

Health and Safety Policy of Smith Davis Press Ltd.

1. General Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

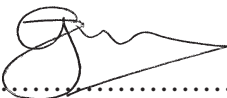
We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Health and safety of employees, contractors and visitors is a key business priority to the company. Employees are also encouraged to recognise their own responsibilities to ensuring their own safety and that of others.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will kept up to date, particularly as the business changes in nature and in size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

This policy and the company's risk assessment are subject to continuous review and an annual formal review by the company's directors.

Signed.......... Director

Dated... 1st April 2008

2. Organisation (people and their duties)

Overall and final responsibility for health and safety within the company is that of the Directors David Smith and Andrew Jackson.

Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right they must straightaway tell the appropriate person. Consultation between management and employees is provided by Andrew Jackson.

Andrew Jackson is also responsible for safety training, carrying out safety inspections, investigating accidents and monitoring the maintenance of premises, plant and equipment.

The size and nature of the company is such that all employees have daily access to the directors and a reporting mechanism is in place for any concerns or issues to be raised.

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The company is committed to consulting and working closely with Stoke-on-Trent City Council's health and safety at work team, as well as Staffordshire Fire and Rescue, to ensure the safety of the working environment and its employees.

3. Arrangements (Systems and Procedures)

1. Risks and Hazards

The attached risk assessment shows that while the company operates in a low risk environment, we do recognise the potential for accidents and communicate risks to employees accordingly. The company risk assessment is reviewed annually alongside this health and safety policy.

2. Hazardous substances

With the move to digital photography there are no longer any hazardous substances used on the company's premises. This is under continuous review, and should any such substances be used again, then subsequent assessment and communication of any risks will be carried out.

3. Fire Safety

The company is committed to working with Staffordshire Fire and Rescue to provide a safe place to work for its employees. Alarms and fire extinguishers are tested once a year by authorised contractors. Proper signage is situated throughout company premises showing means of escape and actions to be taken by employees in the event of a fire.

4. Accident reporting

An accident records book is kept in the newsroom filing cabinet. Any accidents should be reported to either Directors David Smith or Andrew Jackson, or to Joan Daley.

5. First Aid Kit

A first aid kit is kept in reception by Joan Daley.

6. Visitors

All visitors are asked to log into the book kept in reception and to log out when they leave the premises.

Contractors and visitors must not enter the building without proper authorisation and supervision. Individual members of staff are responsible for the safety and behaviour of their visitors.

No visitor should be allowed to touch any electrical equipment within the building without the consent of the company's directors. No children are allowed to enter the company's premises without the permission of the directors.

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Contractors working on the company's premises are made aware of our commitment to health and safety.

Their work is monitored by the directors to ensure it does not affect the safety of company employees.

Arrangements are made prior to the commencement of work to ensure safety of employees is not compromised in any way by external contractors.

7. Housekeeping and Premises

Cleanliness - The company provides a cleaning service, but it is every employee's responsibility to keep their own work area and the kitchen clean.

Disposal of waste - Waste is collected from the building every Wednesday morning. Cleaning staff collect and prepare the refuse for disposal in the requisite trade sacks.

Stacking and storage - Newspapers and publications should be neatly stacked and piles not allowed to become dangerously high. Storage of back number publications is monitored regularly by Joan Daley.

Keeping clear gangways and walkways - Gangways and exits should be kept clear at all times. In the one place on the premises where cables are laid above the carpets, rubber cable tracks are provided to prevent a tripping hazard. No additional cables are to be laid in walkways or exits.

8. Electrical Equipment

All electrical equipment is regularly inspected for faults. Anyone who notices a fault or malfunction should report it to Andrew Jackson or David Smith.

Computer equipment is regularly checked by suppliers. No computer equipment or peripherals should be disconnected or reconnected without permission from Andrew Jackson.

9. Induction

All new staff are given a full induction which includes introduction to the company risk assessment and health and safety policy.

10. Disciplinary Procedure

Safety is the personal responsibility of the company and of every individual employee. The company's disciplinary procedure identify any behaviour by an employee which puts either that employee or a colleague/colleagues at risk is in breach of the company's disciplinary procedure and could result in disciplinary action.

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11. Arrangements are in place for compliance with the Health and Safety (Display Screen Equipment) Regulations 1992. Equipment is frequently reviewed and staff encouraged to consult the directors over any concerns.

12. Risk Assessment

A full risk assessment has been drawn up by the directors in consultation with the staff and is regularly reviewed.