



The Planning Cooperative: Health and Safety Policy.

DATED 18 FEBRUARY 2011

HEALTH AND SAFETY POLICY

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1. POLICY STATEMENT

- 1.1 We are committed to ensuring the health and safety of our members, clients and anyone affected by our business activities and to providing a safe environment for all those attending our premises.
- 1.2 In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities and taking steps to prevent accidents and cases of work-related ill health.

2. WHO IS COVERED BY THIS POLICY?

This policy applies to all members of The Planning Cooperative. Collectively referred to as **staff** in this policy. All members work in individual offices as separate locations.

3. WHAT IS COVERED BY THIS POLICY?

In accordance with our health and safety duties, we are responsible for:

- (a) Assessing risks to health and safety and identifying ways to overcome them.
- (b) Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- (c) Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- (d) Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- (e) Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- (f) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

4. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY

- 4.1 Our Directors have overall responsibility for health and safety and the operation of this policy. The Directors have nominated Veronica Jones as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

4.2 All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

4.3 Any health and safety concerns should be reported to the Principal Health and Safety Officer.

5. STANDARDS OF WORKPLACE BEHAVIOUR

5.1 You must co-operate with the Principal Health and Safety Officer, supervisors and managers on health and safety matters and comply with any health and safety instructions.

5.2 You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).

5.3 Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the Principal Health and Safety Officer.

5.4 You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

6. INFORMATION AND CONSULTATION

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

7. EQUIPMENT

7.1 All staff must use equipment in accordance with operating instructions. Any fault with, damage to or concern about any equipment or its use must be dealt with immediately.

7.2 Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

8. ACCIDENTS AND FIRST AID

8.1 Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer. All staff must cooperate with any resulting investigation.

8.2 If you suffer an accident at work you (or someone on your behalf) must report that fact to the Principal Health and Safety Officer as soon as possible. All accidents

should be reported, however trivial. The accident will be recorded in our Accident Book which is kept by the Principal Health and Safety Officer. When an accident or illness occurs appropriate medical attention should be sought.

9. NATIONAL HEALTH ALERTS

- 9.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible
- 9.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

10. EMERGENCY EVACUATION AND FIRE PRECAUTIONS

- 10.1 You should familiarise yourself with the instructions about what to do in the event of fire in your location. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.
- 10.2 Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.
- 10.3 You should notify the Principal Health and Safety Officer as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. [A personal evacuation plan will be drawn up for you.]
- 10.4 If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and call the fire brigade.
- 10.5 On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

11. RISK ASSESSMENTS, DSE AND MANUAL HANDLING

- 11.1 General workplace risk assessments are carried out when required or as reasonably requested by members of staff. Individuals are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.
- 11.2 If you use a computer for prolonged periods of time you can request a workstation assessment by contacting the Principal Health and Safety Officer.

12. REVIEW OF POLICY

- 12.1 The Principal Health and Safety Officer will ensure that this policy is reviewed annually. Recommendations for any amendments are reported to the Directors meeting.
- 12.2 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.