



This is the Health and Safety Policy Statement of The Cave Co-operative

Our statement of general policy is:
to identify and control the health and safety risks arising from our work activities;

The Cave Co-operative Ltd
Liz Crisp
Vera Hale

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Reg. No. 6845150

- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and 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

Directors
Vera Hale
Liz Crisp

Date March 2012
Review date

ORGANISATION

Overall and final responsibility for health and safety is that of Director Vera Hale. She will be responsible for overseeing all implementations and updating the plan and policy.

Day-to-day responsibility for ensuring this policy is put into practice and delegated to all staff as we are at the time only a small operation. In future a senior member of staff will co-ordinate the collective information from staff.

To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas; (First Aid, Accident Reporting, Risk Assessment, Fire)

Liz Crisp – First Aid

Liz Crisp – Fire

Vera Hale – Accident Reporting

Vera Hale – Risk Assessment

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; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

ARRANGEMENTS

Accident Reporting: File to record accidents accessible to staff and is located near admin area.

Electrical Safety: Use of surge plugs for protection of equipment.
Have regular electrical checks of the mains electrics.

Fire Precautions/Emergency Plans: Emergency plan is available.
Fire blanket for offices available.

First Aid: There is a first aid kit and a trained first aid person within the office.

Monitoring of Health and Safety: Bi-monthly checks if things have changed within the office that merits changes to the policy or plans

Risk Assessment: The H&S officer will make a risk assessment and if during monitoring changes are highlighted the risk assessment will be updated.

Violence at Work: Violence at work is not tolerated. Physical violence is will be seen as grounds for

termination of contracts. Verbal violence will be dealt with in accordance to the offence, but will always be cautioned and put into the records.

Visual Display Screen Equipment: All employees need to have the right posture when working behind their desk for long amounts of time. The regulatory time outs and positioning of screens and keyboards will be implemented.

Work at Site: Cave is to supply the right equipment to go onto building sites for all employees, to comply with site safety.
Purchase the right equipment; hard hats, Hi-viz jackets, steel nose capped boots.