



Health & Safety Policy

21st Century Office Concepts Ltd

T/A Cupaz

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Health & Safety Policy Statement

Overview.

Cupaz have a commitment, as far as is reasonably practicable, to prevent personal injury and ill health, prevent damage to property and to protect employees, contractors and visitors coming into contact with the company or its activities, from any foreseeable hazard and danger. This Cupaz policy aims to prevent accidents, incidents and ill health by documenting, implementing, maintaining and continually improving an integrated management system (IMS) designed for certification to ISO 45001:2018. This is to control health and safety risks and performance arising from all of our work activities. This policy is communicated to all persons working under the control of the organisation with the intent that they are made aware of their individual OH&S obligations, and is made available to interested parties upon request

Scope.

Cupaz's health and Safety Policy applies to all workplaces, events, situations, tasks, buildings, equipment, methods, substances, and products used in carrying out the company's activities.

This policy sets out the framework for the procedures that, through correct delegation of duties, will as far as reasonably practicable:

- Maintain safe and healthy working conditions.
- Provide safe and healthy working conditions for the prevention of work-related injury and ill health appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities;
- Eliminate hazards and reduce OH&S risks
- Provide and maintain plant, equipment and systems of work that are safe and without risk to health.
- Ensure maintenance of the workplace environment with adequate control of health and safety risks arising from work activities.
- Provide information, instruction and training for all employees and other persons working under Cupaz control to ensure health and safety competence.
- Ensure consultation and participation with workers on matter affecting their health and safety in the work place.
- Provide training to enable safe working, safe handling and use of substances.
- Provide adequate welfare facilities.

Responsibilities.

The Company's senior management give their full support and commitment on all occupational health and safety issues and will provide sufficient funds and resources to enable correct implementation of the policy, while meeting all expectations of our stakeholders.

The successful implementation of the policy relies on all duties and responsibilities being fulfilled, including compliance with applicable legal requirements and with any other requirements that relate to Cupaz occupational health and safety hazards, with the aim of continual improvement through monitoring and annual reviews.

Cupaz has committed staff and resources to comply with applicable requirements and continually strive to improve the effectiveness of the IMS.

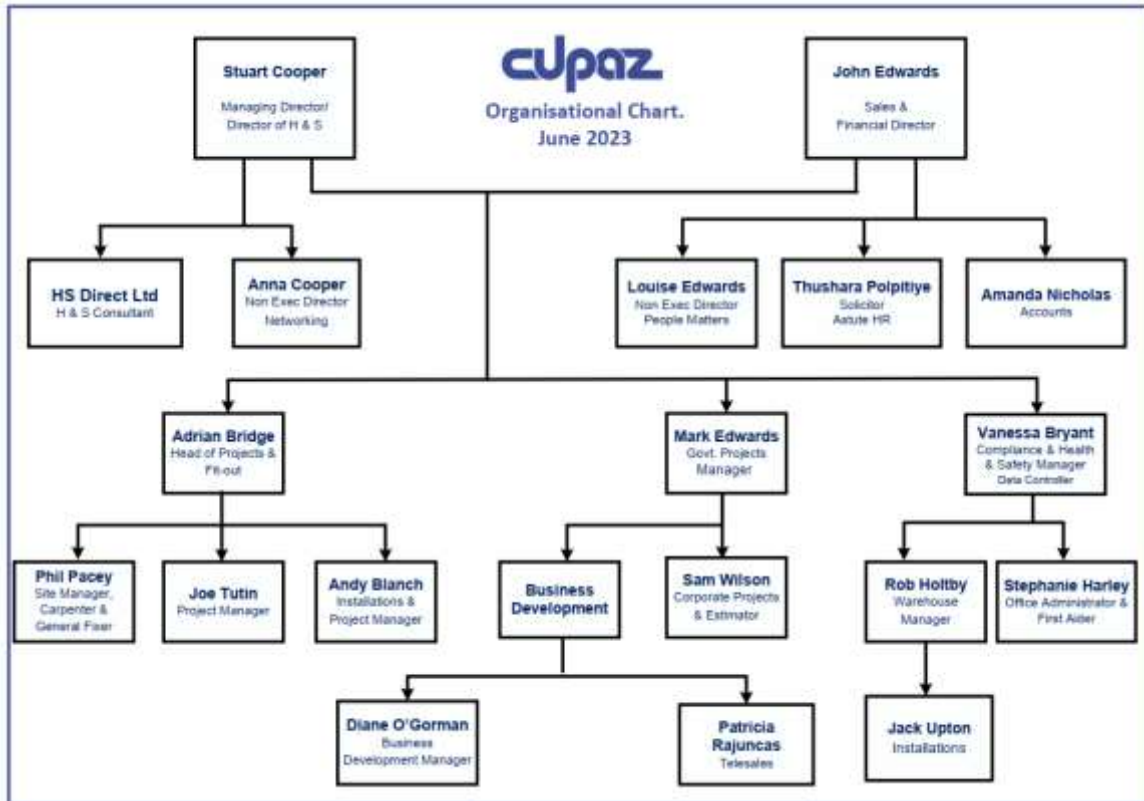
Review

The Health & Safety Policy will be reviewed annually and regularly monitored to ensure that it continues to provide the framework for setting and reviewing the Cupaz OH&S objectives.



Stuart Cooper
Managing Director
10th June 2024

Organisational Structure



Employees Responsibilities

Employees have a legal responsibility to take care of the health and safety of themselves, and others who may be affected by their actions or omissions, and to co-operate with Managers on health and safety issues.

Employees should not interfere with any item provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

Roles and Responsibilities

Stuart Cooper has overall responsibility for health and safety in the workplace and ensuring that adequate resources are made available to allow the Implementation of this policy.

Vanessa Bryant has day-to-day responsibility for ensuring that this policy is implemented.

Andy Blanch, Joe Tutin and Adrian Bridge must adequately supervise the work activities of employees and others under their control, to ensure that safe systems of work are being followed.

Risk Assessments

Every work activity which has been identified as a significant risk will be subject to a Health and Safety Risk Assessment, prior to each activity starting, in consultation with those who will undertake the work in accordance with the Management of Health and Safety at Work Regulations 1999.

A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce, or control the risks identified to a tolerable level.



The control measures must be implemented, adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

Health and Safety Risk Assessments will be undertaken by **Andy Blanch, Joe Tutin** and **Adrian Bridge** and supported by **HS Direct Ltd**. The findings will be reported to **Vanessa Bryant** and recorded in a separate document entitled "Health and Safety Risk Assessments Findings".

Actions required to control Health and Safety risks will be approved by **Andy Blanch, Joe Tutin** and **Adrian Bridge**, who will be responsible for ensuring that any works have been implemented.

Stuart Cooper and **Vanessa Bryant** in consultation with **HS Direct Ltd**, will check that the implemented actions have removed or reduced the risks.

Health and Safety Risk Assessments will be reviewed every six months, or when significant changes in the workplace occur, whichever is soonest.

Safe Plant and Equipment

When selecting and purchasing items of plant and equipment it is essential that, as far as possible, such items are safe and are appropriate for the task and location for which they are intended to be used. This is in accordance with legislation, such as the Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

The Electricity at Work Regulations 1989 require that any electrical equipment which has the potential to cause injury, is maintained in a safe condition. Portable Appliance Testing [P.A.T] should be carried out by a competent person on a regular basis based on risk.

Vanessa Bryant is responsible for ensuring that any new plant and equipment meets health and safety standards before purchase.

It is essential that all plant and equipment is kept safe through regular maintenance and inspection. All employees must be trained to use the equipment safely and are aware of instructions provided by manufacturers and suppliers.

Any problems found with plant and equipment must be reported to **Vanessa Bryant** immediately.

The user must advise **Vanessa Bryant** of any plant and equipment requiring maintenance.

Vanessa Bryant and **Blackmores Consultants** are responsible for drawing up effective maintenance procedures.

Vanessa Bryant is responsible for ensuring that all identified maintenance is implemented.

Hazardous Substances

Using chemicals or other hazardous substances at work can put people's health at risk.

The law requires employers to control exposure to hazardous substances to prevent ill health.

The main law on hazardous substances at work is Control of Substances Hazardous to Health 2002 ("COSHH").

It defines hazardous substances and must include the most hazardous chemicals (including waste and by-products), biological agents and any dust. Harmful substances which are covered by COSHH include commercial chemicals, many of which have a warning label.



Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive.

Andy Blanch, Joe Tutin and Adrian Bridge are responsible for identifying all substances requiring a COSHH assessment.

Vanessa Bryant & HS Direct Ltd are responsible for undertaking COSHH assessments.

Andy Blanch, Joe Tutin and Adrian Bridge are responsible for ensuring that all actions identified in the assessments are implemented.

Vanessa Bryant is responsible for ensuring that all relevant employees are informed of the COSHH assessments.

Andy Blanch, Joe Tutin and Adrian Bridge are responsible for checking that new substances procured can be used safely before they are purchased.

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

Training

All employees will receive Health and Safety Induction Training as soon as possible after starting their employment, together with job specific Health and Safety Training, where work activities require it.

Training will be provided when risks change. **Stuart Cooper, Vanessa Bryant, Andy Blanch, Joe Tutin and Adrian Bridge**, together with **HS Direct Ltd** have a responsibility to identify training needs, and to arrange and monitor training of all employees and others under their control.

A Training Needs Analysis should be conducted for each job. If it highlights a training requirement, then appropriate training must be provided within a reasonable time scale.

Records of all training undertaken by employees will be kept by **Vanessa Bryant**.

Vanessa Bryant will ensure Induction Training provided for **office personnel**.

Andy Blanch and **Adrian Bridge** will provide Induction Training for **Site related personnel**.

HS Direct Ltd and other **outside competent training companies** will provide job specific training for the following subjects:

- Introduction to Health and Safety
- Manual Handling Awareness
- First Aid Training
- Asbestos Awareness
- COSHH Awareness
- Risk Assessment Awareness
- Safe use of Work Equipment and Personal Protective Equipment
- Working at Height

Reporting Accidents, Investigating and Monitoring

All employees are required to report all accidents and work-related causes of sickness absence to **Vanessa Bryant**.



The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors, to prevent a recurrence.

Stuart Cooper is responsible for investigating accidents with **Vanessa Bryant, Andy Blanch, Joe Tutin and Adrian Bridge**.

Stuart Cooper and Vanessa Bryant are responsible for investigating work-related causes of sickness absence.

Stuart Cooper and **HS Direct Ltd** are responsible for acting on investigations.

If necessary, **HS Direct Ltd** will assist to analyse root causes, to prevent re-occurrence.

Accidents, and First Aid

Employers are required by law to have First Aid provisions in the workplace, and to ensure that a qualified First Aider or an "appointed person" is always present.

An appointed person is authorised, in the absence of a trained First Aider, to take charge of a situation, should a serious injury or illness occur.

They should record all the cases they treat. Each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given. The records should be kept in a suitable place and should be readily available.

Employers are also required to report certain work-related accidents, dangerous occurrences, and diseases to the enforcement authorities.

The appointed person or First Aiders are: **Stephanie Harley; Andy Blanch; Phil Pacey; Rob Holtby**

The First Aid boxes are located within the **Main Office and Warehouse**.

All accidents and instances of work-related ill health will be recorded in an Accident Book, which will be kept in each of the **Main Office**.

Stuart Cooper, Vanessa Bryant, Andy Blanch, Joe Tutin and Adrian Bridge will be responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority, supported by **HS Direct Ltd** as the competent Advisors.

Health Surveillance

Employees must also receive specialist health surveillance for certain work activities as appropriate.

Health surveillance will be arranged by **Vanessa Bryant** if applicable.

Health surveillance records will be kept by **Vanessa Bryant**.

Health surveillance is required for employees doing the following jobs: **None identified at the time of this policy generation**.

Emergency Procedures

All employees should read the Fire Action Notices provided in all areas of the workplace, giving details of the company's fire and emergency procedures.

Consultation with Employees

The company will consult with its employees, in accordance with the Safety Representatives the Health and Safety (Consultation with Employees) Regulations 1996.



Employees will be consulted on matters affecting their health and safety by **direct consultation on an individual basis**.

The employee representatives are: **Diane O’Gorman**

Information and Supervision

Employers must display the Health & Safety Law poster. The poster is displayed at a suitable location, visible to all persons.

Health and safety advice is available from **HS Direct Ltd**, acting as the competent advisors.

Employers have an added duty to young people to provide information, instruction, training, and supervision. Young people must be fully supervised at all times.

Supervision of any young workers or trainees will be undertaken and monitored by:

- **Vanessa Bryant (Office)**
- **Stuart Cooper, Vanessa Bryant, Andy Blanch, Joe Tutin and Adrian Bridge (Site Related)**

Stuart Cooper, Vanessa Bryant, Andy Blanch, Joe Tutin and Adrian Bridge are responsible for ensuring that all employees working at locations under the control of other employers, are given relevant health and safety information.

Personal Protective Equipment

Personal Protective Equipment will be provided by the company. The relevant PPE must be worn at all times, whilst carrying out work.

Details of the correct PPE will be made available to employees.

No employee will be permitted to start work without the correct PPE and the necessary information, instruction, and training to enable him/her to utilise the equipment correctly, and without risks to safety and health.

It will be the responsibility of **Andy Blanch, Joe Tutin and Adrian Bridge** to monitor the wearing of PPE on sites under his control. Persons found to be persistently breaching Personal Protective Equipment rules will be subject to disciplinary procedures.

Manual Handling

Stuart Cooper will carry out specific Manual Handling assessments for any necessary operation requiring a detailed assessment.

Manual Handling assessments will consider the load to be handled, e.g. tools, equipment etc., its size and weight, the individual, the task, and the environment in which the task takes place.

The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

Noise

Regular exposure to high noise can cause deafness and tinnitus.

Noise assessments will be carried out whenever it is suspected that noise levels may be above 80 dB (a), and hearing protection will be provided for all affected individuals.

Where noise levels are at 85 dB (a) or above the company will take measures to reduce the exposure of noise to affected individuals, by other means.



The wearing of hearing protection shall also be enforced.

Working at Height

It is the policy of **21st Century Office Concepts Ltd T/A Cupaz** to meet the requirements of the Work at Height Regulations 2005, as applicable and to ensure that:

- All work at height is properly planned and organised, including rescue.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- All equipment for work at height is properly inspected and maintained.

To achieve this, the prescribed hierarchy for work at height will be to:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls, where working at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

In the unlikely event where employees are required to work at height, **21st Century Office Concepts Ltd T/A Cupaz** will provide the necessary preventative and protective measures, to prevent falls of persons or materials from any workplace.

21st Century Office Concepts Ltd T/A Cupaz will ensure any contractor employed is approved, prior to being engaged to undertake any working at height tasks.

The employee and any other person involved in the work activity shall co-operate in the implementation of this policy.

Welfare Facilities

21st Century Office Concepts Ltd T/A Cupaz will:

- Provide enough toilets and washbasins for those expected to use them.
- Separate facilities for Men and Women with lockable doors.
- Clean facilities.
- A supply of toilet paper, and for female employees, a means of disposing sanitary dressings.
- Facilities that are well lit and ventilated.
- Facilities with hot and cold running water.
- Enough soap or other washing agents.
- A basin large enough to wash hands and forearms if necessary.
- Means for drying hands, e.g. paper towels or a hot air dryer.
- Showers where necessary, e.g. for particularly dirty work.
- **21st Century Office Concepts Ltd T/A Cupaz** will meet its legal obligations by considering the needs of those with disabilities.