Health and Safety Policy

REDO PRINT & DESIGN LIMITED trading as Matbaa
Company number 04485121

Statement of intent

We will protect the health, safety and welfare of our employees and others affected by our work, including contractors, customers, visitors and the public. This policy covers our print and finishing workshop, deliveries and signage installation at customer sites. We will assess risks, maintain safe equipment and working conditions, provide training and supervision, and consult staff on health and safety.

Responsibilities

Managing Director, Riza Yelden. Approves this policy, provides resources and ensures access to competent health and safety advice.

The workshop lead keeps workshop risk assessments, training and equipment checks up to date and follows up reported concerns.

The installation lead plans site work, agrees arrangements with the client, briefs the crew and checks subcontractor arrangements.

Employees and contractors. Follow the agreed controls, use equipment only when competent and authorised, and report hazards, defects and incidents promptly. Stop work and tell the person in charge if it cannot continue safely.

Working arrangements

Workshop. Record significant findings from risk assessments for print production and finishing, garment customisation, paper bag and cup printing, and mounting graphics onto bought-in boards, frames and stands. Keep guards in place, isolate equipment for servicing and control exposure to inks, adhesives and cleaners under COSHH where applicable. Assess manual handling of stock, rolls and boards and use handling aids where appropriate.

Outsourced production. Use suppliers for plastic bag production and cup finishing. Confirm which operations each supplier carries out and communicate any safety requirements relevant to the work.

Site work. Before installation, assess the job and agree site rules and safe access with the client. Plan lifting, work at height and protection of staff, occupants and the public. Brief the crew on the risk assessment and agreed method before work starts. For subcontracted installation, check competence and insurance, review their safe working arrangements and agree who is responsible for site controls.

Incidents and emergencies. Provide first aid and fire arrangements, brief staff on emergencies, and record accidents and near misses. Investigate incidents, act on findings and report to the relevant authority where required.

Review. Share the approved policy with staff. Review it annually and after significant changes to work, equipment or premises, or following a serious incident.

Riza Yelden Signature _____ Date ***11.11.2026***
Managing Director Next review ***11.11.2027***