



Health & Safety Policy

(Health and Safety at Work Act 1974)

Statement of General Policy

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;□
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities

- **Overall and final responsibility for health and safety is that of:-**
Sarah Hills, Chief Executive Officer, CUPE.
- **Day-to-day responsibility for ensuring this policy is put into practice is delegated to:-**
Sarah Hills, Chief Operations Officer, CUPE.
- **To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

Sarah Hills	Control of the health and safety risks arising from our work activities.
Sarah Hills	Consult with our employees on matters affecting their health and safety.
Sarah Hills	Provide and maintain safe equipment;
Sarah Hills	Ensure safe handling and use of substances
Sarah Hills	Provide information, instruction and supervision for employees
Sarah Hills	Ensure all employees are competent to do their tasks, and to give them adequate training;
Sarah Hills	Prevent accidents and cases of work-related ill health;
Sarah Hills	Maintain safe and healthy working conditions
Sarah Hills	Review and revise this policy as necessary at regular intervals.



Change Using Project Environments



- **All employees have to:**
 - co-operate with supervisors and managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health & Safety Risks Arising From Our Work Activities

- **Risk assessments, if required, will be undertaken by:-**
Sarah Hills, Chief Operations Officer, CUPE.
- **The findings of the risk assessments will be reported to:-**
Sarah Hills, Chief Executive Officer, CUPE who will agree actions and check the effectiveness of actions taken.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with Employees

CUPE are to ensure that all employees are consulted on matters affecting them. This is achieved through regular team meetings.

Safe Equipment

CUPE are to ensure that all equipment that requires maintenance is identified, that the maintenance is done and that new or second hand equipment meets health & safety standards before it is purchased.

- **Responsibility for identifying all equipment needing maintenance and ensuring it is implemented:**
Sarah Hills – Chief Executive Officer.

Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Any substances deemed to require a COSHH assessment will be identified and suitable procedures agreed. At present there are none identified.



Information, Instruction and Supervision

CUPE are to ensure that all Health and Safety information is available for staff and publicise details of where it can be found and provision for training new staff.

- **Health and Safety advice is available from:**
Sarah Hills, Chief Executive Officer, CUPE.

Competency for Tasks and Training

CUPE are to ensure that all employees are given health & safety induction training when they start work which covers basic first aid and fire safety. Job specific training must also be arranged and given. CUPE will ensure that as risks change, training will be given to all employees.

- **Induction training will be provided for all employees by:-**
Sarah Hills, Chief Executive Officer, CUPE
- **Job-specific training will be provided by: -**
Sarah Hills, Chief Executive Officer, CUPE
- **Specific jobs requiring special training are: -**
N/A

Accidents, first aid and work-related ill health

- **Health surveillance is required for employees doing the following jobs:-**
No job roles with CUPE International Limited.
- **The first-aid box is kept:-**
In reception – under desk
- **The Appointed First Aiders are:-**
Sarah Hills, Chief Executive Officer, CUPE
- **All accidents and cases of work-related ill health are to be identified to:**
Sarah Hills, Chief Executive Officer, CUPE
- **Reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or the appropriate local authority) is the responsibility of:-**
Sarah Hills, Chief Executive Officer,



Monitoring of Health & Safety.

- **To check our working conditions, and ensure our safe working practices are being followed, we will: -**
Speak to all staff to ensure that their health & safety needs are met during their reviews every 6 months.
Spot Checks.
Investigate any incidents or ill health as soon as they are reported.

Due to the nature of our business most staff employed by CUPE have mainly office, administrative duties therefore emphasis is mainly on desk side assessments.

All employees have a comprehensive induction when starting with the company and checks are done every 6 months on posture, lighting, equipment, breaks.

- All employees have their posture and chair adjusted accordingly.
 - Screens are checked for correct height and glare.
 - Office lighting and temperature is checked regularly.
 - Mouse mats, wrist supports for both keyboard and mouse are supplied.
 - Sterilizing wipes for phones and equipment are supplied.
 - Screen breaks are monitored - and enforced after prolonged screen use.
- **Responsibility for investigating accidents:**
Sarah Hills, Chief Executive Officer, CUPE
 - **Responsibility for investigating work-related causes of sickness absences and acting to prevent recurrences.**
Sarah Hills, Chief Executive Officer, CUPE

Emergency Procedures – Fire & Evacuation

CUPE emergency procedures how often they are checked and by who.

- **Responsibility for ensuring the fire risk assessment is undertaken and implemented:**
Sarah Hills, Chief Executive Officer, CUPE
- **Escape routes, Fire extinguishers, Alarms are tested are maintained, tested & checked:**
By the landlord (Barry Powis) compliant with all current regulation as a landlord.
- **Emergency evacuation will be tested every:**
Year organised by the landlord (Barry Powis)