

# Health and Safety Policy



## Introduction

The purpose of this policy is to create a framework outlining our commitment and approach to managing health and safety.

It will serve as a guiding document that defines the safety objectives, expectations and responsibilities of both management and employees together with preventative actions, emergency management and additional measures to promote health and safety.

This policy was first written in this format on 31<sup>st</sup> January 2025 and presented for approval to the Senior Leadership Team and Trustees. On approval, this policy will be distributed to all employees to confirm that they have read and understood the policy and will abide by the content in all aspects of their work.

This policy has been authored by Ellen Launchbury of Optimus Safety Ltd in line with Statutory Provision under the Health and Safety at Work etc., Act 1974. The policy will be updated annually according to legislative changes and reviewed following any adverse events.

## External References/Sources of Information

- The Health and Safety at Work etc., Act 1974
- Management of Health and Safety at Work Regulations 1999
- Subordinate legislation listed in Appendix A
- [Managing for health and safety - HSG65](#)
- [Leading health and safety at work - INDG417](#)

## Change Management

First issue in this format	31 January 2025	V1	Ellen Launchbury

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## Health and Safety Policy Statement

Response recognises and accepts this Policy and Guidelines on Health and Safety and realise their accountability and responsibilities under the Health & Safety at Work etc. Act 1974. This will, 'so far as is reasonably practicable', ensure the provision of a safe and healthy workplace and working environment and adequate welfare facilities for the Response community working on all sites and within the various sections of the organisation and to make reasonable adjustments to ensure that the environment meets all individual needs.

Response will also arrange for sufficient information, instruction and training to enable all their employees to contribute positively to their own and others' health and safety.

The Health and Safety team will be the function that implements the policy, and manages the arrangements and plans agreed by the Senior Management Team and Trustees. Guidance entitled 'Managing for Health and Safety – HSG65' and 'Leading Health and Safety at Work – INDG417' published by the Health and Safety Executive and the Institute of Directors will be used to develop Response approach to managing its risks. The emphasis in both pieces of guidance is that the Senior Management Team and Trustees are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

By following this model Response seeks a common sense approach to the management of Health and Safety and determines the control measures that are needed to manage any risk to an acceptable level resulting in the prevention of accidents and ill health. See Health and Safety Risk Assessment Spreadsheet.

The success of this strategy will be defined by an organisation where leadership and all employees, understand and fulfil their individual and collective responsibilities in controlling risk and in meeting Health and Safety objectives. This will, in turn, reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, service users and others who may be affected by our activities.

The main elements include:

- Plan** Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits throughout the organisation.
- Do** The Health and Safety team will introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Check** The Health and Safety team will implement, at a strategic and tactical level, monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- Act** The Health and Safety team will review Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

Response, by issuing this policy, is not just observing its legal obligation, but is reaffirming its commitment to quality in health and safety, as in all other aspects of its operation.

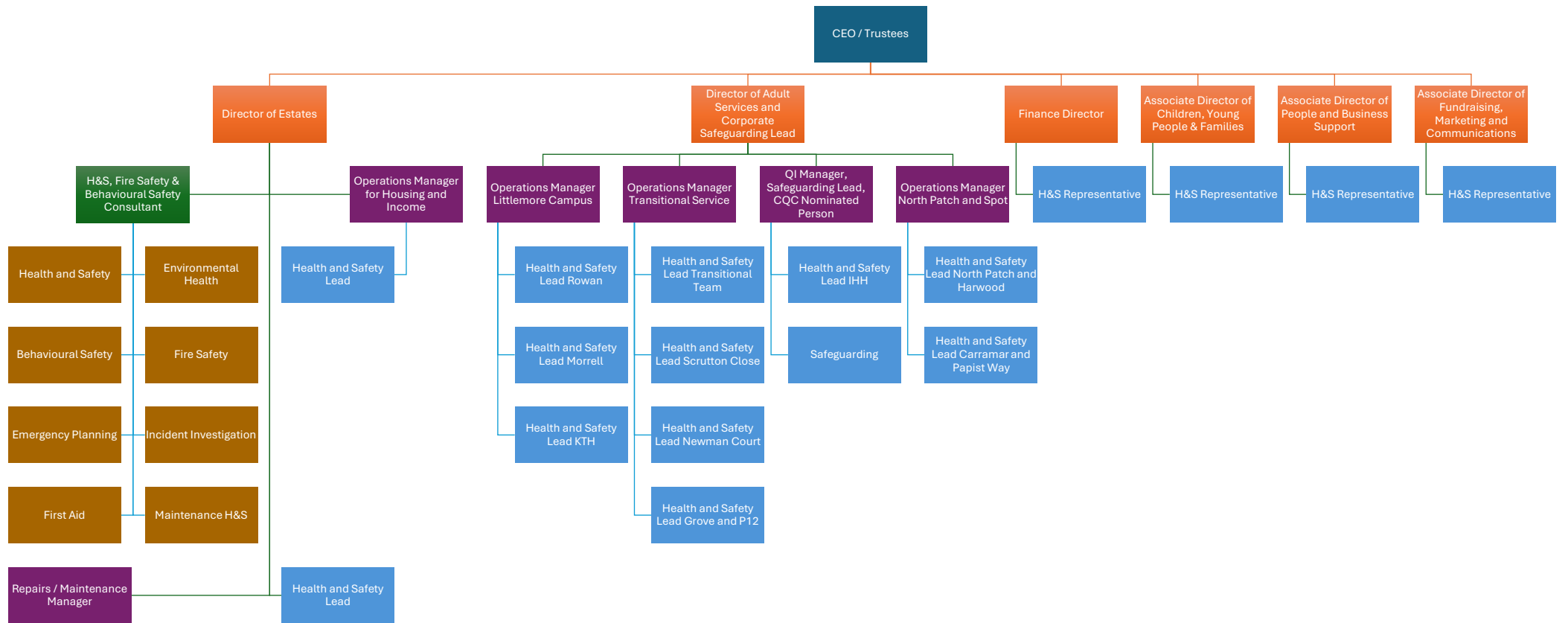
We all have a responsibility to safeguard ourselves and those who may be affected by our work and I look to all our employees and Partners to not only practise safe working, but to develop positive attitudes to health and safety management.

Name: Nicola Leavesley

Signature: *N Leavesley*

Date: 31<sup>st</sup> January 2025

# Organisation for Health and Safety



## Health and Safety Roles and Responsibilities

Overall responsibility lies with the CEO and Trustees	<b>Nicola Leavesley - CEO</b> <b>Bob Sutcliffe – Chair of Trustees</b>
Executives	<b>Tim Berg - Director of Finance and Company Secretary</b> <b>Andrew Perry - Director of Estates</b> <b>Anne Clarke - Director of Adult Services and Corporate Safeguarding Lead</b> <b>Gemma Jewell - Associate Director of People and Business Support</b> <b>Jamie Douglas - Associate Director of Children, Young People &amp; Families</b> <b>Emma Murphy - Associate Director of Fundraising, Marketing and Communications</b>
Competent Person – With the knowledge, experience, training and other qualities that enable them to assist in undertaking the measures required to comply with requirements and prohibitions imposed upon them under relevant statutory provisions.	<b>Ellen Launchbury of Optimus Safety Ltd has been appointed as Competent Resource as required by the Management of Health and Safety at Work Regulations 1999, Regulation 7.</b> L6 Diploma in Applied Health and Safety NEBOSH National General Certificate NEBOSH National Construction Certificate NEBOSH Certificate in Fire Safety and Risk Management Member of the Chartered Institute of Environmental Health IOSH Graduate (Certified) Member Member of the Institute of Fire Safety Managers IOSH Behavioural Science for Leadership in Safety

Our policy at AG Palmer House and all of our properties and sites, is to operate services at all times in such a manner as to ensure ‘so far as is reasonably practicable’ the health and safety and welfare of employees and/or all other persons who may be affected by our activities.

Response will meet its legal obligations taking every reasonable measure within its power to discharge its responsibilities for the provision, maintenance and improvement of:

- A safe and healthy place of work and working environment.
- Safe plant, equipment and systems of work.
- Safe handling, storage and transport of articles and substances.
- Information, instruction and training.
- Adequate facilities for welfare at work.
- Consultation with safety leads / representatives to enable them to carry out their tasks and by representation on the Response Health & Safety Forum.

The success in meeting the above objectives is directly linked to the degree of active assistance given by EVERYONE in their collective legal duty to take reasonable care for health and safety of themselves and others and to co-operate with Response in meeting its legal obligation.

### CEO and Trustees

The CEO and Trustees have ultimate responsibility for health and safety. As such their responsibilities are:

- To appoint a competent person to prepare an effective health and safety policy and the arrangements for the execution of that policy on their behalf.
- Sign off the completed Policy for Health and Safety.
- To ensure sufficient resources are made available to achieve the objectives identified in this policy.
- Annually review and monitor the implementation of the health and safety policy.
- Aim to ensure a member of the Exec Team attends the Response Health and Safety Forum.

### Executives

- Actively support the Policy for Health and Safety.
- Support arrangements for funds & facilities to meet requirements of the policy.
- Ensure that any significant difficulties in implementing health and safety policy is reported to / escalated within the Executive Team.

- Encourage proportionate health and safety training for all levels of employees.
- All Execs to accompany one H&S, FRA or maintenance visit each year alongside a trained individual to understand Health and Safety challenges throughout the business.
- Stipulate clearly and repeatedly to employees that safety is a Response priority.
- To lead by example.

### ***Director of Estates***

- Complete IOSH Leading Safely.
- Know the statutory requirements affecting practical operations.
- Ensure that safety directives (new legislation etc.) are conveyed throughout all management levels.
- Promote the liaison on health and safety matters between all key stakeholders.
- Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy.
- Know and promote the policy for Health & Safety and ensure that it is brought to the notice of all employees.
- Ensure appropriate training opportunities are provided for employees to effectively discharge their responsibilities under this policy.

### ***Health and Safety Consultant***

Optimus Safety Ltd has been appointed to provide competent Health and Safety support to the CEO, Trustees and Executives. Reporting to the Director of Estates and advising on all aspects of health and safety, fire safety, environmental health and behavioural safety. The Health and Safety Consultant shall:

- Develop, promote and implement the health and safety policy.
- Report monthly on set Key Performance Indicators for health and safety and advise on the effectiveness of the current policy together with any proposed amendments.
- Monitor and evaluate new legislation and disseminate information to all staff, together with allied procedures and guidance notes.
- Implement risk assessments for all areas of activity and monitor the implementation of health and safety practices and risk assessments.
- Investigate accidents, incidents and implement corrective action where required with recommendations for preventing reoccurrence.
- Interpret new safety legislation or changes in existing legislation.
- Recommend or provide safety training for all levels of employees.
- Keep contact with official and professional bodies e.g. HSE, Local Authorities, Institution of Occupational Safety and Health, Royal Society for the Prevention of Accidents, British Safety Council and local Health and Safety Groups etc.
- Chair Health and Safety Forum meetings.
- Promote a positive safety culture and set a personal example.
- Liaise with outside statutory bodies as required to comply with legal requirements and further the improvements of health, safety and welfare in the workplace.
- Assist those designated to carry out health and safety monitoring activity to comply with their legal obligation.

### ***Health and Safety Team***

- Supports the Health and Safety Consultant in implementing policies and procedures within the Organisation.
- Organise fire risk assessments and ensures any FRA requests for new/void properties are prioritised.
- Monitors compliance with key performance indicators specified in the policy and collates reports for submission to Exec Team.
- Maintains fire safety and health and safety QR report data and collates records for presentation to the Health and Safety Forum and Exec Team via KPI reports.
- Assists in maintaining up to date risk assessments.
- Provides an overall Response Appointed Person function, maintaining first aid boxes, first aid provision, fire marshals and emergency arrangements.

- Promotes health and safety across all areas of the business.

### **Operational Managers**

Operational Managers will liaise with the Health & Safety Consultant on all health and safety matters.

They will:

- Ensure that health and safety requirements of prospective and planned activities, events and initiatives can be satisfied before delivery.
- Ensure that the Health and Safety policy is implemented on a day to day basis.
- Ensure that employees and visitors under their responsibility are provided with information on emergency and accident procedures and work-related ill-health where appropriate.
- Ensure that safe working practices covering operations within your area are developed, maintained and reviewed as necessary.
- Reinforce the importance of health and safety with employees.
- Appoint a Health and Safety Lead for each location / area under your remit and request training from the Health and Safety Team to enable them to carry out their responsibilities.
- Ensure that new/inexperienced employees / agency staff receive a suitable level of training/induction/support to understand their health and safety responsibilities while working with Response.
- Co-operate with the Executive Team in achieving legal and Response health & safety objectives.

### **Health and Safety Lead**

- Collate and maintain key documentation for your area of responsibility –
  - Electrical Installation Condition Report (5 yearly)
  - Legionella Risk Assessment – to a schedule recommended by the assessor
  - Legionella temperature and maintenance records
  - Asbestos Survey – survey valid for 10 years (where no significant alterations have been made)
  - Asbestos Condition Report – annual review
  - PAT records – to be completed annually
  - Fire Risk Assessment – annual review required
  - Gas safety certificate – annual inspection
  - COSHH register
- Ensure hazardous substances required in your area of responsibility are submitted to H&S for evaluation and approval (where new items are required or items not on the approved list – see COSHH arrangement for further detail).
- Provide assistance in completion of risk assessment of your work area.
- Ensure that defects or concerns are promptly reported according to safety procedures and that appropriate action is taken.
- Report all adverse events.
- Attend Health & Safety Forum meetings as representatives of your location / property / service and present on health and safety concerns or suggestions for improvement.
- Carry out regular audits of H&S compliance and QR code reports.
- Work closely with the H&S team to maintain a “Golden Thread” of information and compliance.

### **Employees**

- Take reasonable care for the health and safety of themselves, their visitors and others who may be affected by their acts and omissions while carrying out business for Response.
- Familiarise themselves with and conform to the Response Health and Safety Policy and associated monitoring arrangements.
- Report promptly all accidents, incidents, unsafe conditions or practices and potential risks to your line manager to initiate an investigation and to support legal timeframes for reporting.
- Personally demonstrate good standards of health and safety.
- Follow and act upon any instructions that are given either verbally or in writing in connection with health and safety.
- Bring to the attention of your line manager any difficulty in understanding health and safety information or instructions provided.



- Ensure that where necessary the relevant Personal Protective Equipment, supplied in connection with the task in hand, is used in the interests of health and safety.
- Advise their immediate supervisor of any personal difficulties associated with the use of any equipment provided.
- To not interfere with any equipment provided for your safety.
- Attend all general and specific training required in connection with health and safety.
- Provide their line manager with any medical information which may affect personal health and safety or welfare.

### ***Response Health & Safety Forum***

The Forum's major terms of reference are to support policy measures and put forward for discussion and review any concerns or recommendations from their teams on health and safety related topics.

Forum meetings will be held at least quarterly and minutes will be made available to the Executive Team. Following any significant incident, the Health and Safety Consultant will convene an extraordinary meeting to draw together input from the expertise of the committee in finalising a report for submission to the executive team.

The Committee has a membership comprising the Health & Safety Consultant (Chair) and the following:

- Executive Team Representative
- Health and Safety Lead from –
  - Repairs and Maintenance
  - Housing
  - Safeguarding
  - Service area
  - First Aid Representative
  - Fire Marshal Representative
- Any other relevant persons as agreed by the Chair

# Arrangements for the Implementation of the Policy

## Adverse Event Recording and Reporting

An adverse event is any unexpected or dangerous event which led to, or had the potential, to cause injury or damage. These include –

- Accidents – minor injury that may or may not require first aid or major, requiring an ambulance or hospital treatment, and specific injuries which require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Incidents – minor such as a near miss or pest infestation which may not have caused harm, but had the potential to do so or a major incident which may need action by repairs / maintenance to make safe, a fire or an injury that may need to be reported under RIDDOR.

To manage adverse events, Response takes a proactive approach to all accidents and incidents that may occur, ensuring that a proportionate investigation is carried out to provide a deeper understanding of the risks associated with our activities. These investigations are an important tool in developing and refining our risk management system and all employees are required to embrace this procedure and understand that it is completed within a no blame culture, with a sincere desire to support our valued team. The information gathered will help in determining why an adverse event has occurred and the steps needed to make sure it does not happen again.

We therefore ask that all adverse events are reported to Health and Safety (including aspects not directly covered in this policy, e.g. fire, environmental health related issues, asbestos and legionella) via a QR code available at reception, in satellite sites, work vehicles and emailed to all employees to save on their desktop. The form covers five categories –

**Near Miss**– these should be completed for any event which had the potential for harm, either as a near miss or an undesired circumstance, for example a potential act of aggression. If in doubt, please report, it is better to filter out than be unaware of possible opportunities for improvement.

**Minor Injury** – these provide basic details of very minor injury, bruises, minor cuts, pulled muscles, grazes etc. These generally will not require a first aider to attend but provide useful data on where, when and how minor injuries occur which could help prevent a more serious injury in the future.

**Serious Injury** – these will usually be completed by a first aider. This form is more in depth anticipating time off work and potentially provide data for reporting under RIDDOR with strict timescales.

**Incident** – an incident is an unplanned event which may or may not have caused injury but did cause damage to property. Some incidents have to be reported under RIDDOR within strict timescales.

**Occupational Health** – health conditions linked to exposure to specified hazards at work. These should be notified to H&S as soon as symptoms occur and if a confirmed diagnosis by a health professional is provided, this may become reportable under RIDDOR. Reports made directly to HR should be referred to H&S.

Records are retained electronically and confidentially in accordance with GDPR.

Any injury which may foreseeably lead to a civil claim for damages will be immediately escalated to H&S for advice, this includes receipt of any formal notification / communication following appointment of legal advisor. A civil claim can be made for up to 3 years following the incident and for up to 3 years following an 18th birthday, therefore records will be retained for 5 years.

If an adverse event has resulted in an unsafe condition, please inform Repairs and Maintenance to facilitate make-safe actions immediately, then complete the QR code.

It is a requirement of employment that all employees operate in a safe manner and that other people are not affected by their 'acts and omissions'. If a hazardous situation is discovered, it must be pointed out to those who could become involved and then be reported for further investigation.

## RIDDOR

Response is required by law to notify serious adverse events under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Once notified of an adverse event, the accident / incident will be evaluated for reporting requirements directed by RIDDOR and if necessary H&S will notify the appropriate Enforcing Authority via the HSE website. This is only applicable to accidents / incidents that arise from a work situation. For service users and visitors, an adverse event would only be reportable under RIDDOR if the following criteria are met –

- The accident arose out of or in connection with a work activity and was fatal; or
- An injury arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

To decide if an accident to a service user or visitor ‘arises out of connection to work’, an investigation will be undertaken to decide if –

- There was a failure in the way a work activity was organised
- The event occurred due to the way equipment or substances were used
- The condition of the premises was an issue (i.e. slippery floors or trailing cables)

Both non worker and the following specified injuries must be reported (if due to a workplace accident / incident) with 10 days –

- Any fatal workplace accident.
- Fractures, not including fingers, thumbs or toes (note: only when diagnosed or confirmed by a doctor, including where specified on a GP ‘fit note’, evidence is not required as long as a doctor considers it is likely that there is a fracture but self-diagnosed ‘suspected fractures’ are not reportable.
- Amputations – either traumatic amputation at the time of an accident or surgical amputation as a result of injury sustained.
- An injury likely to result in permanent loss of sight or reduction of sight in one or both eyes.
- Crush injuries to brain or torso leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping which requires hospital treatment.
- Unconsciousness caused by head injury or asphyxia, time unconscious is not a factor.
- Injury resulting from work in an enclosed space (see confined space regulations for definition) leading to hypothermia or heat induced illness, requires resuscitation or which means the person is admitted to hospital for more than 24 hours.
- There is also a requirement to report injuries where the employee is away from work or unable to perform normal work duties for more than 7 consecutive days as a result of an injury occurring at work - not counting the day of the accident. These should be referred to Health and Safety as soon as this becomes apparent or is suspected to be the case as this will have to be reported within 15 days.

When the extent of an injury is unclear e.g. the seriousness of an eye injury has not been determined, there is no need to make precautionary reports of specified injury although it is likely that the person will be off work for more than 7 days and therefore the report will be made on that basis. Reports can be updated for up to a year following the adverse event and this is the reason why HSE statistics are published a year behind; to ensure they are accurate.

Where a worker suffers an injury and are incapacitated for more than 3 consecutive days, this will also need to be notified to H&S and QR record created but will not need reporting under RIDDOR. To be monitored in case it becomes reportable.

Certain reportable diseases are also required to be reported once diagnosed by a doctor –

- Carpal tunnel syndrome (note: where the person’s work involves typing or similar repetitive movements, this is not reportable)

- Cramp of the hand or forearm (note: chronic and debilitating cramp only, one off acute incidents are not reportable)
- Occupational dermatitis (where linked to exposure to a chemical or substance at work)
- Hand-arm vibration syndrome
- Occupational asthma (note: not reportable if there is evidence that the person already had the condition and it was not made worse or triggered by exposure at work)
- Tendonitis or tenosynovitis (note: only affecting hand or forearm and where it has resulted from physically demanding activity involving frequent repetitive movement)

Dangerous occurrences are certain incidents with a high potential to cause death or serious injury and should be reported without delay –

- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment (note: does not cover lifting accessories such as chains and slings).
- Failure of pressure systems.
- Plant or equipment coming into contact with overhead power lines.
- Electrical incidents causing explosion or fire where the equipment is out of action and unusable for more than 24 hours (note: still reportable if the system in which the damaged equipment was installed is put back in service using new equipment).

Remember that duties to report also lie with Gas Engineers, Lifting Equipment Engineers and Pressure Systems Engineers who make reports directly to Enforcing Authorities and are likely to result in enquiries, these should also be referred to H&S. Repairs / Maintenance must forward copies of any Gas Safety Notice, LOLER Class A Defect report or PSSR Report to H&S immediately.

Should a self-employed person suffer either a specified injury or over seven day injury while on any of our sites, then Response will be responsible for reporting. If the impacted person is employed by another company, i.e. a peripatetic worker on site to service the lift is involved in an adverse event, their employer has a duty to report. This may be the case for agency workers but in cases where they are paid directly by Response, we have the duty to report.

These guidelines are for information only. All adverse events should be reported directly to Health and Safety who are authorised to make a RIDDOR report on behalf of Response and have the expertise to decide if a report is required. While there are no adverse repercussions to incorrect reporting, the record is on file and prior history is used to define enforcement action within the Enforcement Management Model which allows inspectors to make enforcement decisions in line with the HSE Enforcement Policy Statement. Response may also be required to submit this information to prospective business partnerships or during tender. We are therefore committed to reporting accurately, on time and strictly in accordance with legislation.

**It is not appropriate for injured persons, members of the public or employees who do not have authorisation under RIDDOR (Responsible Person Duties) to use the reporting system.** If you have concerns that a required report has not been made please check first with Health and Safety or HR.

All RIDDOR reports are forwarded to the relevant enforcing authority. There are also strategic and targeted enforcement priorities that may direct the likelihood of Local Authority, HSE or Fire Officer interventions following a report. Please note that all enforcement authorities share information, therefore a RIDDOR report may be passed to the CQC or a fire safety issue during a food hygiene inspection will be forwarded to the Fire and Rescue Service. Remember that any adverse event is an invitation to Enforcing Authorities to investigate and may come from an alternative route to the one expected.

None of the above replaces the need to notify your Ops Manager for immediate support or to request assistance with make safe actions.

Training Requirements		
Mandatory	Aspirational	Leadership
H&S Induction Training	RIDDOR Management Training	IOSH Leading Safety

## RIDDOR in Health and Social Care

Although the principles of RIDDOR are the same in Health and Social Care, it may be harder to define reporting requirements for service users, agency staff etc. In addition to the above requirements, the following clarification may be useful –

- Death of a self-employed person in premises where they are the owner or occupier is not reportable.
- Suicide of a service user is not reportable as suicide is not considered an ‘accident’.
- A service user admitted to hospital for treatment and exposed to a biological agent (e.g. legionella) and dies in hospital is not reportable as this did not arise out of connection with work.
- Infections that could have been acquired as easily in the community as at work are not reportable e.g. influenza unless there is evidence that exposure was occupational.
- A physical injury inflicted on an employee by another employee about a personal matter or an employee at work injured by a relative or friend who visits their workplace about a domestic matter is not reportable.

Examples of Adult Social Care specific reportable adverse events are as follows –

- Employees who become hepatitis B positive after contamination with blood or bodily fluids from an infected service user.
- Sharps injuries when the sharp is known to be contaminated with a blood borne virus (BBV) as a dangerous occurrence. If the sharps injury results in a BBV being acquired by this route, it should be reported as a disease. If the injury is so severe that it results in an over 7 day absence, report as a normal 7 day incapacitation.
- Any act of non-consensual violence to a person at work that results in death, specified injury (see above) or over 7 day incapacitation will be reportable. If a 3 day incapacitation, a record must be kept but is not reportable.
- Service user falling from an upper floor window.
- A worker contracting Legionnaires disease after working on or carrying out temperature / flushing records on the water system will need to be reported.

Further information is available in the HSE Information Sheet – [Reporting injuries, diseases and dangerous occurrences in health and social care : Guidance for employers.](#)

## Adverse Event Investigation

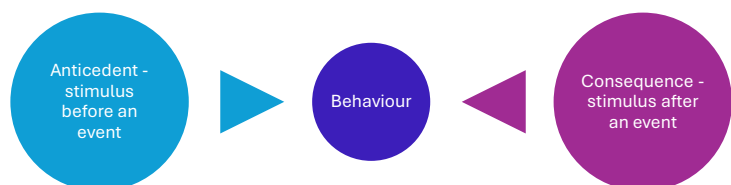
Adverse events are often a culmination of a chain which can be broken down into -

- Immediate cause - the actual item that caused the injury or ill health (i.e. a hazardous substance)
- Underlying cause – an unsafe act or unsafe condition (i.e. use in an enclosed area)
- Root cause - the failure from which all other failings grow, often remote in time and space from the adverse event (i.e. failure to identify training needs)

If we are content with leaving the investigation at the immediate cause, or as often happens, it is declared “unpreventable”, then all opportunities for change or learning are lost. An investigation aims to develop an understanding of thinking that creates undesirable behaviours to bring about subtle changes in attitudes, values, bias and assumptions to achieve desirable outcomes. All adverse events are seen as an opportunity to learn, make positive changes and ensure it does not occur again.

Consequences also powerfully affect behaviour, the potential for punishment or even doing nothing shape attitudes toward adverse events. Conversely, praise and incentivisation have an enormous effect on subconscious, care needs to be used when applying these consequences.

The investigation will therefore be started using the “5 Whys” technique and by defining the type of behaviour leading to each significant point in the process - a slip/lapse, a mistake (knowledge or rules based) or a direct violation.



Combined this will form a clear evaluation of the situation prior to the incident, leading up to the incident and guide effective and proportional controls after the incident.

## Asbestos

A separate policy has been developed covering Asbestos in our properties. Please see Asbestos Policy, the link in the legislation register will also open this policy.

## Car Parking

There are 28 parking spaces at AGP and risk assessment completed, see Health and Safety Risk Assessment. Car park users are asked to reverse park into spaces as they arrive at the car park to make exit safer at the end of the day.

To manage parking during increased usage times, spaces 1-6 and 20-25 shown highlighted orange on the plan are designated long stay parking for users who will remain in the office during core hours. Others may use the driving area to block cars in (again reverse parking). Please remember to add your vehicle registration on the sign in sheet to be able to locate owners in an emergency or change of plans.

A speed limit of 10mph is imposed on entry to the Littlemore Campus and all employees must observe this requirement as well as being vigilant for pedestrians. Entry to the campus, the driveway past KTH and to AGP car park is particularly vulnerable and where service users and pedestrians may be.

One accessible parking space is maintained adjacent to an accessible entry point. Any further accessibility requirement should be notified to H&S prior to that employee starting work at AGP and with sufficient time to arrange for reasonable adjustments.

The car park, and other external areas will be audited at least quarterly to take into consideration any seasonal requirements e.g. gritting, heavy growth of planting etc and reported to repairs / maintenance for action.

Car parking arrangements at satellite sites should be considered in light of the information above and contact H&S if you wish to discuss your specific site and put in place a parking management plan.

## Consultation with Employees

Response have a duty to consult with employees on health and safety matters and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) apply – Response do not recognise any Trade Union where employees may be members.

Response recognises that consultation with employees leads to –

- A safer and healthier workplace where employees help to identify hazards, assess risk and develop ways to control or remove risk.
- Making better decisions about health and safety where these are based on the input of a range of people who have extensive knowledge of their own role and the business.
- A stronger commitment to implementing decisions or actions when employees are actively involved in reaching these arrangements.
- Greater co-operation and trust when employees felt heard and a better understanding of challenges faced is taken into account.
- Joint problem solving.

A health and safety forum is therefore set up to consult on the following –





- Introduction of any measures which may affect health and safety at work, i.e. new equipment, new systems of work or processes.
- Information on risks and dangers, how these should be communicated to others and any emergency arrangements required.
- Health and Safety training requirements.
- Health and Safety consequences of introducing new technology.
- Adverse event statistics.
- Health and Safety topics that have arisen in various parts of the organisation.

The committee is made up of representatives from each sector of the organogram –

- Chair – Health and Safety
- Executive Team Representative
- Health and Safety Lead from each area of the business
- Fire Marshal representative
- First Aid representative
- Safeguarding representative

Meetings will take place quarterly with an invite and agenda sent 1 month prior to the meeting to allow representatives to request items for discussion (any other business) from their peers.

## Display Screen Equipment (DSE)

Response and all satellite sites comply with The Health and Safety (Display Screen Equipment) Regulations to protect “DSE users” who use DSE daily for continuous periods of an hour or more. DSE is defined as PC’s, laptops, tablets and smartphones but do not apply to those who use DSE infrequently or for a short time when undertaking their normal work.

All new employees will receive training and information at the start of employment and refresher training as required, this includes completion of a DSE workstation assessment which should be reviewed by your line manager and discussed during your initial probation review. If any issues are flagged in the self-assessment, your line manager will refer you for an advanced DSE assessment with H&S.

When assessing a workstation/DSE user, it is important to note that the equipment in use does not add any health risk, it is improper use of the equipment that creates the hazard, potentially experiencing fatigue, eye strain, upper limb disorders and backache if not corrected. The cause however, may not be obvious and may be due to a combination of factors. Although personal preferences are inevitable, it must be remembered that poor practice may not be apparent currently but are likely to show up eventually. Working safely is an investment in your future mobility.

As more employees are working away from the office, correct set up at an office workstation can be reflected in home use. With this in mind, each desk will be set up with –

- A laptop riser to allow use of the laptop as a second screen at the correct height.
- A connection port and power supply to plug in the laptop and connect to,
- A separate screen, height adjustable.
- Separate keyboard and wired mouse.

These must not be removed. Please remember that any specific adjustment or addition to the workstation must be assessed by a qualified DSE assessor before approval. Please refer all enquiries to [ellen.launchbury@response.org.uk](mailto:ellen.launchbury@response.org.uk).

Many DSE issues can be prevented by breaking up prolonged use, remember to –

- Take time to stretch and change position.
- Look away from the screen into the distance occasionally, remember to blink often.
- Have a change of activity planned before you get too tired rather than to recover.
- Take short, frequent breaks rather than long, infrequent ones.

To provide benefits according to the regulations, Response subscribe to a Wellness Plan provided by Simply Health. For further information contact HR at [recruitment@response.org.uk](mailto:recruitment@response.org.uk).

Training Requirements		
Mandatory	Aspirational	Leadership
DSE E-Learning	DSE Management Training	Not applicable

## Drugs and Alcohol

We recognise that alcohol and drug abuse related problems are an area of health and social concern, and that alcohol and drug abuse problems can have a detrimental effect on work, performance and behaviour.

It is therefore Response policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing Response.

Special rules may apply in relation to alcohol, where the Company sponsors an event for staff e.g. the Christmas party or social events. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

We recognise that employees with alcohol or drug abuse problems need help and support however we also understand our responsibility to all employees / contractors to ensure that related risk is minimised. Accordingly our policy takes two approaches –

1. Providing reasonable assistance to the employee with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
2. Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work.

Response does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy Response will seek both to assist employees in obtaining such specialist help, and to protect his/her employment.

If an issue is identified with a sub-contractor, the organisation supplying the person involved will be asked to remove them from site while they carry out an internal investigation and advise Response of the outcome. The person will be asked to wait in the location of work until they are either able to take themselves home safely or can be taken home.

Employees or subcontractors may be permitted to undertake alternative work while they are receiving treatment depending on the needs of the company or site at that time.

In line with Response disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs.
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the employee is willing to co-operate in referral to an appropriate service and subsequent treatment, Response will suspend application of the Disciplinary Procedure and provide assistance as described above. Employees who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

### Useful Contact Details

	<i>Drinkline Helpline: 0800 917 8282</i>	<i>Free, confidential helpline for people who are concerned about their own drinking, or someone else's.</i>
<i>Alcohol Dependence</i>	<i>NHS Choices Website - <a href="http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx">http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx</a></i>	<i>National Health Service advice page.</i>
	<i>Drinkaware - <a href="https://www.drinkaware.co.uk/">https://www.drinkaware.co.uk/</a></i>	<i>Drinkaware works to reduce alcohol misuse and harm in the UK.</i>
	<i>Addaction - <a href="http://www.addaction.org.uk/default.asp">http://www.addaction.org.uk/default.asp</a></i>	<i>Drug and alcohol charity, helping over 40,000 people a year to recover from addiction problems.</i>



	<i>Al-Anon - <a href="http://www.al-anonuk.org.uk">http://www.al-anonuk.org.uk</a></i>	<i>Provide support to anyone whose life is, or has been, affected by someone else's drinking.</i>
	<i>Alcoholics Anonymous Great Britain – <a href="http://www.alcoholics-anonymous.org.uk">http://www.alcoholics-anonymous.org.uk</a></i>	<i>AA is an organisation who share their experience with each other hoping to solve their problems and help others to recover from alcoholism.</i>
	<i>NHS Choices Website - <a href="http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx">http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx</a></i>	<i>National Health Service advice page.</i>
<i>Drug Dependence</i>	<i>Talk to Frank - <a href="http://www.talktofrank.com/">http://www.talktofrank.com/</a></i>	<i>National drugs awareness site for young people and parents/carers.</i>
	<i>Narcotics Anonymous - <a href="http://ukna.org/">http://ukna.org/</a> Helpline for the UK: 0300 999 1212</i>	<i>N.A. is a non-profit fellowship of recovering addicts who meet regularly to help each other stay clean.</i>

## Electrical Safety

The main hazards associated with electricity are –

- Electric shock and burns from contact with live parts
- Injury from exposure to arcing (when electricity jumps from one circuit to another)
- Fire from faulty electrical equipment or installations
- Explosion caused by unsuitable electrical apparatus (including e-bikes / e-scooters)

See H&S risk assessment for more detail. To manage these risks, Response complete a full inspection of fixed wiring systems, known as an Electrical Installation Condition Report (EICR) every 5 years for all properties using an approved contractor.<sup>1</sup> Any remedial works identified during the report are quoted immediately and rectified within 3 months, any works that cannot be completed within this timescale are noted within the electrical safety compliance report for escalation to the Exec Team and discussion on potential decant.

Portable electrical equipment is in use throughout Response and manned properties or satellite sites. It is subject to periodic inspection to ensure its continual safety in use. If any person identifies a worn cable, defective plug, damaged casing, exposed wires, signs of overheating or any issue with electrical equipment which does not work correctly, it is their duty to report the hazard either to their Line Manager or directly to the Health and Safety team. If in doubt, withdraw the equipment from use until it has been inspected by a competent person.

All mains electrical items must be authorised to bring onto a Response site and must be tested before use, and included on the PAT register thereafter. Please speak to H&S if only bringing to the office for a short duration or for an event. If bringing chargers in from home, do not leave items on charge unattended even for a short period, do not charge on combustible materials (ensure you have good air flow to keep the item cool) and do not use if the charger shows any sign of damage, is hot to the touch or has a “fishy” smell.

No one other than a designated and authorised qualified electrician should repair electrical equipment.

Use of extension blocks will be monitored as it is very easy to overload sockets. There may be signs that there are problems with overloading such as a burning odour (slightly fishy) or the fuse box will trip. These signs must never be ignored but taking steps to ensure that the situation doesn't get to this point will prevent damage, costly replacements, and ultimately an emergency situation or a fire.

Electrical sockets are rated to 13 amps each and capable of handling 3000W. Where a twin socket is present, the loading on them should be balanced so if an extension is plugged into one of the sockets with 4 items plugged into that, the loading could reach the 3000W capacity and the other should be used for a single item plugged directly into the socket.

Extension blocks must be fused, have no more than 4 sockets (not including USB) and have their rating noted. This allows a judgement of the combined wattage on the extension lead and therefore the socket. Although some commonly used items have very low wattage, care should be taken to ensure that the combined wattage is within the 3000W capacity. Where an extension shows that it is rated for a higher wattage, the capacity of the socket itself should not be exceeded.

<sup>1</sup> Set KPI to record progress against EICR on 100% of properties.

Reel extensions must be used with care as they are rated as wound (usually only 1000W) or fully unwound (usually 3120W), there may also be damage to the cable which is not obvious when wound.

Cube type extensions are not permitted as they are often unfused (particularly cheaper ones) and can be misused by plugging into a 4 gang extension to increase capacity.

### Approved



### Use With Care



### Not Permitted



#### LOW

- Phone Charger 12W
- Laptop 20-75W
- Lamp 60W
- Monitor 30-70W
- Printer 75W
- Desk fan 10-25W

#### MED

- Microwave 1550W
- Electric Heater 2000W
- Toaster 2000W
- Vacuum Cleaner 2000W
- PC - up to 800W

#### HIGH

- Kettle 3000W
- Air Conditioner 900-5000W

**ONE UNIT LIMIT - 3000W**

## Charging Devices

Mobile phones, laptops and many other electronic devices also use lithium batteries and these general safety tips should be followed –

- Never leave an item charging while you are out of the vicinity – unplug if you are not going to be in the room to monitor it.
- Store items out of extreme temperatures, direct sunlight, and away from your exit path in an emergency.
- Do not leave charging longer than necessary.
- Do not charge where the item has little air flow, such as under a pillow at night or laptops left on the bed/soft furnishings.
- Do not place on or near combustible materials, i.e. charge inside a drawer or on top of a pile of paperwork.

Stop charging immediately if you notice any of the following -

- Overheating - If your device's battery feels extremely hot to the touch.
- Deformation - If your battery looks swollen or any type of lump or leaking from the device.
- Noise - If the item is making hissing or cracking sounds.
- Smell - If you notice a strong or unusual smell coming from the battery or device.
- Smoke – any sign of smoke coming from your device.

## Enforcement Intervention

Should an enforcement officer visit any site operated by Response, please refer them to H&S in the first instance. While they are on site and if H&S are not able to be present please follow these guidelines –

- Treat the Officer with due respect, be honest, talk about Response positively
- Stay calm and be cooperative
- Verify their identification - politely ask to see the inspector's identification to confirm their authority, they will expect you to do this and will likely offer their identification before being asked
- Once verified, allow the inspector access to any area they wish to inspect, they have the legal right to do this although it is appropriate to suggest that you check an area before they enter, e.g. checking toilets
- Contact relevant persons, e.g. H&S or the relevant Manager to assist the inspector
- Be ready to provide any requested documentation, such as risk assessments, safety policies, training records, and maintenance logs, GDPR does not apply in an investigation
- Documents can be sent on after the visit but it creates a better impression by demonstrating accessibility
- Respond to the inspector's questions truthfully, do not guess, if you don't know the answer, just say I don't know but I can ask and forward those items, the visit will deteriorate rapidly if you are caught in a deception
- Take notes throughout the visit ensuring you have a record of any advice or instructions given, you can ask them for a record of the visit or to summarise by mail / email

Pass any notes or correspondence to H&S to follow up if not already involved. Any issues or areas for improvement must be addressed promptly. Further actions may include –

- Written advice
- Improvement Notice
- Prohibition Notice

H&S will review all notes or correspondence and take a decision to provide a detailed reply or appeal if we disagree with the inspector's findings.

## Event Safety

To be part of a successful event involves identifying, assessing and putting sensible control measures in place for anything that could jeopardise smooth running. It is highly likely that the location of your event will have their own risk assessment that they will share but this will likely only cover the aspects that could affect them directly such as parking arrangements, electrical safety, adverse weather contingency plans, toilet facilities and so on. Response also have requirements (and responsibilities) for your safety and therefore a risk assessment must be completed prior to the event and with sufficient time to be approved by H&S.

Items to consider are –

- Will a tent/gazebo be required? How heavy is it? How far will you need to transport it? What weather conditions would make it unsafe and what contingency plans do you have? Consider manual handling control measures, tethering.
- Will you be collecting cash during the event? Will you have equipment with you? Consider personal safety.
- What time will the event be held? Again, consider personal safety, route back to your vehicle and the area you will be in.
- Are you prepared for the weather? Consider not only the weather on the day but how you may be affected if there is a sudden change.
- For office events including seasonal decoration, consider electrical items and PAT requirements, over loading sockets, access to sockets (cable management), fire safety especially fire loading in escape routes/maintaining fire sterile exit routes, potential blocking of fire exits.
- For extreme activity e.g. marathons, sky diving, CEO sleep outs etc., these should be discussed individually during the planning stage.

A risk assessment template is available on SharePoint. Use together with any risk assessment obtained from the organisation hosting the event or please reach out to H&S for support in creating a generic departmental RA covering your most frequent activity.

A review meeting should be held following the event to decide if this will be a regular occurrence and update the assessment with any reflections or learnings.

Training Requirements		
Mandatory	Aspirational	Leadership
Employee Handbook	Risk Assessment Training	Not applicable

## Fire Safety

Response carry out fire risk assessments (FRA) on all properties annually unless the fire risk assessor has indicated a different review period based on risk level. Registered Provider sites will be inspected annually by others and the FRA provided for review by Response. See the fire safety policy for more detail.

The fire risk assessment is a legal document and any queries, material changes to requirements of the FRA, replacement of fire safety equipment or specified materials must be referred to the fire risk assessor for comment before any action is taken.

In order to carry out our duties under the Regulatory Reform (Fire Safety) Order 2005, Response look to partners to co-operate and co-ordinate on day to day fire safety matters which affect service users in our properties as defined by Article 22 (1)(a)(b)(c) of the Order. These duty holder responsibilities include –

- Supporting and accompanying the Fire Risk Assessor during their scheduled FRA to ensure that all areas of the property are included and a full report can be made (particularly in residential bedrooms).
- Ensuring residents under your service have been provided with notice of intended FRA and are aware that it is a legal requirement to enter bedrooms and include in the FRA.
- Respond to actions allocated during the FRA of the property.
- Preparation of a General Emergency Evacuation Plan (GEEP) with suitable arrangements to evacuate properties under their control.
- Completion of Personal Emergency Evacuation Plans (PEEP) for any resident under your service that has barriers to evacuation as per the GEEP.
- Completion of Person Centred Risk Assessment for any resident under your service that has shown behaviours that may impact their [fire] safety or refusal to evac
- Returning fire safety checks via a QR code each week for all properties under that service.
- Carrying out a 6 monthly fire door check.
- Completing a fire drill to test arrangements within the GEEP.

In Response offices that are not associated with residential accommodation, these items will be completed by the nominated fire marshal. The responsibilities will be slightly different –

- Understanding the FRA and preventative and protective measures indicated in the report.
- Prepare and maintain the GEEP for the office.
- Ensure a means of identifying all occupants is maintained so they can be accounted for in an emergency.
- Maintain a grab bag with contents identified from the GEEP.
- Be aware of any PEEPs created and requirements.
- Complete weekly QR code checks.
- Support a 6 monthly fire drill led by the Fire Officer.
- Attend H&S committee meetings to report on fire safety issues.

Training is provided to assist in carrying out their role and is also available to partners on request.

At induction, all new employees should be provided with a copy of the general evacuation plan and should discuss any difficulties with their line manager in the first instance who will then refer to H&S to create a personal plan. Regular visitors requiring a PEEP should be referred to H&S.

Please ensure that the fire protection measures in place are maintained to ENSURE YOUR SAFETY. Never prop open fire resisting doors, move fire extinguishers, place combustible materials in escape routes, obstruct escape routes (placing items in corridors / routes to exits) or park near fire exits / exit stairs – even for very short periods.

Training Requirements		
Mandatory	Aspirational	Leadership
Fire Safety E-Learning	Fire Safety & Fire Marshall Also available to Partners	One to one fire safety talks

## First Aid Provision

Response first aid provision has been assessed in a first aid needs assessment.

The needs assessment has helped to focus first aid training

- Emergency First Aid at Work (EFAW) – [number of]
- First Aid at Work (FAW) – [number of]

The first aider on duty will be displayed at reception and communicated in satellite offices on the office notice board.

First aid needs during offsite events will be assessed as part of the event risk assessment, taking into consideration any highlighted medical needs and any additional hazards present at the event. A risk assessment must be provided for events with at least one month notice, see Events for further information.

A first aid kit is present in all Response maintenance vehicles.

First aid cannot be given to another person on a Response site without an in date first aid qualification. If you have held a qualification in the past and wish to be considered for training, please discuss with H&S.

All first aid provided must have an accompanying QR record form; the form encompasses very minor injury to serious RIDDOR reportable adverse events, although only first aiders should complete a serious accident report form as the injured person is unlikely to be able to make their own report. A copy of the QR code will be available in reception, on all first aid kits and in satellite offices.

Accidents/incidents which occur on another employer site must first be reported to venue and a copy of their completed record should be immediately forwarded to the Response health and safety department.

## Medical Treatment and Drugs

This section covers first aid only, see separate Medicines Policy for issue of medications.

**FIRST AIDERS ARE NOT QUALIFIED OR PERMITTED TO ISSUE DRUGS OF ANY KIND.**

Persons with a condition that is controlled by medication e.g. diabetes, or who use an EpiPen, should inform their line manager or escort if a visitor. In such cases, professional assistance can be summoned if required.

If any form of medication is lost or found, please inform Reception. No other drugs are allowed on Response sites.

## Gas Safety

All Response sites with a gas appliance will have a Gas Safety Certificate completed by a Gas Safe registered engineer annually<sup>2</sup>. This inspection will ensure that rooms housing a gas appliance have adequate ventilation, air inlets and flues, that these are not blocked or obstructed and the equipment is in good condition. **Inspections must be completed within 12 months of installation and at intervals of no longer than 12 months (Regulation 36(3)(a)).** The inspection should therefore be initiated at 11 months to ensure compliance and account for any difficulties gaining access or over holiday periods. This KPI must always run at 100%.

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<sup>2</sup> KPI



As the Responsible Person for our sites, we have a duty to ensure gas appliances are not used or permitted to be used if we have knowledge of or reason to suspect that the gas appliance cannot be used without constituting a danger to any person. We therefore, will take measures to prevent appliances being used if we have been unable to carry out an annual inspection of the gas appliances.

At all premises, it will be communicated –

If you smell gas:

- Immediately evacuate to a safe area
- Inform your emergency contact to investigate further/isolate supply
- Never return to the area or turn a gas supply back on until you have been advised that the leak has been dealt with by a competent person
- In the event of a leak the building will be evacuated and the National Gas Emergency Service notified on: 0800 111 999

## Hazardous Substances



Substances handled due to work activity will be controlled in accordance with The Control of Substances Hazardous to Health Regulations 2002 (COSHH). This requires assessment of all materials or substances including dusts, gasses or fumes that can be breathed in or liquids, gels or powders that come in contact with your eyes or skin. The regulations also cover harmful micro-organisms that can cause infection, an allergic reaction or are toxic.

COSHH does not cover lead, asbestos or radioactive substances, they have their own specific legislation.

Harmful substances can be present in almost anything, even items that you use at home. These substances will usually have enough information on the container to allow you to use safely but at work it is more likely that larger quantities of the substances are purchased and decanted, there may also be a specific way of using the substance, possibly with another substance. Substances used at work are also more likely to be stronger than those allowed for home use.

To prevent exposure to hazardous substances the following requirements must be followed –

- Any item with a hazard symbol (as above) must be assessed.
- A list of acceptable substances will be published on SharePoint. The substances listed will be assessed and control measures provided to reduce harm to health, where necessary specifying required PPE and the necessary information and instruction for use.
- Some substances, bleach for example, may be restricted, especially where, in conjunction with other readily available substances and in high doses, can be fatal.
- If there is a requirement to alter an acceptable substance, for example where it is no longer available or an improved product is suggested, a request must be submitted prior to putting into use. The request must be submitted to H&S together with a justification for the requirement, accompanied by a Safety Data Sheet (SDS).
- When an alternative solution assessment is submitted, it must be clear what task the substance is required for, how long the task will take and any other substance to be used with original substance to assess any adverse reactions.

Suppliers must supply a copy of a SDS but may also provide a link on their website.

the substance will be approved for use and risk assessment provided (including PPE requirements). It should be noted that any specific requirements will be the responsibility of the department / premises to order and maintain.

Individual managers are responsible for ensuring that employees using the substances are fully trained in the control measures required and ensures these measures are adhered to.

Employees will ensure they do not use any substances for which they have not been trained and fully understand the set procedure. You are also reminded of your duty to ensure your own safety and others while using the substances.

## Hazardous Waste Management

As a registered producer of hazardous waste, Response has a duty of care to ensure that the different types of waste are correctly segregated and disposed of in compliance with the Waste (England and Wales) Regulations 2011.

Products classed as hazardous waste include: chemicals, electrical appliances, oils, gases, batteries, paints, varnishes, adhesives, solvents, hygiene waste and metal, wood and plastic waste.

Employees should:

- Ensure waste is separated and stored in specific labelled containers
- Not mix hazardous waste with non-hazardous waste
- Ensure containers are suitable for each product

[insert waste contractor] is the contractor on behalf of Response for the removal of waste.

## Information for Employees

A Health and Safety notice board is available in AGP reception area containing –

- An up to date copy of Response Employers Liability Insurance certificate.
- Health and Safety Law poster.
- Additional information as specified in other parts of this policy.
- The name of the Enforcing Authority for the premises together with the address of the authority (our work means that more than one Enforcing Authority is relevant, both the HSE and Local Authority details will be displayed together with a description of the area of Enforcement).

Satellite sites will have a copy of the Employers Liability Insurance available electronically where all employees have access and a copy of Health and Safety Law – What You Should Know provided either at onboarding or accessible online at induction training.

## Health and Safety Induction

All employees should receive a health and safety induction, preferably on their first day of work at Response.

The induction will cover –

- Health and Safety Law and how it applies to you
- Fire safety and emergency evacuation including PEEP requirements
- Car parking
- First Aid provision
- Hazardous substances
- Display screen equipment and eyesight testing

Additional training needs are evaluated during appraisals.

## Lone workers

It must be remembered that lone working may not necessarily mean working in solitude; there may be occasions where other people are present but our risk assessment has identified situations where an employee may not be under direct supervision and may therefore expose them to an increased level of risk. It is our intention to either entirely remove the risks from identified hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Employees will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with lone working. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures.

The following controls must be observed –

- No single car is permitted in any Response car park. This shows that the building may only be occupied by one person and that the alarm is unlikely to be set. If this is not practical for some satellite sites, a risk assessment must be produced to show how this will be alternatively managed.
- Any emergency call out should be attended by two persons or if not possible, ensuring that a second person is available to immediately assist if necessary.
- Persons arriving to assist in an emergency should assess the situation and immediately call for assistance before proceeding if a hazard is still present.
- Ensure the PeopleSafe App can be activated if necessary. A risk assessment is being completed to evaluate whether this system meets the needs of all employees and this section will be updated once finalised.
- A personal first aid kit to be in every RMO van.

All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to the Health and Safety department.

## **Machinery and Equipment**

Anyone operating machinery of any type must be trained and authorised to use that particular equipment. They should also observe the following general guidelines regardless of the type of equipment:

- Make sure the machine is correctly set up.
- Keep machines in clean operating condition - report any defects at once.
- Wear suitable shoes, ensure that nothing projects from clothing and that hair cannot become entangled in rotating parts.
- Know how to stop the machine and the location of any emergency cut out buttons.
- Never operate a machine with defective or missing guards.
- Keep hands away from moving parts or material.
- Wear appropriate protective equipment, e.g. eye and ear protection.
- Hold evidence of competence in using the piece of equipment.

## **Purchasing Work Equipment**

When purchasing equipment, it must be ensured, as far as reasonably practicable, that it is safe to use and without risk to health. The Provision and Use of Work Equipment Regulations and Section 6 of the Health and Safety at Work etc., Act applies.

Any proposed procurement will be raised for consideration by the Health and Safety Forum and risk assessment provided to satisfy the group that all factors have been considered. Further risk assessment will be completed prior to first use.

To achieve this objective, Response will adopt the following best practice during procurement -

- All items will be CE or kite marked
- An original manufacturer's user manual will be obtained and retained with the equipment. This is particularly important for the purchase of used items.
- Where practical, the manufacturer or supplier will provide training in set up and use of the machinery or equipment.
- All machinery and equipment will be equipped with controls that are clearly identified.
- All dangerous parts of machines will be appropriately guarded
- Manufacturers requirements for planned, preventative maintenance will be provided and a schedule drawn up prior to use.

Procurement of PPE will be undertaken following the requirements of the risk assessment to define the standard necessary.



## Statutory Examinations

Equipment in use may require statutory examination; these requirements should be stated at the time of purchase and existing equipment requirements identified. Ensure suitable contracts are initiated as identified in legislation -

**LOLER** (Lifting Equipment and Lifting Operations Regulations) – For any mechanical lifting equipment and accessories; in Response this includes 6 monthly Thorough Examination of passenger lifts. Response do not undertake moving and handling and therefore do not provide hoists etc.

**PUWER** (Provision and Use of Work Equipment Regulations) – This covers most work equipment and requires inspection to ensure it is suitable for intended use, safe for use and maintained in a safe condition, used by people who have received adequate information, instruction and training and accompanied by suitable health and safety measures (see procurement section above). PUWER inspections will be carried out internally by H&S.

## Managing Contractors

When using contractors, both Response and the contractor will have duties under Health and Safety law. This also applies when a contractor employs subcontractors. Prior to employing contractors checks will be made to ensure:

- They have sufficient skills and knowledge to do the job safely and without risks to Health and Safety
- The correct level of instruction and training can be provided / evidenced
- The correct level of management and supervision can be allocated
- The correct control measures have been applied before work starts

These requirements will be provided by completion of a Pre-Qualification Questionnaire (PQQ), available from H&S. Please do not use any existing forms.

**CONTRACTORS MUST NOT BE ENGAGED BY ANY MEMBER OF STAFF WITHOUT FIRST CONTACTING HEALTH AND SAFETY.**

Existing contractors are being gradually bought into our Approved Supplier registration system.

Contractors are responsible for ensuring that all persons under their control are aware of the following Response procedures:-

- Fire procedure
- First aid arrangements
- Permit to work systems

The contractor must ensure that all equipment brought on to the premises is fit for the purpose and in a good state of repair and must supply risk assessments, method statements (RAMS), or safe systems of work according to the task being undertaken. Response reserves the right to inspect all equipment and procedures before commencement of the work and at regular intervals during the period of work. Contractors will be required to provide evidence that any portable electrical appliances have been tested by a competent person in the last 6 months.

Permits can only be issued by the Maintenance Manager. RAMS and other safe systems of work must be reviewed and agreed by H&S prior to arrival on site.

All contractors coming on-site must report to Response main Reception. Response reserves the right to remove any contractor from site not complying with the safety policy and/or safe systems of work.

## Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying. Response will ensure that operations, which involve manual handling, are eliminated, so far as is reasonably practicable.

Managers must ensure that:-

- Manual handling is eliminated where possible
- A manual handling assessment is completed before carrying out the task (including off-site events)
- Only trained staff are permitted to carry out manual handling tasks
- Information is provided to staff for them to carry out manual handling as safely as possible
- All staff follow safe systems of work
- Safety arrangements for manual handling operations are regularly monitored and reviewed.

Employees must ensure that:-

- They report to their line manager (in confidence) any personal conditions which may be detrimentally affected by any manual handling activity they may need to undertake
- They comply with instruction and training which is provided in safe manual handling activities
- Their own Health and Safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided to minimise manual handling activities
- Any problems relating to the activity are reported to the Health and Safety department.

## **Noise and Vibration**

For practical control measures see Repairs and Maintenance section of this policy.

When works are being undertaken by others, the contractors' risk assessments will be reviewed for noise and vibration hazard identification and control measures evaluated and enforced.

Support workers will remove clients from any situation they believe is hazardous to health and then take steps to initiate an investigation in conjunction with H&S.

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) is issued as a last resort for protection where it is not possible to remove all the risks from a process or operation by other means. Use of PPE requires discipline to use correctly and all employees must remain vigilant for others not observing the correct procedures.

In general, it is a requirement to:

- Wear or use PPE when indicated in risk assessments.
- Ensure that PPE is worn in accordance with training or instruction provided.
- Take reasonable care of PPE to ensure it remains in good condition.
- Report any defects to PPE as soon as they are noticed.
- Ensure that others who may be affected by activities are either isolated from contact or are issued with temporary PPE.
- Any shared PPE is cleaned after use and records are maintained.

## **Risk Assessment**

Health and Safety will undertake risk assessments for offices, external areas and offsite activities. In addition, risk assessments will be submitted to Health and Safety to cover all events arranged by Response or any external hire of Response grounds or facilities.

Other risk assessments completed under the Management of Health and Safety at Work Regulations and as required by specific legislation:

- COSHH assessments
- Display screen equipment
- Manual handling
- Young persons
- Expectant and new mothers
- Lone workers
- Return to work assessments

These assessments can be requested via your line manager.

## Repairs and Maintenance

Repairs and Maintenance have a legal obligation to ensure that our properties are fit for habitation and fully comply with Building Regulations, Housing Health and Safety Rating System (HHSRS), Fire Legislation, Gas Safety Regulations and general Health and Safety Legislation.

The work undertaken is higher hazard than general office and support work and therefore has its own policy. This section is limited to general guidelines until further risk assessment has been completed.

### The Occupiers Liability Act 1957 and 1984

The Occupiers Liability Act 1957 states that the occupier of a premises may be held responsible where a visitor to that premises is injured or their property is damaged. It is mainly concerned with lawful visitors.

The Occupiers Liability Act 1984 was created to clarify the position of occupiers' liability with regard to trespassers and introduced the concept of "reasonable precautions" to protect them.

This legislation requires Response to take reasonable steps to ensure safety at our premises but not to provide protection against obvious risks and aims to prevent spurious claims from being brought against us. It also contains provisions regarding warning signs, repairing hazards and taking steps to mitigate risks, however temporary, for example, securing ladders or protecting against falls.

The duty of care is highest for visitors invited onto our premises for a specific purpose, for example attending a meeting and for children, whether lawfully or unlawfully on the premises. Our defence in any claim is due diligence i.e. demonstrating that we fulfilled our duty of care by addressing any known hazards and taking appropriate precautions.

Please contact H&S if you have any concerns over areas of responsibility that present a danger to lawful or unlawful visitors.

## Property Safety

Before a property can be allocated to a service, the following items must be in place –

- Fire risk assessment completed within the past 12 months.
- Fire risk assessment to show a Trivial or Tolerable fire risk rating.
- Firefighting measures have been examined within the past 12 months.
- Where installed, emergency lighting must be tested within the past year and evidence of a satisfactory draindown test completed.
- Any Pt-1 or Pt-6 fire detection and warning systems have been inspected within the past 6 months.
- Electrical installation condition report showing satisfactory condition of the electrical system dated within the past 5 years.
- Gas safety certificate dated within the past 12 months.
- Portable appliances have been tested (PAT) within the past year or commissioning certificate available on new items.

Please refer any property not meeting these requirements to H&S for discussion and action plan.

## Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care.

All Response properties have been assessed for asbestos and register compiled, together with a Condition Report for each property with known asbestos containing materials (ACMs). Prior to carrying out any work on the property, this will be reviewed and should the work be in the vicinity of ACMs, will be referred to H&S.

If, during works, any suspicious material is found, work must be stopped until further investigation can be made and access to the area prevented. This must be escalated immediately to H&S and your line manager.

Please see the separate Asbestos Policy for further information.

## **Construction Design and Management Regulations (CDM)**

CDM applies to construction projects undertaken regardless of size, duration or complexity and requires careful planning to manage risk through the duration of the works. It applies duties to all persons involved in the project to ensure competency, co-ordination and planning.

CDM ensures the work is a team effort and everyone involved must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure the works are completed safely.

Duties fall to -

- Client – Response
- Principal Designer – must be appointed to have control over the pre-construction phase of the project where more than one contractor is required. They assist us to carry out Client duties.
- Principal Contractor – the contractor with overall charge of the construction phase of the project.
- Designers – anyone who prepares or modifies a design for any part of the project.
- Contractor – may be an individual, sole trader, self employed worker or a business.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others especially where multiple trades or activities are ongoing simultaneously.

Activity must be co-ordinated in a manner that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

The HSE must be notified if the construction work is expected to either:

- Last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time
- Exceeds 500 person days of construction work

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

## **Fire Safety – Maintenance Activity**

Escape routes must always be kept free of obstruction through to final exits. Ensure tools, equipment and where applicable, cables and materials are not impeding safe evacuation in the event of a fire.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system. Exceptions are made for painting although intumescent seals and smoke strips should be examined after painting is completed to ensure they have not been compromised (any part of the seal/strip has paint on). If the building is occupied, the doors must be able to be closed before leaving the site.

If smoke or heat detectors need to be covered during work, ensure these are uncovered before leaving the building (unless empty where coverings can be left until the end of the works).

## **Noise and Vibration**

Regular exposure to high noise levels can cause deafness and tinnitus. If you are unable to have a normal conversation when standing 2 metres apart, it is likely that noise levels are above 80 dB(A), and you should use hearing protection. Please report any incidents for investigation.

If noise levels are at 85 dB(A) or above, the work activity will be designated as a Hearing Protection Zone. The wearing of suitable hearing protection in these areas shall be enforced.

Information and advice to use hearing protection will be issued appropriate to the identified hazard.

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of Hand Arm Vibration Syndrome (HAVS).

Response will ensure that RMOs are not subjected to excessive vibration by sourcing low vibration tools and limiting individual exposure to such tools. Response will also provide adequate information, instruction and training on the risks of HAVS.

## **Welfare**

In most cases RMOs will have access to toilet / washing facilities on site.

If the property has been empty for longer than 28 days, a visit must be undertaken by a trained operative to flush through the water system before work starts.

If toilet / washing facilities are not available e.g. on a site where bathrooms are being replaced, it is the responsibility of the Maintenance Manager to either establish local public facilities or provide temporary facilities on site.

## **Work at Height**

Work at height will be avoided wherever possible. Where work at height cannot be avoided, the task should be reported to H&S to support completion of a risk assessment which will guide the selection of appropriate access equipment and control measures to be put in place before the work can continue.

Only trained and competent staff will be allowed to work at height.

## **Safety Signage**

Safety signs provide crucial information in a standard format to ensure everyone knows their meaning and significance –

1. Prohibition signs – red circle with a diagonal line through, e.g. do not enter
2. Warning signs – amber triangle
3. Mandatory signs – blue circle with an icon in the centre, e.g. High vis must be worn
4. Safe area sign – green circle or square to show a safe space e.g. fire exit or first aid
5. Emergency action point – red sign showing emergency point e.g. manual call point or fire extinguisher

Any signage applied must follow the requirements above as stated in the Safety Signs and Signals Regulations.

## **Slips and Trips**

Slips and trips are the most common cause of injury at work. On average, they cause over a third of all major injuries and can lead to other types of accidents, such as falls from height or burns when carrying hot liquids. Most slips occur when floors become wet or contaminated and many trips are due to poor housekeeping.

To help prevent these accidents, all persons at Response and its sites are expected to -

- Take steps to remove any spillages / leaks you may see and if it cannot be resolved immediately, ensure the area is made safe (wet floor signage or putting down absorbent material). If no other means is available, ask someone to wait by the spill and warn others.
- Only well-lit areas are used; if the lighting is not working or not sufficient for the task, this should be reported to Maintenance.
- Cables, leads etc. to be taped / placed out of foot traffic areas and not placed across walkways
- Damage to flooring to be reported (internally or externally).
- Not consume food and drink in corridors or staircases.
- Avoid carrying food and drink on staircases.
- Do not place signs, posters or decorations where they may fall and cause a slip hazard on fire escape routes – these must be maintained “fire sterile”.
- Manage deliveries to ensure they do not block traffic routes through the building and are kept tidy and hazard free.

## Smoking

Smoke free legislation was introduced in England in 2007 banning smoking in nearly all enclosed workplaces and public spaces enforced by Local Authorities (not HSE). To comply with legislation, Smoking is not permitted in any workspace or work vehicle and in order to comply with our duty to reduce the risk to the health and safety of employees from second hand smoking the following applies in properties with accommodation -

- The needs of non-smokers who do not wish to breathe tobacco smoke is prioritised.
- Smoking is not permitted in any area which nonsmokers have a right to be such as communal kitchens and sitting rooms.
- Smoking in outside areas will be well managed to prevent combustion of smoking materials especially where this could compromise the fire escape route, e.g. smoking bins at a fire exit.
- Smokers will not smoke directly outside exit doors or near windows.
- Smoking is not permitted in residential bedrooms.

In a residential setting, it is recognised that there are significant health benefits of vaping, compared to smoking. Response will not prevent vaping in bedrooms and communal areas of the building as encouraging vapers to use the same outdoor areas as smokers could undermine their ability to quit and stay smokefree. This provides a more enabling approach to vaping, encouraging residents to see it as an easier choice than smoking. Vaping will not be permitted in any office space.

Tenancy agreements will clearly state that premises are non-smoking. This will be specifically discussed with people wishing to move into the service and reinforced with people already in the service.

## Visitors

It is important that strict control is maintained over visitors to the premises, for health and safety, fire safety and security reasons.

Visitors should –

- Enter their details in the visitors' record book upon arrival and sign out on departure
- Remain in the reception area until they are inducted or escorted
- Be shown or talked through fire procedures, means of obtaining first aid and location of toilet facilities
- The host will be responsible for the visitor for the duration of their time on site
- Visitors are not permitted to move freely through the building unaccompanied unless they are a regular visitor that has received an induction and provided with a visitors pass
- Not be under the influence of drugs or alcohol

## Welfare

The Workplace (Health, Safety and Welfare) Regulations specify appropriate working conditions to be provided for employees.

Specifically –

**Regulation 6** – Ventilation. Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. In practice this means that if windows are not present, another form of ventilation should be provided, and the air should be 'fresh' or free of impurities.

**Regulation 7** – Temperature. The temperature inside the workplace should provide reasonable comfort without the need for special clothing. This is generally accepted to be at least 16 degrees however this may not necessarily provide reasonable comfort and is dependent on a number of factors. The UK Health Security Agency recommends 18 degrees but this is also unlikely to be comfortable for residents with low mobility. Any issues will be addressed according to the situation.

**Regulation 8** – Lighting. Lighting should be sufficient to allow people to work and use facilities without experiencing eye strain and safely move from place to place. If you have an issue, please report it to H&S.

**Regulation 10** – Room Dimensions and Space. In most workplaces 11 cubic metres of space per person should be taken as a minimum but does not apply in meeting rooms. A standard ceiling height of 2.4m should be applied. Rooms will be given a capacity for both occupancy guidance and for set up of workstations.

**Regulation 11** – Workstations and Seating. Workstations will be arranged so that they are suitable for the needs of the individual and the tasks being performed.

**Regulation 14** – Windows and Glazed Panels. Each window or other transparent panel should be of safety material or protected against breakage and marked with features to make it apparent (manifestations). These are to be placed at child and adult eye height.

**Regulation 21** – Washing Facilities. Sufficient toilet and washing facilities should be available to allow everyone at work to use them without unreasonable delay. Provision must also be made for any workers with a disability. Minimum number of facilities are given in this regulation.

**Regulation 22** – Drinking Water. An adequate supply of wholesome drinking water must be provided together with cups.

**Regulation 25** – Facilities for Rest and Meals. Rest facilities must be provided where meals can be eaten with seating and be large enough with sufficient seating and tables for the number of workers likely to use them at any one time.

All applicable requirements will be audited regularly and reported back to the Health and Safety Committee.



## Section 4

### Performance Monitoring and Audit

Effective performance management and audit will ensure that Response maintains the high standards described in this policy and recognises new hazards that may arise. This will be achieved by setting out key criteria for a positive safety culture –

- Management visibility – The Executive Team are committed to safety and demonstrate this by accompanied site visits giving the opportunity for understanding of roles and challenges and for employees to discuss safety issues.
- Performance and safety management priority – There should be evidence that management stipulate clearly and repeatedly to operational staff that safety is the priority.
- Safety roles and responsibilities – All levels should understand their own role and responsibilities for safety; be clear that safety is everyone's responsibility and understand where to seek advice.
- Safety information communication system – Safety information (relating to both personal safety and major accident avoidance) should be effectively communicated.
- Comprehension of safety information – Employees should have all the information necessary to conduct their work safely and demonstrate an understanding of the information provided.
- Internal safety concern reporting system – There should be a clear and easy to follow procedure to report safety concerns. The reporting system / process should be accessible to all.
- Approachable and visible health and safety management – There should be opportunities for face to face discussion with health and safety management and for health and safety management to take responsibility for dealing with safety concerns once they have been identified.
- Feedback systems – There should be strategies in place for communicating the outcome of investigations, hazard spotting, near miss reports, inspections and audits, e.g. via briefings, newsletters, in person, team meetings etc.
- Employee involvement in safety discussion – Safety management methods should serve to provide an opportunity for all staff for open discussion of safety, to identify risks and mitigate against these risks.
- Employee motivation – Employees should feel consulted, involved and participate in safety. Ownership and empowerment in safety issues, particularly those that affect their job roles.
- Safety concern identification, recording, investigation and mitigation – Response takes specific steps to monitor known problems, identify new ones, detect trends over time and develop effective preventative measures.
- Adverse event reporting, recording and investigation system – Procedures are in place to collate and effectively analyse all adverse events and carry out a proportional investigation. Improvement actions are used to enhance risk assessment. Training is carried out to ensure all staff fully understand the system.
- Safety culture monitoring – Monitor and review employee and student thoughts, opinions and feelings concerning the effectiveness of safety management by conducting safety culture surveys.

### Proactive Measurement

Measurement of our performance against health and safety standards will be undertaken through:

- Formal annual review of performance against health and safety policy and arrangements
- Quarterly audits of each area of the business
- Review of KPIs
- Monitoring of progress against action plans
- Employee feedback

### Formal Annual Review

H&S will undertake a formal audit every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the health and safety policy are being implemented in practice.

Following this audit, a report is presented to Execs analysing current performance, identifying any problems and making recommendations for corrective action.



## Appendices

## Appendix A – Legislation Register

<a href="#">Construction (Design and Management) Regulations 2015</a>	2015	<a href="#">Repairs and Maintenance</a>
<a href="#">Control of Asbestos Regulations 2012</a>	2012	<a href="#">Repairs and Maintenance</a>
<a href="#">Control of Noise at Work Regulations 2005</a>	2005	<a href="#">Repairs and Maintenance</a>
<a href="#">Control of Substances Hazardous to Health Regulations 2002</a>	2002	<a href="#">Hazardous Substances</a>
<a href="#">Control of Vibration at Work Regulations 2005</a>	2005	<a href="#">Repairs and Maintenance</a>
<a href="#">Electricity at Work Regulations 1989</a>	1989	<a href="#">Electrical safety</a>
<a href="#">Gas Safety (Installation and Use) Regulations 1998</a>	1998	<a href="#">Gas Safety</a>
<a href="#">Health and Safety (Consultation with Employees) Regulations 1996</a>	1996	<a href="#">Consulting with Employees</a>
<a href="#">Health and Safety (Display Screen Equipment) Regulations 1992</a>	1992	<a href="#">DSE</a>
<a href="#">Health and Safety (Enforcing Authority) Regulations 1998</a>	1998	<a href="#">Enforcement Intervention</a>
<a href="#">Health and Safety (First- Aid) Regulations 1981</a>	1981	<a href="#">First aid</a>
<a href="#">Health and Safety (Safety Signs and Signals) Regulations 1996</a>	1996	<a href="#">Repairs and Maintenance</a>
<a href="#">Health and Safety Information for Employees Regulations 1989</a>	1989	<a href="#">H&amp;S Information</a>
<a href="#">Lifting Operations and Lifting Equipment Regulations 1998</a>	1998	<a href="#">Statutory Examinations</a>
<a href="#">Management of Health and Safety at Work Regulations 1999</a>	1999	<a href="#">Health and Safety Management</a>

<a href="#">Manual Handling Operations Regulations 1992</a>	1992	<a href="#">Manual handling</a>
<a href="#">Provision and Use of Work Equipment Regulations 1998</a>	1998	<a href="#">Machinery and Equipment</a>
<a href="#">Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</a>	2013	<a href="#">RIDDOR</a>
<a href="#">Safety Representatives and Safety Committees Regulations 1977</a>	1977	<a href="#">H&amp;S Forum</a>
<a href="#">Work at Height Regulations 2005</a>	2005	<a href="#">Repairs and Maintenance</a>
<a href="#">Workplace (Health, Safety and Welfare) Regulations 1992</a>	1992	<a href="#">Welfare</a>
<a href="#">The Personal Protective Equipment at Work (Amendment) Regulations 2022</a>	2022	<a href="#">PPE</a>

## Appendix B – Enforcement Allocation

The Health and Safety (Enforcing Authority) Regulations 1998 (EA Regulations) allocate the enforcement of health and safety legislation at different premises between LAs and HSE. Allocation is based on the main activity carried on at the premises.

### Accommodation

Care home without nursing (Residential Care homes or centres)	LA	Main activity is the provision of residential accommodation. HSE where home is run or owned by LA.
Other types of care accommodation including, supported living schemes, sheltered housing, housing support services, and shared lives schemes	HSE	Where the premises are deemed to be a 'private domestic household' (for example, where an individual has short-hold tenancy agreement or mortgage) or where there is provision of on-going healthcare in a 'private domestic household' HSE enforcement is confined to peripatetic work activities or their effects.  Where healthcare is provided by an organisation registered with the CQC, they will be responsible for patient health and safety.
	LA	Where a range of services is provided to help adults live independently in 'non-domestic premises'.
Housing Associations	HSE	Management of a domestic property by a housing association doesn't alter the fact that it is a 'domestic premises'. HSE enforcement is confined to peripatetic work activities or their effects.
Rented domestic accommodation/Houses in Multiple occupation	HSE	HSE are only responsible for HSW  LA enforce housing legislation and public health legislation
Building/repairing	HSE	
<b>Common parts</b> - domestic premises	HSE	(Reg.3(1)). Such premises will include lobby areas and common staircases of blocks of flats.(Note: only relates to common parts of 'domestic property' so it does not affect LA enforcement in hotels, guest houses and hostels etc).

**Construction**

HSE The following activities carried on in any premises by persons who do not normally work in the premises, Health and Safety (Enforcing Authority) Regulations Sch 2 para 4(a)(i-iii), as follows:

(i) All notifiable construction projects. CDM Regs 2015 defines a project as being notifiable if the construction phase is likely to involve more than 30 days or more than 500 person days of construction work

(ii) Where the whole or part of the work to be undertaken by the contractor at the premises is to the external fabric or other external part of a building or structure.

(iii) Where the construction work is carried out in a physically segregated area of the premises, the activities normally carried out in that area have been suspended for the purpose of enabling the construction work to be carried out, the contractor has authority to exclude from that area persons who are not attending in connection with the carrying out of the work and the work is not the maintenance of insulation on pipes, boilers or other parts of heating or water systems or its removal from them.

Non-notifiable construction work which is entirely internal to the building and which is not separated off from the normal operations of the premises where the LA is the enforcing authority for that class of premises.

LA Where the only work carried out in a segregated area of LA-enforced premises is the removal or maintenance of insulation on heating or water systems.

LA enforcement responsibility extends only to HSW matters relevant to the premises where they are the enforcing authority. They have no locus to discuss peripatetic work except such work that is carried out within the premises enforced by that LA.

**Peripatetic workers**

HSE

# RISK ASSESSMENT TEMPLATE

HSRA##

Summary of Issues leading to risk assessment:

Hazard Identified	Who may be harmed and how?	Severity	Likelihood	Risk	Severity	Likelihood	Risk
<b>Control Measures</b>							
1.							
<b>Supervision or training requirements</b>							
<b>Risk Assessment Prepared by</b>		<b>Date:</b>					
<b>Name:</b>		<b>Review Date:</b>					