b>Annual review and update</b>

## **Contents**

**Section 1 Health and Safety Policy**

**Section 2 Arrangements and Procedures**

**Section 3 Environmental Policy**

**Section 4 Lone Working**

**Section 5 Driving Policy**

## **Section 1**

### **Health and Safety Policies**

- 1.1 Statement of Intent
- 1.2. Health & Safety Policy
- 1.3 Directors' duties
- 1.4. Project Managers' duties
- 1.5 Health and Safety Consultants' duties
- 1.6 All employees' duties



## Health & Safety Statement of Intent Graffiti Design 2020-2021

### Our statement of general policy is

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees and sub-contractors
- To ensure all employees are competent to do their tasks, and to give them adequate training
- Only to engage sub-contractors with proven competence
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy annually
  
- Our stated aims and objectives for the year 2018-19 are
  - To ensure that all our Health & Safety documentation and procedures are kept up to date
  - To continue to work to ensure an accident free workplace

Signed

A handwritten signature in black ink, appearing to read 'B. Powell', written over a horizontal line.

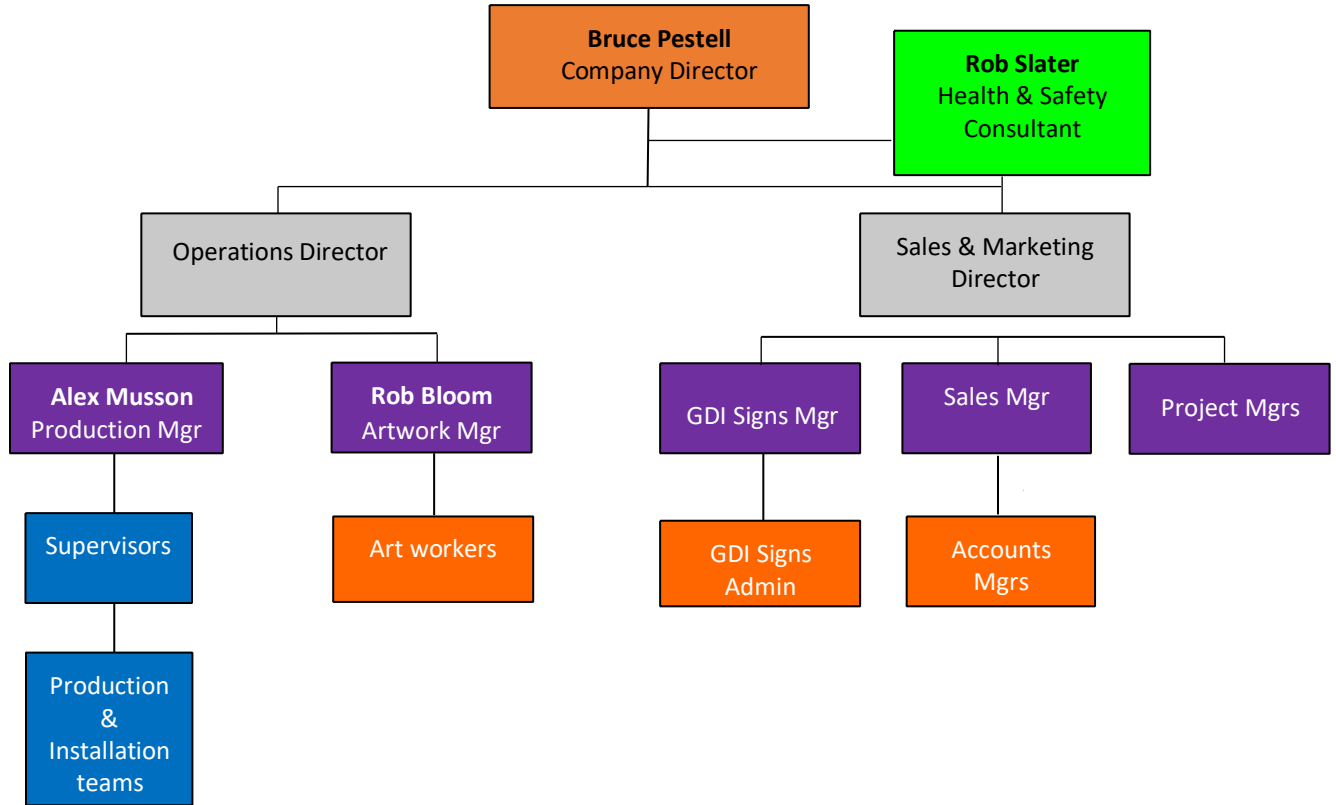
Date

May 2020

Company Director

**1.2 Health & Safety Policy**

The following pages outline the responsibilities and duties of company officers and staff, external consultants and subcontractors. The organogram below shows the hierarchy for the reporting of Health and Safety matters, accidents or near misses.



Management Organisation for Health and Safety

### **Health & Safety Consultants**

Clearwater Safety Group Ltd

Unit 3 Burnt Barns Farm

Tel: 01825 710002 Ninfield

E: [info@clearwater-safety.co.uk](mailto:info@clearwater-safety.co.uk) Sussex TN33 9LZ

W: [www.clearwater-safety.co.uk](http://www.clearwater-safety.co.uk)

This Policy is written for Graffiti Design International Ltd which includes GDI Signs, hereinafter referred to as Graffiti Design 'the Company'.

The overall responsibility for health and safety lies with the Company Director, Bruce Pestell. It will be his responsibility with the support of Rob Slater (Clearwater Safety Group Ltd) to keep all personnel advised as to their responsibilities in respect to health and safety matters. Working with Dan Garrett in the workshop, he has day to day responsibility for Health and Safety within the Company.

Graffiti Designs (the Company) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including:-

- providing and maintaining a safe and healthy place of work
- providing information, instruction, training and supervision
- providing and maintaining plant and equipment and safe systems of work
- ensuring safe access to the places of work
- the prevention of accidents and work related ill health

The Directors of the Company are actively committed to ensuring the Company is compliant with the requirements of the Health & safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other Regulations that apply to the Company's work activities, that of designing, building and installing shopfront signage and to achieving the highest possible standards of health and safety throughout the Company through monitoring the safety performance and continuous improvement of the health and safety culture. To this aim they continue to employ the services of the Clearwater Safety Group Ltd to provide advice and to monitor the health and safety performance of the company.

Through its Health and Safety Consultants, the Company will provide adequate arrangements for the regular assessment of all areas of work activities in order to identify hazards and control the risk of injury, disease and dangerous occurrences arising.

The management recognises that the talent and energy of the people who work for it are its most valuable assets. The Management are therefore fully committed to providing safe and healthy working conditions for all of its employees.

The management will strive to achieve excellence in health and safety matters, and all employees and sub-contractors will be encouraged to co-operate with the management in all safety matters to identify any hazards and reduce any risks found during work activities, and to report any situation which may appear dangerous. They will ensure appropriate consultation with the employees and other interested parties on these matters.

The Directors will “so far as reasonably practicable” ensure that the Company will provide suitable financial resources and support needed to meet these objectives, and will ensure that procedures are in place which ensure that effective monitoring and review of the arrangements is maintained.

Copies of this policy are to be available to all company employees and other interested parties.

### **1.3 Director’s Duties**

The Company Director, Bruce Pestell takes ultimate responsibility for health, safety and welfare throughout the Company. In order to protect the safety and health of employees and others affected by the Company's operations, he will:

- a) Have personal knowledge of the general requirements of the Health and Safety at Work Act etc 1974 and of the associated Regulations that apply to that of designing, building and installing shopfront signage
- b) Take reasonable steps to familiarise himself with the hazards and risks associated with the work of the Company and with the precautions which need to be taken to eliminate or control those risks.
- c) Appoint a suitably trained and competent person to assist him in carrying out their health and safety duties. Rob Slater of Clearwater Safety Group Ltd has been appointed as that person.

In conjunction with the other Directors, he will:

- d) Ensure that employees are given suitable training and that they receive sufficient safety information so that they can carry out their duties safely.



- e) Ensure that adequate funds and facilities are made available for this purpose.
- f) With aid of the Health & Safety Consultant, initiate the timing for review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company as needed.
- g) With the aid of the Health & Safety Consultant, ensure that all employees and where relevant – sub-contractors satisfactorily discharge the health and safety responsibilities allocated to them.
- h) Ensure the safety performance of the Company is monitored and, if required with the assistance of the Health & Safety Consultant, take action to remedy any identified deficiencies.
- i) With the aid of the Health & Safety consultants, establish procedures to deal with emergencies at the company's primary workplace.
- j) With the aid of the Health & Safety Consultant they will ensure that any incidents whether or not injury or damage is sustained are investigated and measures put in place to prevent reoccurrence.
- k) Work with the Project Managers to ensure that any sub-contractors comply with Company Policies and Procedures.
- l) Ensure that all necessary information is passed to the site technicians to allow them to be able to carry out the works safely. Before starting a new installation or carrying out any maintenance works, he and the relevant Project Manager will ensure that the necessary expert advice is sought and that recommendations are followed with regard to any health and safety hazards and identifying training needs.
- m) With the Project Manager, liaise with the Health & Safety Consultants (where appropriate) to ensure the effective planning of contracts to take account of known and foreseen health and safety hazards and to obtain necessary work permits that are required.
- n) Ensure that suitable Risk Assessments are carried out for any hazardous activity and that appropriate Method Statements have been written. Ensure that the site technicians have the information needed.

- o) Work with the Workshop manager sure that suitable tools and equipment are supplied to all technicians and ensure they are competent to use the equipment.
- p) Ensure that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- q) Ensure that the primary work location has adequate First Aid trained personnel and that any incidents are entered into the Accident Book.
- r) With the Project Managers, ensure that all site based incidents are recorded.

#### **1.4 Project Managers' Duties**

Each Project whether it is under the Graffiti Design or GDi Signs banner, will have a Project Manager who will ensure that all works are carried out to an acceptable standard of health and safety.

The Project Manager will:-

- a) Ensure that any necessary work permits have been obtained.
- b) Ensure that suitable risk assessments have been carried out and that appropriate Method Statements have been written and are available.
- c) Ensure that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- d) Ensure each site has adequate First Aid trained personnel and that injuries are notified where required by Regulations and that all details are entered in the Accident Book.
- e) At all times set a personal example in health and safety awareness by wearing the correct PPE and by working according to good practice and SSOW

### **1.5 Health and Safety Consultant Duties**

- a) Maintain an overview of all health and safety issues that affect the Company activities and ensure that the Management is kept informed of any legislative changes that may affect them.
- b) Initiate any changes or amendments to the Policy documents as and when necessary.
- c) Ensure that all Company staff are aware of their Health and Safety responsibilities.
- d) Inform the HSE of all notifiable accidents. Investigate notifiable accidents, near misses or dangerous occurrences and recommend means of preventing re-occurrence.

Assist the management with implementation of the Health and Safety Policies by:-

- e) Working with the management team in assessing training needs for all employees.
- f) Where needed, prepare Method Statements and Risk Assessments. Provide advice on manual handling requirements and advise as to the appropriate mechanical lifting aids where needed.
- g) Conduct site monitoring inspections where required/requested.
- h) Supervise the recording and analysis of information on injuries and ill health; assess trends.
- i) Foster within the company an understanding that injury and loss prevention, and occupational health are an integral part of the business and operational efficiency.

## **1.6 All Employees Duties**

All employees are to:

- a) Read the 'Health and Safety Statement of General Policy' and the 'Employees Duties' and carry out work in accordance with its requirements.
- b) Work in a safe manner at all times. They should not take unnecessary risks, which could endanger themselves or others.
- c) Not use any tools or equipment for which it is not intended or they are not trained or experienced to use. Ensure that all portable electrical equipment is given a visual check before use checking the case and power lead for damage. Always take a practical and ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- d) Warn others, particularly new employees of particular known hazards. e.g. particularly all substances used and the correct use of tools.
- e) Report to the Management any injury to themselves or others which results from an accident at work, even if the injury does not stop them working. Report any incident, which could have resulted in injury or damage i.e. near miss.
- f) Abide by any 'Codes of Practice' etc. issued by the Company
- g) Never introduce any substance without the written consent of the manager.
- h) Inform their manager if their health is having an adverse effect on their work or their relations with others around them.
- i) Use as directed by management any Personal Protective Equipment (PPE) identified as necessary by Risk Assessments. Be aware it is an offence to misuse or interfere with any health and safety equipment or personal protective equipment supplied for their safety.

- j) Employees working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.
  
- k) Employees shall co-operate with the Graffiti Design or GDi Signs management teams to emphasise a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employers, sub-contractors, visitors and members of the general public.

Graffiti Design /GDi Signs actively encourages employees to take part in the spirit of the Regulations by regular updates and discussions with line managers.

---

## Section 2

### Arrangements and Procedures

- 2.1 Induction, training and supervision
- 2.2 Risk assessments
- 2.3 Workplace safety and welfare
- 2.4 Control of Substances Hazardous to Health
- 2.5 Asbestos
- 2.6 Manual handling
- 2.7 First aid
- 2.8 Accident reporting
- 2.9 Electricity
- 2.10 Noise
- 2.11 Dust
- 2.12 Working at height
- 2.13 General work equipment
- 2.14 Fire
- 2.15 Computer screens
- 2.16 Personal protective equipment
- 2.17 Consultation with employees
- 2.18 Protection of young persons
- 2.19 Health surveillance

## **2.1 Induction, Training and Supervision**

It is Graffiti Design/GDi Signs policy that full health and safety training is given to all new employees as part of their overall induction into the company. Decisions relating to ongoing training of employees will be reviewed on a regular basis.

Suitable training will be provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools, plant and work equipment.

The Management, with help from the Health & Safety Consultant if necessary, will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on the employees' training file.

## **2.2 Risk Assessments**

### **(Reg. 3 Management of Health and Safety at Work Regulations, 1999)**

All potentially hazardous work activities shall undergo a suitable and sufficient risk assessment. Upon a hazard being identified appropriate measures will then be introduced to manage it, and periodically revised to ensure their ongoing adequacy. It shall be the duty of the Management supported by the Health & Safety Consultant to ensure risk assessments are carried out and reviewed periodically.

## **2.3 Workplace (The Workplace (Health, Safety and Welfare) Regulations 1992 and Construction (Design and Management) Regulations 2015,**

The Company will ensure that its primary workplace meets the Health, Safety and Welfare needs of all its employees, visitors, contractors, including wherever relevant, people with disabilities. The management will work with their Health & Safety Consultants to ensure compliance with CDM 2015 as far as it applies to contractors.

This compliance will include consideration being given to any work at heights, exposure to asbestos, and that adequate facilities for personal hygiene/toilets, and for eating and drinking are available for use by Company personnel. If the Company is the sole Contractor, the Director will provide his staff with a site induction proportionate to the perceived risks. If required by any other Contractor assuming the role of Principal Contractor, appropriately detailed RAMS will be provided if required.

At no time will members of the general public or any other contractors be placed at risk because of the Company work activities. The site supervisor shall, as far as reasonably practicable, ensure the general tidiness of the work areas by keeping floors passages and stairs clear of obstacles and litter etc. Where relevant, the site supervisor will liaise with the client/occupier to create safe working zones.



The Company supervisors shall, as far as reasonable practicable, ensure the general tidiness of working areas.

#### **2.4 Control of Substances Hazardous to Health (COSHH), Regulations 2002**

COSHH assessments and all Material Safety Data Sheets of substances used are kept at the Company office. It is the Directors' responsibility supported by the Health & Safety Consultant to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). Site personnel will be given any appropriate COSHH Risk Assessments as part of the job information along with the necessary PPE.

No employee is permitted to introduce any substance without the specific consent of their Manager.

#### **2.5 Control of Asbestos Regulations 2012**

In the unlikely event that Company personnel encounter any substance suspected as being or containing asbestos, it will be reported immediately to a site/client supervisor immediately. All works in the area will cease until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

#### **2.6 Manual Handling Operations Regulations 1992**

The management with the assistance from the Health & Safety Consultants if needed will assess all manual handling operations within its work places, the intention being to take an ergonomic approach and where necessary change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. The management accept that manual handling is a fundamental part of its work activities, but will endeavour to ensure that adequate assessments are carried out to identify hazards associated with manual handling and ensure that suitable training and supervision is given, and where possible, loads are broken down, or lifting/moving aids are provided. It will be the Directors' responsibility assisted by the Project Managers to ensure that the requirements outlined in the Regulations are satisfactorily met.

## **2.7 First Aid**

### **(Health and Safety (First Aid) Regulations, 1981)**

The Company shall ensure that an adequate number of their employees have received training in First Aid. The Health & Safety Consultants will assess the requirements and advise the Management as to the numbers of trained staff and level of training required. These will be reassessed annually or upon any major change in personnel or work practices.

## **2.8 Accident/Illness Reporting**

### **(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)**

All accidents and incidents, must be recorded in the accident book at the particular site where the accident occurred irrespective of whether any injury occurred, and repeated on return to the Company offices. Any reportable accidents (over seven days absent or incident involving someone not employed by the Company), incidents, or dangerous occurrences will be reported to the senior management and the Health & Safety Consultants as soon as reasonably practicable and the Health & Safety Consultants will contact the appropriate body. If appropriate, they will carry out an investigation. From the findings of the investigation, the Management working in conjunction with the Health & Safety Consultants will implement any alterations to working practices if needed.

## **2.9 Electricity**

### **(Electricity at Work Regulations, 1989)**

All electrical equipment will be inspected regularly according to its use. Visual inspections will be carried out by the user, Earth Tests to be carried out by a designated Competent Person.

Appliances will be tagged/labelled and records kept at the Company offices

- Site tools & equipment will be given visually inspection daily to check for damage to casings or leads, and an Earth Continuity Test every 3-6 months.
- Computer and ancillary equipment, desk lights, fans etc will be visually checked every 24 months
- Power leads, extension cables etc every 6 months, with Earth Test 1-5 years
- Kitchen equipment, visual check every 6 months, Earth Test 1-2 years

It is Company policy that wherever possible, all tools supplied and used will be 110v. Where this is not possible a Residual Current Device (RCD) will be used

## **2.10 Noise**

### **(Control of Noise at Work Regulations, 2006)**

The company is committed to assessing noise levels during work activities. Where it is felt necessary needed, noise assessments will be carried out at the Graffiti Design/GDi Signs sites. If the noise levels exceed action levels their first aim will be to reduce noise at source. Where the

plant/machinery/process cannot be reasonable silenced or enclosed the Project Manager will ensure that suitable ear protection is freely available. It is Company Policy to ensure that where possible all new tools and equipment purchased has noise reduction built into the design.

## **2.11 Dust**

### **(COSHH 2002)**

Where Company staff need to drill into brick or blocks that may contain silica they will be given dust masks to FFP3 standard. The need for masks will be assessed by the Director/Project Manager prior to starting work.

## **2.12 Work at height**

### **(Working at Height Regulations 2005)**

Working at height is a regular part of the Company's business and cannot be avoided. A job specific WAH Risk Assessments will be carried out on all works required to be above ground level for more than 15 minutes in one location. Risk Assessments will be carried out by the Project Manager/Site Supervisor with the assistance of the Health & Safety Consultant where necessary. From the risk assessment, appropriate control measures will be put in place to ensure the safety of Company personnel, and any other people who will be in the vicinity. It is Company Policy that only IPAF or PASMA certificated personnel will be permitted to work at height.

## **2.13 General work equipment**

### **(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)**

It will be the Managing Director's responsibility to ensure that the company provides:

- Suitable equipment for the tasks to be done (Reg 4).
- To ensure that equipment will be maintained in an efficient state, in efficient working order and in good repair. (Reg 5).

The Project Managers will ensure:

- That all equipment and plant used is inspected and /or tested in accordance with recommended intervals and suitable records kept.
- That persons who are required to use any equipment will receive adequate training and supervision as necessary (Regs 8 & 9).

Before usage, the operators of equipment/ tools or plant will be required to check that the equipment is in good order, and that guards or locks are in place and working.

On occasions the company may need to hire in equipment due to either specialised or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all employees and/or sub-contractors are suitably trained in the use of the equipment.

## **2.14 Fire**

### **(The Regulatory Reform (Fire Safety) Order 2005 )**

It will be the responsibility of the Directors to ensure adequate fire safety measures are in place at the Company workplace. The fire alarm will be serviced every six months, and extinguishers serviced annually and records kept in the offices. The Directors will ensure a Fire Risk Assessment is commissioned regularly, and that an appropriate number of staff are trained as Fire Marshals, and Fire Drills are carried out regularly.

Personnel working at client premises or sites must observe all Fire Precaution Notices and take note of existing fire prevention measures already in place and make themselves familiar with the site Fire Evacuation Procedures.

## **2.15 Computer screens**

### **(The Health and Safety (Display Screen Equipment) Regulations, 1992**

The Directors with support from the Health & Safety Consultants will ensure suitable assessments are carried out for all persons who use display screen equipment and that any measures to prevent muscular-skeletal or other problems are implemented.

## **2.16 Personal Protective Equipment**

### **(The Personal Protective Equipment at Work Regulations (PPE) 1992**

The Management recognises that this Regulation clearly states that PPE should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

The Management will ensure that there is sufficient supply of PPE when required and in conjunction with the Health & Safety Consultant, will ensure all employees are suitably trained in the use (where relevant) and correct storage.

All PPE issued will be stored as per the manufacturers specification.

All employees shall be made aware they have a duty to not misuse or interfere with any health and safety equipment including PPE supplied for their safety (s7 HASAW 1974).

## **2.17 Consultation with Employees**

### **(Health and Safety (Consultation with Employees) Regulations 1996)**

The Management of Graffiti Design/GDi Signs will consult with their employees on matters relating to Health, Safety and Welfare and furnish them with the information which is deemed necessary. Such information is to be seen on the company notice boards as displayed in the workplace. The Company encourages employees to join in with the spirit of the regulations by actively taking part in discussions with their line managers. It is the responsibility of all managers to ensure that this consultation takes place.

---

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed



Date

May 2019

**Bruce Pestell**

**Director**

## Section 3

### The Environmental Policy

#### Statement & Policy

- 3.1 Paper use
- 3.2 Business consumables
- 3.3 Energy and Water
- 3.4 Transport
- 3.5 Green Culture

### **Statement**

Graffiti Design/GDi Signs Environmental Policy is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be demonstrated by contractors working for the Company.

As a business that uses materials that could potentially harm the environment, we recognise that we have a responsibility to the environment beyond legal and regulatory requirements, and as such we are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

### **Policy**

A Company Director with the assistance of the Workshop and Project Managers, is responsible for ensuring that the Company's environmental policy is implemented and is disseminated to all interested parties. It is a condition of employment that all Company employees adhere to the aims and objectives of the Policy.

Our stated aims will be to:

- Comply with and where possible, exceed all regulatory requirements.
- Continually monitor and work to improve our environmental performance.
- Continually monitor and work to improve and thereby reduce our environmental impacts.
- Where possible, incorporate environmental factors into business decisions.
- Ensure that where relevant, all employees are trained to have awareness of environmental issues that relate to the Company.

### **3.1 Paper**

3.1.1 We will seek to minimise the use of paper in our office, using digital means where possible.

3.1.2 We will recycle paper where possible.

3.1.3 We will seek to buy recycled and recyclable paper products where they are of a similar standard to new products.

### **3.2 Business consumables**

Waste products are a necessary by-product of our industry. Waste produced in our business includes cleaning liquids, detergents, polishes, etc and cut offs from sheet materials such as timber, metals, plastics etc.

3.2.1 Where possible we will use recycled or ecologically friendly paper towels.

- 3.2.2 Seek to reduce our consumption of resources and improve the efficiency of cleaning resources by using concentrated products where practicable.
- 3.2.3 Recycle all paper products unless the cleaning product does not recommend it.
- 3.2.4 Continuously improve our environmental performance particularly with regards to our choice of the products we use, ensuring wherever possible that their use will not cause harm to the environment.
- 3.2.6 Manage waste generated from the business operations according to the principles of reduction and recycling.

### **3.3 Energy and water**

- 3.3.1 We will seek to reduce the amount of energy used in our office and workshop. This may be achieved by using LED lighting in the office or workshop.
- 3.3.2 Lights and electrical equipment will be switched off when not in use.
- 3.3.3 Where possible, heating levels will be adjusted downwards with energy consumption in mind.
- 3.3.4 The energy consumption and efficiency of new products will be taken into account when purchasing.

### **3.4 Transport**

Driving is a necessary part of our work.

- 3.4.1 Wherever possible we will drive the most fuel efficient vehicles between jobs.
- 3.4.2 Through employee training on efficient driving, we will seek to reduce our fuel consumption.
- 3.4.3 We will ensure that our vehicles are regularly serviced to maintain their optimum efficiency.

### **3.5 Green culture**

- 3.5.1 We will involve our staff in the implementation of this policy in order to achieve greater commitment and improved performance.
- 3.5.2 We will work with our suppliers, contractors or sub-contractors to encourage them improve their environmental performance.
- 3.5.3 Where possible, we will use local labour and material suppliers in an attempt to reduce our CO2 footprint.

As we strive for excellence in every aspect of our business we are totally committed to minimising the environmental impacts of our business operation.

As part of this commitment we will ensure this Policy is reviewed and updated as necessary.

The management team endorses these policy statements and is fully committed to their implementation.



This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed



Date May 2019

Bruce Pestell  
Company Director

## Section 4

### Lone Working

- 4.1 Lone Working Policy Statement
- 4.2 Risk Assessments
- 4.3 Safety Procedures
- 4.4 Employees' Requirements

#### 4.1 Policy Statement

Lone workers spend some or all of their working hours alone for a variety of reasons: they may work in an isolated location, be at a client's premises, work from home or may simply be working outside normal office hours.

Section 2 (1) of the Health and Safety at Work etc. Act 1974 requires the Company to ensure the health and safety of its employees, no matter where they are working. The Company accepts that working alone may sometimes be necessary due to operational reasons.

It is Graffiti Designs/GDi Signs' stated Policy that under normal circumstances employees will not be required to work on their own. The aim of this Policy is:-

- a) To ensure the safety of any employees who are working in a location that is isolated from other people.
- b) To ensure that the Company complies with all of its legal obligations.

The Management will ensure compliance with R3, Management of Health and Safety at Work Regulations 1999 by ensuring that where Lone Working has to take place, a proper assessment of the hazards involved is carried out, and suitable control measures are implemented to minimize the risks to the health or safety of the employee.

#### **4.2 Risk Assessments**

When Lone Working is to take place the Company will carry out a specific risk assessment on all types of work that are (or are likely to be) undertaken with particular regard to the following factors:

- Risk of violence against the employee (particularly when handling money or dealing with the public).
- Trips, slips or falls, or collapsing structures especially when surveying buildings or some land surveys.
- Equipment or materials needed (must be suitable and safe for use by one person).
- Might the geographical location hinder any rescue, is there a phone signal.
- Proximity to other people, the ability to get help from the emergency services.

**4.3 Safety procedures**

All lone workers should adhere to the following guidelines:

- No Graffiti Designs/GDi Signs employee is to undertake work where they will/may be alone unless given specific permission by the Project Manager.
- A ‘buddy system’ is to be used at all times. An agreed schedule is to be set up for phone calls to be made to/from the lone worker.
- All personnel involved are to be aware of the emergency contact list, and timescales before any actions.
- The Lone Worker is to ensure that their proposed location is known by their buddy before they start.
- All Lone workers will be provided with a mobile phone by the Company which they must ensure they keep charged and switched on while working

All Company personnel must comply fully with this policy and with any complementary instructions received from the Company. Failure to do so may constitute a disciplinary offence.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed

Date May 2019

Bruce Pestell  
Company Director

This Lone Working Policy has been received and its content understood and accepted by:-

.....  
Employee name

..... Date.....

Signed

## **Section 5**

### **Driving Policy**

- 5.1 Policy Statement
- 5.2 Parking Tickets
- 5.3 Drink and Drugs
- 5.4 Drivers' responsibilities
- 5.5 Grey Fleet
- 5.6 Mobile Phones
- 5.7 Sat Navs
- 5.8 Journey Planning
- 5.9 Vehicle Maintenance

## 5.1 Policy Statement

It has been estimated that there are 6 million cars on the road for business reasons. The Department of Transport has suggested that half of those will be involved in an accident every year.

As a conscientious employer whose work involves considerable travelling, the Company is committed to reducing the risk of work related road traffic crashes and collisions.

We understand that the following legislation applies to us.

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Road Traffic Acts supported by the Highway Code
- UK Domestic Drivers' Hours Rules
- Tachograph Regulations
- The Road Transport (Working Times) Regulations 2005
- The Road Vehicles (Construction and Use) Regulations 1996
- Corporate Manslaughter and Corporate Homicide Act 2007

This Driving Policy applies to all staff members including the Directors who drive in connection with the Company employment whether it is in their own vehicle, a fleet vehicle or a specialist or replacement vehicle hired by the company.

This Policy will be given to all staff members who drive on Company business.

The purpose of this Policy is to set out how the Company will ensure that all those who drive on company business are acting in line with the both Health and Safety Law and Road Traffic Legislation.

This Driving Policy will be reviewed/updated as needed annually, and any changes made known to all driving staff.

All staff who drive on Graffiti Design/GDi Signs business whether they use a company vehicle or their own, will be required to produce their Driving Licence annually or on request to prove continued entitlement to drive the class of vehicles they are required to use.

All drivers will be deemed to have consented to permit their employer to contact the DVLA to check for any endorsements on request or if unsafe driving practices are suspected.

Failure to produce the licence when requested may result in disciplinary action being taken.

Employees are required to inform their line manager of any Road Traffic Accidents (RTA) involving Company vehicles as soon as it is safe to do so, whether or not any damage is sustained to the company vehicle.

All employees must inform their line manager of any driving penalties either received or pending within 5 working days of notification.

### **5.2 Parking Tickets/Fines**

If parking tickets are given to any Company vehicles whether or not they are being used for Company business, the driver/keeper of the vehicle is to ensure that the office is informed as soon as reasonably practicable. Failure to do so may result in the employee being held liable for extra costs over and above the original fine.

### **5.3 Drink and Drugs including prescription medicines**

The Company operates a zero tolerance Drink and Drug Driving Policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so may result in disciplinary action.

Any driver prosecuted for such offences may be subject to a serious disciplinary which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink or drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit is required to inform their line manager. They will not be permitted to drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may take place.

Any driver found to be affected by illegal drug use will face disciplinary procedures as well as prosecution by the Police.

Many prescription/over the counter medicines can have a serious effect on the ability to concentrate and can contribute to accidents. Such medication may include cold remedies, some cough medicines, pain relief – especially those including opiates, and antidepressants which may cause muscle spasms. Any driver taking prescription or over the counter medicines must ensure that they are still fit to drive. Any driver who feels they may be unfit to drive either through illness or due to the effect of medication must inform their line manager immediately. They will not be permitted to drive.

Any driver whose abilities are found to be impaired through drugs whether legal or illegal may be prosecuted.

The Company Health & Safety Consultants may carry out random drugs tests on all Company drivers.

#### **5.4 Drivers' responsibilities**

All drivers are legally responsible for the roadworthiness of their vehicles. If the tyres are bald or the lights do not work etc. it is the driver who will receive penalty points and fines.

Drivers of company vehicles are required to carry out basic maintenance on their vehicles, such as ensuring oil and coolant levels, tyre pressures etc are all correct.

Any defects identified must be reported to the office immediately. The Managing Director will ensure the fault is recorded. Employees must complete a vehicle defect form as soon as the defect is found.

The completed form must be handed to a Company Director as soon as possible. Verbal reporting of a defect without completing a defect form is not acceptable.

All reported defects will be dealt with promptly. The Company will not permit un-roadworthy vehicles to be used.

#### **5.5 Grey Fleet**

Any employees driving their own vehicle on behalf of the company will be required to present their insurance certificate and MOT certificate (if applicable) on an annual basis. Employees must ensure that their vehicle is insured for business use.

Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times. The management accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

#### **5.6 Mobile Phones**

The mobile phone is now seen as an essential means of work communication. However, it is illegal to use a handheld mobile phone while in control of a vehicle, whether it is mobile or stationary –ie in traffic.

Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so.

Drivers will not be encouraged to use the phone to make or receive calls while in motion.

Drivers will be told to report faulty 'hands free/ Bluetooth/parrot' equipment immediately. These will then be repaired or replaced as soon as possible. Drivers will not be permitted to use a hand held mobile phone while they have no hands free kit.

Any driver failing to adhere to the mobile phone policy will be subject to disciplinary proceedings.

### **5.7 Satellite Navigation Systems**

Satellite Navigation Systems can be a useful tool for drivers; however, they can also be a dangerous distraction.

All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes.

They should be positioned so as not to impair vision. They should not be positioned where they are likely to cause injuries in the event of a collision.

All in vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

### **5.8 Journey Planning**

The management will ensure that appointments are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods. Any employee who feels that their timetables/schedules are unrealistic and they need to take risks/ break speed limits to complete them must voice their concerns with their line manager as soon as possible.

The management will monitor weather conditions and will reschedule deliveries and/or appointments etc, if conditions become too dangerous for the drivers.

Drivers must ensure that their personal lives do not cause them to come to work tired. Driver fatigue is a well-known cause of accidents.

### **5.9 Vehicle maintenance**

All drivers are required to carry out basic maintenance on the vehicle for which they are responsible. They should check oil, water, tyre pressures and windscreen washer fluid weekly.

In winter months, drivers are reminded that they must have a clear windscreen before setting off.

The management will ensure that all vehicles used on behalf of the company are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules (and if applicable, in accordance with Operator licence requirements).



This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Signed



Date May 2020

Bruce Pestell  
Company Director