

Collaborative Procurement Partnership (CPP)

Health and Safety Policy

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1. Introduction

- 1.1. Collaborative Procurement Partnership (CPP) is striving to create a positive and inclusive working environment where health and safety are in the culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all. CPP believes that all employees should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees need to be trusted, empowered and actively listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training and support to work safely with opportunities to develop and progress.

2. Policy Statement

- 2.1. The following statement is included in Appendix 1 as the signed copy to be displayed in all CPP offices.
- 2.2. The Managing Director of CPP accepts the delegated overall accountability for all operational matters within the group. This policy explains the care and responsibility that each of us must practice and the guidance we must follow. This policy applies to all parts of CPP and its business activities.
- 2.3. It is the policy of CPP to ensure; so far as is reasonably practicable, the health, safety and welfare at work of all its employees and others who may be affected by its activities.
- 2.4. In meeting this commitment, we will, so far as is reasonably practicable: -
 - Provide information, training, instruction and supervision for all employees to achieve the appropriate level of competence for the safe completion of their duties
 - Work continuously to identify potential risks to health, safety and the environment, prioritise the need for changes and take practical actions to minimise risks
 - Ensure the organisation reacts quickly and appropriately in the event of a local, national or global health event such as a viral outbreak with the potential to seriously impact the wellbeing of CPP employees, their families or the Trusts and partners CPP engages with
 - Consult relevant employees when planning changes and reviewing existing precautions to minimise disruption while continuously improving Health and Safety standards
 - Ensure that employees and organisations working for CPP, in particular Contractors, also operate effective Risk Management and due diligence systems to ensure that, so far as is reasonably practicable, they too comply with this policy as a minimum standard
 - Ensure that the production of waste material is kept to a minimum; being reused or recycled where appropriate and/or disposed of in accordance with relevant statutory requirements

Employees will: -

- Report all concerns, accidents, injuries, incidents and near misses to his / her immediate manager so that appropriate investigations can be made, and realistic actions taken to manage risks to an acceptable level as soon as is reasonably practicable
- Cooperate with management to enable CPP to meet our statutory, moral and financial duties
- Comply with all company rules, procedures and reasonable requests
- Take reasonable care for his / her own health and safety, and for the safety of others who may be affected by his / her acts and omissions
- Avoid potential risks to themselves and others by not interfering with equipment provided for health and safety reasons and not acting recklessly
- Attend for health surveillance as required

3. Scope of Policy

- 3.1. CPP has a duty of care under the Management of Health and Safety Regulations 1999 to assess and manage health and safety risks for all CPP employees and visitors or third-party contractors who attend any CPP site. This includes ensuring that Landlords and Facilities Management Providers are compliant in their actions and domains. The following document sets out the organisation and arrangements for all the areas under which CPP holds responsibility.
- 3.2. In accordance with the CPP Smart Working Policy, CPP employees may choose their working location as long as it is suitable for the role they are undertaking and the tasks they need to perform. This has formally extended CPP's responsibility with regard to Health and Safety to include locations other than the offices provided. Therefore the scope of this policy includes ensuring reasonable and practicable solutions are offered to ensure general health and safety of employees working in their own homes or other locations when travelling on behalf of CPP

4. Health and Safety Policy Organisation

- 4.1. This section sets out the different Health and Safety responsibilities of each person working in the business. Each director, manager and supervisor must manage Health and Safety issues within their own area of responsibility.
- 4.2. Overall Accountability and Responsibility

The CPP Managing Director accepts overall accountability for all operational matters including those regarding health and safety.

The CPP Director of Business and Performance accepts the delegated overall responsibility for all operational matters.

- 4.3. Individual Responsibility

In meeting the above general statement of policy, CPP requires its directors, managers and employees to acknowledge and accept their individual and collective responsibilities

and ensure so far as is reasonably practicable their actions meet, or enhance, this Health and Safety Policy.

4.4. Responsibilities in Law

The Health and Safety at Work etc. Act (1974), (HSWA) and subsequent legislation and associated regulations, codes of practice, guidance notes, etc. place legal responsibilities upon employers, employees, persons in control of premises or sites, designers, manufacturers, suppliers, installers, self-employed persons and the occupiers of buildings. A breach of those responsibilities is an offence criminally chargeable and ignorance of the relevant legal duties is not an acceptable defence at Law.

It is in the interests of each employer and employee to understand the potential severity of any failure to comply with safety legislation, standards and codes of practice on a corporate and personal level.

Failure to act within the law can lead to fines and / or imprisonment and may also result in disciplinary action by the Company.

4.5. Responsibilities of the Managing Director

The Managing Director must:

- Recognise and accept overall accountability for all matters resulting from CPP business, including health and safety issues
- Ensure adequate resources are made available for effective implementation of this policy
- Provide the final authority on matters concerning Health and Safety at Work issues arising from business decisions and activities
- Ensure responsibilities are properly assigned and authority delegated to the appropriate directors and subsequently to nominated individuals within the company
- Ensure employees, contractors and others as necessary are provided with adequate information, instruction and training to fulfil their responsibilities
- Ensure effective communication is provided and effectively disseminated on Health and Safety issues to all directors and subsequently to managers and employees
- Require routine monitoring and reporting of compliance with statutory and policy requirements by each part of CPP and include this performance in the group annual report
- Ensure the company has access to competent advisors for health and safety matters

4.6. Responsibilities of the Business Manager - Operations

The Operations Manager must:

- Recognise and accept overall responsibility for all matters resulting from CPP business, in relation to health and safety issues
- Ensure adequate resources are made available for effective implementation of this policy by agreement with the Managing Director

- Work with the Managing Director where necessary on the standards and systems for managing Health and Safety at Work issues within CPP
- Ensure responsibilities are properly assigned and authority delegated as appropriate and subsequently to nominated individuals within the business
- Ensure directors, managers, employees, contractors and others as necessary are provided with adequate information, instruction and training to fulfil their responsibilities
- Ensure effective communication is provided and effectively disseminated on health and safety issues to all directors and subsequently to managers and employees
- Require routine monitoring and reporting of compliance with statutory and policy requirements by each part of CPP and include this performance in the group annual review
- Ensure all management decisions are made with knowledge of relevant health and safety legislation, guidance, standards and codes of practice
- Ensure at management level, all relevant health and safety issues are adequately addressed
- Ensure recommendations on the continued health and safety of employees are advised to the Managing Director
- Ensure the Managing Director is advised of any legal issues relative to the above recommendations
- Ensure all decisions by Managing Director on employee health and safety is recorded
- Ensure records are maintained on training and experience of individuals, relevant to the health, safety and welfare of employees
- Ensure this Policy is reviewed at least annually and arrange for any changes to be implemented and the Policy document updated as necessary
- Administer the resources provided by the Managing Director for health and safety to meet the legal duties and business standards and targets
- Accept day-to-day management of health and safety matters
- Agree actions on health and safety issues with the relevant manager / employee and implement
- Review Health and Safety Committee minutes and ensure concerns are implemented
- Monitor performance against targets by reports and personal observation
- Provide relevant feedback to directors where necessary
- Ensure business decisions, targets and standards are clearly communicated and implemented
- Ensure, so far as is reasonably practicable, that employees are provided with:
 - A safe workplace, free from significant risk of personal injury or illness
 - Safe systems of work to reduce the risk of injury or illness to an acceptable level
 - Training to ensure awareness of the current work-related Health and safety risks
 - Training on relevant safe working practices
 - Annual appraisal including Health and safety training and policy compliance
 - Reporting facility for any incident that may / has resulted in injury / damage so that practical improvements can be planned and implemented

- Practical precautions and controls to maintain acceptable standards as required by this policy

4.7. Responsibilities of All Employees

All employees must:

- Take reasonable care for their own health and safety and that of others, (contractors, members of the public, etc.), who may be affected by their acts or omissions at work
- Co-operate with CPP and others, so far as is necessary to enable compliance with relevant health and safety legislation
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety
- Refrain from any task which involves significant risk for which they are not trained, authorised and competent
- Use the correct tools, plant or equipment, keep them in good order and ensure they are checked before, during and after use
- Use all personal protective equipment safely and correctly. Report any defects to their line manager immediately
- Warn employees (employees, contractors and others) of known hazards or danger
- Report any hazard, defect, accident or incident to their line manager, a member of the site management team or a director immediately, completing all reporting procedures
- Keep the working area in a clean, tidy and safe condition at all times
- Follow local site health and safety rules when visiting other premises

5. Health and Safety Policy Arrangements

5.1. Communication

- 5.1.1. Standard signs are displayed throughout the premises under CPP's control giving information, warnings, etc.
- 5.1.2. A Health and Safety Working Group meeting will be held at least quarterly to continually improve health and safety systems and practices by working together. Minutes will be published on the CPP Intranet, accessible from the Home Page to ensure that all CPP employees have access.
- 5.1.3. When necessary the Employee Consultation Group (ECG) or another suitable body representing and made up of CPP employees will be called upon to discuss issues, consult employees on realistic actions, agree practical improvements and ask for input on ideas or new processes.
- 5.1.4. It will also be necessary to provide information, instruction and training to different groups of employees. These will include induction, general health and safety awareness, training on specific tasks or hazards, etc. Normally the training or briefing will be provided when necessary. The local managers and directors may also involve others.

- 5.1.5. All changes to policies, procedures or processes relating to health and safety will be communicated using the internal communications structure and uploaded to the health and safety folder on the share document drive so that this information is actively provided to and available to all employees.
 - 5.1.6. All relevant information regarding site health and safety will be shared with third party contractors prior to their attendance on site.
- 5.2. Risk Assessments and Method Statements
- 5.2.1. Tasks undertaken by CPP will be the subject of a risk assessment, which will be reviewed on a scheduled basis as appropriate. Where necessary, a specific risk assessment will be recorded and approved before work starts.
 - 5.2.2. Risk assessments will normally be undertaken by the Business Manager - Operations or by the suitably trained members of the Health and Safety Working Group.
 - 5.2.3. When it is planned to use contractors, a method statement must be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to CPP employees, its contractors and others who may be affected. The Business Manager - Operations must ensure this document is prepared, and relevant information is then made available to all involved before the work starts.
 - 5.2.4. Copies of risk assessments and method statements will be held locally. All employees and Contractors will ensure that they are fully conversant and comply with these documents where applicable. Any new hazards or circumstances, which render a risk assessment or method statement inadequate, will require a revised document to be agreed and signed by the Business Manager - Operations before work continues.
- 5.3. Site Induction and Emergency Procedures
- 5.3.1. The hiring line manager will arrange with the fire marshal group for all new employees to have site induction training before starting work. This induction will include general site safety rules and procedures together with specific hazards for the site. It will also ensure employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be available to all employees who must be conversant and comply with them.
 - 5.3.2. Emergency Procedures will be drawn up, communicated, documented and tested at all locations under the control of CPP. Employees must participate in all training, testing and evacuation drills. Specific procedures around Personal Emergency Evacuation Plans (PEEPs) will be included in the above.
 - 5.3.3. CPP will provide training to ensure that employees are conversant with the procedures and confident to apply them in an emergency situation. CPP will also provide learning and process resources for employees to access in their own time via the intranet home page for dealing with emergency situations.

- 5.3.4. CPP will regularly review emergency procedures in the light of its own experience or legislative changes.
- 5.3.5. CPP will ensure that in the event of a serious virus or similar threatening the health and wellbeing of employees, their families or Trusts, visitors and third parties a suitable emergency plan will be developed rapidly and effectively. This will be communicated to all employees either via the established communications channels or following the activation of the BCDR (Business Continuity Disaster Recovery) plan, depending on the scale, severity and speed of the event
- 5.3.1. CPP will operate agreed procedures for dealing with the media in the event of an emergency situation which will be managed and overseen by the Head of Marketing and Communications.
- 5.4. Specific role related training and competence
 - 5.4.1. Health and safety training will be provided to all employees as part of the companies mandatory training programme. If you are not trained to do a job, inform your director/manager immediately and check that it is safe for you to do the work, or he / she arrange for appropriate training if necessary.
 - 5.4.2. Those employees needing specific skills and knowledge will be identified and appropriate training given. This will include work with hazardous substances, etc. identified by risk assessment. All training will be recorded, signed for by recipient and reviewed for updating / refreshing as necessary. Records of all training (with certificates) will be held in personal files.
- 5.5. Personal Protective Equipment (PPE)
 - 5.5.1. PPE is considered a temporary or last resort control measure. Where PPE is considered to be necessary to safely undertake the work it will be provided, free of charge and will be subject to an assessment to ensure that it affords the appropriate protection.
- 5.6. First Aid
 - 5.6.1. A First Aid Risk Assessment will be conducted for Don Valley House, Sheffield, and the number of first aiders and first aid kits has been identified and recorded.
 - 5.6.2. The location of first aid kits will be indicated on the health and safety notice boards and their storage location at all properties and are available for use by first aiders and injured persons. Materials used from a first aid kit must be replaced at the end of the same day from the stock held at each office. A list of the items, which must be present in each first aid kit, will be kept inside the first aid kit.
 - 5.6.3. A nominated first aider checks the contents of every first aid kit each month and the materials replaced are recorded as proof of the inspection.
- 5.7. Accidents Response, Reporting and Investigation
 - 5.7.1. An accident is defined as any undesired event that results in personal injury, loss of production, or damage to equipment, buildings etc.

- 5.7.2. A near miss is an incident that did not result in injury, loss of production, damage to equipment, buildings etc.
- 5.7.3. All accidents and near misses must be recorded on the Incident and Accident Log which is accessible via the CPP home page.
- 5.7.4. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reportable accidents, dangerous occurrences or ill-health incidents will be reported as required by the Business Manager - Operations. It is the responsibility of the director/manager in charge to ensure that each reported incident is correctly recorded and investigated appropriately.
- 5.7.5. In the event of a serious accident occurring the Police and Health and Safety Executive (HSE) / Environmental Health Officer (EHO) may consider the incident site to be a potential crime scene and will expect that a thorough investigation is conducted whilst the scene is left undisturbed.
- 5.7.6. In the event of any accident or near miss incident the risk assessment should be reviewed, and additional control measures identified and implemented to prevent a recurrence.

5.8. Management of Contractors

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

5.8.1. All Bona Fide contractors must satisfy CPP that they are:

- Competent to do the planned work safely
- Routinely managing health and safety matters as part of their activities
- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work, with a minimum insurance cover in place

5.8.2. Contractors will be given a clearly defined written arrangement of the management system used to control and monitor them while on site, including site rules and safety procedures.

5.8.3. CPP or the contractor for sub-contractors as appropriate will deliver the site induction. Employees will be met when starting work on the first day and all operational points covered; including task specific risk assessments and method statements, etc.

5.8.4. Scheduled supervision of contractors will be by the Operations Manager or suitable nominated person. Specific high-risk work will be controlled using permit systems including hot work, work at height, work underground, confined spaces, etc.

5.9. Work at Height – General Provisions.

Work at height presents a hazard both to persons undertaking the work e.g. falling from height and to others in the vicinity e.g. being struck by falling objects.

5.9.1. CPP will ensure that work at height will be avoided, wherever practical, unless it is absolutely necessary. Where work at height is conducted the work will be risk assessed, planned and carried out to minimise the potential for falling. All stepladders and other means of access provided will be suitable for the task.

5.10. Electrical Safety

Electrical equipment can present a risk of electric shock, burns and possibly death.

5.10.1. The equipment currently used is 240 volts commercial or domestic quality. This equipment is tested before initial use and re-tested regularly to ensure it is in safe condition. If it fails the test it is repaired or replaced, but not used again until it is proved to be safe. Trailing cables will be routed to minimise the risk of tripping and covered in a suitable floor device. In the long term, trailing cables will be eliminated by provision of additional power supplies in appropriate locations.

5.10.2. A maintenance system for all portable and fixed electrical equipment includes daily user checks and combined inspection and electrical appliance testing (Portable Appliance Testing or PAT). This is managed via the CPP Asset Management Tool which allows users to complete their own workplace assessments for use at home or in the office environment and also monitors the scheduling for PAT for all applicable electrical appliances. Testing will happen as a minimum every 2 years, with the aim to capture high use items annually.

5.10.3. Electrical appliances and their cables should not be used in wet conditions, on wet floors, or in areas with potential for flammable vapours, gases or dusts. All portable appliances used by contractors, e.g. for premises repairs, will be either low voltage, battery operated or mains-transformed to 110V. All contractors' appliances which are connected to the mains supply while on site must be clearly marked as tested within the previous 3 months and suitable documents must be provided on request if needed. This requirement applies to all electrical appliances, even if they are reported as being new.

5.10.4. Defective or damaged equipment, including cables, will be immediately withdrawn from service and not re-used until repaired by a competent person or replaced. The use of insulating tape as a temporary repair is prohibited. Flexible cables will be kept as short as possible and will be frequently checked (daily visual) and properly repaired before use by a competent person or replaced where defects are identified. Cables should be fully unwound from reels or drums to reduce the potential for overheating.

5.10.5. The wiring installation of the premises is tested every 5 years.

5.10.6. Records of all tests, repairs, etc. will be kept centrally in the Operations folder accessible via the CPP intranet and are the responsibility of the Business Manger - Operations.

5.11. Purchase of New Equipment

5.11.1. An assessment of plant and equipment used by CPP is undertaken to ensure that it is suitable and that it is safe to use. Routine checks are carried out; to ensure that its operation remains safe and the services of Engineering Surveyors are made as appropriate. A pre-use inspection is necessary to ensure that safeguards are in place and in working order. Defects should be reported to the employee's respective manager for rectification.

5.12. Manual Handling

5.12.1. CPP is committed to managing the risk to health from manual handling operations. Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks, manual handling risk assessments will be conducted, and suitable and sufficient control measures identified and implemented to reduce the risk to the lowest level reasonably practicable.

5.12.2. Manual handling training will form part of the mandatory training suite for all employees.

5.13. Noise at Work

At the present time noise is not considered to be a significant risk at CPP.

5.14. Hazardous Substances and Asbestos

5.14.1. Some work involves the use of hazardous substances, e.g. cleaning products etc. This work may be done by employees or contractors but must be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

5.14.2. Authority to use hazardous substances will only be given by the Business Manager – Operations after adequate training and achieving a satisfactory competence. Those authorised will work safely as trained. Each authorised person must strictly control storage, use and disposal of hazardous substances.

5.14.3. All excess of such materials must be removed from the workplace after the work is done, and instructions followed as detailed in the Care of Substances Hazardous to Health (COSHH) assessments and training. COSHH Assessments are written and final adjustments have been made to suit local facilities and needs.

5.14.4. Data sheets and assessments will be kept available for reference at all times, with an up-to-date library set controlled by the Business Manager - Operations. Information will be displayed in summary form in the workplace. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

5.14.5. CPP understands their responsibilities for the identification, assessment and management of asbestos in premises under their control. The site asbestos

survey and asbestos management plan must be consulted before any maintenance work is conducted.

5.15. Alcohol and Drugs

CPP policy is to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol in the workplace. This is to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as serious industrial misconduct, subject to disciplinary action. CPP will endeavour to provide reasonable support to any employee suffering from drug or alcohol dependency, provided it does not put themselves or others at risk while at work.

5.16. Lone Working

Working alone can be dangerous. CPP are therefore making suitable arrangements for employees who are working alone to be adequately trained and equipped to work safely. The same standards are required from contractors. Each person must be made aware of the possible risks, mitigating actions which could be taken before working alone and be able to summon help quickly in any emergency.

5.16.1. CPP have a lone working policy in place which is designed to increase the awareness of the dangers of lone working and help employees identify if they should consider themselves as lone workers or even, at risk.

5.16.2. The lone working policy has been developed in conjunction with lone worker training and the lone worker risk assessment which must be completed by all employees annually and revisited if situations change.

5.17. Health Screening

The Equality Act 2010 limits the circumstances when employers can ask pre-employment health-related questions before offering the individual a job. Up to this point, CPP will only ask questions to:

- to help decide whether any reasonable adjustments are needed for the person during the selection process
- to decide whether an applicant can carry out a function that is essential ('intrinsic') to the job
- to monitor diversity among people making applications for jobs
- to take positive action to assist disabled people
- omitted final bullet point

5.17.1. Once a candidate has passed the interview and been offered a job (whether this is an unconditional or conditional job offer), Human Resources (HR) will ask appropriate health-related questions. If the health screening process identifies a health issue that could affect the employee's ability to carry out their job role, then HR in conjunction with the Business Manager - Operations will conduct an individual risk assessment to identify any reasonable adjustments that can be made.

5.17.2. Employees must ensure that any changes in health that could affect their ability to carry out their job role must be reported to their line manager. HR in conjunction with the Business Manager - Operations will conduct an individual risk assessment to identify any reasonable adjustments that can be made.

5.18. Health Surveillance

Where an ongoing health risk due to exposure at work is recognised during risk assessment, routine monitoring of employees exposed will be carried out and records kept for 40 years after they leave CPP e.g. exposure to a hazardous substance might require monitoring if the employee develops sensitivity to this substance.

5.19. New and Expectant Mothers

The Management of Health and Safety Regulations 1999 (MHSW) provides the legal requirements on employers to protect their employees who are or in the future could be a new or expectant mother.

5.19.1. It is important that employees inform CPP, in writing and as early as possible, that they are pregnant, have given birth in the previous six months or are breastfeeding.

5.19.2. CPP's HR in conjunction with the Business Manager - Operations, will conduct a new and expectant mothers risk assessment to identify any specific hazards/risks and implement suitable and sufficient control measures. The new and expectant mothers risk assessment will be regularly updated to reflect any changes; including health advice provided by the employee's GP or Midwife.

5.20. Young Persons

The Business Manager - Operations will conduct a specific young person's risk assessment for each person under the age of eighteen years. Appropriate control measures will be identified and agreed with each young person and their line manager and continually reviewed.

5.21. Work Related Stress

Stress can be a significant concern. CPP can only provide help and support when aware of any employee suffering stress problems. Directors and managers will be trained to identify possible stress symptoms. Employees are reminded at induction and routine briefings to report any such problems so that appropriate help can be provided.

5.22. Working Hours

CPP works in line with requirements of the Working Time Regulations.

5.23. Working with Computers

Most employees use computers routinely. An agile working policy (Smart Working) has been introduced throughout the organisation incorporating both office and home-based working. CPP provide a Display Screen Equipment (DSE) workstation check list via SharePoint for all new starters and employees to use. CPP actively encourage

employees to carry out regular workstation assessments using the online Asset Management Tool accessible via the CPP home page.

5.24. Fire Precautions

5.24.1. Each location has the means of raising the alarm, either by shouting, or using a fire alarm, extinguishers are provided and maintained in safe condition and emergency exit signage is provided and maintained where appropriate. Evacuations, checks and maintenance are all recorded.

5.24.2. Employees are trained in evacuations by scheduled fire drills and at induction. Monthly recorded inspections of all fire exit doors, fire evacuation routes, fire doors, fire extinguishers and fire call points are carried out by those appointed for this task (including tenanted premises).

5.24.3. Smoking is a risk to health for smokers and those nearby. It also involves a risk of fire from unsafely discarded smoking materials. Smoking is only allowed in external areas with suitable waste bins to minimise fire risk. Waste bins are emptied regularly to minimise the risk of fire.

5.24.4. The fire evacuation plan for each premise will indicate specific roles and responsibilities for CPP employees in the event of an emergency evacuation.

5.24.5. Employees are encouraged to consider fire safety in their own homes by checking the condition of their electrical equipment, their home office set up and the general tidiness of their workspace

5.25. Hot Work

At the present time hot work is not considered to be a significant risk at CPP. However should third party contractors undertake welding, heating and burning activities, these will be controlled by means of suitable and sufficient method statements and risk assessments to prevent initial fire inception and consequent fire spread.

5.26. Smoking Policy

Premises under the control of CPP are smoke-free environments. This is a legal requirement aimed at protecting the health and safety of non-smokers. This means that you are not allowed to smoke in any of the premises at any time. CPP is committed to the health, safety and wellbeing of all its employees and wishes to promote a healthy and pleasant work environment. Some sites will have an external smoking shelter; employees will need to be aware of the facilities and requirements of each site. Additional benefits, of these legislative requirements, include a reduced risk of fire, improved resilience of the company, and reduced cleaning and decorating costs.

6. Safety Inspections

6.1. Routine Inspections of workstations will be carried out by all employees and recorded using the Asset Management Tool accessible via the CPP home page. This can be carried out for home-based workstations as well as when employees are on site at a CPP location.

- 6.2. Routine inspections at CPP locations should be carried out by the appointed fire marshals and suitably trained Health and Safety Working Group members or the Operations Manager at the agreed frequency.
- 6.3. Sites at which CPP do not hold overall facilities maintenance responsibility will undergo an inspection schedule carried out by the site management team. Issues found during these inspections should be shared with the Business Manager - Operations. Issues found by CPP whilst using these sites should be reported by the employee to both the Business Manager - Operations and the onsite Facilities Manager.
- 6.4. CPP site inspection schedule

Item / Area	Person Inspecting	Frequency	Information to
Office areas including meeting rooms	FM / HSSG	Weekly	Operations Manager
	Business Manager - Operations	Monthly	HSSG
Work / store areas	FM / HSSG	Weekly	Operations Manager
	Business Manager - Operations	Monthly	HSSG
Shared user areas, stairwells etc	FM / HSSG	Weekly	Operations Manager
	Business Manager - Operations	Monthly	HSSG

6.5. Statutory Safety Inspections

A statutory compliance matrix has been produced indicating organisational responsibilities for compliance across the portfolio. This should be read in conjunction with the tables below and specific risk assessments.

The majority of CPP locations have the statutory inspections carried out by third party providers under the contracted site management. However, the Business Manager - Operations will work with the representatives from the management company or landlord at each site to ensure all statutory safety inspections are carried out at the required schedule. In addition, a number of safety inspections will be carried out by CPP employees will be carried out as detailed below.

Item	Inspector	Frequency	Information to	Comments
Fire Alarm	Contractor	Weekly, etc.	Business Manager – Operations	Fire Log

Item	Inspector	Frequency	Information to	Comments
	Contractor	Annually	Business Manager – Operations	Fire Log
Fire Extinguisher	Fire Marshals	Monthly	Business Manager – Operations	Fire Marshal Team Site
	Contractor	Annually	Business Manager – Operations	Fire Log
Fire Exits and Escape Routes	Fire Marshals	Monthly	Business Manager – Operations	Fire Marshal Team Site
	Maintenance	6 Monthly	Business Manager – Operations	Fire Log
Evacuation	Fire Marshals	6 monthly	Business Manager – Operations	Fire Marshal Team Site
Emergency Lighting	Fire Marshals	3 monthly	Business Manager – Operations	Fire Marshal Team Site
	Contractor	Annually	Landlord	Fire Log
Electrical Appliances	User	Daily	Business Manager – Operations	
	Contractor	Yearly/after repair	Business Manager – Operations	Records
Electrical Installation	User	Daily	Business Manager – Operations	
	See Matrix	5 yearly	Business Manager – Operations	Records

Item	Inspector	Frequency	Information to	Comments
	Contractor	Recommended frequency/after repair	Business Manager – Operations	Records
Boiler Maintenance	See Matrix	Annually	Landlord	Records
	Contractor	Annually	Landlord	Records

7. Health and Safety Training

7.1. CPP will ensure that sufficient numbers of employees are trained for Health and Safety activities at each site. This will include:

- First Aiders (First Aid in the Workplace)
- Fire Marshals (Fire Safety Awareness)
- Safety Inspectors (IOSH Managing Safely)

This is in addition to the Responsible Person who has completed the National Examination Board in Occupational Safety and Health certificate (NEBOSH) (Business Manager – Operations).

7.2. Those employees who have volunteered for health and safety roles and undergone the initial training will be henceforth offered the refresher training to ensure their qualification is kept up to date. Should they no longer wish to volunteer the role will be offered out to others, with the training package renewed.

7.3. Fire marshals, first aiders and safety inspectors will each be invited onto a MS Teams site set up to support their volunteer role. These sites will have useful resources for training and industry information, useful site information schedules to diaries events or inspections and logs to record details of the inspections.

8. Monitoring

8.1. The monitoring of the effectiveness of this policy will be carried out by regular assessment of the Accident and Incident log which will be reported monthly to the Health and Safety Working Group and Members Board quarterly. If an investigation finds that employees are reporting a significant number of incidents, then this data will be used to review and revise the policy and control measures accordingly.

9. Keywords

Health and Safety, Compliance, Safety Inspections, Risk Assessment, Accident and Incident Log, Responsibility, Personal Safety.

10. Related Policies and Documentation

- CPP Lone Working Policy

- CPP Smart Working Policy
- CPP Driving Policy

11. References

- The Health and Safety at Work etc. Act 1974
- The Corporate Manslaughter and Corporate Homicide Act 2007
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- The Management of Health and Safety at Work Regulations 1999

Health and Safety Policy Statement

The Managing Director of Collaborative Procurement Partnership (CPP) accepts the delegated overall accountability for all operational matters within the group. This Policy explains the care and responsibility that each of us must practice and the guidance we must follow. This policy applies to all parts of CPP and its business activities. It is the Policy of CPP to ensure; so far as is reasonably practicable, the health, safety and welfare at work of all its employees and others who may be affected by its activities. In meeting this commitment, we will, so far as is reasonably practicable:

- Provide information, training, instruction and supervision for all employees to achieve the appropriate level of competence for the safe completion of their duties
- Work continuously to identify potential risks to health, safety and the environment, prioritise the need for changes and take practical actions to minimise risks
- Ensure the organisation reacts quickly and appropriately in the event of a local, national or global health event such as a viral outbreak with the potential to seriously impact the wellbeing of CPP employees, their families or the Trusts and partners CPP engages with
- Consult relevant employees when planning changes and reviewing existing precautions to minimise disruption while continuously improving Health and Safety standards
- Ensure that employees and organisations working for CPP, in particular Contractors, also operate effective Risk Management and due diligence systems to ensure that, so far as is reasonably practicable, they too comply with this policy as a minimum standard
- Ensure that the production of waste material is kept to a minimum; being reused or recycled where appropriate and/or disposed of in accordance with relevant statutory requirements.

Employees will:

- Report all concerns, accidents, injuries, incidents and near misses to his / her immediate manager so that appropriate investigations can be made, and realistic actions taken to manage risks to an acceptable level as soon as is reasonably practicable
- Cooperate with management to enable CPP to meet our statutory, moral and financial duties
- Comply with all company rules, procedures and reasonable requests
- Take reasonable care for his / her own health and safety, and for the safety of others who may be affected by his / her acts and omissions
- Avoid potential risks to themselves and others by not interfering with equipment provided for health and safety reasons and not acting recklessly
- Attend for health surveillance as required

Signed:

Date:

Helen Lisle – Managing Director