

Co-operative Assistance Network Limited

Health and Safety Implementation Policy

Co-operative Assistance Network Limited has established this Health and Safety Implementation Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company, and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their co-operation on matters affecting their health and safety;
- Provide and maintain safe offices and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees, associates and sub contractors
- Ensure all employees and associates are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable;
- Maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis;
- Take disciplinary action for any breach of Company safety law;
- Ensure that all risk assessments and reports are available through open files on the central server to all employees and associates.



Director with responsibility for Health and Safety

Overall Responsibilities

- Overall and final responsibility for Health and Safety rests with Director with Health and Safety Responsibility.

Operational Responsibilities

- All projects must be carried out according to Health and Safety Policy and with regard to the learning embodied in the Risk Assessments and Health and Safety Reports. It is the responsibility of Contract Delivery Team Leaders to ensure that this policy is followed and that staff are managed and supervised in accordance with it. Breaches of Company safety rules and procedures may be subject to disciplinary action. In the case of projects or work where no Contract Delivery Team Leader is appointed this responsibility devolves to the Support Services Team Leader.

All employees, associates and sub contractors are required to:

- Co-operate with managers and supervisors 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;
- Take reasonable care for the health and safety of others such as visitors;
- Report all health and safety concerns to an appropriate person (as detailed in this policy document).

Health and safety risks arising from work activities

- Risk assessments will be undertaken by Director with Health and Safety Responsibility .
- The findings of the risk assessments are reported to the Board of Directors.
- Risk assessments will be published in open files on the central server, enabling all employees and associates to view them.
- Action required to remove/control risks are proposed by the Health and Safety Officer and approved by the Board of Directors.
- Assessments are reviewed annually or when there is any significant change to work undertaken or environmental factors that in the judgement of and Director necessitates such a review.

Consultation with employees and associates

- Employees and Associates may raise issues with the Health and Safety Officer directly or via question or resolution at General Meetings.
- All staff and associates shall have open access to all health and safety records, risk analyses and reports.

Safe equipment

- Support Services Team Leader is responsible for ensuring that all equipment meets appropriate health and safety standards before it is purchased and while it continues in use.
- Any problems found with plant/equipment should be reported to Support Services Team Leader

Safe handling and use of substances

- There is no need for any substances hazardous to health to be used in current operations.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at each Regional Office.
- Health and safety advice is available from Director with Health and Safety Responsibility .
- Supervision of young workers/trainees/probationary workers/ will be arranged by Support Services Team Leader and delivered by appointed mentors.
- Contract Delivery Team Leaders are responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees and Associates by Human Resource Development Team Leader

Accidents, first aid and work-related health

- The first aid boxes are kept at well signed locations in each Regional Office.
- If you are a designated lone worker and require a personal first aid box, these are provided to you.
- The appointed person/first aider is Chris Funnell
- All accidents and cases of work related ill health are to be recorded in the accident forms file. The book is kept by the Health and Safety Officer
- Chris Funnell is the named person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- Chris Funnell is the named person responsible for investigating accidents and reporting to the Board of Directors.

- The Human Resource Team Leader is responsible for investigating work-related causes of sickness absence and reporting to the Board of Directors.
- The Board of Directors is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- Regional Managers are responsible for ensuring the fire risk assessment is undertaken and implemented, escape routes and emergency lighting are checked, fire extinguishers are maintained and checked and alarms are tested in each Regional Office each quarter.

Renamed from Health and Safety Policy to Health and Safety Implementation Policy in order to distinguish it from the annual Health And Safety Policy and Risk Assessment Statement: 13 October 2022

Agreed at Directors Meeting of 16 September 2015
Passed (unanimously, nem con, x votes for and y votes against): 2 votes for and 1 abstention

Responsible Department: H&S

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Implementation Date: 16 September 2015
Review period: [not set]
Next review due: [currently under review]

Passed at Directors Meeting of 16 September 2015