

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Health & Safety Policy

Health & Safety Statement

The Management Committee declares that the aim of its Health & Safety Policy is to promote, establish and consolidate all measures as are reasonably practicable to foster the safety, health and welfare of all its employees, residents and visitors.

The Management Committee of the Hinckley Homeless Group will achieve this by the following measures:

1. Provide and maintain safe and healthy accommodation and working conditions in all premises under its control.
2. Provide such information, instruction, training and supervision as may be necessary for ensuring health and safety of employees, residents and visitors.
3. Provide and require the use of such safety equipment and protective equipment as may be necessary or advisable either for general use or for specific purposes.
4. Most contractors are organised by the landlord and therefore H&S liability lies with the landlord. Ensure that for direct contractors attending Lawrence House that they have confirmed in writing or shown sight of their Public Liability Insurance.
5. Encourage the active interest of all employees and residents in health and safety matters.
6. Actively monitor and regularly review all health and safety issues.
7. Complying with any Statutory Health & Safety Obligations and undertaking regular reviews of any updated or changes in health & safety regulations that may apply to our operations.

The organisation and means by which this Policy shall be fulfilled are set out in the following section.

HINCKLEY HOMELESS GROUP
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Arrangements for delivering the Health & Safety Policy

These arrangements have been put in place to ensure compliance with the Health and Safety at Work etc Act 1974 and all relevant and applicable health and safety regulations.

Health & Safety Responsibility

See attached figure.

The responsibility for the development, review, monitoring and approval of the Health & Safety Policy rests with the Management Committee.

Specifically, the Management Committee is responsible for:

- Ensuring that the Health & Safety Policy is implemented and complied with at any facility under the charge of HHG.
- Ensuring that health & safety information is reviewed at each Management Committee meeting and any incidents are recorded and investigated as appropriate.
- Ensuring that the learning from any incident is incorporated in the Health & Safety Policy and associated procedures.
- Auditing (or checking) that the Project Manager is implementing the Health & Safety Policy.
- Advising the Project Manager in relation to health and safety matters brought to their attention.
- Ensuring that Health & Safety Policy is subject to full review on at least an annual basis.
- Approving any amendments to the Health & Safety Policy.

The responsibility for implementation of the Health & Safety Policy devolves upon the Project Manager.

Specifically, the Project Manager is responsible for:

- Ensuring that all employees and residents understand and, where appropriate, are appraised in respect of their responsibilities for health and safety and that they adhere to all relevant regulations, rules and procedures.
- Ensuring that any volunteers are aware of the Health & Safety Policy and any requirements.
- Identifying and correcting unsafe practices or situations.
- Undertaking risk assessment of all practices which may have a health & safety impact.
- Maintaining the Health and Safety Compliance Register
- Ensuring that adequate information, instruction and supervision is provided regarding the safety of all work practices, machinery, equipment and substances.
- Ensuring that health and safety is on the agenda of team meetings or briefing sessions and that adequate information is displayed in the workplace regarding regulations, rules and procedures relating to health & safety.
- Ensuring that health and safety training needs are regularly reviewed, identified and implemented.
- Ensuring that safety rules and safe working procedures are reviewed and developed as necessary.
- Carrying out regular safety inspections of all machinery, equipment and furniture and reporting all defects to ensure that appropriate corrective action is taken.
- Ensuring that all machinery and equipment is maintained in a safe working condition.
- Ensuring records are maintained of all accidents, injuries, and breaches of the Health & Safety Policy and near miss events in accordance with statutory requirements.
- Ensuring that there is effective investigation in respect of all accidents, injuries and dangerous occurrences.
- Reporting of the above issues to the Management Committee on a regular basis.
- Seeking expert advice on health and safety issues wherever necessary.
- Ensuring that personal protective equipment, of the appropriate standard, is provided as required and that it is worn as necessary.
- Ensuring that appropriate measures are taken to record the presence of all employees, residents, contractors and visitors and that all visitors know and adhere to the appropriate health & safety arrangements.

- Advising the landlord, Leicester Housing Association, of our H&S Policy and the requirement that all contractors provide a copy of their H&S Policy and Public Liability insurance.
- Ensuring that all (non LHA) contractors on site at Lawrence House have confirmed in writing or shown sight of their Public Liability Insurance.

The employees and residents are responsible for complying with the health & safety policy, specifically to:

- Comply with all premises rules, procedures and reasonable instructions to promote health and safety.
- Assist in the main maintenance of good housekeeping standards within the premises.
- Use protective clothing and equipment where appropriate.
- Report all injuries, dangerous occurrences and practices, and all defective equipment to the Project Manager.
- Behave with due regard for the health, safety and welfare of all employees, residents and visitors.
- Comply with statutory obligations and with the requirements of all relevant codes of practice.

Project Workers have the following the Health & Safety Policy responsibilities:

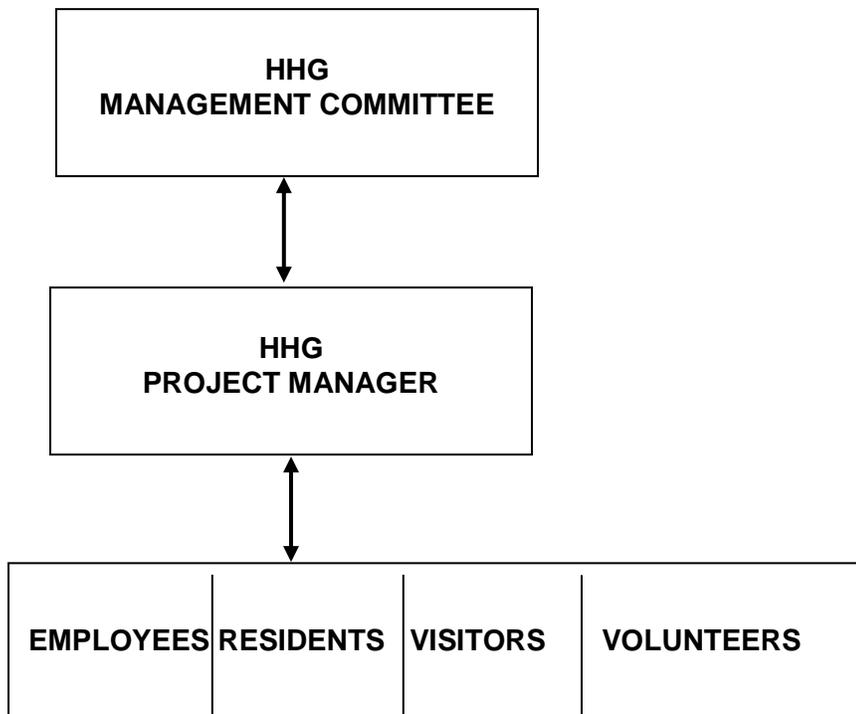
- In the absence of the Project Manager, the Project Worker on duty shall take responsibility for day to day health and safety responsibilities of the Project Manager.
- Each Project Worker shall carry out a health and safety check of the premises at the start of their shift.
- Ensuring that all (non LHA) contractors on site at Lawrence House have confirmed in writing or shown sight of their Public Liability Insurance.

Training

- The Project Manager is to complete recognised health and safety training as deemed necessary by Management Committee (unless already done so) within one year of commencement of employment.
- Each Project Worker must complete recognised health and safety training as deemed necessary by the Project Manager (unless already done so) within 1 year of commencement of employment.

Health & Safety Structure

Figure 1



LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Health and Safety Related Documents

Health and Safety Procedures

Procedure for carrying out a risk assessment of premises and services, including fire risk assessment (document LH00026)

Health and Safety Procedures: Weekly testing of break glass points (LH00029); Fire drills (LH00028); Actions by Staff in the event of a Fire or Fire Alarm (LH00147).

Procedure for dealing with self harm (LH00133)

Procedure for use of CCTV (LH00048)

Procedure for safe access to LH in the event of snow / ice (LH00167)

Compliance Register (LH00157)

Health and Safety Records

Held in the main office:

Health & Safety Record Book

Health & Safety File containing completed:

Records of electrical testing.

Health & Safety Checklists

Health & Safety Risk Assessments

Accident Book

Fire Drill and Alarm Test Book

Held on Personnel Files:

Work Station Risk Assessments

Lone Working Risk Assessments

Related Policies

Lone Working Policy (LH00017) and Guidance (LH00005)

Outreach Work Policy (LH00149) and Guidance (LH00150)

Safeguarding Children Policy (LH00021) and Procedure & Guidance (LH00022)

Safeguarding Adults Policy (LH00094) and Procedure & Guidance (LH00095)

Policy on Guns and other Offensive weapons (LH00154)

Harassment and Bullying Policy (LH00037) and Procedure & Guidance (LH00038)

Harassment and Bullying Procedure & Guidance – For Residents (LH00087)

Staff Development and Training Policy (LH00155)