



Geddes Packaging Health & Safety Policy

General Statement of Intent

Geddes Packaging believes that Health and Safety is a vital component of the business, a good Health and Safety record contributes to high productivity and quality standards.

Employees are the most important asset to Geddes Packaging and therefore their health, safety and welfare is a priority at all times.

Geddes Packaging believes that prevention is not only the best method, but also cheaper than a cure. Profits and safety are not in competition, although good Health and Safety is good business.

From a legal perspective, Geddes Packaging is committed to ensuring that it complies with all relevant Health and Safety legislation. Where it is reasonably practicable to do so, Geddes Packaging will strive to go beyond the requirements of legislation.

Geddes Packaging is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks to employees and others, arising from our work activities
- To establish lines of communication and consult with our employees on matter effecting Health and Safety
- To provide and maintain safe plant equipment
- To ensure safe handling and use of substances
- To provide adequate information, instruction and supervision for employees
- To provide required relevant training
- To prevent accidents and causes of work-related ill health
- To maintain safe and healthy working conditions
- Ensure that contractors to site are informed of all dangers and Health and Safety controls
- To review and revise this policy at regular intervals

Signed: Grant Wheatley

Position: Managing Director

Date: January 2026

Review Date: January 2027

Organisational Responsibilities

The overall and final responsibility for Health and Safety at Geddes Packaging is:
Grant Wheatley – Managing Director

Day to day responsibility for ensuring this policy is put into practice is:

Commercial Manager

No 1 Works Manager

No 2 Works Manager

To ensure that Health and Safety standards are maintained and improved, the following individuals have the responsibility in the following areas:

No 1 Works Department

Works Manager

2 x Formen

Shopfloor Steward

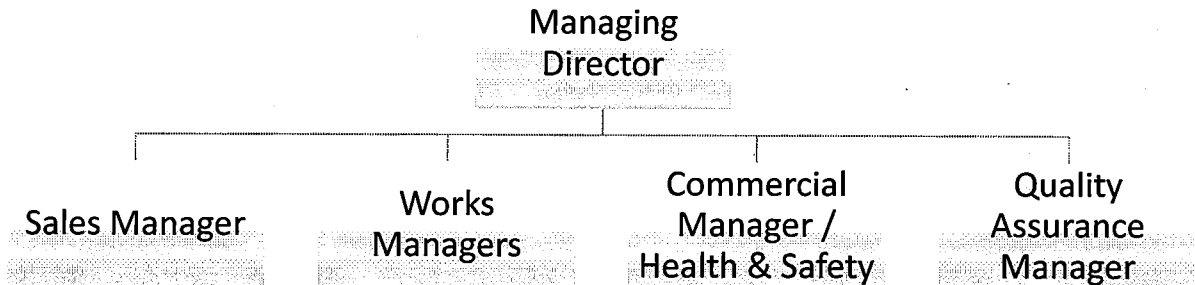
No 2 Works Department

Works Manager

1 x Formen

Health & Safety Shopfloor Steward

Organisation Chart



Managing Director Responsibilities

- Ensure that Geddes Packaging has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999
- Ensure that there exists an effective policy for Health and Safety management, supplemented by additional documents and safe systems of work relating to the required performance in each particular area and type of activity and that this document is implemented throughout the business.
- Ensure this policy is routinely reviewed on an annual basis to ensure the arrangements for Health and Safety remain current and valid.
- Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
- Ensure that Works Managers and Formen are in place and trained to enable them to carry out their role effectively.

- Ensure that Works Managers and Formen carry out their respective duties regarding Health and Safety within their areas of control.
- Ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the Enforcing Authority, where required, by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.

Department Managers & Formen Responsibilities

- Co-operate with the Managing Director and Health & Safety official on Health and Safety matters
- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering the workplace.
- Ensure that the health, safety and welfare arrangements within their department are effectively implemented in accordance with the specific procedures detailed in this policy.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage of substances.
- Ensure that all recommendations from risk assessments and requested requirements from workplace inspections are implemented within relevant timeframes.
- Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- Provide clear instructions and information, and adequate training, to ensure that all employees are competent to perform their work
- Ensure that all employees within the workplace have been briefed on and understand the Health and Safety Policy along with safe working systems/procedures relevant to their job/task.
- Ensure that all employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- Ensure that necessary protective clothing and equipment is currently used and maintained in good order by employees under their control, and by any visitors and external contractors attending site.
- Engage and consult with employees on day-to-day health and safety issues and concerns.
- Prevent accidents and cases of work-related ill health by providing adequate controls of health and safety risks arising from work activities.

Employees Duties

- Co-operate with Department managers, formen and the Managing Director on Health and Safety matters
- Not interfere with or misuse anything provided to safeguard their Health and Safety.
- Take reasonable care of their own Health and Safety, and that of other employees.
- Use equipment and substances correctly, in accordance with training and instructions received.
- Wear and use Personnel Protective Equipment correctly, in accordance with training and instructions received.

- Report all Health and Safety concerns to their department manager, forman, shopfloor steward or the purchasing manager or Managing Director.
- Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
- Report any near misses or accidents immediately.
- Assist at all times in keeping good housekeeping standards.

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line Health and Safety Executive guidance, as the procedure for doing so as follows:

1. Identify significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant finding of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk Assessments will be undertaken by:

Commercial Manager / Health & Safety Shopfloor Steward

Approval of Risk Controls will be given by:

Commercial Manager / Health & Safety Shopfloor Steward

Health & Safety Advise

Geddes Packaging has access to competent Health and Safety Advise

Health and Safety Advise available from:

Commercial Manager

Qualifications in Health and Safety:

IOSH Managing Safely

NEBOSH National General Certificate

NVQ Level 6 Health & Safety Diploma

ISO9001 QMS Lead Auditor Qualification

NEBOSH Fire Safety Certificate

Consultation with Employees

Geddes Packaging will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Employee Representative(s) are:

Commercial Manager for Office department

Health and Safety Shopfloor Steward for both No1 & No2 Works department

Consultation with employees will be provided by:

Quarterly Health and Safety Committee meetings

Health and Safety Notice Board

Site, Machinery and Work Equipment

Geddes Packaging will ensure that the site, all machinery and work equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. This check will need to be documented using the Machine pre-use inspection sheets.

Responsibility of identifying machinery and work equipment needing maintenance for No 1 Works Timber Department is that of:

No1 Works Manager

Responsibility of identifying machinery and work equipment needing maintenance for No 2 Works Corrugated Cardboard Department is that of:

No2 Works Manager

Responsibility for ensuring that all identified maintenance is implemented is that of:

Managing Director

Responsibility of ensuring HGV's are serviced and MOT'ed is that of:

No2 Works Manager

Any problems with the site or equipment should be reported to:

No 1 Works Timber Department

No 2 Works Corrugated Cardboard Department

Responsibility for checking that new machinery and work equipment onsite meets Health and Safety standards is that of:

Commercial Manager

No 1 Works Manager

No2 Works Manager

Portable electrical appliances are tested by/every:

BT Compressors every 12 months

The fixed electrical installation (wire) is tested by/every:

R J Electrical Services every 3 years

Hazardous Substances

Geddes Packaging will assess and control the health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002

Chemical Safety Data Sheets are obtained by:
Commercial Manager

Chemical Safety Data Sheets are stored at:
Main Office
Designated COSHH notice board

COSHH assessments carried out by:
Commercial Manager

Approval of Risk Controls will be given by:
Commercial Manager

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, Geddes Packaging will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as reasonably practicable.

Manual Handling Risk Assessments will be carried out by:
Commercial Manager / Health & Safety Shopfloor Steward

Approval of Risk Controls will be given by:
Commercial Manager / Health & Safety Shopfloor Steward

Display Screen Equipment

Geddes Packaging will assess and control from health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests, and vision correction appliances where these are only needed for work with display screen equipment.

Display Screen Equipment risk assessment carried out by:
Commercial Manager

Approval of Risk Controls will be given by:
Commercial Manager

Control of Asbestos

In accordance with the Control of Asbestos Regulations 2012 Geddes Packaging monitor and where possible, and reasonably practicable, eliminate the need for asbestos in the structure of the building.

Monitoring of the Asbestos in the structure of the building carried out by/every:
Commercial Manager - 6 Months

Information, Instruction, Training and Supervision

Geddes Packaging will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under section 2 of the Health and Safety at Work Act 1974 and various regulations.

All employees will be provided with the significant findings of any risk assessment relevant to their particular activity / workplace. This will include information on the hazards and relevant control measures.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances employees will be requested to sign to confirm receipt and/or understanding.

Induction training for all new employees is the responsibility of:

No 1 Works Manager

No 2 Works Manager

External Training will be identified by:

No 1 Works Manager

No 2 Works Manager

Commercial Manager

External training will be arranged by:

Commercial Manager

Training Records are kept by:

No 1 Works Manager

No 2 Works Manager

Commercial Manager

Personnel Files - HR Department

The Health and Safety Law poster is displayed at:

Entrance to No 1 Works Timber Department

Entrance to No 2 Works Corrugated Cardboard Department

Main Office

Supervision of new employees/trainees will be undertaken and monitored by:

No 1 Works Manager

No 2 Works Manager

Accidents, First Aid and Work-Related Ill-Health

Geddes Packaging is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities.

However Geddes Packaging recognises that failure can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes in order to prevent reoccurrence.

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be reported to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major injuries e.g. broken bones, dislocations, amputations, loss of sight etc.

- Any accident resulting in an employee being away from work or unable to perform their normal working duties for more than seven consecutive days.
- Non-fatal accidents to non-workers (e.g. members of the public)
- Occupational diseases
- Dangerous occurrences
- Gas incidents

Geddes Packaging will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981.

All accidents and work related ill-health should be reported immediately to:

A first Aider

Commercial Manager

All accidents and work related ill-health are recorded in the accident book, which is located at:
First Aid rooms at both No 1 & No 2 Works Departments

All hazards/near misses should be reported to:

Commercial Manager

Responsibility for investigating accidents/ill-health/hazards/near misses is that of:

Commercial Manager

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Commercial Manager

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Commercial Manager

Health surveillance is required for all employees and is carried out by:

Midland Occupational Health Service

Health surveillance will be arranged by:

Commercial Manager

Health surveillance records will be kept by:

Commercial Manager

First Aid Boxes are kept at/with:

First Aid rooms at both No 1 & No 2 Works Departments

There are Four appointed first aiders onsite which are situated at:

1 x Office

2 x No1 Works Shopfloor

1 x No2 Works Shopfloor

Monitoring Health and Safety Performance

In addition to the reactive monitoring of accidents/ill-health, Geddes Packaging will also carry out proactive monitoring of Health and Safety performance by assessing the workplace for any potential risks or hazards to employees and carrying remedial action within a designated timescale.

Workplace Inspections to be carried out by/every:
Commercial Manager / Health & Safety Shopfloor Steward – Monthly

Personal Protective Equipment

Geddes Packaging is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE, however, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employee may be asked to sign to confirm receipt of PPE.

PPE will be selected by:
Commercial Manager

PPE will be issued to employees by:
Commercial Manager
No 1 Works Manager
No 2 Works Manager

Any problems/issues (defects) with PPE should be reported to:
Commercial Manager

Managing Contractors

Geddes Packaging recognises that it owes a duty of care to contractors as well as employees, as stipulated in the Health and Safety at Work Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999. Geddes Packaging will ensure that only competent contractors are selected. From then on the activities of appointed contractors will be adequately managed.

Competence of Contractors will be assessed by:
Managing Director
Commercial Manager

Contractors working on site will be managed by:
Managing Director
No 2 Works Manager

Any problems/hazards arising from the activities of contractors should be reported to:
Commercial Manager

Information of site hazards/controls/safety rules will be provided to contractors by:
Managing Director
Commercial Manager
No 2 Works Manager

Management of Contractors Policy and Contractors Induction/Information Checklist is located at reception along with the visitors signing in book.

Welfare Facilities

Geddes Packaging is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) regulations 1992.

Adequate numbers of toilets and washing facilities are provided for the number of staff required to use them. Toilet paper, soap/foam and means for drying hands will always be available.

Cleaning is carried out by/every:

Toilets	-	MSC Cleaning Services every day
Canteens	-	MSC Cleaning Services every day
Offices	-	MSC Cleaning Services every day

Problems and issues with cleanliness/hygiene standards should be reported to:
Commercial Manager

Drinking water is available at:

Kitchen areas

4 Bottle fed water coolers situated around site

Emergency Procedures – Fire and Evacuation

Geddes Packaging are committed to complying with The Regulatory Reform (Fire Safety) Order 2005 and will have procedures in place, to follow, in the event of an emergency. These will be communicated to all employees and will be tested on a regular basis.

In the event of a fire, immediately sound the alarm.

Only attack the fire if trained to do so – do not put yourself at risk.

Dial (9) 999 and ask for the fire brigade – give the address and ensure this is repeated back to you.

Evacuate the building by the nearest exit and head to the fire assembly point.

Do not stop to collect personal belongings.

Do not re-enter the building until told it is safe to do so.

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:
Commercial Manager

Approval of Risk Controls will be given by:
Commercial Manager

Fire extinguishers are maintained and serviced by/every:
Chubb Fire Services every 12 months

Emergency evaluation will be performed every:
6 months

The fire alarm actuations points will be tested by/every:
Trained Staff Member - Weekly

Emergency lighting will be tested by/every:
Trained Staff Member - Weekly