



Health and Safety – An overview

This policy incorporates the Health and Safety policy of CuCo. It is intended as a training aid to employees, clients and visitors to our site. We are committed in satisfying all the requirements that are outlined in this policy and we believe that safety in the workplace is an essential tool of a positive working environment. This policy is part of an on-going project that is regularly reviewed and assessed for any significant changes.

Health and Safety – What is it?

The Health and Safety at Work, etc. Act 1974, sets out in principal the objectives for ensuring high standards of health and safety in the workplace. It is aimed at protecting anyone who enters a site of work against injury. The Act sets out general duties, which employers have towards employees and members of the public, and employees have to themselves and each other. The duties are qualified in the Act by the principle of 'so far as is reasonably practicable'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible, or if the time, trouble or cost of the measures would be grossly disproportionate to the risk. What the law requires here is what good management and common sense would lead employers to do anyway: that is, to look at what the risks are and take sensible measures to tackle them.

How is it implemented?

The main requirement on employers is to carry out a risk assessment and record the significant findings. Risk Assessment is outlined in more detail later in this policy. Besides carrying out a risk assessment, employers also have to implement the health and safety measures identified by the findings of the risk assessment, set up emergency procedures and provide clear information and training to employees. In doing this, we not only comply with the health and safety laws, but we also provide a safe working environment in our workplace.

HEALTH & SAFETY POLICY

#1. The CuCo Purpose

As a marketing, advertising and design company, the purpose of CuCo is to provide a first class service to its clients. Fulfilling this purpose in both an office and a studio environment will sometimes place people in hazardous circumstances. In recognising this, there is a duty to minimise the exposure to risk of all staff and clients.

#2. Aim of Safety Policy

The aim of this safety policy is not to try to create a totally risk free environment, but to strive to create an environment in which risk is properly assessed and managed. Awareness of the importance of health and safety is high and in recognising this fact, there is an aim to reduce accidents and work-related ill-health occurrences.

[address]
gild house
72 norwich avenue west
bournemouth
dorset bh2 6aw

[telephone]
01202 911959

[email]
hello@cucocreative.co.uk

[internet]
www.cucocreative.co.uk

#3. Duties

CuCo recognises its duties under the Health and Safety at Work, etc. Act 1974 and subsequent legislation. To meet these responsibilities it will strive to promote a safety culture throughout the workplace, provide and maintain safe premises, ensure the safe use of substances, provide and maintain plant and machinery safe for purpose and give adequate training with the objective of avoiding injuries and minimising risk to:

- i Employees
- ii Visitors and clients to the site
- iii Anyone else who may be affected by CuCo's activities

#4. Employees' and Managers' Responsibilities

All employees and managers have a responsibility for their own safety and for the safety of those who work with them, therefore they need to be involved in all aspects of health and safety matters.

#5. Methodologies

- a) Risk assessments and effective risk management will be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.
- b) Based on risk assessments and risk management, appropriate safety procedures will be developed.

#6. Objectives

The following are specific objectives to be met:

- a) All sites occupied by CuCo must be safe to work in and must provide a comfortable working environment as far as is reasonably practicable.
- b) All equipment for use must be installed, inspected and serviced according to manufacturer's schedules. It should be used in such a way that the safety of employees, visitors and clients who may come into contact with it are protected.
- c) All substances hazardous to health must be identified, assessed for hazard in the circumstances of use and appropriate precautions for the protection of the health and safety of employees, clients and visitors identified and implemented.
- d) All sites occupied by CuCo must be assessed for the risk of fire on the site, and based on that assessment; appropriate fire safety measures should be developed. These precautions may have to exceed the requirements of current certificates or licences.
- e) Designated staff must adopt CuCo self-inspection procedures.
- f) Records of all injuries involving employees, clients and visitors, together with details of any medical treatment, must be kept in accordance with CuCo policy and when required, reports of injuries given to the Health and Safety Executive, Local Authority or Environmental Health as appropriate.
- g) Appropriate first aid and medical facilities should be provided for the treatment of injured persons at all sites occupied by CuCo.

HEALTH AND SAFETY POLICY STATEMENT

This statement outlines the general health and safety policy of CuCo. It allocates specific jobs to health and safety representatives in our workplace, and highlights who is responsible for any issues that may arise in our day-to-day activities. This statement is the key to achieving acceptable standards in the workplace.

CuCo's Statement of General Policy is:

- 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 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
- To review and revise this policy as necessary at regular intervals

Signed



Responsibilities

Tony Cook will

- Have the overall and final responsibility for health and safety
- Day to day practice for ensuring this policy is put into practice
- Have to ensure health and safety standards are maintained/improved amongst staff

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
- Report all health and safety concerns to an appropriate person

Health and safety risk arising from our work activities

- Risk assessments will be undertaken by Tony Cook
- Tony Cook will be responsible for ensuring the action required is implemented
- Tony Cook will check that the implemented actions have removed/reduced the risks
- Assessment will be reviewed every year or when the work activity changes, whichever is soonest

Safe Equipment

Tony Cook will

- Be responsible for identifying all equipment/needing maintenance
- Be responsible for ensuring effective maintenance procedures are drawn up
- Be responsible for ensuring that all identified maintenance is implemented
- Have reported to him any problems found with equipment
- Check that new equipment meets health and safety standards before it is purchased

Safe handling and use of substances

Tony Cook will

- Be responsible for identifying all substances which need a COSHH assessment
- Be responsible for undertaking COSHH assessments
- Be responsible for ensuring that all actions identified in the assessments are implemented
- Be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- Ensure that new substances can be used safely before they are purchased
- Review assessments every year or when the work activity changes, whichever is soonest

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the studio
- Health and safety advice is available from Tony Cook
- Supervision of young workers/trainees will be undertaken and monitored by Tony Cook
- Tony Cook is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

Monitoring

To check our working conditions, and to ensure our safe working practices are being followed, we will:

- Regularly check our compliance with the Health and Safety policy
- Carry out regular maintenance and risk assessment checks and inform all employees of any changes
- Investigate any accidents/sickness to ensure safe working conditions
- Tony Cook is responsible for investigating accidents
- Tony Cook is responsible for investigating work-related causes of sickness absences
- Tony Cook is responsible for acting on investigation findings to prevent a recurrence

Consultation with employees

- Employee representative is Tony Cook
- Consultation with employees is provided by Tony Cook

Accidents, first aid and work-related ill health

- The first aid box is kept on the shelves in the studio
- The appointed first aider is Christian Cutler
- All accidents and cases of work-related ill health are to be recorded in the accident book.
- Tony Cook is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Competency for tasks and training

- Induction training will be provided for all employees by Tony Cook
- Job specific training will be provided by Tony Cook
- Specific jobs requiring special training are production/studio jobs
- Training records are kept by Tony Cook
- Training will be identified, arranged and monitored by Tony Cook

Emergency procedures – fire and evacuation

- Tony Cook is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked every year
- Fire extinguishers are maintained and checked every year
- Alarms are tested every 6 months
- Emergency evacuation will be tested every 6 months

health & safety policy

01/08/2008 rev16/06/09

CuCo has a Health and Safety Policy and operates clear procedures to ensure we comply with our legal obligations and to ensure as far as reasonably practical, the health, safety and well being of all who work at CuCo. All employees have a responsibility and duty to ensure that their working practices do not endanger themselves, other employees or visitors. It is part of your terms and conditions of employment that you comply with all CuCo's guidelines on Health and Safety. If you become aware of any way in which health and safety can be improved you should report this to Tony Cook.

Health and Safety Training

All employees will receive induction training on fire alarms, evacuations, emergency procedures, first aid facilities and instruction on any hazardous process, equipment or substance used in their department.

Lifting and Handling

In roles where lifting and handling is required, employees should ensure that they are fully trained and understand how to use any manual handling equipment.

Protective Clothing and Equipment

CuCo will provide protective clothing and equipment where this is necessary. Protective clothing must be worn and equipment used at all times where this has been identified as a health and safety requirement.

Display Screen Users

CuCo wants to safeguard all employees who use Display Screen Equipment as part of their role. CuCo will ensure that work stations meet the regulation standards and will carry out risk assessments on display screens and equipment. Employees who spend a large part of their working day using VDUs are expected to attend eye tests and subsequent visits to the opticians in their own time.

First Aiders

CuCo ensures that it has trained First Aiders. Employees should ensure that they know how to contact the First Aiders for their department in the event of an emergency.

Reporting Accidents

If an employee has an accident at work they must report it to their manager and ensure that an Accident Report Form (available with the First Aid kit) is completed.

Fire Safety

All employees should familiarise themselves with the action they need to take in case of fire and evacuation of the building.

Employee Welfare

The initial responsibility for employee wellbeing rests with their managers and employees are encouraged to seek support from their managers if they are experiencing difficulties either at work or at home which are impacting or are likely to impact upon their work.

Security

CuCo wants to ensure a safe and secure environment for all CuCo's assets, employees and visitors. It is the responsibility of employees to ensure that they follow and comply with CuCo's security procedures and are diligent in reporting and responding to any breaches of security.

Personal Safety

At no time should CuCo employees risk their own personal safety. If an employee is faced with a potentially violent or threatening situation then they should raise the alarm. If an employee sees an unattended bag or package then they should not touch or remove it and should raise the alarm.