



HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

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1.0 Purpose of policy.

- 1.1 Radcliffe Housing Society Ltd (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and those effected by its business activities and attending its premises. The policy is intended to achieve this by classifying who is responsible for health and safety matters and what those responsibilities are.
- 1.2 This is a statement of policy and does not form part of your contract of employment. This policy may be amended at anytime by the Employer in its absolute discretion. The employer will review this policy on a yearly basis to ensure that is achieving its legitimate aim.

2.0 Responsibilities for workplace health and safety.

- 2.1 Achieving a healthy and safe workplace is a collective task shared between employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual, homeworkers or fixed term staff. Specific responsibilities are set out in the section "Responsibilities of all staff" below.

3.0 Employer responsibilities

- 3.1 The Employer is responsible for:

- Taking responsible steps to safeguard the health and safety of staff, people effected by the employer's business activities and of people visiting the premises.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during emergency situations.
- Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangement for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect to those questions, if you are unsure how to safely carry out your work.
- Ensuring staff and H&S representatives receive appropriate training to carry out their functions effectively.
- Providing a health and safety induction and appropriate training to YOUR role, including:
 - ✓ Manual handling
 - ✓ COSHH
 - ✓ Asbestos awareness
 - ✓ Gas safety

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- ✓ Electrical safety
- ✓ PPE

- Promoting effective communication and consultation between Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advise staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of staff.

4.0 Responsibilities to all staff

General staff responsibilities

4.1 All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the Employer to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Keep health and safety issues at the forefront of their mind and take responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard free.
- Report all health and safety concerns to the Employer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it is.
- Co-operate in the Employers investigation of any incident or accident which has either led to injury or which could have led to injury, in the Employer's opinion.

5.0 Staff responsibilities relating to equipment

5.1 All staff must

- Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Employer.
- Ensure health and safety equipment is not interfered with and,
- Not attempt to repair equipment unless suitably trained and authorised.

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6.0 Staff responsibilities relating to accidents and first aid.

6.1 All staff must

- Promptly report any accident at work involving personal injury, however trivial, to the Employer and enter the details in the accident book and cooperate in any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the staff notice board.
- If any accident occurs off site call 01732 459144 to report the accident and get it entered into the accident book. In case of an emergency call 101 or 999.

7.0 Staff responsibilities in relation to national health alerts

7.1 If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangement and advice issued by the Employer as to the steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Employer.

8.0 Staff responsibilities relating to emergency evacuation and fire

8.1 All staff must

- Familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board.
- Ensure that they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in the case of an emergency.
- Comply with instructions of the fire warden if there is a fire, suspected fire or fire alarm (or a practise drill for any of these scenarios).
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the fire warden immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This allows the fire warden to discuss a personal evacuation plan for you.

8.2 On discovering fires, all staff must

- Immediately trigger the nearest fire alarm and attend the RVP
- Attempt to the tackle fire ONLY if they have been trained or otherwise feel competent to do so.
- Nominated members of staff will be trained in the use of the fire extinguishers.

8.3 On hearing the fire alarm, all staff must

- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.

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- Leave without stopping to collect personal belongings.
- Stay out of any lifts and stay out of the building until notified that it is safe to re-enter

9.0 Risk assessments, hazardous substance DSE, and manual handling

9.1 Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out a general work place risk assessment when required or as reasonably requested by staff. Managers must ensure that necessary risk assessments take place and the resulting recommendation(s) are implemented. The Employer or Health and Safety officer is responsible for work place risk assessments.

9.2 The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training around COSHH will be provided when required.

9.3 PPE is provided where risks cannot be otherwise effectively controlled.

9.4 Staff who use a computer for prolonged periods should try, where possible to organise a short break every few hours away from the computer screen, but maybe have a workstation assessment and / or an eye test by an optician.

9.5 Guidance on manual handling should be obtained by the Employer and where necessary training to be provided.

10.0 The Board has the following responsibilities:

- Receive reports from the Chief Executive on the implementation of the policy across the Association.
- Review Health and Safety activities in the Association
- Review the Health and Safety policy.

11.0 The Chief Executive has the following responsibilities:

- Implement and promote the Health and Safety policy within the Association and ensure as far as reasonably practicable the health and safety of its employees.
- Ensure that adequate resources are available for the effective implementation of Health and Safety policies throughout the Association.
- Generally, to review the Association's health and safety activities, resources and training needs.
- Review and update the policy as necessary.
- To ensure that major accidents and incidents are reported to the Board.

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12.0 The Sheltered Scheme Manager is responsible for the following:

- Monitoring conditions at the schemes to ensure that healthy and safe working conditions are maintained.
- Establishing effective systems of work and safe operating procedures at the schemes
- Ensuring that all necessary safety equipment and clothing provided is used
- Establishing an effective programme of maintenance of plant and equipment within the schemes and premises.
- Carrying out regular safety inspections across the schemes
- Ensuring that risk assessments are carried out and recorded
- Report to line managers on the status of health and safety within the premises
- Maintain the health and safety file
- Ensuring that procedures for accident & incident reporting are followed and that adequate first aid provision is maintained.

13.0 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

13.1 These regulations require certain incidents to be reported to the Local Authority by the responsible person - in this case the Chief Executive. Line managers must notify the Chief Executive when a RIDDOR reportable incident has occurred.

13.2 Injuries and Conditions which fall under RIDDOR include the following: -

- Fracture of the skull, spine or pelvis.
- Fracture of any bones in the arm (other than the hand).
- Fracture of any bone in the leg (other than the foot).
- Amputation.
- A penetrating injury to or loss of the sight in an eye.
- Any injury requiring immediate attention or loss of consciousness resulting from electric shock.
- Loss of consciousness.
- Acute illness requiring treatment or resulting in loss of consciousness due to the absorption of any substance by inhalation, ingestion or through the skin.
- Any injury where the injured person is admitted to hospital for more than 24 hours
- Any injury where a non-employee is taken from the premises to hospital (Immediate notification necessary).

13.3 Dangerous Occurrences and Diseases which fall under (RIDDOR)

- The collapse or overturning of any lift, hoist or crane.
- Explosion or fire or electrical supply failure resulting in a stoppage of normal work for more than 24 hours.
- The collapse of any building, structure or scaffolding.
- The accidental release of any dangerous substance.
- Anthrax, Tuberculosis, Hepatitis.

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- 13.4 Over 3-day injury; Such an injury is defined as one which results in an employee being incapacitated for work for more than 3 days, including any intervening rest days but excluding the day of the incident.
- 13.5 Assaults; Accidents due to assaults causing injuries detailed above are reportable and may include the Police.

14.0 Non-compliance with Health and Safety rules.

14.1 Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employers disciplinary policy, up to and including immediate dismissal.