



## HEALTH AND SAFETY POLICY

### POLICY STATEMENT

As a responsible employer we accept that we have responsibility for Health & Safety and we are committed to ensuring safety as far as practical, and to continuous improvement in safety performance.

KPMF places a high priority on providing a safe working environment, has always and will continue to act positively to minimise the incidence of all workplace risks, as required by the Health & Safety Act 1974, and any other associated legislation.

All activities should be carried out with the highest regard for the Health & Safety of employees and visitors.

Our aim is excellence in Health & Safety by continuous improvements of standards and the comprehensive use of Risk Assessments so as to systematically remove the causes of accidents, incidents and work-related ill health.

A handwritten signature in black ink that reads "Joanne James".

**JOANNE JAMES  
MANAGING DIRECTOR**

**This is the statement of our general health and safety policy and arrangements for Kay Premium Marking Film Ltd**

**Managing Director has responsibility for health and safety**

**Environmental, H & S, Training Coordinator has day-to-day responsibility for ensuring this policy is put into practice**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Environmental, H & S, Training Coordinator	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed annually and full assessment every 3 years or when working habits, conditions change or on the implementation of new machinery). In the case of an accident or incident, this will be investigated, and if required preventive actions put into place to prevent reoccurrence.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Environmental, H & S, Training Coordinator  Departmental Managers/Leaders	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Environmental, H & S, Training Coordinator  Departmental Managers/Leaders	Staff routinely consulted on health and safety matters as they arise but also formally discussed at monthly health and safety meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or any other significant incident.	Fire Marshals	Escape routes well signed and kept clear at all times. Fire Marshals conduct weekly checks. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Environmental, H & S, Training Coordinator  Maintenance Team	Toilets, washing facilities and drinking water are provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Ensure company is compliant with current legislation	Environmental, H & S, Training Coordinator	Bi-monthly reviews conducted on legislation.