



Health and Safety Policy

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Owner:	Highstone Housing Association
Document Controller:	Supported Housing Director

Changes made	Sections	Date	By	Date approved by board
Updated in response to a query regarding frequency of fire risk assessments. Regulatory Reform (Fire Safety) Order 2005 advice incorporated.	4		LB	17 TH October 2018

Note: update with Fire Risk Assessment paper 2/7/2018

1. Statement of General Policy

Highstone Housing Association (HHA) is committed to providing an environment, which ensures the health, safety and wellbeing of tenants, employees and visitors to its properties. HHA embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all subsequent legislation. Included within this is the duty to conduct risk assessments and either eliminate or control identified risks.

HHA, so far as is reasonably practicable:

- will work to ensure the prevention of all accidents and personal injuries
- provide and maintain systems of work which do not involve risk to the health of employees or other persons including tenants
- ensure the provision and maintenance of a working environment which is without risk to the health of tenants and employees and which is satisfactory as regards facilities and arrangements for the welfare of tenants and employees
- provide such information, instruction, training and supervision as is reasonably practicable to safeguard the health and safety of employees
- ensure that any plant, machinery or equipment provided for use is safe in its operation
- ensure that premises and the means of access and egress are maintained in a safe condition
- ensure that adequate information, instruction and training will be given for the evacuation of the premises in the event of fire or other emergency

2. Employer & Employee Responsibilities

It is the responsibility of management to ensure that the provisions of the regulations and relevant statutory provisions are observed but at the same time all employees must be aware of their individual responsibilities for the health and safety of themselves, their colleagues and other persons who may be affected by their activities at work.

Overall and final responsibility for health and safety at work is vested in Highstone Housing Association Board of Directors who delegate the operation of the policy to the Regional Site Director and the Supported Housing Director. All employees have a responsibility to cooperate to achieve a healthy and safe workplace, to take reasonable care of themselves and others, to involve themselves in safety matters, be conscious of their duties and report any unsafe equipment or hazardous situation to the notice of management.

More detail can be found in Appendix 1

2. Electrical Safety

HHA will provide for the testing of fixed, portable and transportable equipment and installations at intervals prescribed by statute and best practice.

2.1 Fixed Electrical Installation:

HHA will test the fixed electrical installation of all its properties every **5 years**.

2.2 Portable and Transportable Equipment:

HHA does not directly employ staff. Highstone Building Services (HBS) is contracted by the board of HHA to provide all services associated with the day-to-day management of HHA. It is the responsibility of HBS to conduct PAT (portable appliance testing) on those portable appliances which it owns and provides for use by its employees and contractors.

HHA **does not** supply portable equipment to any of its tenants or properties, so therefore, it is not responsible for the checking or testing of any portable and transportable appliances in its properties (schemes) or individual tenant accommodation and shared spaces.

It is the responsibility of the care provider, appointed by the relevant local authority, to ensure portable and transportable equipment in individual tenant accommodation and shared spaces is appropriately maintained and tested in accordance with each care providers health and safety (or relevant other) policy.

Upon the appointment of a care provider a local authority, HHA will seek written confirmation that the care provider has an approach for the safe management of portable and transportable equipment.

3. Gas Appliance Safety

In accordance with the Gas Safety (Installation and Use) Regulations 1994 HHA is required to employ a Corgi Registered gas service engineer to undertake an annual service and gas safety check. Both HHA and the tenant will be provided with a copy of the test certificate.

4. Fire Precautions, Procedures and Risk Assessments

At each of HHA's properties there shall be provided any fire detection installation or firefighting equipment so required by statute.

Fire detection and emergency lighting installations are regularly serviced by a suitably qualified approved contractor:

- Emergency light standard is BS5266, serviced annually.
- Fire alarm standard BS5839, serviced every 6 months.

There shall be an annual inspection and servicing of fire extinguishers, fire blankets etc. wherever they are provided.

In accordance with The Regulatory Reform (Fire Safety) Order 2005, risk assessment and the general fire precautions across all HHA premises will be reviewed regularly. **There is no specific timescale for this other than where there is a reason to suspect that it is no longer valid or where there has been a significant change in the premises.**

In practice the fire precautions will be kept under constant review and where problems are identified they will be dealt with as soon as possible.

If we have any reason to suspect that a fire risk assessment is no longer valid or there has been a significant change in any of our premises that has affected fire precautions, we will review the assessment and if necessary revise it.

Reasons for review could include:

- changes to work activities or the way that you organise them, including the introduction of new equipment;
- alterations to the building, including the internal layout;
- substantial changes to furniture and fixings;
- the introduction, change of use or increase in the storage of hazardous substances; #
- the failure of fire precautions, e.g. fire-detection and alarm systems, life safety sprinklers or ventilation systems;
- significant problems reported by staff or residents;
- a significant increase in the number of people present;
- the presence of people with some different or specific form of disability; and
- changes in staff ratios.

5. Control of Substances Hazardous To Health (COSHH)

The COSHH Regulations 1994 are designed to control work activities where exposure to hazardous substances may lead to disease or ill health. It is primarily gardeners, maintenance staff and cleaners who are exposed to such substances, as they tend to be confined to cleaning products. All cleaning materials provided for use by staff are clearly marked by the manufacturer and staff are required to take careful note of the labelling before using the product.

6. Recording of Accidents

All accidents involving staff, residents or visitors to HHA's office shall be recorded electronically and a hard copy of the completed form shall be signed and dated by the notifier and the injured person; the latter shall receive a copy of the form. Details of any accidents should also be reported to the Supported Housing Director. The accident book is located in the HR file.

7. Contractor Health & Safety – Repair & Maintenance

Every approved contractor is required to complete an application form for inclusion on an approved list, as part of this process contractors are required to confirm that all works will be undertaken in accordance with the Health & Safety at Work Act 1974. Contractors are required to provide a copy of their Employer/Public Liability Insurance.

8. Legionella

HHA has a dedicated Legionella Policy and is aware of the potential danger to tenants if stored hot water is not maintained at a temperature sufficient to kill legionella and shall take all reasonably practicable steps to maintain the stored water above the required temperature.

9. First Aid

The Health & Safety (First Aid) Regulations 1981 require HHA to provide suitable first aid arrangements at its head office for staff and visitors. In order to meet this obligation HHA has trained first aiders on site at Broadstone Farm. The First Aid Box is located in the main tack room in case of emergency.

10. Implementation and Review

The Board are responsible for ensuring that this policy, and the procedures that support it, are followed by all Board Members and members of staff. Health and safety is a standing agenda item at all HHA board meetings.

This policy shall be reviewed annually unless required sooner. Consultation with key stakeholders will be an integral part of the review process.

Health and Safety Policy

“Through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health.”

Our Health and Safety Policy:

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work, throughout our organisation.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will lead industry by prompting best practice and meeting the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.

Awareness: “All our people and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our business.”

Health and Safety Policy statement

Adequate resources will be provided to ensure all our people, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation.

Communication and consultation

There will be active open communication and consultation between all our people, sub-contractors and stakeholders. Health and safety will be integrated into our communications wherever appropriate.

Management roles and responsibilities

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions or profiles. Senior management will ensure that:

Adequate resources are provided for health and safety; health and safety is adequately assessed, controlled and monitored; and our people are actively involved on matters that affect health and safety.

Hazard identification

We will identify our workplace health and safety hazards. We will inform our people, the sub-contractors and stakeholders, as appropriate of these workplace hazards.

We will require our sub-contractors and stakeholders to identify health and safety hazards that may impact on our work activities.

Competence: “All our people and stakeholders have the competence to undertake their work with minimum risks to health and safety.”

Health and safety training

All our people will be adequately instructed and trained on health and safety issues that affect them and the safe working practices that should be followed.

We will ensure the health and safety competence of our sub-contractors and stakeholders.

Behaviour and culture

Senior management will demonstrate leadership in health and safety. Senior management will undertake tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.

Risk assessment and management

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our sub-contractors and stakeholders to identify health and safety risks that may impact on our work activities.

Compliance: “Our work activities achieve compliance with legislation and our people are empowered to take action to minimise health and safety risks.”

Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

Measuring performance

We will actively and openly review and report on our health and safety performance against published objective and targets. Improvement plans will be developed to support the delivery of these objectives and targets.

Health and safety management system

We will implement management system to ensure that we:

Comply with health and safety legislation; fulfil the requirements of BS8800 and OHSAAAS18001; and continually improve our health and safety performance.

Sub-contractor improvement

We will engage and collaborate with our sub-contractors to ensure their:

Health and safety capability and competence fulfil our expectations; health and safety performance is monitored and reviewed; and work activities have minimal health and safety impacts on our activities.

Excellence: “Highstone is recognised for excellence in the way it manages health and safety.”

Developing innovative practices

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

Influencing stakeholders

We will engage and influence stakeholders to drive improvements in health and safety.

Work-related health

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness to work. Health surveillance will be conducted to satisfy health and safety legislation.

Delivering our policy

Our policy will be delivered by:

Generating a culture that does not tolerate threats to health and safety; and ensuring the real involvement of all our people, the sub-contractors and stakeholders.

Policy review

This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary.

Appendix 2

Suggested initial intervals for checking portable electrical equipment used by HHA employees and contractors

Equipment/Environment	User Checks	Formal Visual Inspection	Combined Inspection and Testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC); Telephone equipment, low voltage desk lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers/fax machines: Not hand-held. Rarely moved	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment: Not hand-held. Moved occasionally, e.g. fans, table lamps	No	Yes, 2-4 years	No
Double insulated <input type="checkbox"/> (Class II) equipment: Hand-held, e.g. some floor cleaners, some kitchen equipment	Yes	Yes, 6 months- 1 year	No
Earthed equipment (Class I): Electrical kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months- 1 year	Yes, 1-2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment	Yes	Yes, 6 months- 4 years depending on the type of equipment it is connected to	Yes, 1-5 years depending on the type of equipment it is connected to