

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Health and Safety Compliance Register – Key Areas of Legislation (not an exhaustive list)

Legislation	Specific Responsibility	Current Arrangements	Actions required and Date	Review cycle Last reviewed
The Health and Safety at Work Act 1972 Section 2	Duty of care to employees Including lone working	Health and Safety Policy and Procedures Lone Working Policy and Procedures incl Lone Working Risk Assessment		Annually: September 2016 Three yr review: last Nov 2015 Annual – September 2016
The Health and Safety at Work Act 1972 Section 2	Slips, trips and falls	Daily checks on common areas Wet floor sign Procedure for safe access to LH in the event of snow / ice		Daily  October 2014 – re-approved Sept 2016
Health and Safety (Display Screen Equipment) Regulations 1992 Reg 4		- office based workers Work Station Risk Assessment		Completed with all new employees during Induction & change in workspace All complete @ September 2015
The Manual Handling Operations Regulations 1992 (as amended)	- moving furniture		PM to investigate training/guidance & action	Training completed for all staff August 2016
Control of Substances Hazardous to Health (Amendment) Regulations 2004	Storage and use of hazardous material	-Household cleaners including bleach and drain unblockers kept in locked store room. -Protective gloves for cleaner		Annually

**HINCKLEY HOMELESS GROUP**

**LAWRENCE HOUSE SUPPORTED ACCOMMODATION**

<b>Legislation</b>	<b>Specific Responsibility</b>	<b>Current Arrangements</b>	<b>Actions required and Date</b>	<b>Review cycle Last reviewed</b>
Electricity at Work Regulations 1974	Safety of Electrical equipment	-PAT testing annually of portable equipment including residents equipment -Rules on what residents can use in rooms -New kettles and extension socket for each resident / room		Annually – August 2016  Reviewed Sept 16  Upon induction of each new resident
Work at Height Regulations 2005	Step ladders	-Small ladder with attached instructions provided -Storage in locked storeroom with no heavy items on top shelf		Annually
Management of Contractors	Management of directly employed contractors	-fit and proper persons employed – references taken  - most contractors employed by LHA  -volunteers	As new employees start.  LHA have been asked to confirm	DBS completed for volunteers
Regulatory Reform (Fire Safety Order) 2005	Requirement to carry out fire risk assessment	Previous annual Fire Risk Assessments on file including completion dates for any actions.	Actions and completion dates on file incl assessment 26.09.16	Annually - September 2016

**NB** Detailed arrangements can be found in risk specific risk assessments and job descriptions