



## **Health, Safety and Environment Policy**

The IP Federation is committed to providing a safe working environment for its staff and members that supports accident prevention, minimises exposure to health risks and safeguards the environment.

1. We will comply with all relevant Health, Safety and Environmental legislation.
2. We will endeavour to maintain a safe and healthy working environment for employees, members and visitors attending our office or our meetings.
3. We aim to prevent injury and ill health and to minimise our impact on the environment by identifying risks, providing training, and promoting good Health, Safety and Environmental practices.
4. We will ensure that when new equipment, processes and developments are to be introduced, or where a change in premises is to occur, that the Health, Safety and Environmental implications are considered, relevant risk assessments are carried out and relevant training is provided.
5. Employees must report to the Governance Committee all incidents affecting health and safety at work regardless of severity which will, when required, be reported to the Health and Safety Executive under RIDDOR.
6. We will ensure that we display and understand all emergency procedures applicable to the building premises in which our office is located to promote the safety of staff and visiting members and in the case of emergency follow the procedures laid down.
7. We will encourage our members to apply appropriate safeguards and adopt procedures appropriate to prevent injury and ill health while carrying out the business of the IP Federation.
8. IP Federation members, policy advisors, consultants and associates representing the IP Federation while travelling on business will make arrangements for their own travel insurance to include medical and repatriation cover for business travel.
9. The overall responsibility for health and safety for IP Federation employees lies with the Governance Committee and all issues and concerns should be reported to the chairman of the Governance Committee. The Secretary will have day to day responsibility for ensuring that this policy is put into practice.
10. The members and the Governance Committee support this policy and support a programme of continuous improvements for Health, Safety and Environment within the Federation.

The first aid kit, accident book and fire safety information are located on the breakfast bar in the corner of the CIPA offices.

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