

Wheelhouse Square Flats

Health and Safety Policy

1 Introduction to the Policy

Section 2(3) of the Health and Safety at Work Act states that if more than 5 people are employed (full and part time) the employer must have a written Health and Safety Policy. However the Almshouse Association recommends that it is good practice for all almshouse charities to have a Health and Safety Policy irrespective of the number of employees. The Trustees of Wheelhouse Square Flats (the Charity) have therefore approved this Health and Safety Policy (the Policy).

2 Statement of Intent

It is the policy of the Trustees to ensure, so far as is reasonably practicable, the health, safety and welfare of the Charity's employees while they are at work, and of others who may be affected by the Charity's activities, and to comply with the Health and Safety at Work etc. Act 1974 and all other relevant legislation, as appropriate.

3 Objectives

In order to achieve compliance with this Statement of Intent the Trustees have the following objectives:

- 3.1 To set and maintain high standards for health, safety, and the protection of the environment in the Charity's office, communal areas and the residents' accommodation;
- 3.2 To identify risks and set in place programmes to remove or reduce these risks;
- 3.3 To ensure that these standards are communicated to all employees, residents, and visitors;
- 3.4 To ensure that all the Charity's employees are given the appropriate equipment, necessary information, instruction, training, and supervision to enable them to work in a safe manner; and
- 3.5 To ensure that the appropriate resources are made available to enable this Policy to be implemented.

4 Responsibility

To ensure the prevention of ill health, the avoidance of accidents and the promotion of a safe and healthy workplace, the following responsibilities have been allocated:

4.1 Board of Trustees

The Trustees are responsible for establishing the overall Health and Safety Policy for the Charity and have ultimate responsibility for all health and safety matters.

This involves:

- Undertake training where appropriate to ensure their competence to oversee health and safety matters (e.g., IOSH Managing Safely);

- The promotion of good practice within health and safety;
- The allocation of necessary resources; and
- The monitoring of the implementation of good health and safety practice.

4.2 Health and Safety Officer

The Trustees have appointed David Davies a Trustees of the Charity to act as a Health and Safety Officer with responsibility for implementing and monitoring the Policy and who will:

- Keep the Policy under review, bringing to the Trustees' attention any defects or areas of weakness in the Policy and ensuring that it is revised as and when necessary;
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the Trustees;
- Ensure the dissemination and discussion of relevant information on health and safety;
- Report details to the Trustees where an accident / incident has occurred which may result in prosecution;
- Report any accident or incident that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE within the appropriate reporting timeframe for the type of incident; and
- Make reports to the Trustees on the management of health and safety at the charity at every ordinary meeting of the Trustees.

4.3 Individual Responsibilities

All employees of the Charity are required to:

- Co-operate in implementing the requirements of the Policy, health and safety legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Bring to the immediate attention of the Health and Safety Officer any situations or practices that are observed which might lead to injuries or ill health;
- Ensure that any equipment (including PPE) issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working; and
- Report all accidents, incidents, dangerous occurrences and near misses to the Health and Safety Officer.

5 Risk Assessment

As soon as reasonably practicable following the approval of this Policy the Health and Safety Officer will carry out an assessment of the risks faced by everyone (residents, staff, volunteers, visitors and agents/contractors) who have access to the buildings and land occupied by the Charity at Wheelhouse Square Flats, Dean Road, Scarborough YO12 7SP (Wheelhouse Square) and the appropriate action to be taken to minimise these risks.

The risk assessments will:

- Identify the hazards:
 - How people work and how plant and equipment is used;

- What chemicals and substances are used;
- What safe or unsafe work practices exist; and
- The general state of the Charity's premises.
- Decide who might be harmed:
 - Who might be harmed and how;
 - What is already being done to control the risks;
 - What further action is needed to be taken to control the risks;
 - Who needs to carry out such action; and
 - When the action is needed.
- Evaluate the risks:
 - Can the hazard be removed altogether;
 - If not, how can the risks be controlled so that harm is unlikely; and
 - Use a hierarchy of control to best reduce the risks to acceptable levels.
- Record findings; and
- Review assessments:
 - Following an accident / incident;
 - Following changes in legislation / guidance;
 - Where previous assessment are no longer effective; and
 - Where tasks, processes, equipment or methods change

7 Quinquennial Inspection

The Trustees will arrange Quinquennial Inspections of the buildings and land at Wheelhouse Square and subsequent maintenance programmes to ensure that health and safety issues are given a high priority. Any defects that have health and safety implications will be addressed as a matter of urgency.

8 Contractors

All contractors working at Wheelhouse Square are required to comply with all appropriate health and safety rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

When the Trustees are selecting contractors they will ensure that the contractors are competent and capable of undertaking the work to be carried out in a safe way including where appropriate:

- Requesting contractors' own risk assessments;
- Requesting method statements;
- Requesting evidence of competent staff in relation to the planned works (e.g., Gas Safe competence for gas works);
- Adequate public liability and other insurance; and
- All construction works fall within the scope of the Construction (Design and Management) Regulations (CDM) and the Trustees need to understand:
 - The roles and responsibilities the Trustees hold as the client under the CDM; and

- Whether the construction project will require notification to the Health and Safety Executive and what this entails – construction works which are likely to last more than 500 person days are notifiable.

9 Health and Safety reviews

Trustees should carry out regular internal reviews of health and safety matters and risk assessments and should consider health and safety matters and legislation most relevant to housing activities including but not limited to:

- Fire, fire risk and management (Regulatory Reform Fire Safety Order);
- Asbestos and asbestos containing materials;
- Legionella;
- Gas safety (including servicing and repair);
- Electricity; and
- Control of Substances Hazardous to Health.

To ensure the regular review of health and safety matters and risk assessments health and safety is included as a standing item on the agenda for ordinary meetings of the Trustees.

The Trustees should also consider the activities of the Charity's employees and the hazards to which they may be exposed including but not limited to:

- Manual handling / person handling;
- Lone working;
- Driving for work (when undertaken for Charity needs);
- Slips, trips and falls;
- Working at height / using ladders or other access equipment;
- Disease / infection control; and
- Sharps and needlesticks.

10 Communication

This Policy and the name of the Health and Safety Officer will be prominently displayed for the information of all employees of the Charity, residents and visitors on the notice board in the community room in Wheelhouse Square.

11 Consultation and Training

The Trustees and the Health and safety Officer are committed to involving all employees of the Charity in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as and when required.

12 Policy Review

The effectiveness of this Policy statement will be subject to annual review by the Trustees.