

HEALTH & SAFETY POLICY

HOMESDALE (WOODFORD BAPTIST HOMES) LTD

Health & Safety at Work Act 1974

General Statement of Policy

- **To provide adequate control of the health & safety risks arising from our work activities**
- **To consult our employees on matters affecting their health & safety**
- **To provide and maintain safe plant equipment**
- **To ensure safe handling & use of substances**
- **To provide and maintain safe electrical equipment**
- **To provide and maintain safe gas fittings**
- **To ensure common parts are maintained and kept safe**
- **To provide and maintain fire safety equipment**
- **To provide information, instruction and supervision for employees**
- **To ensure all employees are competent to do their tasks, and give the adequate training**
- **To prevent accidents and cases of work related ill health**
- **To maintain a safe and healthy working conditions**
- **To ensure that the management of health & safety is based on a structured approach using the Health & Safety Executives guidance ‘Successful Health & Safety Management’ and British Standard 8800.**
- **To review and revise this policy at least annually.**

Signed

Print

Date

Review date

Responsibilities

- Overall and final responsibility for health & safety is that of The Management Committee
- The following people have day-to-day responsibility in the following areas
Peter Townrow, Chief Executive responsible for Homesdale Complex
Sarah Walsh, Housing Officer responsible for Sheltered Housing
Lisa Richardson, Care Manager responsible for Homesdale Residential Care Home
- All employees have to
- co-operate with supervisors and managers on health & safety matters
- not interfere with anything provided to safeguard their health & safety
- take reasonable care of their own health & safety
- report all health & safety concerns to the appropriate person as detailed

Health & Safety Risks arising from Work Activities within Sheltered Housing

- Risk assessments for Sheltered Housing are undertaken by the Housing Officer, Senior Warden, Maintenance worker, as appropriate
- The findings of the risk assessments reported to the Housing Officer
- Action required to remove/control risks will be approved by the Housing Officer
- The Housing Officer will be responsible for ensuring the action required is implemented
- Assessments will be reviewed every 12 months or when the work activity changes, which ever is soonest.

Consultation with Employees

- Consultation with employees is provided as and when required through meetings with all employees.
- Any concerns and comments will be noted, given consideration and acted upon if necessary.

Safe Plant and Equipment

- Maintenance worker will be responsible for identifying all equipment needing maintenance
- Housing Officer will be responsible for ensuring effective maintenance procedures are drawn up.
- Housing Officer will be responsible for ensuring that all identified maintenance is implemented
- Any problems with equipment should be reported to Maintenance Worker
- Housing Officer will check that new plant & equipment meets health & safety requirement before it is purchased
- The Housing Officer is responsible for maintaining a log detailing the maintenance and servicing of plant and equipment

Safe Handling & Use of Substances

- The Care Manager will be responsible for identifying substances which need a COSHH assessment
- The Care Manager will be responsible for undertaking COSHH assessments

- The Care Manager will be responsible for ensuring that all actions identified in the assessments are implemented
- The Care Manager will be responsible for ensuring that all relevant employees are informed about COSHH arrangements
- Assessments to be reviewed every 12 months or when the work activity changes

Electrical Equipment

- The Housing Officer is responsible for ensuring all electrical equipment is safe
- All electrical equipment is to be PAT tested and inspected annually.
- The Housing Officer is responsible for ensuring any recommendations or actions are implemented
- Visual inspections are completed as part of the Health & Safety inspections 2 monthly.
- The Housing Officer keeps records of all findings and inspections.

Gas Safety

- All fittings and flues to be maintained in a safe condition by the Maintenance Worker. Visual inspections of fittings and flues need to be completed weekly and findings noted
- The Housing Officer is responsible for the safety check to be carried out on gas appliances annually
- The records of the safety checks need to be stored for 2 years by the Housing Officer.
- All installation, maintenance and safety checks need to be carried out by a Gas Safe registered installer.

Common Parts

- The Maintenance Worker will be responsible for identifying areas in the common parts needing maintenance/
- Housing Officer will be responsible for ensuring effective maintenance procedures are drawn up.
- Housing Officer will be responsible for ensuring that all identified maintenance is implemented
- Any problems with common areas should be reported to Maintenance Worker

- The Housing Officer is responsible for ensuring all common parts are clear from obstruction, ventilated and in safe and good working condition.
- The Maintenance Worker is responsible for ensuring all outside area are in a safe and clean condition
- The Housing Officer is responsible for ensuring all furniture, sanitary fittings; kitchen facilities are in safe and good working condition and comply with relevant legislation.
- Inspections are completed as part of Health & Safety inspections on a 2 monthly basis.

Fire and Evacuation in Sheltered Housing

- The Housing Officer is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- Escape routes are checked daily by the maintenance worker
- Fire extinguishers and dry riser are checked every 6 months by contractor (Chubb)
- Alarms, smoke and heat detectors, call points are tested every quarter by contractor (Raysil)
- Emergency lights are tested quarterly by contractor (Customised Electrical Systems)
- Smoke detectors within the flats are cleaned and tested annually by contractor (Tunstall)
- Emergency procedure tested every 6 months by the Warden, Housing Officer and Maintenance Worker.
- Refer to Fire Safety Policy & Emergency Fire Action Plan

Information, Instruction and Supervision

- The Health & Safety poster is displayed in the Hunter Court Office and the Care Office
- Health & Safety advice is available from the Care Manager, or Housing Officer. Specialist advice will be obtained from an approved contractor with the appropriate qualifications.
- Induction training is provided to employees by the Care Manager
- Job specific training provided by Care Manager, or Housing Officer
- Supervision of young workers/trainees will be arranged by the Housing Officer with the appropriately experienced employee.
- Specific jobs requiring special training are Cleaners, and Maintenance Worker.
- Training records are kept in personnel files in the Hunter Court Office by the Care Manager
- Training will be identified, arranged and monitored by the Care Manager

Accidents and First Aid

- Health surveillance will be arranged by the Chief Executive after discussion with Managers
- Health surveillance records will be kept by the Chief Executive in the Hunter Court office
- The First Aid boxes are kept in the Warden's Office and the Care Office and the Homesdale kitchen.
- The appointed First Aiders are the Warden, Care Manager, Deputy, senior care staff
- All accidents and work related ill health are to be recorded in the accident book. This is located in the Care Office and the Wardens Office. The Warden, Manager, Deputy or Senior Carer are responsible for recording accidents.
- The Care Manager is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.
- The Care Manager or Housing Officer are responsible for investigating accidents
- The Care Manager, and Housing Officer are responsible for acting on investigation findings to prevent recurrence
- Refer to First Aid Policy, Accident Policy & Procedure and Health Surveillance Policy

Health & Safety Inspections & Monitoring in Sheltered Housing

- Health & Safety inspections are to be carried out at 2 monthly intervals by the Housing Officer.
- The findings are recorded. If the breach of Health & Safety is serious, it is to be reported to the Management Committee.
- The Housing Officer is responsible for ensuring the actions identified are implemented