

GENERAL ARRANGEMENTS

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PLEASE NOTE: PHP POLICIES ARE IN PLACE TO COMPLEMENT GUIDANCE AND ARRANGEMENTS

ALCOHOL AND DRUG SUBSTANCE MISUSE

Alcohol, drug or substance misuse occurs when people persistently and regularly resort to drinking, drug or substance taking to cope with everyday demands of life.

Poole Housing Partnership Limited does not permit the use of alcohol or substances by employees on its premises or at any of its managed locations, or the use of drugs unless prescribed by a qualified doctor, but views use of these items as an illness.

Initially Poole Housing Partnership Limited will do all that it can when problems are identified, to encourage the person to seek treatment from specialist sources. Continued failure to comply with established Poole Housing Partnership Limited's policy on these issues will be thoroughly investigated by management and may render the employee subject to appropriate disciplinary action.

Guidance on alcohol, drug and substance misuse can be found in the Guidance Document of this Policy.

ASBESTOS

Poole Housing Partnership Limited aims to comply with all relevant legislation and approved codes of practice in respect of asbestos, and we do everything reasonably practicable to protect all staff, contractors and visitors to our offices from risks to their health arising from possible exposure to any asbestos fibres that may be present in the building. The landlords / owners of our business premises have been asked to provide details of the location, type, form and condition of any asbestos within the property so that where building modifications, electrical or plumbing work is envisaged appropriate arrangements can be made to safeguard the health and safety of all concerned.

Similarly Poole Housing Partnership Limited has an asbestos register detailing the location, type, form and condition of all asbestos present in buildings under our management so that where building modifications, electrical or plumbing work is envisaged appropriate arrangements can be made to safeguard the health and safety of all concerned.

It is Poole Housing Partnership Limited's policy to manage asbestos in-situ in a responsible manner ensuring that it is safe. Where this cannot be achieved with confidence, then the asbestos will be removed.

ACCIDENT / INCIDENT REPORTING

Any accident or injury must be reported to Management and to the Head of Maintenance immediately after treatment of the injured person and an entry made in the Incident/Accident database. It may also be necessary in certain circumstances to complete an accident / incident report form. The completed accident / incident form and accident book sheet are to be forwarded to the Head of Maintenance. Should any person have an accident that may require hospital or medical treatment, the appropriate Manager and the Head of Maintenance are to be immediately informed, directly, by telephone, by fax or email, of the circumstances. This is in addition to those requirements covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Where a detailed accident investigation is required the site of the accident / incident is not to be disturbed in any way

In consultation with the Head of Maintenance and the Manager, immediate arrangements are to be made to prepare detailed notes of the event and gather appropriate evidence, take measurements, take statements, sketches, photographs etc. The Safety Representative will be informed of the incident.

Accident / Incident reporting forms can be found in appendices of this Policy.

ACCIDENT / INCIDENT INVESTIGATION

The Manager, Sheltered Housing Officer or other person at the time responsible for the property where the accident / incident has occurred, will together with the Head of Maintenance carry out an initial investigation of the incident, interview any witnesses to the accident, examine evidence and where necessary seek specialist advice as to further actions to be taken. Notes are to be taken, recording all relevant information that may have had an influence on the incident e.g. trip hazards, slippery surfaces, high level storage, unsafe equipment, unsafe work practices, weather, lighting, temperature etc. The Safety Representative will be informed that an investigation is to take place.

Any equipment or tool associated with an incident is:

- To be clearly identified on the accident report.
- Not to be used until an investigation / examination has been undertaken.
- Not to be used until the equipment has been classed as serviceable by a competent person.
- Not to be disposed of without the permission of the Head of Maintenance.

Accident / investigation forms are available in the appendices of this Policy.

BOMB THREAT

All staff should be aware of the need for vigilance, especially regarding explosive or incendiary devices. Established security precautions at the main office building are to be observed at all times.

In the event of a suspicious object, letter, parcel etc., being discovered, staff should immediately vacate the immediate area and notify the nearest Manager.

The procedure for dealing with suspicious devices can be found in the Guidance Document of this Policy.

CASH HANDLING

The handling of cash, including banking, rent collecting or transferring, should be undertaken so as not to create a recognisable pattern or routine that could lead to an attempted robbery. Wherever possible at least two members of staff should be present when handling cash outside a secure area.

Staff should not put themselves at risk in the event of a robbery. If necessary, staff should hand over the money to the assailant and try to remember any distinguishing features or mannerisms of the robber that may assist police at a later stage.

A policy for cash handling is in place.

COMMUNICATION

Poole Housing Partnership Limited views communication as an essential element in ensuring the health, safety and welfare of all its employees. It is recognised that employee motivation and awareness of health and safety can have a positive impact on the workplace with the potential for greater efficiency, profitability and reduction in accidents and ill health. Consultation between management and staff is actively encouraged throughout the organisation.

Staff are made aware of health and safety issues through regular consultation, communication and training typically including:

- Induction training and specific training courses (refer to training section).
- Management / Staff meetings; Regular meetings are held at which health and safety topics are a standard item on the agenda.
- Notice boards: Topics posted typically can include general information on health and safety, bulletins on new legislation and internal changes for example – a new First Aider.
- Guidance Document: issued on specific matters as and when necessary and available on the organisation's network.
- E-mails: health and safety information can be sent directly to employees where appropriate.
- Direct contact, verbal or written communication including staff newsletters.
- Details of Poole Housing Partnership's policy with regard to health, safety and welfare are available on the network, or directly from HAVIO Limited – info@havio.com.

All individuals are encouraged to bring to the attention of their Manager any matters of concern that may affect the health, safety or welfare of themselves or others. Such matters are to be investigated by the Head of Maintenance and the Manager. The person raising the issue will be informed of any subsequent outcome.

The Head of Maintenance is responsible for the distribution of all necessary health and safety information to employees.

COMPETENCE

Job Specifications have been compiled by management outlining basic requirements for the various roles to be filled, including safety requirements.

The following methods are also used to improve competence and assess competency needs:

- Application forms and CVs are used where necessary to match potential employees to the job specification.
- Induction training is given to all new employees outlining the role of the organisation and their part within it, and includes an outline of the Health and Safety Policy, Fire and Emergency procedures, First Aid provision, Accident / Incident / Near miss reporting, Welfare provision, Importance of risk awareness and assessment.
- Training needs analysis for staff employed on the housing contract is carried out on a one to one basis after a trial period as part of their appraisal. Training schedules are drafted on the basis of the findings and training requirements are addressed accordingly.
- Task specific training is carried out to equip housing contract staff for their specific roles within the organisation, this is accompanied by the issue of safe working procedures for tasks to be undertaken and situations likely to be encountered.
- Regular employee appraisals are carried out at which further training needs / refresher training is discussed.
- Appropriate additional training is provided in cases where the employee may be exposed to new or increased risk, changes to equipment and work practices, or any new technology.
- Contractors will undergo site-specific health and safety instruction, wherever necessary, and will be supplied with adequate information including Poole Housing Partnership's contractor safety policy and all relevant risk assessments applicable to the site and the task, to allow them to carry out the work in safety.

CONSTRUCTION

Construction Health and Safety is Managed by the Head of Maintenance and with assistance and advice from HAVIO Limited.

Poole Housing Partnership Limited's role in CDM is that of the Client and Principal Designer and therefore PHP Limited will comply with all Client and Principal Designer duties and responsibilities for both notifiable and non-notifiable projects.

As Client PHP will:

Make suitable arrangements for managing a project. These include making sure other duty holders are appointed and that sufficient time and resources are allocated.

As Client PHP must also make sure that:

- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided.

As Principal Designer PHP will

Plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties.

Prepare and provide relevant information to other duty holders.

Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

In any case where PHP's roles might expand under CDM, this will be addressed by the Head of Maintenance and HAVIO Limited.

CONTRACTORS

The Employer's duties under section 2 & 3 of the Health & Safety at Work Act 1974 include a duty to ascertain, so far as reasonably practicable, whether the operations of contractors undertaking contract work for Poole Housing Partnership at our various managed properties is likely to give rise to any hazards which could affect Poole Housing Partnership Limited employees, other contractors and their employees or any other persons likely to be affected by the activity. To enable Management to fulfil these duties all contractors employed will, where considered appropriate, be issued with a copy of the Poole Housing Partnership Limited "Contractors Safe Working Guide". Where requested by Poole Housing Partnership Limited's management, contractors must provide "safe systems of work" or "method statements", also risk assessments which will be vetted by the senior person responsible for management of the contract, before the work is allowed to commence.

Where a contractor is required to work in an area designated as hazardous, he is to be issued with the additional necessary protective clothing / equipment. If it is not normally required by the contractor's particular trade (e.g. an electrician called to a Noise Hazard Area) they will be provided with ear protection, whereas a person using a pneumatic drill will be expected to have ear protection as part of their equipment. The contractor will also be obliged to strictly adhere to any "Permit to Work" systems that may be in operation.

Contractors are to be accountable to the person with responsibility for managing the contract, who in turn will be held accountable for their conduct whilst in the office premises or other managed workplace. The contractor, where deemed necessary, will be given a copy of the necessary code outlining the customer care standards of Poole Housing Partnership Limited.

Poole Housing Partnership Limited staff are not to interfere in any way with the activities of a Contractor unless there is an immediate risk of injury or death occurring. Where contractor's staff are seen not conforming to the health and safety standards of this organisation, the incident is to be reported to the Manager in charge of the contract and the Head of Maintenance.

Managers are to ensure that the activities of both Poole Housing Partnership Limited staff and contractor's staff do not adversely affect each other and that contractors conform to our organisation's health and safety standards.

Forms for contractor selection and evaluation can also be found in appendices of this Policy.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Substances that are hazardous to health include:

- a) All those listed as dangerous (carcinogenic, very toxic, toxic, irritant, corrosive etc.).
- b) All substances previously with a Maximum Exposure Limits (MEL) or an Occupational Exposure Standards (OES) now all replaced by a single type of limit; The Workplace Exposure Limit (WEL).
- c) Harmful micro-organisms.
- d) Substantial concentrations of any dust in the air.
- e) All other materials, mixtures or compounds used at work, or arising from work activities, which can harm people's health.

Hazardous substances used by staff may include duplicating fluids, glues, solvents, reprographic chemicals, cleaning materials. Contractors may also have hazardous substances which have been brought onto the various managed locations such as certain cleaning chemicals, pesticides, herbicides, building and grounds maintenance chemicals etc., here information exchange regarding the nature of the materials is essential.

The storage, use and disposal of hazardous materials must be controlled and the following procedures carried out:

The Head of Maintenance will obtain Materials Safety Data Sheets (MSDS) from suppliers, for **ALL** chemical substances in use within the organisation. Examination of the MSDS will indicate **which preparations or substances in use** are hazardous to health.

Work undertaken for the local authority requires their approval before any hazardous substances are used at the managed locations.

Wherever possible, products that are hazardous to health will not be used unless deemed essential and it is not viable to use a non-hazardous substitute. Material Safety Data Sheets (MSDS) for these essential substances are to be made available to users of the substances.

Arrangements are to be made to carry out COSHH assessments for all work activities **that may expose staff or others to substances that are hazardous to health** and to record the results on the COSHH Assessment Form. A copy of the completed assessment form is to be made readily available to the user at the place of use. A copy of the completed COSHH Assessment Form is to be retained by the appropriate Line Manager, also the Head of Maintenance who will hold a register of all assessments within the Organisation. The MSDS or other relevant information about use, storage, fire precautions, spillage and first aid must be available at the place of use of the substance involved.

- a) Emergency procedures are to be determined in case of spillage and leakage of the hazardous substance but appropriate allowances can be made for use of very small quantities. Always ensure the user has adequate knowledge regarding the nature of the hazardous substance in order that a spillage is dealt with in a safe manner.
- b) Arrangements are to be made for the issue of protective clothing / equipment where necessary, instructions should be given with regard to its use during decanting, handling or use of the substance.
- c) If an alternative non-hazardous substance is available it must be used.
- d) Always adhere to the manufacturers' guidance on applications and method of use, never mix chemicals as toxic gases may be produced.
- e) Waste and residual materials are to be properly disposed of in accordance with the instructions relevant to the material and quantities concerned, never allow substances to discharge into watercourses, drains or subsoil.

“Notifiable” waste disposed of by Poole Housing Partnership Limited is to be:

- Correctly packaged and labelled in accordance with current regulations and certified accordingly.
 - Handled only through approved licensed disposal contractors.
 - Notifiable Waste awaiting disposal is to be kept secure and segregated from other non-hazardous stored items.
- f) Staff should ensure that they have been adequately trained and informed of any health and safety problems associated with any hazardous substances before using them.

COSHH assessment forms and inventory forms can be found in appendices of this Policy.

CUSTOMER CARE

Guidance on customer care can be found in the Guidance Document of this Policy.

DISABLING CONDITIONS AT WORK INCLUDING HIV

Guidance to communicable diseases can be found in the Guidance Document of this Policy.

DISABILITY DISCRIMINATION

Poole Housing Partnership Limited acknowledges its responsibilities to disabled persons under the Equalities Act 2010 and will pursue policies and make suitable arrangements at its main office and managed locations wherever necessary, to ensure that a disabled person is treated no less favourably than any other person to whom that reason does not, or would not apply.

Guidance on the Equalities Act 2010 can be found in the Guidance Document of this Policy.

DISPLAY SCREEN EQUIPMENT (DSE)

All members of staff who use display screen equipment for a significant part of their working day, will undergo a “Display Screen Equipment assessment” of their workstation to determine any possible risks to their health as a result of using the equipment. Records of workstation assessments are to be recorded on Workstation Assessment Forms and retained by management.

Guidance on the use of display screen equipment and eyesight testing may be found in the Guidance Document of this Policy.

ENVIRONMENTAL PROTECTION POLICY

Poole Housing Partnership Limited recognises its responsibilities and duty of care with regard to the environment, the Environmental Protection Act and its subordinate regulations. Employees should adhere to the Poole Housing Partnership Limited Environmental Protection Policy in all their undertakings. Particular daily attention should be paid to recycling, prevention of pollution and minimising energy consumption.

ENVIRONMENTAL WORKING CONDITIONS

The working environment is to be suited to the task and compliant with the Workplace (Health, Safety and Welfare) Regulations 1992 and accompanying Approved Code of Practice. Adequate working space, lighting, temperature, ventilation, facilities, safe access and safe egress etc., are to be maintained at all times.

FIRE

All employees will be made aware of the risk of fire and the damage that fire can cause and are to exercise care when undertaking their work activities, paying particular attention to good housekeeping practices. The special needs of the disabled are to be taken into account.

Staff will receive information, instruction and training on the following;

- The action to be taken on discovering a fire.
- The action to be taken on hearing the alarm.
- How to raise the alarm and contact the fire brigade.
- Selection and correct method of use of fire equipment.
- Evacuation of the building to the assembly area at a place of safety, including evacuation arrangements for any disabled persons.
- Location of the fire assembly area and roll call procedure (where applicable).

Poole Housing Partnership Limited will ensure that adequate arrangements are in place for action to be taken in the event of fire at the main office building or at any of the managed locations, by providing wherever necessary suitable fire detection and alarm systems, smoke alarms, fire extinguishing equipment, emergency lighting and directional signage.

Staff working on managed sites are to be aware of, and will comply with local fire arrangements and precautions within their place of work.

Staff are required to read and follow local site fire instructions and must never ignore a fire alarm signal.

Poole Housing Partnership Limited will organise for the completion of fire risk assessments at all properties under its control on a regular basis by a competent person. Poole Housing Partnership Limited will comply with all requirements of the fire risk assessment. All fire alarm systems and fire equipment will be tested, inspected and regularly maintained. Fire routes will remain free from obstruction and all fire doors will remain closed (unless automatic closing devices are fitted). Procedures for fire evacuation will be displayed at strategic positions within the building.

The following guidance should be adopted unless specific instructions exist:

Where fire certification is required the following arrangements are currently mandatory.

Poole Housing Partnership Limited will comply with all requirements of the Regulatory Reform (Fire Safety) Order 2005.

- a) Emergency Evacuation Procedures:
- Practised at least twice annually.

- b) Fire Alarms:
 - Sounded weekly (different call points activated each week following a set sequence).
 - Up-to-date drawing and operating instructions readily available for use.
 - Fire Register maintained with details of activation's, drills, faults / repairs, responsible persons etc.

- c) Fire Fighting equipment:
 - Visual monthly check for no obvious defects and to ensure it has not been removed.
 - Annual maintenance and serviceability check by a specialist company.
 - Records retained centrally and accessible by office and site based staff.

- d) Emergency Lighting:
 - Visual monthly check.
 - Tested every 6 months.
 - Annual discharge test

- e) Automatic Fire Detection Devices:
 - Tested quarterly

Staff are required to read and follow fire instructions and must never ignore a fire alarm signal. They must also obey the directions given by the Fire Marshal and Fire Wardens. Contractors are to be made aware of Site fire precautions and the actions they are to take in the event of a fire.

Portable fire extinguishers are available for use but should only be used by trained staff. A quick attempt to extinguish a small fire should be made using the correct extinguisher without being put at any significant risk. Generally firefighting operations should cease if:

- a) The means of escape is threatened.
- b) The fire is out of control.
- c) The extinguisher is exhausted.

Guidance concerning fire instructions and drills may be found in the Guidance Document of this Policy.

FIRST AID

Poole Housing Partnership Limited maintains a sufficient number of trained First Aiders at its main offices with their names and locations displayed on notices at each floor.

Employees are informed of the location of First Aid Boxes within their work areas and specific notices identifying their whereabouts, are to be posted by Line Management. The contents of First Aid Boxes are to be maintained to at least the minimum scale as indicated on the check sheets inside each box and must not contain “headache tablets” (Aspirin, Paracetamol etc.) or any other forms of medication. First Aiders must not supply any such items.

Poole Housing Partnership Limited also maintains staff qualified as First Aiders at the various sheltered housing locations under management. First Aid boxes at these locations are managed by the Sheltered Housing Officers. First Aid boxes must not contain “headache tablets” (Aspirin, Paracetamol etc.) or any other forms of medication. First Aiders must not supply any such items.

All accidents must be recorded Accident Books (BI 510) held at the offices by the Director of Technical Services or at the sheltered housing locations by the Sheltered Housing Officers. Wherever warranted an internal Accident / Incident Form is to be completed and submitted to the Director of Technical Services together with the sheet from the accident book. In conjunction with information from the accident book the forms will be used by management to compile accident statistics.

First Aid provision must be considered for those mobile staff working at and travelling between the various managed locations (e.g., Managers, Sheltered Housing Officers) and should include the issue of “travelling first aid kits”. The contents of boxes must be appropriate to the risks perceived. Policy is to supply a number of such First Aid Kits for use as and when required.

The following basic precautions should be taken;

- a) First Aid Boxes
 - Checked monthly.
 - Replenished as soon as possible after use to ensure adequate supply always maintained.
 - Made of suitable material to protect the contents for damp / dust etc.
 - Marked in accordance with Safety Signs Regulations.

- b) Supplementary Equipment
 - Blankets, where considered to be necessary to be stored and protected from dust, dirt and dampness.
 - Ensure that there is an ample supply of disposable gloves and aprons available.
 - Plastic bags should be provided for the disposal of soiled or used dressings.
 - Specific First Aid training – antidotes or special equipment only to be used by those trained to use them, such items should be close to the identified specific hazard.

HOT WORK

All work classed as Hot Work including soldering work during plumbing repairs will normally be carried out only by approved specialist, certificated contractors.

No “hot work” e.g. gas welding / cutting etc. will be carried out by a contractor unless a “permit to work” system is in operation with the form signed by the Project Surveyor or their representative. The insurers of the premises must be notified of the intention to carry out cutting / welding or the storage of gas cylinders.

Where plumbing work is undertaken that may necessitate the wiping of lead to copper joints or soldering of copper joints this also falls within the classification of Hot Work, but will normally not require a permit.

There should be at least one fire extinguisher of a suitable type situated near the soldering operation also a fire blanket. Before hot work commences the area should be cleared of all flammable materials, and all combustible material as far as possible, including areas above, below or in the vicinity of such operations. Particular attention is to be given to the presence of electrical cable, gas pipes and plastic supply and drainage pipe work.

Under no circumstances is Hot Work to be carried out in close proximity to electrical cable or any gas pipe or gas installation.

Hot work must not be carried out on material that is coated with lead-based paints or other materials which will give off toxic fumes when heated. A permit to work system must be used where hot work is carried out in a confined space.

No Hot Work is to be carried out on containers, pipe work or vessels that have held flammable or explosive substances.

No gas torch when lit is ever to be left unattended.

Work can only be considered completed when the joints and surrounding areas are cool and Hot Work equipment has been removed from the premises.

HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS)

The Housing Health and Safety Rating System (HHSRS) replaces the Housing Fitness Standard set out in the Housing Act 1985 and is essentially a new risk assessment tool used to assess potential risks to the health and safety of occupants in residential properties and it can be used to assess all residential dwellings in England and Wales.

Risk assessment examines the likelihood of an incident arising from the condition of the property and the likely harmful outcome.

Hazards are categorized into serious hazards (Category 1) and less serious (Category 2)

Assessment will be by an Environmental Health Officer from the local authority.

Poole Housing Partnership Limited will need to survey the condition of managed housing stock to ensure that all dwellings are free of category 1 hazards.

LEAD

Staff employed by Poole Housing Partnership Limited are not involved in work that entails an exposure to lead, any work involving lead will be carried out by approved contractors.

LEGIONELLOSIS

Poole Housing Partnership Limited recognises its responsibility to maintain safe water systems and supplies to its managed properties. Regular water testing and chlorination is undertaken by specialist contractors and results recorded. Water heating systems where installed are regularly maintained and dosed by specialist contractors.

Legionnaires' disease is a type of pneumonia that is caused by a naturally occurring bacterium. The bacterium proliferates in water at temperatures between 20°C and 45°C and has been known to colonise components and fittings used in water systems. Infection is caused by inhalation of contaminated airborne droplets.

Any water system may provide an opportunity for colonisation. In the context of air conditioning, the risks are associated with those systems that incorporate a cooling tower, have a humidifier or air washer, or an evaporative condenser.

Fine water droplets are generated in cooling towers and may be drawn into air intakes where these are not positioned far enough away. Droplets may also enter the building through open windows. The risk should be controlled by attention to the detail of system design to minimise aerosol emission. The second level of defence is to ensure regular cleaning, disinfecting and maintenance of the system.

Care must be taken to prevent scalding where water temperatures above 43°C are used as a control measure to prevent legionella.

Water safety risk assessments will be completed at regular intervals by competent contractors in line with L8 Guidance.

LIFTING EQUIPMENT

The definition for the purpose of this Health and Safety Policy includes lifting beams, escalators, passenger lifts, goods lifts, access cradles, staff lifting platforms and lorry tail lifts. Lifting equipment is only to be used for its intended purpose by trained persons.

All such items must comply with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER). It is essential that all lifting equipment is subjected to a thorough examination and test regime by a competent person and that the appropriate records are maintained. Equipment must not be used without such records being available.

Guidance on the use of lifting equipment can be found in the Guidance Document of this Policy.

LONE WORKER

People who work by themselves without close or direct supervision are lone workers. Working alone can present a unique health and safety problem. As far as the health and safety at Work Act 1974 is concerned, the responsibilities of the employer to ensure the safety of lone workers do not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Lone Working Risk Assessments will be carried out by the Director of Technical Services.

Guidance on the procedures to be adopted by lone workers can be found in the Guidance Document of this Policy.

MACHINERY

No employee of Poole Housing Partnership Limited is responsible for operating machinery. All machinery such as lift room machinery, boiler room machinery, grounds maintenance machinery is under the control of specialist contractors.

In exceptional circumstances where an employee is required to operate a machine, Management are to ensure that no person operates any machinery unless:

- a) They are fully trained and instructed in the dangers arising in connection with the machinery.
- b) They are under instruction by a person fully trained in the operation and use of the machinery and have a thorough knowledge of the safety precautions to be observed.
- c) The machinery is adequately maintained and where regular service inspections are required, that the equipment is within its serviceability date.

MOBILE PHONES

There is no firm guidance as yet that the use of mobile phones can present health problems although there are concerns over the long term effects of radio frequency (RF) radiation on human tissue (e.g. the heating effect of microwaves on the brain).

In light of the differing views the following precautionary measures should be taken to minimise possible occupational hazards:

- a) Only make essential calls and do not use for prolonged periods.
- b) Alternate between ears if the conversation lasts longer than 5 minutes, leave a gap between the ear and phone if possible.
- c) Do not use in prohibited areas (petrol stations etc.).

MOBILE PHONES - DRIVING

Dangerous driving caused by the distraction of using a hands free mobile phone can lead to prosecution resulting in a fine, disqualification or even a prison sentence. Additionally, the organisation could be vicariously liable in event of an accident. Instructions have been issued to all members of staff with regard to mobile phone use in vehicles.

It is illegal to use hand-held mobile phones to make or receive calls when driving or in control of the vehicle, unless the vehicle is stationary with the engine off and parked correctly complying with road traffic regulations.

Mobile phone users should observe the following guidance:

- a) Only use the mobile phone when it is necessary to do so and keep all messages as short as possible. Where necessary use the 'call back' facility.
- b) When calling a mobile phone user always ask whether it is safe to talk.
- c) When driving never initiate calls even in traffic queues or at traffic lights.
- d) Never acknowledge incoming calls when driving. The answerphone facility will allow you to call back when it is safe to do so.
- e) Before switching a mobile phone on consider whether being in touch is essential as you may compromise your safety and that of others.
- f) Ensure the phone is removed from the vehicle when it is unoccupied.

NEEDLESTICK INJURIES

In places accessible to the general public it is not uncommon for employees or contractors to come across discarded needles, syringes etc. and there is potential for these to be found in common areas of managed premises / locations where Poole Housing Partnership Limited has a responsibility. Staff and contract cleaners / grounds maintenance workers working at the locations are to be aware of the risks to their health from discarded “sharps” disposed of in toilets, rubbish bins and external areas. There is also a possibility of sharps being planted within a dwelling where eviction has occurred. Housing inspectors and others responsible for void inspection, removal of residual house contents and cleaning are to be aware of the dangers.

Drug abusers may use any location where access by members of the public is anticipated. Care therefore needs to be taken in case old syringes etc. have been disposed of in these areas. The police may have to be consulted if this type of problem regularly occurs. A special yellow coloured 'sharps disposal' box may need to be obtained and appropriate staff trained in the recovery of sharps.

Guidance on how to deal with sharps and action to be taken in event of sharps injury can be found in the Guidance Document of this Policy.

NEW AND EXPECTANT MOTHERS

By definition “new and expectant mothers” means an employee who is pregnant, who has given birth within the previous six months or who is breast-feeding.

Pregnancy is not regarded as ill health, however some hazards in the workplace may affect the health and safety of new and expectant mothers or their children. On written confirmation that an employee is pregnant Managers are to take particular account of the risks to new and expectant mothers when assessing risks in a particular work activity.

If a risk cannot be avoided by other means then changes to working conditions or hours, offer of suitable alternative work or paid leave will be considered for as long as necessary to protect her health and safety or that of her unborn child / child.

Guidance with regard to New and Expectant mothers can be found in the Guidance Document of this Policy.

NOISE

No machinery or other equipment currently installed in any Poole Housing Partnership Limited managed location generates a significant level of noise. Excessive noise generated by tenants of the managed properties is an issue for separate consideration.

Noise is generally confined to the operation of property maintenance, grounds maintenance, cleaning and other equipment used by contractors at the managed locations.

A noise hazard may be identified as:

- a) Any situation which forces people to significantly raise their voices in order to communicate at a distance of around two metres.
- b) Any exposure which results in ringing or buzzing in the ears.
- c) Any exposure which results in temporary deafness.

When a workplace noise hazard has been detected or is suspected the matter is to be reported to the appropriate Line Manager / Project Manager who will attempt to resolve the problem. Where the problem cannot be quickly resolved, the Director of Technical Services will be informed and where necessary arrange for a suitable qualified person to carry out a noise assessment.

Exposure of contractor's staff and others affected by the noise may be reduced by:

- a) Reduction of noise at source by design or modification.
- b) Noise insulation by placing a barrier between the source and those at risk.
- c) Increasing the distance from the source.

In situations where it is not practical to ensure noise levels are less than 80dB(A), a "suitable and sufficient" assessment of the risk from that noise to the health and safety of contractor employees and all others at the location who are affected by their actions, requires to be carried out, the risk assessment is to identify the measures which need to be taken to meet the requirements of the regulations. Where it is not reasonably practicable to reduce the noise levels to the first action level of 80dB(A) or peak sound pressure of 135dB(C) through technical measures, hearing protection is to be made available on request to contractors employees. At the second action level of 85dB(A) or peak sound pressure of 137dB(C) the wearing of hearing protection is mandatory. Any areas of the workplace under the contractors control where the noise level exceeds the second action level of 85dB(A) is to be defined as a Noise Hazard Area and all persons entering this area are required to wear hearing protection at all times.

It is the duty of contractors to instruct their staff on how to use the hearing protectors. It is the responsibility of all such personnel to wear the ear protectors correctly all the time they are in a Noise Hazard Area.

The exposure limit value of 87dB(A) or peak sound pressure of 140dB(C) is the value never to be exceeded.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

When it is deemed necessary as a result of risk assessment to provide personal protective equipment (e.g. safety footwear, ear protectors, gloves, safety glasses, goggles etc.). Managers are to ensure that the recipient understands the need for such equipment and has received appropriate training and instruction on the use, cleansing, maintenance and inspection of the equipment.

Guidance on the provision and inspection of protective clothing and equipment can be found in the Guidance Document of this Policy.

PETROL, OILS AND LUBRICANTS

The storage of petrol is not permitted at any of the managed locations. Small quantities of oils and lubricants used by contractors for maintenance purposes, where kept on the premises are to be stored in such a manner that the risk from fire is reduced to the lowest level possible.

Decanting of fuel for equipment in use by contractors should only be conducted in well-ventilated areas. Petroleum and fuels should not be decanted in underground car parks areas where it may contravene property insurance arrangements.

PLANT AND MACHINERY

Before new plant and machinery is introduced, all health and safety aspects must be investigated, (including noise levels) and procedures written / detailed manufacturers instructions obtained for:

- a) Normal safe systems of work.
- b) Locking off during breakdown maintenance.
- c) Handing over to maintenance staff.
- d) Maintenance staff working on unguarded machines.
- e) Provision of protective clothing / equipment.

All plant and machinery is to be inspected regularly and maintained by a competent person in accordance with the Provision and Use of Work Equipment Regulations and manufacturer's instructions. Equipment fitted with guards or safety devices are to be inspected before use by a competent person. Under no circumstances should equipment be used with guards or safety devices removed.

No plant, machinery or equipment is to be used by an employee without adequate training (unless being trained under close supervision), if unserviceable or if it has not been regularly inspected and maintained.

PORTABLE AND TRANSPORTABLE ELECTRICAL APPLIANCES

Electrical energy may be supplied at varying levels of voltage (e.g. single phase 240v, three phase 415v). Great care must be exercised when dealing with electricity as it is invisible, silent and deadly, especially when in use in damp conditions, near water or where there are metal objects or surfaces. Generally other than connecting and disconnecting equipment to the power supply and using the equipment and appliances for their intended use, Poole Housing Partnership Limited staff should not have to deal with electricity.

Electrical equipment users are to regularly visually check their equipment before use for signs of damage (casing, flex, mains plug and sockets etc.) and report any damaged to their Manager immediately the damage is discovered. Appropriate repair work should be carried out and equipment certified safe before re-use.

Electrically operated equipment is to be used strictly in accordance with manufacturer's instructions. Portable electrical appliances e.g. tools, portable lighting, desk and pedestal fans, portable heaters and domestic appliances etc. are to be registered within the business, be clearly identified by serial number and subjected to regular inspection (PAT) by a competent person with the inspection results recorded. Any necessary repair work will be carried out only by a qualified electrical contractor.

All electrical installation and system repair work carried out within any Poole Housing Partnership Limited managed property is undertaken only by qualified electricians. All electrical work will be certificated by an accredited competent person.

All work is carried out in accordance with relevant legislation (Electricity at Work Regulations 1989) also Institute of Electrical Engineers standards and appropriate British and European Standards (currently BS 7671).

Electrically powered tools owned by Poole Housing Partnership Limited for use at work will be checked prior to use and tested at regular intervals as determined via the risk assessment. All maintenance and other work requiring electrically powered tools to be used, is undertaken by contractors.

First Aiders should be familiar with the procedure to be followed in the case of electric shock, especially the methods of artificial respiration. Nobody should touch a casualty unless they are sure that they are isolated from the power source.

Some basic safety precautions to be taken by staff when using / checking electrical equipment can be found in the Guidance Document of this Policy.

PORTABLE LADDERS & STEPS

Ladders and stepladders are not generally used by Poole Housing Partnership Limited employees other than by property surveyors carrying out inspections of the managed properties. An informal assessment of risk is to be made on each occasion before access, based on the generic sample assessment and checklist supplied.

Ladders and steps are to be of sound construction, serviceable and of adequate strength for the purpose for which they are to be used. Any ladders or found to be damaged are not to be used. They are to be withdrawn, marked “not to be used” and professionally repaired or disposal arranged as appropriate.

A register of steps and ladders with the date of inspection recorded is to be maintained.

Guidance for the inspection of steps and ladders and their use are covered in detail in the Guidance Document of this Policy.

PROPERTY MANAGEMENT

Routine maintenance and repairs to properties can involve many hazards and all staff should take adequate care for their personal safety and that of others, and be aware of the dangers at all times. All staff when carrying out tasks are:

Not to take any unnecessary risks or do work that they are not qualified to undertake.

Not to put themselves at risk by entering places where there are known hazards unless adequate safety arrangements are in place typically including:

- a safe means of access and egress, adequately guarded plant and equipment, adequate means of preventing falls, adequate lighting and absence of any harmful gases, fumes or other substances.

Not to bring any electrical tools or equipment of their own for use at any of Poole Housing Partnership Limited managed locations.

Guidance on property management can be found in the Guidance Document of this Policy.

RECORDS

Statutory and advisory health and safety records are to be held by the Director of Technical Services.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

The reporting of injuries diseases and dangerous occurrences regulations requires that:

where any person as a result of an accident arising out of or in connection with work;

- dies
- suffers any of certain specified injuries or conditions or

where there is a dangerous occurrence, the responsible person, e.g., employer occupier must do two things:

- notify the Health and Safety Executive (HSE) immediately by telephone and
- report the details on the prescribed form and send the form (F2508 / F2508A) to the HSE within ten days. The form may be completed on-line and sent to the HSE RIDDOR site via the Internet.

Where a person is incapacitated for work for more than seven days (excluding the day of the accident but including Saturday, Sunday or any rest day) because of an injury resulting from an accident at work, the employer must report the accident to the HSE within ten days commencing from the day of the accident and not from the day it became notifiable.

The Director of Technical Services is responsible for RIDDOR reporting.

RISK ASSESSMENT

Managers are to critically examine all processes and activities to see if hazards exist. If hazards do exist and cannot be removed, the risk to staff and others affected, also property must be assessed and documented. In conjunction with the Director of Technical Services appropriate safe working procedures are to be developed and where necessary training and supervision is to be provided.

Whenever new projects or work processes are proposed, or new equipment is introduced, managers are to arrange for a risk assessment to be carried out and documented. Any necessary corrective actions to eliminate or minimise the risks are to be implemented.

The risk assessment procedure and necessary forms can be found in the Guidance Document and appendices of this Policy.

SAVE MOVING, HANDLING AND LIFTING

Wherever possible risk of injury through manual handling will be minimised through the use of barrows, trolleys and other lifting and handling equipment.

The injuries from incorrect manual handling are many and varied, the most common being hernia and back injuries. A risk assessment requires be undertaken using the form in appendices to this safety policy where there is any likelihood of injury occurring. Assessment should typically include:

- a) Assessment of the load; Due consideration is to be given to the weight, the weight distribution i.e., centre of gravity, the shape and physical dimensions of the load and whether there are any protrusions, sharp edges, rough surfaces or other features that would make the load difficult to lift / move e.g., a pane of glass, a roll of barbed wire, a large potted plant.
- b) Assessment of ability to safely lift or move the load without assistance. Is assistance required or is suitable handling equipment available.
- c) Assessment of the workplace route to be taken and through which the load is to be moved; Due consideration is to be given to the nature of the workplace e.g., a rooftop, a stairway, a vehicle traffic route etc. The width and height of the route, uneven or slippery surfaces and changes in level, obstructions including doors, weather conditions e.g., wind rain etc. and whether other persons are using the route during movement of the load.

Significant improvement in lifting ability without the risk of injury can be gained by adopting the following principles:

- d) **Correct Grip.** A full palm grip enables the arms to be kept straight and permits an even distribution of the load.
- e) **Arms Close to the Body.** The whole body is then employed to carry the load.
- f) **Straight Back.** Reduces the stress on the abdomen, discs and back muscles. Note that the back should be kept straight without putting tension on the arms.
- g) **Foot Positions.** Feet slightly apart with one foot a little ahead of the other. This stance will permit not only a good balance but allows the leg muscles to take much of the load during the initial lift.
- h) **Body Weight.** Moving the load by using your body weight means that inertia of the load is overcome by the most powerful muscles of the body.

Further actions to prevent injury are:

- a) Avoid twisting while carrying a load.
- b) Remove ragged edges and wear gloves.
- c) Store heavy objects on the lower racks or shelves.
- d) When carrying long objects, keep the front end above head height when approaching corners or doorways.
- e) Ensure vision is not obstructed when carrying bulky loads and there are no obstacles on your route.
- f) Do not lift a weight that is too heavy or bulky. There is no legal maximum limit to the weight a person is expected to handle. Therefore, it must be left to each individual to decide. If you think the load is too heavy, get help. The Director of Technical Services and Managers are to investigate such instances to evaluate the possibility of mechanical handling aids being used.
- g) Employees should not lift heavy or bulky objects if a current medical condition makes such a task unwise and likely to affect the employees' health.
- h) If two or more persons are lifting, be clear as to who is in charge of the operation.

Guidance on manual handling operations can be found in the Guidance Document of this Policy.

Manual Handling Risk Assessments will be completed by Managers.

SAFER DRIVING AT WORK

Guidance on manual handling operations can be found in the Guidance Document of this Policy.

SAFE PLACE OF WORK

Workplaces are to be kept clean, tidy and in a safe condition by ensuring that:

- a) All transit routes; walkways, gangways, paths and roads are clearly defined and kept free of obstruction.
- b) Exits and entrances are to be kept free of obstruction.
- c) Emergency exits, firefighting apparatus and first aid boxes are clearly marked and kept free of obstruction.
- d) Workplace areas are adequately surfaced and maintained free of slip and trip hazards
- e) Staircases, landings, floor openings etc. are suitably guarded to prevent falls by staff, or of goods.
- f) The storage of flammable, toxic or corrosive chemicals is adequately managed in compliance with the requirements of COSHH and DSEAR.
- g) All plant and machinery is adequately guarded.
- h) Safe systems of work are maintained.

SAFETY MONITORING

The primary objective of accident prevention is to control any hazard at work, so far as is reasonable in order to eliminate accidents. Identification of potential hazards and evaluation or assessment of the risk can achieve this.

The Director of Technical Services, Managers, or their representatives are to carry out regular safety surveys of their areas of responsibility and record the findings.

The Safety Representative may wish to carry out his / her own inspections of work areas.

Guidance to the methods of safety monitoring can be found in the Guidance Document of this Policy.

SELECTION, CONTROL AND MONITORING CONTRACTORS

Poole Housing Partnership Limited are aware of the responsibility for employing competent contractors to undertake work on the behalf of PHP Limited.

Contractors used must be approved by the Director of Technical Services and appear on the approved list of contractors before they can be employed.

All contractors will be required to exchange information with PHP Limited on safety and rules as well as present PHP Limited with risk assessments and safe systems of work prior to work commencing works so these can be reviewed by the Manager responsible.

Guidance on manual handling operations can be found in the Guidance Document of this Policy.

SITE VISITS

Guidance on visiting sites, voids or occupied properties can be found in the Guidance Document of this Policy.

Site Visits will be risk assessed by Managers. All staff expected to visit sites, voids or occupied premises will be trained on hazards, lone working and dealing with confrontation.

Staff must not visit sites alone unless the appropriate lone working assessment has been completed and controls implemented.

SMOKING

A “No smoking” policy is in operation within all Poole Housing Partnership Limited’s offices. A “No smoking” policy is also in operation for staff and contractors in internal common areas of all managed properties.

STRESS

Stress can affect and incapacitate any person therefore recognition is vital. Being incapacitated by stress is not a sign of weakness nor is it permanent. Stress is a position that exists when our ability to cope with a problem is exceeded causing; distress, anxiety, feeling of loss or inadequacy, guilt, blame, or a lack of control over what is happening.

Managers must be able to recognise the signs of stress in themselves and in others and have the will and the ability to take appropriate action to minimise its effects.

This Policy recognises that managers should provide a stimulating and challenging working environment but should be ready and able to recognise when this actually creates stress, which is undesirable.

Stress can produce serious long-term consequences. There may be physical reactions that result in such illnesses as coronary heart disease, hypertension and gastric-intestinal disorders and psychological reactions that may cause poor mental health, chronic anxiety, depression, insomnia and neurosis.

There may also be behavioural and social effects such as an increase in smoking, alcohol, drug and substance use, increase in accidents, inability to fulfil social and family expectations which may lead eventually to marriage or social breakdown including loss of employment.

Poole Housing Partnership Limited is conscious of the need to recognise stress as a serious condition which could affect any member of staff and recognises that it has a responsibility to do all it can to minimise the possible causes within the working environment.

The Director of Technical Services is responsible for carrying out a company stress risk assessment.

Guidance on stress can be found in the Guidance Document of this Policy.

TOOLS

Activities carried out by employees of Poole Housing Partnership Limited do not generally require the use of tools as all repair and maintenance work is carried out by approved contractors.

Where employees find it necessary to use a tool they should:

- a) Always use the correct tool for the intended purpose.
- b) Ensure the tool is in good condition.
- c) Use tools in the correct manner as detailed within the manufacturers operating instruction manual or other documented safe working procedure.
- d) Ensure appropriate safety precautions are observed during use e.g. eye protection.

TRAINING

The Management of Health and Safety at Work Regulations 1999 require that employers provide their employees with adequate health and safety training on;

- a) Recruitment.
- b) Being exposed to new or increased risks.
- c) Change of job or responsibilities.
- d) Introduction of, or changes to, existing work, equipment or systems of work.
- e) Introduction of new technology.

All employees are covered by the Regulations including Directors, Managers, Secretaries, Administrators, Supervisors, Operatives and other employees (whether temporary or agency staff). The types of training can typically include:

- a) Job specific training.
- b) Induction training
- c) General safety awareness of specific safety training.
- d) Training concerned with procedural / equipment changes.
- e) General training by management.
- f) Specialised training courses.

All employees and managed staff will require some level of training but some staff may carry out higher-risk work and here detailed and specific training will assist in minimising risk. Risk Assessments should identify training requirements.

All new employees, at any level within Poole Housing Partnership Limited, must be provided with induction training that with regard to safety issues covers, as a minimum, the following points;

- a) The Poole Housing Partnership Limited Health and Safety Policy.
- b) Fire and Emergency arrangements.
- c) First Aid provision.
- d) Accident, incident, near miss and defect reporting.
- e) Welfare provision.
- f) Personal Protective Equipment issue and usage.
- g) Risk Assessments relevant to post held.
- h) Smoking Policy.

Managers are responsible for ensuring that induction training is carried out for all new staff under their control and are to ensure a completed induction form, signed by the new employee is held on file.

VIOLENCE AND ABUSIVE OR THREATENING LANGUAGE AT WORK

Work related violence is defined by the HSE as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’

Verbal abuse and threats are the most common types of incidents experienced at work, whilst physical attacks are comparatively rare within most organisations. The threat of violence may not stop when the work period has ended, staff should be aware of being followed or having their home address known.

The procedure to be adopted when dealing with violence, aggressive and threatening behaviour at work can be found in the Guidance Document of this Policy.

VISITORS

Staff hosting visitors are to ensure that, on arrival at reception they register in the visitors' book and are informed by their host of the emergency procedures and assembly points in the event of the alarm being raised.

Visitors are the responsibility of the host who is to ensure that they are escorted from the building and accounted for should an emergency arise. Suitable arrangements are to be made for the evacuation of any mobility-disabled visitor in event of emergency.

At staffed managed locations, visiting contractors other than those to private tenants are to contact the member of staff on duty before commencing work.

WORK AT HEIGHT

“Work at height” means work in any place where a person could fall a distance liable to cause personal injury (including a place at or below ground level), and obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

All Work at Height will be organised, supervised and planned in advance and carried out by competent persons.

Avoidance of risks from work at height

In order to identify the measures required to avoid the risks from working at height, a job specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height, then work at height must be avoided. Managers will be responsible for carrying out work at height risk assessments.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. These measures are to include ensuring that, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions, the work is carried out from an existing place of work or (in the case of obtaining access or egress) using an existing means; where this is not reasonably practicable, sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimise both the distance and the consequences of a fall or, where it is not reasonably practicable to minimise the distance, sufficient work equipment must be provided to minimise the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

WORK RELATED ROAD SAFETY

Work related road safety refers to issues concerned with any vehicle that is being used on public highways by employees whilst carrying out the business activities of Poole Housing Partnership Limited, whether the vehicle is leased or owned by the organisation, is for the benefit of an employee, is solely for business purposes or is an employee owned private vehicle, and covers lorries, vans, cars motorcycles etc. General use of vehicles on the public highway is also covered by the Road Traffic Act.

Many accidents involving work related transport involve people being struck or run over by moving vehicles, Strict adherence to speed limits and the requirements of the highway code is essential with due consideration being given to other road users. Drivers and pedestrians should remain vigilant during vehicle movements when parking and when reversing.

Vehicles leased / owned by Poole Housing Partnership Limited will only be driven by those personnel holding a current licence for the appropriate class of vehicle and who in addition have been authorised / approved to do so. Drivers are not permitted to drive if unfit through alcohol, drugs or substance use. Any injury or medical condition that could affect their ability to drive safely is to be notified to the appropriate manager and referred to the insurers.

Employee owned private vehicles used for Poole Housing Partnership Limited's business are to possess a current MOT certificate and Road Tax license. The employee driving the vehicle is to hold a current vehicle license for the appropriate vehicle class and is never to drive on business if unfit through alcohol, drugs or substance use. Employees are to ensure that their vehicle is insured for business purposes and will be expected to furnish evidence of current insurance to their appropriate manager. Any injury or medical condition that could affect the employees' ability to drive safely is to be referred to their insurers and notified to their manager.

All vehicles leased / owned by Poole Housing Partnership Limited and / or owned by employees of Poole Housing Partnership Limited and used for business purposes must be maintained so that they are mechanically sound and drivers should be aware of how to carry out the basic maintenance checks of oil, water, tyre pressures, battery, screen wash etc. Preventative maintenance in the form of regular servicing should be carried out in accordance with manufacturer's instructions.

Essential car users are to ensure their vehicles comply with all current road vehicle legislation.

Guidance on work related road safety can be found in the Guidance Document of this Policy.

WORKING IN THE SUN

Too much exposure to the ultra violet rays in sunlight will cause damage to the skin, speeding up the ageing process and over the course of time will give rise to an increased risk of cancer in later life. Employees whose work requires that they spend significant amounts of time outdoors should be particularly careful and wear suitable clothing to avoid getting burnt.

YOUNG PERSONS

A higher duty of care is required in respect of 'young persons' (under 18) and consideration will be given to immaturity, inexperience and lack of awareness of existing or potential risk. Risks will be assessed or reviewed before any young person starts work. They are required to have substantial induction training with any work restrictions explained. Young persons are to be fully supervised at all times.

Other factors to consider include;

- a) Arrangements with schools and guardians.
- b) The fitting out and layout of the workplace and workstation.
- c) The Nature, degree and duration of exposure to physical, biological and chemical agents.
- d) The form, range and use of work equipment and the way it is handled.
- e) The organisation of processes and activities.
- f) The extent of the Health and Safety training to be provided to the young people.
- g) Risks from agents, processes and work.