

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

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

Co-operative Assistance Network Limited


The Board of Directors

Health and Safety Officer: Chris Funnell
--

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Health and Safety Officer: Chris Funnell	
To provide adequate training to ensure employees are competent to do their work safely	Chris Funnell	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Chris Funnell	
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	For each Office, the designated Office Manager:: Head Office: Brian Titley Bristol Office: Brian Titley Home Office: Rosie Hadrill Home Office: John Merrit Southampton Office: Chris Funnell Chelmsford Office: Austen Cordasco For each remote site hired by CAN for the provision of training and consultancy services: The lead trainer or consultant on site is the site manager	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The Office or Site Manager	

Health and safety law poster is displayed:
--

All employees are provided with a copy of the Health and Safety Law information leaflet.
--

<p>First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)</p>	<p>First Aid box and Accident Book: At each office, this is the responsibility of the Office Manager</p> <p>Riddor: All serious accidents must be reported to the Health and Safety Officer (Chris Funnell) who will then determine whether they need to be reported under RIDDOR</p>		
<p>Signed: (Employer)</p>		<p>Date:</p>	<p>June 1st. 2020</p>
<p>Subject to review, monitoring and revision by:</p>	<p>Health and Safety Director</p>	<p>Every:</p>	<p>Annually months or sooner if work activity changes</p>

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name: Co-operative Assistance Network Limited

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips, electrocution	Staff and visitors may be injured if they trip over objects or touch unprotected cabling	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Equipment is well maintained.	All Office Managers need to report against this standard at each year end	All Office Managers	31/5/2021	
Risk of injury, assault or robbery when working or travelling remotely from the offices	Any worker on peripatetic duties	Safe remote working policy has been adopted.	Supply workers with emergency phones as per policy. Remind workers to always use diaries as per policy Supply workers with £30 cash float each as per policy	ICT H&S Finance	31/5/2021 31/03/2021 31/05/2021	
Risk of illness caused by overwork /stress	Any worker	Stress Reporting Policy Flexible work-time policy Annual review for each worker Buddying system has been set up to reduce isolation and consequent stress.	Continue to encourage use of buddying system to reduce reliance on individuals.	MTL	Ongoing	
Unassessed risks in CAN's remote office locations	Any worker or visitor to that office	Safe Remote Working Policy	All Office Managers to complete risk assessment of their specific office	Office Managers	31/05/2020	
Fire	Any worker, any client, any training participant	Safe Remote Working Policy	All Office Managers to have inspection of their premises by local fire prevention officers, note their advice and create improvement plans where necessary. All trainers and consultants operating in third party premises to acquaint themselves with the fire evacuation plan and take	All office managers,	31/05/2021	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
			responsibility for client safety			
Covid	Staff	Covid safety guidelines issued attached		All	Ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11