

Easy Housing Association (EHA)

HEALTH AND SAFETY POLICY

INTRODUCTION

The Health and safety at work 1974 Act as amended by various statutes, requires that the Easy Housing Association formulate a policy for the health and safety of its employees whilst they are at work and for the members of the public with whom they come into contact. It is most important that all employees realize their personal responsibility to see the policy is followed and is implemented to ensure that they may have a safe place of work for themselves and their colleagues

Equally the policy is intended to promote good health and safety practice for the benefit of the EHA residents other personnel working from time to time at the EHA offices or scheme locations, and also for members of the general public. The **POILCY DETAIL**

EHA attaches the greatest important to the maintenance of personal safety, considering this to be a management responsibility equal to that of any other function.

The EHA recognizes its responsibility in ensuring the health, safety and welfare at work of all its employees and is committed to providing information, instruction, training and supervision in the area of health and safety.

RISK ASSESSMENTS (USERS)

Needs & Risk Assessment

When a tenant moves into a property we will make an appointment for a Support Officer to visit you in your new home. During this visit we will carry out a needs and risk assessment to determine what support you require, if any.

The needs and risk assessments will take full account of your views, targets and aspirations. Should you disagree with any outcomes of the assessment or reviews your views and reasons will be recorded.

During the needs assessment basic information must be collected from the user, including the following:

- ✓ Full name and date of birth for you and all members of your household
- ✓ Details of your housing history, any tenancy breaches or anti-social behaviour
- ✓ Personal finances
- ✓ Physical and mental health
- ✓ Details of any medication you take

- ✓ Details of your Doctor and any other Key Worker involvement
- ✓ Social and leisure interests
- ✓ Child care and education

The user will be involved with the risk assessment we carry out. The risk assessment will identify anything or anyone that might be risk to, from and how, by working together, we can minimize these risks.

Once we have carried out our initial needs and risk assessment we will provide the users with a written explanation of the outcome. A decision must be made based on the information that has been given us that means sometimes we might be unable to offer a particular user a service. If this happens we will always inform the user and the person who referred him/her as soon as possible giving them the reasons for our decision. In these instances we may refer the user to other more appropriate services.

The user has the right to appeal against any decisions arising from assessments or reviews with which they disagree.

Details of the eligibility criteria for the Easy Housing Association service are available in full upon request.

Safety officers and safety Representative

The EHA operation manger is responsible for the implementation of all health and safety initiatives.

The operation manger will act as the designation safety officers, with each manger acting as assistant safety officers responsible for all EHA staff and locations within their own management in respect of health and safety matters.

Whilst it is the responsibility of each individual member of staff to report the incident of unsafe working practice or condition and any accident, it shall be specific responsibility of the assistant safety officers to report details of such incident to the safety officer.

Assistant safety officers shall investigate all incidents and where necessary prepare a formal report for consideration by the health and safety working party. The assistant safety officer shall also give individual and collective advice on any health and safety matter or seek other specialized professional advice as and when required.

An up to date list of the names of the safety officers and assistant safety officers shall be maintained at the EHA offices by the EHA operation manager.

There should be a health and safety working party held monthly to:

- Assess and review progress of all Health and Safety initiatives including Health and Safety training requirements.
- To report on any accident/incident or failures to comply with the health and safety policy by either employer or employee.
- To submit any recommendations in relation to procedure or policy to the joint staff and Executive Management Team and Board of Management if necessary.
- Employees can consult their assistant safety officers, Union representative if any or the association's health and safety officer.
- That annual Health and Safety audit inspections are carried out.

First Aid

A first aid box will be provided and maintained at each office and scheme. The assistant Safety officers will be responsible for its maintenance and for ensuring that it is fully stocked at all times, using the guidelines provided by the St. John Ambulance Brigade. The location of the first aid box will be clearly identified to all staff.

At all locations where 10 or more people are employed there will be at least one member of staff trained in the first aid practice. Where necessary, the Association will arrange suitable training for the appointed member of staff. Persons, who are appointed to administer first aid, must be jointly responsible with the Safety Officer for maintaining only that equipment specified for that use/

The names of all staff with qualified first aid skills will be notified to the Safety Officer and their names will also be shown at the location of each first aid box. Names should also be displayed on the staff notice board.

Protective Clothing

Protective clothing can save lives and avoid serious injury. Appropriate protective clothing will be issued free to staff. Where protective clothing, safety equipment or uniform is provided, this will be worn in accordance with management instruction or codes of safe working practice.

Where the Association provides protective clothing, safety equipment or uniform and an employee produces medical evidence that such equipment or clothing will aggravate a medical condition then, where reasonably practicable, consideration will be given to suitable alternatives and issues made accordingly

Fire Protection

All members of staff must make themselves aware of the fire evacuation procedure for their particular office. Under direction from the Safety Officer, there will be arrangements for a fire drill to be undertaken at least once a year. A note of the results of the fire drill will be recorded in a logbook provided for the purpose.

TENANTS

All Housing Officers must make new tenants aware of the fire evacuation procedures for their particular accommodations and should give them a full induction in fire evacuations and exits. All properties must have a clear fire exit signs and notes on the billboard about the procedures.

At housing schemes where fire alarms are installed, fire drill and fire evacuation instructions will be provided in a similar manner in conjunction with the local fire Brigade's Fire Prevention Officer. Sheltered Housing Services Officer(where applicable), and members of the housing management team.

Functional bell tests on all fire alarms will be undertaken at weekly intervals, by the Assistant Safety Officer, in accordance with the recommendations of the equipment manufacturer.

All fire extinguishers, smoke and heat detectors, fire alarms and other safety equipment will be checked at least once a year.

A review will be undertaken of all buildings, at least once a year, to ensure that updated fire prevention measures are considered and then implemented where necessary.

Offices

It is essential that all employees ensure that no actions or working practices contribute to the promotion of unsafe working conditions.

Passageways and staircases should be left unobstructed, cupboards and filing cabinets should not be left open, and floor areas generally should be left clear. Files and paperwork should be cleared away at the end of each working day.

Kitchen areas should be left clean and tidy at all times. Drinking and eating utensils should be washed and put away after use. Refrigerators and cooking appliances should be left in a clean condition after use. Unused or waste food should be disposed where not stored in refrigerator

Housing Scheme Locations

Management and scheme staff should familiarize themselves with all aspects of the housing schemes with which they are involved, giving particular attention to areas of potential health

hazards. It is management's responsibility to ensure that staff are adequately trained to use facilities, plant and equipment needed to carry out their duties.

Building Maintenance

Building maintenance will generally be undertaken by contractors working on behalf of Easy Housing Association. All contractors working for EHA will be required to provide the Association with evidence of their Company Safety Policies. They will also be encouraged to adopt working practices in line with EHA's own policy.

Plant and Equipment.

All plant and equipment owned by Easy Housing Association shall be operated only by authorized members of staff. Mobile plant and equipment is never to be left unattended when in an operational state. Repair and maintenance work should only be carried out by approved contractor.

Control of Substances Hazardous to Health.

The COSHH legislation stipulates that no work which liable to expose anyone to substances hazardous to health shall not be carried out unless a proper risk assessment has been made.

Advance Security & Prevention

1. All staff members should carry an identity card.
2. Office counters are designed to protect reception staff, and are provided with an alarm bell or alarm signal.
3. All staff should be aware of the potential risks involved when making home visits . Staff should record, in their diaries, the name, address and telephone number of each home to be visited. Estimated time of return should also be noted.
4. Staff should inform reception when going out as well as annual and flexitime leave to be recorded.
5. Staff should take a mobile phone on all visits.
6. If staff are very concerned about the visit they should inform their line-manager and take a colleague with them.
7. A file note will be attached to the file of any tenant where there is a risk or history of violence. Home visits to such tenants should be made in pairs.

Threats

Staff who can not handle an abusive telephone call should transfer to a more senior member of staff. If a tenant makes a threat to a visiting member of staff, the recommended course of action is retreat. If likewise violence is threatened while in an interview, the staff member should withdraw from the interview and seek assistance of a more senior member. The person who has made the threat should be asked to leave the office.

All incidents of threatened assault should be reported in writing and report passed to the Manager.

Staff Well Being

Easy Housing Association will endeavor to provide for the physical and social well being of the staff by the introduction of facilities and amenities which help to promote good staff relations in the interests of the Association as a whole.

Smoking

EHA is committed to try to achieve good Health & Safety practice in employment. There smoking will be prohibited in the work place.

Alcohol & Drugs

The Association endeavours to ensure that employees' use of either drugs or alcohol does not impair the safety and efficiency of the organization or health of its employees. EHA therefore will not condone any employee bringing drugs and alcohol onto its premises and will take appropriate action.

Manual Handling Operations

EHA will seek to:

1. Avoid hazardous manual operations, so far as is reasonably practicable.
2. Assess any hazardous operations that can be avoided.
3. Remove or reduce the risk of injury so far as is reasonably practicable.

Motor Vehicles.

All motor vehicles owned/leased by EHA will be the responsibility of the named driver. (A detailed Company car policy will made available)

General

All employees are required to conduct themselves in a proper manner at all times. It is essential that all employees are conscious of the need for safety and the necessity to always take reasonable precautions. All employees are required to sign a declaration indicating that they have read and understood the Association's Health and Safety Policy.

Review

The policy shall be reviewed at least once every 5 years. EHA will review its Health and Safety performance and the suitability of the health and safety policy at the quarterly Health and Safety meetings