

Health & Safety Policy



General Statement of Intent

Gemini Print Solutions believes that excellence in the management of health and safety is an essential element of its overall business plan, as a strong health and safety record supports high productivity and quality standards. People are our most important asset, and we are fully committed to ensuring their health, safety, and welfare at all times.

From an economic and operational perspective, prevention is not only better, but also more effective than cure. There is no conflict between safety and business performance; maintaining safety is good business practice.

Gemini Print Solutions is committed to complying with all relevant health and safety legislation and, where reasonably practicable, going beyond these requirements. Ongoing monitoring and review processes are in place to ensure continual improvement in the management of health and safety.

Our General Intentions:

- Provide adequate control of health and safety risks arising from our work activities.
- Provide adequate resources for health and safety purposes.
- Consult with employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent for their tasks and receive adequate training.
- Prevent accidents and work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy at regular intervals.

Organisation

- Overall and final responsibility: Steve Cropper
- Day-to-day responsibility for implementing this policy: Department Managers
- Safety Representative: Matt Cooper

Employees' Duties

All employees are required to:

- Cooperate with supervisors and managers on health and safety matters.
- Complete all relevant health and safety training.

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- Not interfere with anything provided to safeguard health and safety.
- Take reasonable care of their own health and safety and that of others.
- Report all health and safety concerns to a responsible person.
- All employees working within production areas must wear appropriate foot protection provided by the company. Agency staff must provide their own.

Non-compliance with health and safety rules may result in disciplinary action and could constitute gross misconduct.

Arrangements for Implementation

All company health and safety policies and procedures are supplementary to this policy.

Risk Assessment

In line with the Management of Health and Safety at Work Regulations 1999, the company will assess all work activities that present a risk. Risk assessments will follow Health and Safety Executive guidance and include:

1. Identifying significant hazards.
2. Determining who might be harmed and how.
3. Evaluating risks and deciding if existing precautions are sufficient.
4. Recording significant findings.
5. Reviewing assessments when changes occur or new risks are identified.

Department Managers are responsible for ensuring risk assessments are completed, communicated, and signed off by relevant employees.

Safe Plant and Equipment

- All plant and equipment will be maintained in safe working condition.
- Department Managers are responsible for identifying and ensuring maintenance.
- Steve Cropper will check that new plant and equipment meets health and safety standards.

Safe Handling and Use of Substances

- The company complies with COSHH Regulations 2002 for hazardous substances.
- Department Managers identify substances requiring assessment.
- Assessments will be carried out by our Health & Safety Consultant.
- Steve Cropper approves actions to remove or control risks.

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Personal Protective Equipment (PPE)

- PPE identified by risk assessment will be provided free of charge, maintained, and stored correctly. Employees must use PPE appropriately.

Contractors

- Contractors must provide up-to-date insurance, risk assessments, and method statements.
- High-risk activities will require a Permit to Work to ensure safe practices.

Noise

- The company complies with the Noise at Work Regulations 2005.
- Noise exposure will be monitored and controlled using barriers or PPE where necessary.
- Employees must wear hearing protection where required.

Working Alone

- Risks associated with working alone will be minimised wherever practicable.
- Skyguard lone working tracker devices are provided for staff working alone in production areas.

Transport

- All company vehicles are maintained and serviced in accordance with relevant transport regulations.
- Drivers are trained and subject to regular licence checks.
- Daily vehicle safety checks are the responsibility of drivers.

Information, Instruction and Supervision

- Health and Safety Law posters are displayed at each unit.
- Matt Cooper acts as the competent advisor on health and safety issues.

Training and Competency

- All staff receive appropriate training to perform their roles safely.
- Job-specific training is provided by Department Managers or external agencies.
- All staff must complete basic health and safety training and additional courses relevant to their role.
- Training records are maintained by Matt Cooper.

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Accidents, First Aid and Work-Related Ill Health

- Health surveillance is arranged by Matt Cooper where required.
- First aid arrangements comply with the Health and Safety (First Aid) Regulations 1981.
- First aid boxes are located in each department.
- First aiders: Matt Cooper (all units), Alison Bedson, Piers Carter, Karl Britton, Elaine Crees, William Stevens, Dom Smith, Adam Klocek.
- All accidents are recorded, investigated, and reported by Matt Cooper.

Legionella

- Water risk assessments are carried out in all units and control measures implemented where required.

Display Screen Equipment

- Workstations comply with the Health and Safety (Display Screen) Regulations 1992.
- Individual workstation assessments are conducted for employees using DSE for significant portions of the day.

Manual Handling

- Hazardous manual handling is avoided where possible using mechanical aids.
- Where unavoidable, risk assessments consider load, individual capability, task, and environment.
- All staff receive regular manual handling training.

Drugs and Alcohol

- The company operates a zero-tolerance policy. Breaches constitute gross misconduct.

Stress

- The company takes reasonable steps to minimise workplace stress.
- Employees concerned about stress should inform their manager, and the matter will be managed according to the Stress at Work Policy.

Monitoring

- Regular monitoring and housekeeping inspections are carried out to ensure safe working practices.

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- Accidents are investigated to identify preventive actions by Matt Cooper with Department Managers' assistance.

Electrical Equipment

- Fixed installations are maintained and tested to BS 7671 standards.
- Portable equipment is inspected and tested regularly.
- Steve Cropper acts on investigation findings to prevent recurrence.

Emergency Procedures – Fire and Evacuation

- Fire risk assessments are conducted regularly by Matt Cooper.
- Matt Cooper is responsible for implementing identified actions.
- Fire wardens: Matt Cooper
- Escape routes are checked daily by the first person on site.
- Fire extinguishers are maintained and tested by Compass Fire Risk.
- Emergency evacuation is tested every 12 months.
- Assembly points:
 - Car park

A handwritten signature in black ink, appearing to read "Steve Cropper".

Steve Cropper

Director

Updated: 12th January 2026

Next Review Date: 12th January 2027