



Health and Safety Policy

COR-POL-11

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1. Statement of Intent

- 1.1 Southway Housing Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Chief Executive recognises that she has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy, prevent injury or ill health and comply with all statutory requirements and codes of practice. It provides a framework for setting and reviewing health & safety objectives within Southway Housing Trust and across all members or subsidiaries of the group.
- 1.2 Southway Housing Trust, so far as is reasonably practicable, proposes to pay attention to:
- (a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - (b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce
 - (c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - (d) Making regular assessments of risks to employees
 - (e) Taking appropriate preventative/protective measures and
 - (f) Appointing Stallard Kane Associates Ltd to assist in compliance with statutory duties.
- 1.3 In order that Southway Housing Trust can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with Southway Housing Trust or anyone else concerned, to ensure that their obligations are performed or complied with.
- 1.4 All employees of Southway Housing Trust agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety

Regulations 1999 and other legislation's, and to generally co-operate with Southway Housing Trust so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without warning.

- 1.5 This policy will be communicated to all personnel working under the control of Southway Housing Trust.
- 1.6 This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all employees. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.
- 1.7 Southway Housing Trust is committed to the continued improvement in health & safety management and performance and as such this policy will be reviewed periodically to ensure that it remains relevant and appropriate to the activities of Southway Housing Trust.

Signed:



Karen Mitchell
Chief Executive Responsible for Health and Safety
August 2018

2. Company Organisation and Responsibilities

2.1 The Trust has responsibilities under health and safety legislation towards:

- Employees;
- Customers, visitors and the local community;
- Members of the public; and
- Contractors/sub-contractors.

All Employees (General Overview)

2.2 The Trust's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

2.3 **Every employee must:**

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work.
- Co-operate with management with regard to agreed health and safety arrangements and procedures.
- Know and keep to the rules and procedures relating to their work, and report to their immediate manager or supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- Report details to their immediate manager or supervisor, as soon as possible, if involved in an accident resulting in, or which may have resulted in, injury and in all cases before the end of the shift on which the incident occurs.
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

Chief Executive (Karen Mitchell)

- 2.4 The Chief Executive has overall responsibility for health and safety within Southway Housing and will ensure that adequate and appropriate resources are made available and that the management of health and safety is treated as an essential part of the organisations operations by all employees.

The Southway Board

- 2.5 The Board will consult with the Executive Group and the Health and Safety Advisors.
- 2.6 Ensure that all health and safety legislative requirements relating to Southway Housing Trust's buildings, equipment and employees are being met. (With reference to the Health and Safety Commission's Guidance Document INDG343, Directors' Responsibilities).

Directors

- 2.7 The Directors are responsible for ensuring that the policy enables the Trust to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. They will monitor conditions and health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.
- 2.8 It will be the Directors' responsibility to ensure that:
- Systems are in place to review and update this policy annually, when major staffing changes occur, or when new equipment is introduced.
 - Health and safety objectives for the Trust are set and monitored.
 - Sufficient arrangements, facilities and finances are available for fully implementing this policy.
 - Safe systems of work are in operation, and staff receive adequate and appropriate training.
 - Appropriate financial requirements for the Trust's health and safety function are contained within the legal resources.
 - The legal implications of relevant legislation are raised with, and understood by relevant employees.
 - Adequate resources are made available to allow the effective implementation of the Trust's Health and Safety Policy.

Heads of Service: Nominated Persons for Health and Safety within their Department

- 2.9 The Nominated Persons for Health and Safety is responsible for:
- Health and safety on a day to day basis – implementation of health and safety procedures, precautions and controls.
 - Undertaking risk assessments within their department (give guidance).
 - Encouraging the highest possible standards of health and safety within their department by effective communication and consultation with employees.
 - Monitoring standards of health and safety within their areas of concern.
 - Ensuring good standards of housekeeping.
 - Ensuring COSHH Risk Assessments are carried out within the area of their responsibility.
 - The provision and maintenance of suitable personal protective equipment.
 - Ensuring staff attend fire training sessions.
 - Carrying out hazard spotting checks of their department.
 - Assessing and meeting health and safety training needs.
 - The above responsibilities will be implemented in association with Stallard Kane Associates Ltd, as the Trust's 'Competent Person' for all health and safety matters, as defined by the Management of Health and Safety at Work Regulations 1999.

Company Competent Person

- 2.10 As required by Regulation 7 of The Management of Health and Safety at Work Regulations, Stallard Kane Associates Ltd have been appointed to advise and assist on all health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Southway Board and Heads of Service and will also maintain a close relationship with all other employees.
- 2.11 Specifically, they will perform the following functions:
- Advise on the application and maintenance of the Trust's Health and Safety Policy arrangements.
 - Maintain an up-to-date knowledge in matters of legislation and regulations as they apply to and affect the Trust and its Health and Safety Policy.
 - Advise the Board and Managers on any related safety matters.

- Monitor the Trust's health and safety status by regular visits to site **and** ensuring our compliance with current legislation and our company policy and standards.
- Maintain a close liaison with the Health and Safety **Executive** inspectors and other appropriate organisations and departments relevant to our undertaking.
- Advise the Board and Heads of Service on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Advise on interpretation of legal requirements.
- Assist with strategy for implementation of the policy.
- Provide investigations of serious accidents.
- Revise the policy in the light of experience or legal change.
- Advise upon the visit of an Enforcement Officer.

2.12 Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard Kane Associates Ltd.

Head Office Address:

First Floor Offices
9 Lord Street
Gainsborough
Lincolnshire
DN21 2DD

Telephone: 01427 678 660

Managers and Supervisors

- 2.13 All managers and supervisors are expected to demonstrate by example their total commitment to health and safety matters.
- 2.14 Each manager or supervisor is responsible for his personal safety and that of all personnel under his or her authority, including others who may be affected by the Trust's activities.
- 2.15 In particular, they will:
- Understand and implement the Trust Safety Policy.
 - Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibilities and is equipped to play their part.
 - Conduct risk assessments on activities within their department, ensuring that the methods and systems of work are safe and ensure

that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.

- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations.
- Ensure that all new employees in the Trust are provided with a copy of the Policy Statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual.
- Reprimand any employee for failing to discharge their health and safety responsibilities.
- Set a personal example with regard to health and safety matters.

Employees

2.16 The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Trust reminds employees of their duties under Section 7 of the Act: to take care of their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Trust to enable it to discharge its own responsibilities successfully.

2.17 Furthermore, all employees are expected to:

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Consult their manager or supervisor if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged.

- Store all tools, equipment and personal protective equipment in the approved place after use.
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used.
- Not operate any plant or equipment unless authorised.
- Report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Switch off and secure unattended plant or equipment.
- Avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not participate in horseplay or place fellow employees in danger by their actions.

3. Systems and Procedures

- 3.1 We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.
- 3.2 Equally important is the need for constant alertness by the Nominated Person and employees in identifying and eliminating potential hazards wherever possible.
- 3.3 It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:
- (a) Formulate and maintain safe working systems, including work carried out during maintenance.
 - (b) Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
 - (c) Ensure that no process, chemical, plant or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
 - (d) Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.

- (e) Encourage the closest possible liaison between managers and employees in matters relating to health and safety.
- (f) Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- (g) Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems.
 - Make use of facilities and equipment provided for their protection.
 - Refrain from any act which could endanger themselves or others.
- (h) Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare.
- (i) Report any known defect, which could endanger the health or safety of themselves or others.
- (j) Cooperate as far as is necessary to ensure that we meet our legal requirements.

4. Arrangements for Implementing Policy

Employee Consultation and Co-operation

4.1 Employee consultation is achieved as follows:

- Audits.
- Safety Notice Boards.
- Health and Safety Booklet.
- Health & Safety Group Meetings.

4.2 To ensure employee co-operation health and safety will appear on every agenda at:

- Routine Management Team Meetings.
- Quarterly meetings with the Southway Board.
- Routine One-to-One Supervision Sessions.
- Meetings between Trade Unions, Southway Housing Trust's nominated Manager for Health and Safety and the Human Resources Manager which will allow consultation on and communication of health and safety matters throughout Southway Housing Trust.

- 4.3 If an employee cannot put right any identified potential hazards or shortcomings in any health and safety arrangements then they should, where possible, report them to their Line Manager.
- 4.4 If an employee requires advice on health and safety matters, then they should contact their Line Manager. If they are not satisfied with the advice they receive then they should contact their Director or the Manager with specific responsibility for health and safety.

Training Considerations

- 4.5 Southway Housing Trust recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken. The Director or Head of Service will ensure safety training is provided for jobs under their control and it will be incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job.

Managerial Training

- 4.6 The Chief Executive recognises, as fundamental to the success of Southway Housing Trust Safety Policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

Safety Appraisals

- 4.7 The Chief Executive recognises that each place of work is unique in terms of the nature of the work, the plant, the materials and the people involved whether they are Trust employees or others. The detailed action required must therefore be site specific and the Heads of Service will ensure that prior to commencement on site, a safety plan specific to that site and or a risk assessment will be prepared in consultation with the managers and supervisors and other specialists where appropriate. This appraisal will identify those activities with significant risks which need to be eliminated, reduced or controlled as far as is reasonably practicable. Courses of action must be devised and implemented to avoid these hazards. A record shall be kept of such proposals which will be reviewed regularly to ensure that they are being implemented and updated as the site progresses.

5. Fire

- 5.1 Written Risk Assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005 has been undertaken for all non-domestic premises, and will be kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.
- 5.2 Detailed procedures for evacuations including exit routes and information on good practice are held, and communicated to all employees during induction. Equipment checks and evacuation drills will be held at regular intervals.
- 5.3 Employees will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

6. Risk Assessment

- 6.1 The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking.
- 6.2 The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work Act (1974) and the more specific duties in the various Acts and Regulations associated with the Act.
- 6.3 The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfil their statutory obligations
- 6.4 Southway Housing Trust will review the risk assessment if there are developments that suggest that it may no longer be valid (or that it can be improved). In most cases, it is prudent to plan to review the risk assessments at regular intervals - the time between the reviews being dependant on the nature of the risks and the degree of change likely in the work activity.

Method

- 6.5 Risk assessments will be undertaken by Managers. Additional assistance is provided by the Health & Safety Advisor if required, using the current risk assessment form. Once completed, this information will be disseminated to relevant employees and the master filed for future reference.

- 6.6 Periodic review of the risk assessments will be undertaken using the same form. The initial assessment will indicate when this should be undertaken.

7. First aid

- 7.1 The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. The first aid attendant should also be available during overtime.
- 7.2 Details of the first aiders will be displayed on notice boards for the benefit of all employees and visitors, and brought to the attention of all new employees during their induction.
- 7.3 Stock levels of items will be checked at regular intervals by a nominated person and boxes will be readily available. The nominated person will be selected from the current first aiders. Special arrangements will be made to provide cover where employees work away from Trust premises.
- 7.4 The Human Resources department will maintain a register of certificated first aiders, and will ensure that a minimum level of cover is provided at all times.

8. Accident Procedure

- 8.1 All accidents, violent incidents, dangerous occurrences and near miss incidents involving Trust premises, employees or other people who are affected by our operations, are to be reported by employees to their Line Manager without delay.
- 8.2 Managers are to investigate the circumstances relating to all accidents, violent incidents, dangerous occurrences and near miss incidents. Where possible, the cause of the accident or incident should be determined and recommendations made regarding methods of preventing a reoccurrence.
- 8.3 Line Managers should complete Southway Housing Trust Accident/Near Miss/Dangerous Occurrence Report Forms available on the intranet site.
- 8.4 Under certain circumstances accidents and incidents are reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 8.5 Line Managers should follow the guidance provided by Southway Housing Trust on Accident Reporting.

- 8.6 Competent advice on accident reporting and investigation is available to managers from the Health and Safety Advisor.
- 8.7 The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence (see 2.7).

Statutory Notification of Accidents/Dangerous Occurrences

- 8.8 When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508 will be completed either on line or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are, Stallard Kane Associates Ltd, and Southway Housing Trust's insurers.
- 8.9 Notifiable occupational diseases will be reported to the HSE Incident Control Centre on line.
- 8.10 In the case of accidents involving employees who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.
- 8.11 All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as Southway Housing Trust's safety advisors Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.
- 8.12 Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

9. Engineering and Maintenance

- 9.1 All new and existing machinery, plant, equipment, facilities and buildings will be sufficiently designed, constructed and installed so as to be safe and without risk to the health and safety of employees.
- 9.2 An adequate planned maintenance system will be operated, and records maintained.
- 9.3 Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.
- 9.4 All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

- 9.5 Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

10. Electricity

- 10.1 Electrical equipment to be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.
- 10.2 Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the Regulations.
- 10.3 Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Southway Housing Trust premises or in the course of business for Southway Housing Trust without prior permission.
- 10.4 The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person", in accordance with the timescale laid down in the Regulations.

11. Noise at Work

- 11.1 Following the introduction of the latest legislation on noise in the workplace (Control of Noise at Work Regulations 2005) Southway Housing Trust will:
- (a) Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV).
 - (b) Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected.
 - (c) Make hearing protection available for employees.
 - (d) Draw up an action plan specifying what needs to be done to protect employees.
 - (e) Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process.
- 11.2 If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), Southway Housing Trust will.

- Provide hearing protection to any employee exposed
 - Designate and identify the area as a “Hearing Protection Zone”
 - Restrict access to this area.
- 11.3 If required, Southway Housing Trust will inform employees of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.
- 11.4 If the wearing of hearing protection is unavoidable, Southway Housing Trust will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV).

12. Hand - Arm Vibration

- 12.1 Southway Housing Trust recognises that certain operations may give rise to hand – arm vibration and as such will fulfil the requirements of the Regulations that require an employer to:
- (a) Assess the vibration risk to employees.
 - (b) Take action to reduce vibration exposure.
 - (c) Decide if exposure is likely to be above:
 - (i) Daily Exposure *Action* Value (EAV) and if they are, introduce a programme of controls to eliminate the risk or reduce exposure to a level as low as reasonably practicable. *
 - (ii) Daily Exposure *Limit* Value (ELV) and if they are take immediate action to reduce exposure to below the Limit value.**
 - (d) Ensure the legal limits are not exceeded.
 - (e) Provide information and training to employees on health risks and actions taken to control the risks.
 - (f) Carry out health surveillance where there is a risk to health.
 - (g) Keep a record of the risk assessment and control actions.
 - (h) Review and update risk assessments.

* EAV: The daily amount of vibration above which employers are required to take action to control exposure, currently 2.5 m/s² A (8).

** ELV: The *maximum* amount of vibration an employee may be exposed to in a day, currently 5 m/s² A (8).

13. Display Screen Equipment

- 13.1 A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- 13.2 The following procedures will be followed:
- (a) "Users" of display screen equipment shall be individually identified by line managers who will be responsible for collating self-assessment forms and assisting where necessary.
 - (b) The managers shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
 - (c) "Users" shall be entitled to request an appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by Southway Housing Trust.

14. Control of Substances Hazardous to Health (COSHH)

- 14.1 The purpose of this section of the Policy is to ensure that Southway Housing Trust and its employees meet their joint and individual responsibilities under the COSHH Regulations 2004.
- 14.2 It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

Method

- 14.3 Line managers will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then take place using a C.O.S.H.H. Assessment Form. It will include the following evaluations:
- (a) The risk to the health of individuals arising from the use or storage of these substances
 - (b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.

- (c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- (d) Ensure that all employees and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

Responsibilities

- 14.4 It is the responsibility of line managers to ensure that they know the hazards present under their control. They must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances. They must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.
- 14.5 It is the responsibility of line managers to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.
- 14.6 The line managers are required to communicate details and information of hazardous substances to employees, contractors and visitors. They will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.
- 14.7 Secondary responsibility under the COSHH regulations falls on the following persons:
 - All other employees and visitors
- 14.8 These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

15. Manual Handling

- 15.1 In order to secure the health and safety of its employees Southway Housing Trust proposes, so far as is reasonably practicable, in consultation with all employees and their representatives to:

- (a) Carry out an initial assessment of manual handling operations throughout Southway Housing Trust to identify risky activities (see section on Risk Assessment) and endeavour to eliminate these risky manual handling activities wherever practicable:
 - By removing the need for the operation
 - By automating or mechanising the operation
- (b) Where manual-handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.
- (c) Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.
- (d) Ensure, wherever possible, that loads including those loads delivered from outside Southway Housing Trust are marked with sufficient information to facilitate safe handling.
- (e) Provide general training on the principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they might be avoided.
- (f) Provide specific training on manual handling where the assessment indicates it is necessary.
- (g) Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.
- (h) Review the assessments should conditions change.

Information and Training

- 15.2 Southway Housing Trust will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads. This provision will also apply to those persons not in direct employment such as temporary employees.
- 15.3 Self-employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

16. Personal Protective Equipment

- 16.1 Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the line managers.
- 16.2 All personal PPE will be issued and signed for on request as determined by wear and tear or lost items.
- 16.3 Eye protection must always be readily available on all sites and operatives must wear this protection in all operations specified in accordance with the Personal Protective Equipment Regulations 1992.
- 16.4 Where there is any dust present in any quantity which could be injurious to any person, approved dust masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn.
- 16.5 Gloves/gauntlets must be available to be issued to persons involved in any work which can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
- 16.6 Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
- 16.7 All items of protective equipment must comply with British Standards and the CE mark for European Standards.
- 16.8 Management must at all-time set an example in the wearing of protective equipment.

17. Premises

- 17.1 Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

18. Contractors

- 18.1 It is the responsibility of the contractor/sub-contractor to ensure that their employees adhere to, and co-operate with, legislative and Trust rules in regards to health and safety whilst working for Southway Housing Trust.
- 18.2 It is also the responsibility of the contractors/sub-contractors to ensure that the health, safety and welfare of Trust employees, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.
- 18.3 Where contractors are to carry out work on site, they will be asked to provide evidence of health and safety competence in advance. Copies of risk assessments, COSHH assessments, method statements, or similar documentation, must be submitted and approved by the Southway Housing Trust responsible person, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.
- 18.4 The activities of contractors/sub-contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of Southway Housing Trust employees at risk.

19. Working at Height

- 19.1 Southway Housing Trust recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure:
 - (a) All work at height is properly planned and organised.
 - (b) All work at height takes account of weather conditions that could endanger health and safety.
 - (c) Those involved in work at height are trained and competent.
 - (d) The place where work at height is done is safe.
 - (e) Equipment for work at height is appropriately inspected.
 - (f) The risk from fragile surfaces are properly controlled.
 - (g) The risks from falling objects are properly controlled.
 - (h) Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999.

20. Visitors

- 20.1 The employee responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all health and safety rules and procedures are followed.

21. Asbestos

- 21.1 In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter will be reported immediately. Under normal circumstances the suspected asbestos should not be touched, except to wet it to contain any airborne fibres, wherever possible and keep persons away from it. A specialist company will be secured who will determine the next course of action which will be, in the first place, to take a sample for analysis. The next course of action will be dependent on the result of the analysis.
- 21.2 In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

22. Visiting other locations

- 22.1 Trust employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

23. Trust Transport

- 23.1 Trust vehicles shall only be driven by "authorised drivers" who hold a valid driving licence. Authorised drivers of Trust vehicles are responsible for the serviceability of the vehicle and should immediately bring to their line manager's attention any defect.
- 23.2 All road traffic accidents and dangerous occurrences must be reported immediately to the line manager in accordance with the guidance specified in the Vehicle Handbook.
- 23.3 Any staff using their own vehicle for work purposes are required to complete an annual driver's declaration, submit proof of road tax, MOT and

appropriate business insurance. Southway Housing Trust will also check the driving licences of all staff who drive for work purposes. These checks will ensure that anyone who drives for work does so safely and legally.

- 23.4 Guidance on carrying out vehicle checks, safe driving and reporting accidents and/or incidents will be made available to all staff via Southway Housing Trust's Vehicle Handbook and through regular newsletters and leaflets.
- 23.5 Southway Housing Trust will regularly review the RoSPA 'Driving for Work' guide to ensure Southway is always following best practice.

24. Smoking Policy

- 24.1 Southway Housing Trust acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted a 'no smoking' policy in accordance with The Smoke free (Premises and Enforcement) Regulations 2007.

Aims of the Policy

- 24.2 The policy seeks to:
- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
 - Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
 - Comply with health & safety legislation and employment law.
 - Raise awareness of the dangers associated with exposure to tobacco smoke.
 - Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

- 24.3 Smoking is not permitted in any part of the premises at any time, by any person regardless of their status or business with Southway Housing Trust. This ban includes the use or charging of electronic cigarettes.
- 24.4 Smoking is not allowed at entrances and exits, in corridors, toilets, or refreshment areas.

Visitors

- 24.5 All visitors, contractors and service companies are required to abide by the no-smoking policy. Employees are expected to inform customers or visitors of the no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

- 24.6 Smoking is not permitted in Trust vehicles or any vehicles being used on Trust business.

25. Drugs and Alcohol

- 25.1 Alcohol or drug abuse by any employee or sub-contractor can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them. It is therefore Trust policy for a manager to remove any person from site, if it is known that he/she is under the influence, or strongly suspected of being under the influence of alcohol or substance abuse.
- 25.2 Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered. If there is any doubt, as to the person's medical condition, or to the cause of their condition, then medical advice will be sought immediately.

26. Legionella

- 26.1 To comply with the Control of Substances Hazardous to Health (COSHH) Regulations and the Health and Safety Executive's Approved Code of Practice and Guidance (ACOP'S) Legionnaires Disease: Control of Legionella Bacteria in Water Systems (L8).
- 26.2 Southway Housing Trust is to:
- (a) Carry out a legionella risk assessment on each of its non-domestic premises and review these assessments every 2 years or after any significant changes.

- (b) Appoint a person to be managerially responsible for legionellosis controls in each of its non-domestic premises.
- (c) Prepare a Scheme of Maintenance (a course of action) for preventing or controlling the risk in each of its non-domestic premises.
- (d) Implement and manage the Scheme of Maintenance in each of its non-domestic premises.
- (e) Monitor the effectiveness of the arrangements identified in the Scheme of Maintenance.
- (f) Keep records of the monitoring risk assessments and Schemes of Maintenance for a period of 2 years.

27. Violence

- 27.1 There is a Violence Against Staff Policy, which outlines the code of practice for Southway Housing Trust's staff with regard to violence against staff. There is also a Lone Worker Policy for Southway Housing Trust's staff.
- 27.2 Identified shortcomings in facilities, systems of work and training will be investigated and corrected as necessary.
- 27.3 All incidents will be monitored and reviewed regularly by the Directors and the Southway Board. Any changes to the policy will be made known to employees.
- 27.4 All incidents of violence must be reported to the line manager. The line manager should complete a Violent Incident Report Form and follow the same reporting process as for accident reporting and investigation.

28. Lone Working

- 28.1 Southway Housing Trust recognises that some staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 28.2 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Southway Housing Trust has a duty of care to assess risk to workers when they work by themselves in these circumstances.
- 28.3 Southway Housing Trust will:
 - (a) Carry out lone worker risk assessments.
 - (b) Increase staff awareness of safety issues relating to lone working.

- (c) Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far is reasonably practicable.
- (d) Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone.
- (e) Give consideration to the greater risks to expectant mothers, new employees and young persons.
- (f) Provide appropriate equipment for the protection of employees.
- (g) Encourage full reporting and recording of all adverse incidents relating to lone working.
- (h) Reduce the number of incidents and injuries to staff related to lone working.

29. Construction (Design and Management) Regulations 2015

- 29.1 The Construction (Design and Management) Regulations 2015 (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.
- 29.2 It has been identified that at times Southway Housing Trust will undertake the duties of the roles listed below, and that appointees to these roles should be identified at the earliest opportunity and before planning commences:
- Client
 - Domestic Client
 - Designer
 - Principal Designer
 - Contractor
 - Principal Contractor
 - Worker

Summary of Role and Main Duties

Client

- 29.3 The CDM 2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both domestic and commercial clients. This guidance information is for commercial clients.

- 29.4 A client has responsibility to make suitable arrangements for managing a project. This includes making sure that:
- (a) Other duty holders are appointed
 - (b) Sufficient time and resources are allocated
 - (c) Relevant information is prepared and provided to other duty holders
 - (d) The principal designer and principal contractor carry out their duties
 - (e) Welfare facilities are provided.

Domestic clients

- 29.5 These are included in these new regulations, but their duties as a client are normally transferred to:
- (a) The contractor on a single contractor project, or
 - (b) The principal contractor on a project involving more than one contractor

- 29.6 The domestic client can choose to have a written agreement with the principal designer to carry out the client duties.

Domestic Designer

- 29.7 The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built. The designer also provides information to other members of the project team to help them fulfil their duties.

Principal Designer

- 29.8 The principal designer is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. This includes:
- (a) Identifying, eliminating or controlling foreseeable risks
 - (b) Ensuring designers carry out their duties
 - (c) Preparing and providing relevant information to other duty holders.
- 29.9 The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

Contractor

- 29.10 If you are a sole trader, self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you.
- 29.11 Anyone who directly engages construction workers or manages construction work is a contractor.
- 29.12 This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.
- 29.13 The contractor's duty is to:
- (a) Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety
 - (b) For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor
 - (c) For single contractor projects, prepare a construction phase plan

Principal Contractor

- 29.14 The principal contractor's duty is to:
- (a) Plan, manage, monitor and coordinate health and safety in the construction phase of a project
 - (b) Liaise with the client and principal designer
 - (c) Prepare the construction phase plan
 - (d) Organise cooperation between contractors and coordinate their work
 - (e) Ensure:
 - suitable site inductions are provided
 - reasonable steps are taken to prevent unauthorised access
 - workers are consulted and engaged in health and safety matters
 - welfare facilities are provided

Workers

- 29.15 As people working for or under the control of contractors on a construction site the workers have duties as well as their employers.
- 29.16 Workers must:
- (a) Be consulted about matters which affect their health, safety and welfare

- (b) Take care of their own health and safety and others who may be affected by their actions
- (c) Report anything, they see which is likely to endanger either their own or others' health and safety
- (d) Cooperate with their employer, fellow workers, contractors and other duty holders.

Southway Housing Trust

- 29.17 Southway Housing Trust is best placed to identify at tender stage whether the proposed work will fall in scope with CDM. Although procedures for safe work practices are common for all work, specific requirements of CDM shall be addressed at all times.
- 29.18 The CDM 2015 place duties on various parties involved in the construction programme from Client to Contractors. Southway Housing Trust shall fulfil the requirements of the Regulations related to its activities.
- 29.19 On contracts where Southway Housing Trust has a design responsibility, relevant hazards/risks shall be reduced in the design process.
- 29.20 Southway Housing Trust shall carry out a survey of work tasks/workplace in relation to Health and Safety and produce a plan to minimise risks prior to works being undertaken.
- 29.21 Contractors shall be required to assist with the Safety Plan by submitting their own proposals to overcome potential high risk areas.
- 29.22 Specific advice shall be called on from Southway Housing Trust's Health and Safety Advisers as required.
- 29.23 During the course of the contract and upon its completion a "Safety File" shall be made available to relevant parties to aid with the safe running, maintenance, repair and renovation of the project.

POLICY REVIEW HISTORY
<i>To be completed during each review</i>

Previous versions

(version number – approved by – approval date – title if different)

Version No.	Approved by	Date Approved	Stallard Kane Issue No.	Stallard Kane Amendment Summary
1.0	Shadow Board	03/07/2007		
2.0	Board	06/09/2011		
3.0	Board	19/03/2013	1	First issue
4.0	Board	18/03/2014	2	Full annual review
5.0	Board	02/06/2015	3	Full annual review. Details of specified injuries added in line with the RIDDOR 2013 Regulations. Arrangements for the CDM 2015 Regulations added at 2.28.
6.0	Board	22/11/2016	4	Full annual review
7.0	Board	21/11/2017	5	Full annual review - Statement of intent updated to include Southway Housing Trust and all subsidiaries and group members.

Date of last EIA: N/A

Review lead by: Andy Plant, Head of Property Services with Stallard Kane Associates

Main points or amendments made and reasons

- Full annual review
- Contents page added
- Stallard Kane's version control information incorporated into Policy Review History table
- Interim arrangements for competent person added
- Responsibilities section replaced [what has changed?]

Next review due: November 2019

Approval Level: Parent Board