

Health & Safety Policy

1. Introduction

The Production Hub Limited, ("the Company") provides comprehensive print management and direct marketing solutions, ensuring our clients receive high-quality services tailored to their needs. The Company recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, including the responsibility to:

- Provide and maintain a safe and healthy place of work.
- Provide adequate information, instruction, training, and supervision.
- Provide and maintain plant and equipment and safe systems of work.
- Ensure safe access to and from the places of work.
- Work to prevent accidents and work-related ill health.

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the Managing Director, Nick Hames. Lorna Hames, Director, has day-to-day responsibility for managing health and safety.
- 2.2 The Management is committed to achieving the highest standards of health and safety throughout the Company.
- 2.3 The Management is also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other applicable Regulations.
- 2.4 Risk assessments will be carried out regularly to identify hazards and prevent injury, disease, and dangerous occurrences.
- 2.5 The Company will take steps to ensure the work does not adversely affect the health and safety of contractors or members of the public.
- 2.6 The Company is committed to providing safe and healthy working conditions and adequate welfare facilities.
- 2.7 The Company will consult employees on health and safety matters and encourage them to report hazards and unsafe conditions.
- 2.8 The Company will allocate sufficient financial resources to meet health and safety objectives, including for training, PPE, and any necessary equipment or safety upgrades.
- 2.9 Copies of this policy will be available to all employees and relevant parties.

3. Directors' Duties

- 3.1 Directors will have at least basic knowledge of the Health and Safety at Work etc. Act 1974, associated Regulations, and Approved Codes of Practice.
- 3.2 Directors will ensure employees are advised of their individual health and safety responsibilities.
- 3.3 Directors will:
 - Familiarise themselves with the hazards, risks, and control measures necessary for safe work practices.

- Understand the requirement to assess the risks associated with the Companies business activities and ensure that appropriate safety measures are in place.
- Establish procedures for emergencies, including clear roles during evacuations or critical incidents (see **Emergency Incident Plan**).
- Ensure employees receive sufficient training and information for safe and competent performance, and that adequate resources are available for ongoing development. Risk assessments will be carried out for high-risk activities before assigning tasks.
- Review and update the Health and Safety Policy annually or when there are significant changes in work practices, legislation, or operational needs.
- Monitor safety performance through regular monitoring, inspections, and employee feedback, and take immediate corrective actions where deficiencies are identified.
- Ensure that necessary welfare facilities (e.g., rest areas, sanitary facilities) are provided, and first-aid provisions are available and maintained.
- Provide employees with all required PPE, ensuring proper usage through training and monitoring.

4. Designated Health & Safety Person's Duties

- 4.1 Ensure all employees, supervisors, and Directors are aware of their health and safety responsibilities.
- 4.2 Recommend and implement changes to Health and Safety policies, ensuring they are up-to-date with legislation and company practices.
- 4.3 To comply with RIDDOR and Report notifiable accidents to the Health and Safety Executive (HSE) and investigate all incidents to determine root causes.
- 4.4 Ensure that all employees receive appropriate health and safety training, and maintain records of completed training in the Company Training Matrix.
- 4.5 Conduct regular risk assessments for all areas of work (including where appropriate manual handling, COSHH, and noise assessments), and ensure follow-up actions are implemented.
- 4.6 Promote a culture of health and safety throughout the company, ensuring ongoing engagement from all employees in maintaining a safe work environment.

5. Employee Responsibilities

5.1 Employees must:

- Follow all health and safety instructions and protocols provided by the Company.
- Use personal protective equipment (PPE) as required and report any damage or shortages immediately.
- Report any hazards, unsafe conditions, accidents, or near-misses to the Designated Health and Safety Person or management.
- Participate in all health and safety training sessions and ensure they are fit to carry out their duties.

- Adhere to safe working practices as identified in risk assessments and promptly notify management if they feel unable to carry out a task safely.

6. Policy Enforcement and Monitoring

- 6.1 Non-compliance with health and safety practices may result in disciplinary action in accordance with the Company's **Disciplinary Policy and Procedures**.
- 6.2 Regular checks and inspections will be conducted to ensure compliance, with employees encouraged to report safety concerns and suggest improvements.

7. Review and Updates

- 7.1 This policy will be reviewed annually, or sooner if there are significant changes in the workplace, work practices, or relevant legislation. The review process will involve feedback from employees and management to identify any areas for improvement.

This policy / policy review has been approved & authorised by:

Name and Position Lorna Hames, Director

Date:

12-01-2026

Signature:



Policy Review Record	
Effective Date:	16 March 2012
Last Review:	January 2026
Next Review:	January 2027

