



POLICY: HEALTH AND SAFETY AT WORK

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Copies of this Policy are available in alternative formats.

Former BHSE Policy No:
Previously agreed and approved by the Board:
Format changes/review (no substantive changes):

H&S 1.1
20 August 2014
19 January 2017

Next review date:

January 2018

Published on website:

Yes



POLICY: HEALTH AND SAFETY AT WORK

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

1. Purpose and aim of Policy

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- 1.2 The allocation of duties for safety matters and the particular arrangements to implement the Policy are set out below.
- 1.3 The duties and responsibilities of the Health and Safety at Work Act and Corporate Manslaughter and Corporate Homicide Act 2007.
- 1.4 The Policy will be kept up-to-date. To ensure this, the Policy and the way in which it is operated will be reviewed every year.

Signed: _____

Chief Executive - on behalf of the Board

Date: _____

2. Responsibilities

- 2.1 The Chief Executive is normally responsible for the implementation of our health and safety policies, although liability in certain instances can pass to the Board. This involves:
 - 2.1.1 Ensuring, insofar as reasonably practicable, that the workplace and means of access to and from it is safe and that we provide a healthy working environment.

- 2.1.2 Monitoring the health of employees and ensuring that they are not unreasonably exposed to health risks by other persons.
- 2.1.3 Ensuring that plant, equipment and systems of work are safe and that all substances are safely used/stored.
- 2.1.4 Ensuring safe arrangements exist for the use, handling, storage and transport of any item or substances used in the work process.
- 2.1.5 Implementing emergency procedures – in case of fire.
- 2.1.6 Taking reasonable care for the well-being of residents who may need lifting, assisting, support or transporting within and to and from the building.
- 2.2 The provision of information, training and supervision to employees to ensure, so far as reasonably practicable, that they are safe.

3. Employees' responsibilities

- 3.1 All employees have a responsibility to co-operate in achieving and maintaining a healthy and safe workplace by following this Policy and by taking reasonable care of themselves and others.
- 3.2 Whenever an employee notices a health or safety problem which they are not able to put right, they must immediately report it to their line manager.
- 3.3 Staff are responsible for reporting to their line manager, without delay, any accident which has happened to any person on the site and ensuring that an entry is made in the accident book.

4. First aid

- 4.1 First aid boxes are available for use in the following locations:

Location	Person responsible for maintaining, replenishing etc
Registered Office, Poole	Administrator
Craigleith Care and Support Office	Willow Tree (Contractor)
Craigleith Office	Housing Officer (HOPS)
Woodlands Office	Housing Officer (HOPS)

- 4.2 Trained/qualified first aiders are:

Location	Person
Craigleith Care and Support Office	Willow Tree (Contractor)
Craigleith Office	Housing Officer (HOPS)
Woodlands Office	Housing Officer (HOPS)

5. Accidents

- 5.1 All accidents, however minor, to staff, residents, and visitors must be entered in the relevant accident book located in each site.
- 5.2 Any accident involving death, major injuries or any injury resulting in hospitalisation or absence from work must be reported to the Chief Executive at the earliest opportunity.

6. Accidents – general guidelines

- 6.1 Designated first aiders must keep their first aid box fully equipped and include sterile rubber gloves.
- 6.2 Ensure all staff and contractors know the whereabouts of the first aid box.
- 6.3 Deal with bleeding using disposable sterile fluid proof gloves.
- 6.4 Wash off blood on your or another's skin as soon as possible using soap and water, or cooled boiled water for blood in the mouth or eyes.

7. General fire safety

- 7.1 Fire escape route
 - 7.1.1 It is the responsibility of everyone to ensure that all escape routes are kept clear.
- 7.2 Fire extinguishers
 - 7.2.1 All fire extinguishers are serviced annually by a suitable contractor.
- 7.3 Fire alarms
 - 7.3.1 Our maintenance managers have the responsibility of ensuring that all fire alarms are tested at regular intervals (normally weekly).
- 7.4 It is the duty of all members of staff to report to their Line Manager if they discover that any piece of equipment has been removed or tampered with.

8. Electricity at Work Regulations 1989

- 8.1 Our maintenance managers are responsible for ensuring that all appliances and electrical equipment owned by us are tested biannually. It is the duty of all members of staff to report to their line manager if they are aware of any faulty electrical equipment, worn flexes, etc.

9. Contractors and maintenance staff

- 9.1 When outside contractors or our maintenance managers are working in any property, that property becomes a temporary building site and relevant health and safety requirements must be adhered to. It is the responsibility of the maintenance managers to ensure not only their own safety but also that of residents, staff and visitors. Any potential risk, hazard or danger that

is noted by staff should first be raised with the contractor and maintenance managers, and subsequently reported to the Chief Executive if no action is taken.

10. Risk assessments

10.1 Risk assessments will be undertaken, where necessary, and recorded and acted upon as appropriate.

11. Equality impact assessment

Age	Neutral
Being or becoming a transsexual person	Neutral
Being married or in a civil partnership	Neutral
Being pregnant or on maternity leave	Neutral
Disability	Neutral
Race including colour, nationality, ethnic or national origin	Neutral
Religion, belief or lack of religion/belief	Neutral
Sex	Neutral
Sexual orientation	Neutral

12. Consultation arrangements

12.1 Our staff will be consulted on any substantive changes to this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board.