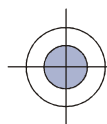


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Company Health and Safety Policy

Version 2, December 2007

in association with



working with



INTRODUCTION

Central Community Press (CCP Ltd) recognises and accepts its obligations as an employer in providing a safe and healthy workplace and working environment for all employees, visitors, client and any others affected by company activities both on **CCP Ltd** premises and off site on clients' premises or on rented premises.

This Health and Safety Policy provides details of the arrangements for health and safety within the company and is in three parts:

- **Part 1. General Statement of Health and Safety Policy**
- **Part 2. Organisation and Arrangements**
- **Part 3. Arrangements**

Each of us has a part to play in making the policy work. By accepting the responsibility and challenge that this policy presents, we all stand to benefit by having a safer and healthier place of work. It is only by giving safety a high priority at all times that we can ensure that ourselves, our colleagues, clients and the general public are protected from the hazards which may exist throughout our working operations.

We expect all employees to make themselves fully conversant with, and conscientiously discharge, their duties and responsibilities as defined in this Policy document, thereby ensuring that our operations are undertaken with full regard to health, safety and welfare.

Safety is the concern of each and every employee within our organisation. We would therefore ask you to read, and comply with the contents of this document and encourage others to do likewise.

Central Community Press

24th February 2006

Part 1: **General Statement of Health and Safety Policy**

Central Community Press accepts that it has both a moral and legal responsibility for the health, safety and welfare of its employees, and clients. This company recognises that injury,

damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations.

In accordance with our duty as an employer under Section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling our obligations to both employees, clients, and the public who may be affected by company activities, the Principal has produced the following statement in respect of company policy on health and safety.

It is the policy of **Central Community Press** to take all reasonably practicable steps to ensure the safety, health and welfare of their employees, contractors, clients, visitors and any others affected by the activities carried out.

The management fully recognises its responsibilities in providing safe and healthy working conditions and we will ensure that our statutory duties are met at all times.

It is our intention to promote and maintain high standards of safety by providing a safe workplace, safe equipment, safe materials, and safe systems of work in order to minimise the risk of injuries or damage to health.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety. As a responsible company we will consult with employees on health, safety and welfare matters, and **CCP Ltd** will appoint competent people to assist in meeting our statutory duties, including, where appropriate, specialists outside of our organisation to provide the necessary proficient advice on health and safety matters. Adequate funds, time and other resources will be allocated to meet the objectives of this policy. This policy will be reviewed at least annually or as legislation demands and reissued. Where appropriate any amendments will be incorporated into this policy and will be brought to the attention of employees as new changes are implemented. Whilst the responsibility for compliance with Health and Safety legislation will always remain with management each individual has a legal obligation to take reasonable care for his or her own safety, and for the safety of those affected by his or her acts or omissions. The successful promotion and implementation of this policy relies on the full commitment and co-operation of fellow associates and each employee to enable us to comply with our statutory duties.

Full details of the organisation and arrangements for health and safety are contained in Parts 2 and 3 of this document.



John Kirk

Managing Director, Central Community Press Ltd. February 24th 2006

Part 2: **Organisation**

The Managing Director is responsible for the overall effectiveness of the company's safety, health and welfare. It is his duty to periodically review and amend this Health and Safety policy as required by changes in legislation, as the business changes its work activities and grows in size. He will ensure that the objectives of this policy are fully understood and observed by all levels of the workforce.

He will ensure adequate funds are allocated to meet the requirements of the Policy, and that adequate arrangements exist to enable effective management of health and safety matters.

Further he will ensure that projects are adequately priced to allow for safety resources, proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage. He will appoint competent persons to assist them to comply with their obligations under all health and safety legislation, ensuring such persons classed as competent are/will be trained to enable them to carry out their duties.

He is to make himself aware of all appropriate safety statutory requirements affecting the company - this he will achieve by regularly liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Health and Safety, Trade Associations, etc.

He will ensure all necessary and adequate health and safety training is provided to all persons involved in company operations. This will be on recruitment and on their exposure to new or increased risks.

He will ensure that sound working practices are observed as laid down in Approved Codes of Practice. He will ensure that all suitable and sufficient risk assessments are undertaken to safeguard the health and safety of the workforce and others not in their employment but affected by company undertakings. The reason for this is so that appropriate control measures can be put in to place. He will also ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

He will provide effective procedures to be followed in the event of serious or imminent danger to all persons involved in company undertakings and nominate competent persons to implement any evacuation procedures that are necessary.

He will initiate the reporting (in accordance with RIDDOR <http://www.hse.gov.uk/riddor/>), investigation and costing of injury, damage and loss. He will further promote analysis of these investigations to discover trends and implement as necessary further control measures to reduce risk. He will liaise with external accident prevention organisations and encourage the distribution of appropriate safety literature throughout the company.

He will consult as necessary with the workforce to discuss accident prevention, safety performance and safety improvements, welcoming any positive safety suggestions that they may present. He will further ensure that all safety suggestion, grievances and complaints from the workforce are fully investigated and take the appropriate action.

He will reprimand any member of the workforce failing to satisfactorily discharge their responsibilities to health and safety, making sure that good health and safety practices do not go unrecognised.

Managers

They are to liaise closely with the client and contractors in respect to all matters appertaining to safety. They will ensure they and their workforce know and abide by:

- Details of workplace/site safety management.
- Workplace/site emergency procedures.
- Workplace/site first aid and welfare facilities.
- Workplace/site rule.

They will ensure that the company's and statutory safety requirements are fully complied with. They will regularly report to the Directors upon all matters relating to health and safety and immediately report:

- Any unsafe, unhealthy or illegal working practice.

- Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.

They are to ensure that an appropriate risk assessment is carried out for any work under their control. Where risk is considered to be significant this must be recorded in writing. They will take on the role of the competent person to guide persons to safety in the event of an emergency. They are to take the appropriate action to notify the emergency services and until such time as relieved of their duties take charge of the situation ensuring no one is put into danger. They will reprimand any member of the workforce failing to satisfactorily discharge their responsibilities to health and safety, making sure that good health and safety practices do not go unrecognised.

Health and Safety Manager

Apart from other company duties, the Health and Safety Manager will be responsible for the health, safety and welfare of the all company premises. All office facilities are to be maintained in accordance with statutory requirements.

The Manager is to ensure that a fire risk assessment in accordance with the Fire Precautions (Workplace) Regulations, 1997 is conducted for company premises and put in place the necessary control measures. Fire safety precautions are to be maintained and emergency procedures clearly displayed. He/She will ensure fire exits are kept clear.

In the event of an emergency he/she is to take the appropriate action to notify the emergency services and until such time as relieved of his/her duties take charge of the situation ensuring no one is put into danger.

He/she is to ensure that all office equipment is correctly installed and regularly maintained and be responsible for maintaining the company's health and safety library.

He/She will ensure that welfare facilities are regularly maintained in a clean and healthy state. He/she, as **Central Community Press** appointed person for first aid is to ensure that all company first aid kits are kept fully stocked and that all first aid treatments are recorded in the register.

Employees

The Health and Safety at Work Act 1974 places certain responsibilities and obligations upon employees whilst at work. These are:

- To take reasonable care of the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work, and
- As regards any duty, liability or requirement imposed upon them by his/her employer or any other person or under any of the relevant statutory provisions or measures, is to co-operate with them so far as is necessary to enable that duty, liability or requirement to be performed or complied with.

No employee shall:

- Intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.
- Take risks that may cause an accident to themselves and/or other persons.

All employees are reminded of their responsibility to co-operate with management and to take reasonable care of themselves and others. Whenever they are aware of any unsafe conditions, or

notice a health and safety problem that they cannot put right without putting themselves at risk, they are to bring this matter to the attention of an appropriate manager or report the same to the principal.

All employees are required:

- To make themselves aware of emergency procedures for company premises and for other areas they may be required to work on. Where in doubt of procedures they are to ask for clarification from a manager.
- To work in a safe manner at all times and are not to take any risks that could endanger themselves or others.
- To warn others, particularly young and/or trainee employees of all known hazards or when they are stepping into danger.
- Not to play dangerous or practical jokes or 'horseplay' whilst at work.
- To report to management any injury or illness to himself or herself which has been caused through a working incident, even if they consider it to be very minor and does not stop them working.
- To report to management any illness, disability, or whether they are undergoing treatment or have been prescribed medication which could constitute a hazard to themselves or others whilst at work.
- Not to work if under the influence of alcohol or illegal substances.

Part 3: Arrangements

Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations **Central Community Press** must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of musculo-skeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as reasonably practicable.

The company acknowledges that health and safety hazards may arise from use of this type of equipment. It is the intention of **Central Community Press** to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees or contractors may have genuine reservations and concerns.

Users of DSEs are to adhere to the following daily start-up checks before operating this equipment:

- Sit right back in your chair so that the backrest can support you.
- Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.
- Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
- Use a footrest if your feet do not comfortably touch the floor.

- Remove any obstacles under your desk that prevent you sitting in an upright position.
- Check your workstation has not become disorganised forcing you to sit in an awkward position.
- Set your display viewing distance to suit screen characters and copy stand text size.
- Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).
- Adjust your screen and copy stand angle to suit your sitting position.
- Adjust the brightness control to suit the office lighting level.
- Adjust the brightness control if the light levels have altered since you started work, use window blinds if sunlight is causing glare.

All equipment will be monitored and reviewed every twelve months with the results stored in the company's Health and Safety file. All equipment will be maintained and, where necessary, serviced annually by a competent technician. Where employees or contractors health or welfare is affected through the use of equipment provided, measures will be taken to replace these with more suitable equipment.

Employees or contractors are free to communicate any issues regarding computers, telephones or display equipment at any time to their manager or to the Health and Safety Officer or to the Managing Director.

Electricity

All electrical equipment and electrical systems installed and used on company premises are subject to the Electricity at Work Regulations 1989. Electricity can not only cause shock, but also cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace is/will be installed and maintained by a competent person. If at any time a temporary electrical system is used, this wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than six weeks. Avoid using long extension leads wherever possible. If a reel extension lead is used, ensure that the cable is completely wound off the reel before connecting to main supply.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential that employees adopt the following precautions:

- Report faults immediately, do not use or continue to use faulty equipment.
- Do not carry out repairs, etc., or even fit plugs, unless authorised to do so.
- On a daily basis, or when you first use electrical equipment it should be visually checked to ensure that there are no obvious faults, e.g. exposed or loose wires, cracked plugs or sockets, switches not working correctly. Any faults must be reported to the Health and Safety Manager immediately and the equipment not used.

Some faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections.

An approved company appointed competent person would carry out all tests and inspections. As well as testing as part of the planned maintenance programme, combined inspection and testing should/will be carried out:

- If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection.
- After any repair, modification or similar work to the equipment which could have affected its electrical safety.

Emergency Procedures

It is the intention of **Central Community Press** to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, management acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although, such an incident is highly unlikely if all risks are adequately controlled.

The consequences could be catastrophic if risks are not controlled. To this end, **Central Community Press** has put in place certain emergency procedures to ensure injury and damage limitation in the event of such an incident. Management will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

In order to be prepared for any emergency event, **Central Community Press** will plan for reasonably foreseeable incidents and has arranged a written plan outlining procedures to be followed in such an event. Management in consultation with employees and contractors or their representatives will:

- Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
- Establish procedures to be followed by employees, contractors and visitors in the event of an emergency situation, including:
 - Raising the alarm (See Incident Response Form attached)
 - Means of escape
 - Assembly points and "safe havens"
 - Summoning the emergency services
 - Evacuation of persons
 - Appoint persons to be responsible for specific procedures in the event of an emergency situation.

Emergency procedures are devised for all to follow in the event of a situation presenting serious and imminent dangers. The aim is to set out clear guidance on when employees, contractors, visitors and others persons, should stop what they are doing and be moved or guided to a place of safety. In the event of emergencies such as power supply failure, lift breakdown, gas or water emergency, flood or failure of building or where a suspect package is found, immediately report it to the building manager. **DO NOT ATTEMPT TO REMEDY THE SITUATION.**

Employment

Central Community Press will ensure that on engaging a person for, and that all existing employees do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in the working environment, a hazard to themselves or others.

Central Community Press will only employ or contract persons that are competent to carry out the work for which they are engaged. This includes appropriate qualifications and/or experience, an interview (telephone and/or face-to-face), reference checking of previous employers, and a police check where their work involves working within schools and/or with vulnerable people. Employees and contractors will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices.

All employees and contractors (if they provide services in the **Central Community Press** main office) are required to read this company's Health and Safety policy. They are to append their signature on the appropriate page of the master copy kept by the company administrator to indicate that they understand our company's health and safety objectives, rules and regulations. It is **Central Community Press'** intention to update employees on all health and safety matters as and when it is considered necessary, and when there is a change in legislation that may have effect on company operations.

First Aid

The Health and Safety (First Aid) Regulations 1981 states "An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and are appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work". In order to discharge our duties **Central Community Press** will provide adequate facilities and an appropriate trained person to render first aid to ill or injured employees, contractors or visitors.

The company's appointed person (for first aid) shall be **Diana Clements**.

All first aid facilities (including the Accident Book) shall be kept in the main office at all times.

Housekeeping

Poor standards of housekeeping are common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.

Employees and contractors must ensure that areas they are responsible for are maintained to satisfactory standards of housekeeping at all time. Workplace inspections are to be carried out on a regular basis to identify where standards require improvement. These are to be highlighted for remedial action.

All employees and contractors are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their workstations and work areas tidy. They are to report problems relating to storage or removal of articles and waste to the health and safety manager.

Floors must be cleaned on a regular basis and waste bins must be emptied regularly. Rubbish is to be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that may pose a particular hazard must be removed separately and without delay. Obsolete items of equipment or furniture and "come-in-hand" items must also be disposed of.

In order to ensure that satisfactory standards of housekeeping are achieved, the following arrangements are to be adhered to by all:

- Check that the workplace is free of hazards at the beginning of each day.
- Always put articles/tools away immediately after use.
- Clear up any spillage, etc. immediately.
- Do not allow objects to protrude into passages.
- Ensure that waste materials are properly stored and removed on a regular basis.
- Ensure that special arrangements (do not leave it all to the cleaners) are made for the removal of unusual or extra large objects or substances.
- Do not store articles or substances anywhere other than in its designated correct storage.
- Ensure the workplace is tidy and articles and substances are put away at the end of the working day.

Incidents and ill health reporting

All injuries, disease, damage and/or 'near-miss' resulting from incidents related to **CCP Ltd.** working activities, whether it is on or, is during access to and from company premises and workplaces must be reported. This not only applies to company employees but also to contractors clients, visitors and trade-persons injured whilst on company premises. Reports are to be made to the Directors who will then ensure that appropriate first aid, reporting, corrective and emergency action is taken. On the completion of first-aid and emergency procedures all details of injuries are to be entered into **Central Community Press** accident book and if a notifiable incident, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

Lone Working

Central Community Press will ensure, so far as is reasonably practicable, that employees or contractors who are required to work alone or unsupervised for significant periods of time (this includes all absences from **Central Community Press** premises including when driving on company business) are protected from risks to health and safety.

Lone working exposes employees to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce and control them to an acceptable level.

Assessments of the risks of working alone carried out under the Management of Health and Safety Regulations will confirm whether one unaccompanied person can actually do the work safely.

Particular consideration will be given to:

- The possibility of interference, such as violence or criminal activity from other persons.
- The remoteness or isolation of workplaces.
- Any problems concerning communication.
- The nature of injury or damage to health and anticipated "worst case" scenarios.

Employees and contractors will be given all necessary information to enable them to recognise the hazards and appreciate the risks involved when working alone. Employees and contractors will be

required to follow the safe working procedures devised, which will include communication procedures and awareness of emergency procedures.

Apart from employees and contractors being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- The lone worker knows what to do if something goes wrong.
- Management knows the whereabouts of the lone worker and what he or she is doing.

Where **Central Community Press** personnel are expected to work alone and away from company premises they are required to co-operate with the Health and Safety Manager by informing him/her of their movements.

Monitoring of Company Safety Policy

Suggestions on where and how safety arrangements that will benefit **Central Community Press** employees and contractors will be most welcome. Employees and contractors are requested to pass on health, safety and welfare suggestions to the Health and Safety Manager.

At intervals of no less than 12 months, the Health and Safety Manager will assess **CCP Ltd** safety performances, review the Company Safety Policy and make changes to policy that they consider necessary after consulting with the director responsible.

New Equipment

Managers will ensure that all purchased, leased or loaned equipment introduced in to our working environment, meets all specific provisions of regulations and conforms to recognised BS and safety standards.

Before equipment is put to use, a competent person will ensure that it is maintained to an efficient state (in accordance with the manufacturers' specification) and is in good working order.

Before employees or contractors are expected to use equipment they will be given training in the correct and safe use of the said equipment.

No employee or contractor is to use any equipment, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance of the Academic Director or a manager.

Risk Assessments

The Management of Health and Safety Regulations makes it a legal requirement for risk assessment to be carried out for every work activity. Risk assessments are conducted to enable hazards to be identified and correct control measures to be put into place.

We need to have an idea of the relative importance of risks and to know as much about them as we can in order to take decisions on controls, which are appropriate and cost-effective. Where risk is deemed to be significant, results are to be recorded. Information based on the risk identified will be given to employees and contractors associated with the risk.

Hazard and risk - a hazard is something with the potential to cause harm and covers such areas as injury and ill health, loss of production and damage to equipment and property; a risk is the

likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.

Managers are tasked with conducting risk assessments for areas of work they are responsible for. Once the risk assessment has been carried out the assessor will formulate the control measures and make a judgement as to what preventive action is to be taken.

As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate to the benefits that would arise, it may not be reasonably practicable for the costs to be incurred. However, all **Central Community Press** employees and contractors can be assured that they will not be put at or expected to take risks that they are unaware of.

When establishing detailed control measures and writing safe systems of work for a specific working activity, risk assessors will conduct the risk assessment at and for the proposed place of work. They will make the assessment in relation to additional hazards identified at this place and other work activities involved, paying particular attention to emergency procedures and training requirements.

Training

Central Community Press will ensure that all employees and contractors receive training on health and safety, to assist them in undertaking their tasks safely and efficiently. Where considered necessary external courses on specific subjects may be arranged. It is the duty of managers to ensure subordinates receive appropriate training and instruction where required.

Arrangements for Health and Safety Training fall into five main categories:

1. Briefing of new staff, visitors and trainees
2. Health and safety briefing for existing staff, and contractors
3. Training for specific activities
4. Safety training for managers and those given a change of responsibility
5. Training of staff affected when new systems of work or technologies are introduced.

General induction health and safety training will be provided by the Health and Safety Officer.

No employee or contractor shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury, unless he or she possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work. **Central Community Press** undertakes to provide to all its employees and contractors suitable instruction, information, training and supervision as may be required to safely carry out their duties.

The following shall apply:

- All new employees and contractors working in the **Central Community Press** main office will be issued with the Company's Health and Safety Policy and Professional Conduct Rules.
- The employee or contractor will be given suitable training with regard to his and the company's responsibilities in this respect.
- Each employee or contractor, where relevant, will receive suitable training in any new legislation, standards, codes or practice etc. affecting their work.

- Each employee or contractor shall bring to the attention of their manager as soon as practically possible, any training needs for themselves or persons under their control.
- Training records will be kept with personnel files, together with any certificates awarded from outside agencies. No person will be required to work without having had suitable training for the task involved, or as detailed in the safe system of work, unless it is for the purpose of training under close supervision.

Violence at work

It is recognised that some employees or contractors may be exposed to risk of assault (be it verbal or physical) by the very nature of their work. **Central Community Press** has therefore adopted a policy for dealing with violence to employees or contractors whilst at work. Under this policy the principal is responsible for monitoring and ensuring the implementation of the policy within **Central Community Press**. This can only be achieved if employees or contractors report all assaults and potential violent confrontations. Reports should be made within one working day and filed in the Health and Safety file.

Managers will provide support and advice to any employee or contractor who is assaulted, and should be the first point of contact.

Welfare facilities

Welfare facilities are provided in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 together with any other legislation that maybe applicable to **Central Community Press** premises.

Arrangements have been made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon, as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented. Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled to ensure the health and safety of users. Any defects in washing and sanitary facilities must be reported immediately to the company administrator for investigation and action. In order to assist **Central Community Press** in maintaining suitable washing and sanitary facilities the following procedures must be followed:

- Only use those facilities that you are authorised to use and for the intended purpose; hand basins should not be used for rinsing of mops or soiled rags, etc.
- Leave the facilities in clean and tidy condition after use.
- Report any defects or problems to the Health and Safety Manager.
- Ensure that spillage of water or other slip hazards are cleared up immediately. Use sanitary disposal units for their intended purpose.
- Do not leave spare toilet rolls or towels, etc. on the floor; keep them in their designated locations.
- Inform the Health and Safety Manager of any special needs in relation to provision or use of sanitary or washing facilities.
- It is against the law to smoke anywhere on the premises.

Accommodation

Although no values are accorded to temperatures in the regulations, this company will ensure that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16° within one hour of work commencing. To achieve a reasonable indoor temperature **Central Community Press** will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person.

Lighting

Every room used will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting. The lighting provided will be such that it is adequate for the needs of the individual.