

GENERAL RESPONSIBILITIES

CONTENTS

CHIEF EXECUTIVE OFFICER	3
THE HEAD OF MAINTENANCE	4
SERVICE HEADS & MANAGERS	6
FIRE RESPONSIBILITIES	8
Fire Marshals	8
FIRST AIDER'S RESPONSIBILITIES	9
SAFETY REPRESENTATIVES.....	10
EMPLOYEES	11
EMPLOYEE COMMUNICATION	12
CONTRACTORS.....	13
SAFETY COMMITTEES	14
Audit & Risk Committee Meetings.....	14
Monthly Senior Management & Heads of Service Meetings	14
Quarterly all Staff Meetings	14

CHIEF EXECUTIVE OFFICER

The ultimate responsibility for all the matters of health, safety and welfare within Poole Housing Partnership Limited remains with the Chief Executive Officer who will:

- Appoint the Head of Maintenance as Health Safety Manager to be responsible for implementing and supervising this Health, Safety and Welfare Policy and for administration of the policy within their managed areas and for which they are responsible.
- Appoint service heads and line managers to be responsible for the administration of the Poole Housing Partnership Limited Health, Safety and Welfare Policy, to assist with policy and procedural reviews and general maintenance of documentary records relating to health and safety matters within their respective areas of responsibility, and make appropriate arrangements for ensuring adequate co-operation between them.
- Appoint external consultants to provide on request, additional expertise in health and safety matters typically to include participation in training, safety policy and procedure development, accident investigation, certain risk assessments etc.
- Ensure that sufficient resources (be it funds, equipment or facilities) are provided to meet health and safety needs so far as is reasonably practicable.
- Ensure that suitable instruction, information, training and supervision are provided to all employees to improve their knowledge and awareness and enable them to fulfil their duties in accordance with this Health, Safety and Welfare Safety Policy.
- Ensure disciplinary procedures exist, covering refusal to comply with, or breaches of, the Health and Safety Regulations (whether in-house or statutory) and are followed by the appropriate line managers.
- Ensure that all members of this organisation are actively encouraged to co-operate in meeting the aims of the Policy.
- Set a personal example in all aspects of health and safety.

THE HEAD OF MAINTENANCE

The Head of Maintenance is appointed in accordance with the Management of Health & Safety at Work Regulations by the Chief Executive Officer as the competent person responsible for the implementation and supervision of this Policy, also to ensure that any revision is brought to the attention of all employees.

The Head of Maintenance will:

- Provide clear allocation of responsibilities for implementing the policy to Managers and other individuals ensuring their accountability.
- Set performance standards for management control of risk, information, communication, and employee competence including risks to third parties who may be affected by Poole Housing Partnership Limited's activities.
- Review health and safety procedures annually and report to PHP Board and the Tenant Involvement and Empowerment Panel. The annual review will include an audit of health and safety within PHP offices and health and safety issues externally for staff / partners and residents.
- Establish plans for future development of health and safety controls, policy and procedure.
- Monitor in conjunction with other service heads, line management, staff safety representative and others, the effectiveness of the health, safety and welfare policies.
- Arrange in conjunction with service heads, regular system audits or reviews to identify areas of weakness or non-compliance with the policy requirements.
- Ensure that when specific risk assessments are reviewed, where appropriate, residents will be involved, for instance sheltered housing residents, leaseholders, and general needs residents.
- Ensure that suitable procedures are prepared and implemented to enable employees carrying out work for Poole Housing Partnership Limited, do so in an environment where their health and safety is not at risk, so far as is reasonably practicable.
- Ensure that all legal requirements are complied with Poole Housing Partnership in relation to its duties towards staff and others affected by its activities e.g. accident reporting and records, first aid provision, safety equipment, work equipment / tools, personal protective equipment / clothing and safe premises / workplace with safe access and safe egress etc.

- Liaise with Regulatory Authorities and other external organisations on health and safety matters as necessary.
- Set a personal example in all aspects of health and safety.

SERVICE HEADS & MANAGERS

Service Heads and Managers in conjunction with the Head of Maintenance are responsible to the Chief Executive Officer for:

- Ensuring that Poole Housing Partnership Limited's Health, Safety and Welfare Policy is correctly implemented in those areas under their control.
- Ensuring that all staff under their control are fully informed of their duties and liabilities under current statutory provisions and that all members of staff comply with the organisation's policy.
- Ensuring that the information, instruction, supervision and training required by staff to enable them to carry out their duties and exercise their responsibilities, is arranged, provided and suitably documented.
- In relation to site based staff, appointing members of their teams to act as local health and safety appointees to maintain records, carry out assessments of risk, monitor standards and compliance with requirements.
- Ensuring that areas within their control are properly managed with regard to fire precautions, first aid, welfare, general housekeeping, accident reporting and investigation.
- Ensuring that within their areas of responsibility any activity where there is a foreseeable risk of injury to staff or a third party, or a risk of damage, is suitably assessed for risk. Adequate corrective measures are to be put in place to eliminate or minimise any risk identified.
- Ensuring that when responsible for appointing or supervising contractors on behalf of Poole Housing Partnership Limited, that contractors are made aware of their responsibilities, are issued with relevant information concerning the work, are issued with a copy of the relevant section of the health and safety policy covering contractors, and are requested to provide a copy of their safety policy, risk assessments, and method statements (where requested) for the specified works.
- Monitoring contractor performance (it is understood that the contractors used are on an approved contractor list and have been vetted).
- Ensuring that staff are supplied with tools and work equipment of a standard and quality commensurate with the tasks to be undertaken, and that the tools and work equipment are suitably maintained.
- Ensuring that all Personal Protective Equipment procured for use is of a standard appropriate for the intended duty in the intended environment and that appropriate records are maintained.

- Ensuring that staff have ready access to, and have been suitably trained in the use and care of such personal protective equipment as may be necessary to safely carry out their duties.
- Maintaining appropriate records i.e. Accident records, exposure to hazardous materials related to individuals (contractors) employed by Poole Housing Partnership Limited carrying out work at properties under the organisation's control.
- Recording any Health and Safety issues related to employees based at their specific business location and any locations under management.
- Compiling statistics from absence reports to assist in formulating future health, safety and welfare policy and procedures.
- Reviewing and providing, in conjunction with the Head of Maintenance, the safety training requirements of all levels of staff.
- Participation in the regular review of the health, safety and welfare policy.
- Promoting the good health of all employees and ensuring any occupational health records are maintained. Calling forward those individuals who require occupational health screening and examinations as a result of their employment.

FIRE RESPONSIBILITIES

Fire Marshals

The Fire Marshals' Health & Safety Responsibilities are to ensure that:

1. They are familiar with all the escape routes in the building.
2. Summoning the emergency services in the event of an emergency situation;
3. The emergency vehicles are met and suitably directed on arrival;
4. They account for everyone being out of the building (or not) and relay this onto the onsite fire officer;
5. They take control of movement or restriction of movement of people and vehicles to ensure safety;
6. Suitable liaison with the emergency services is made as required under article 13(3)(c) of the RRFSO
7. They provide cover for Fire Wardens where necessary;
8. They fully understand the role and responsibilities of Fire Wardens

Fire Wardens

The Fire Wardens' Health & Safety Responsibilities are to ensure that:

1. In the event of a fire, all personnel are evacuated efficiently and safely from their area of responsibility and sent to the designated assembly point.
2. The area is clear in the event of an evacuation, e.g. by sweeping it;
3. They familiarise themselves with their area of responsibility, and are aware of the needs of the people in that area- contractors, visitors etc.
4. They are familiar with all the escape routes in the building.
5. Fire exit routes remain clear at all times.
6. They carry out routine inspections of the firefighting equipment to ensure that it is serviceable, i.e. not damaged or discharged.
7. People in their area are aware of the fire and evacuation procedures, in particular the means of raising the alarm;
8. Checking the adequacy of means of evacuation if a disabled person is in the area;
9. Feeding back to the responsible person any defects in the fire safety procedures in the area.

FIRST AIDER'S RESPONSIBILITIES

Suitably trained First Aiders and deputies are appointed and are responsible for all aspects of First Aid within the offices as required by the Health & Safety (First Aid) Regulations. Signs detailing the names and location of First Aiders are displayed at each level.

Suitably trained First Aiders staff the sheltered housing locations under management, and a flexible team based approach is adopted with teams able to cover several locations.

The main duties of the First Aiders are to:

- Take charge of the casualty and administer first aid as necessary but always, only within their capabilities.
- Organise further professional medical assistance wherever required. For injuries other than minor injuries where diagnosis and treatment is straightforward, the casualty is to be advised to consult his/her General Practitioner, or professional medical assistance is to be summoned, as appropriate.
- Ensure all accidents occurring within the offices are entered in the Incident/Accident database held by the Head of Maintenance. Accidents occurring at any of the sheltered housing locations will be reported to the Head of Maintenance using an internal Accident/Incident Report Form. Caretakers are to report accidents / incidents in common areas directly to line management. Wherever appropriate an internal Accident/Incident Report Form is to be raised for submission to the Head of Maintenance.
- For other than minor accidents, immediately inform the Head of Maintenance or Heads of Service as soon as the casualty has been dealt with and can be left.
- Check contents of their respective First Aid boxes on a monthly basis ensuring minimum stock levels are maintained.
- Check contents of mobile First Aid boxes on a monthly basis to ensure minimum stock levels are maintained.

SAFETY REPRESENTATIVES

The Safety Representatives and Safety Committees Regulations 1997 concern Safety Representatives appointed in accordance with section 2(4) of the HASAWA 1974. Recognised Trade Unions may in prescribed cases appoint Safety Representatives from amongst employees to represent its members. Section 2(6) of the Act requires employers to consult with Safety Representatives with a view to the making and maintaining of arrangements which will enable him or his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness of such measures.

A Safety Representative is accountable only to their Trade Union and its membership for carrying out its functions. To equip them for this important obligation Safety Representatives should:

- Familiarise themselves with and understand the Safety Policies of Poole Housing Partnership Limited and their supportive written safe systems of work.
- Through the established lines of communication, maintain a liaison with the Health and Safety Manager and Service Head on health and safety matters.

EMPLOYEES

Employees are responsible for acting with all reasonable care for the health and safety of themselves, their colleagues and members of the public whilst at work. They are also required to co-operate with Management in maintaining the required standards of health and safety within Poole Housing Partnership Limited. All employees are required:

- To read and gain understanding of the Poole Housing Partnership Limited Health, Safety and Welfare Policy and conduct their work in accordance with its requirements.
- To not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- To use any personal protective equipment provided to them and report any loss or obvious defect to the appropriate Line Manager.
- To use all equipment and machinery in accordance with manufacturers operating instructions and report any defects in the equipment or machinery immediately in accordance with administrative instructions.
- To know the location of the first aid boxes.
- To know the procedure in the event of a fire or bomb threat.
- To report any accident, illness, infectious diseases or damage, however minor, in accordance with administrative instructions.
- To ensure that corridors, office floors, doorways or fire doors etc. are kept clear and free from obstruction and that fire precautions are observed at all times.
- Not to attempt to lift or move, on their own, articles or materials that are heavy and likely to cause injury. Lifting should be carried out in accordance with current manual handling guidance.
- Not to attempt to reach items on high shelves unless using steps or a properly designed hop-up.
- To take care of their own personal health and safety.
- To set a personal example in all aspects of health and safety.

EMPLOYEE COMMUNICATION

Poole Housing Partnership Limited views communication as an essential element in ensuring the health, safety and welfare of 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. Effective communication is the responsibility of all members of the organisation.

Further information concerning the various channels of communication is contained in the arrangements section of this policy.

CONTRACTORS

All contractors are selected from an approved contractor list and will have been vetted. Whilst working on behalf of Poole Housing Partnership Limited they will be accountable to line management in charge of the work, also to senior management with overall accountability.

Contractors must comply with the Health and Safety at Work Act (1974) and all other relevant Health and Safety requirements of English Law. Contractors must additionally comply in detail with the rules and conditions as prescribed by Poole Housing Partnership Limited and shall be deemed to have made full provision in their tender for such compliance.

Contractors will be given all relevant particulars relating to any known hazards associated with the work to be undertaken in areas or properties under management by Poole Housing Partnership Limited.

SAFETY COMMITTEES

Audit & Risk Committee Meetings

Health, Safety and Welfare is a scheduled item on the agenda.

Monthly Senior Management & Heads of Service Meetings

A regular monthly management meeting is held at which health, safety and welfare is a scheduled item on the agenda.

Quarterly all Staff Meetings

Quarterly meetings are held with staff representation.

Minutes of meetings are taken and circulated to those persons concerned.

The function of a Safety Committee is to act as a focus for the co-operation between management and employees in the task of preventing accidents, and provide a forum for communication on matters of general health, safety and welfare. It will also promote co-operation between all members within an organisation, instigating, developing and applying measures to maintain the health and safety at work of all personnel.

No formally structured safety committee has been formed as other suitable discussion forums are already in existence and no formal request has been made for the setting up of a separate safety committee. Regular Management / Staff meetings are currently held where Health and Safety is a standard item for discussion. Significant issues are communicated directly to Managers and the Head of Maintenance for action, as they arise.

Topics for discussion at the regular meetings could typically include:

- Discussion of general safety matters, with the aim of fostering safety awareness and reducing accidents.
- Investigation of any hazards and dangerous occurrences since the last meeting.
- Consideration of the circumstances of reported accidents, presentation of accident statistics to see what lessons may be learnt and what measures may be taken to prevent recurrence.
- Recommendations for revisions to the Health and Safety Policy, procedures and work instructions.
- Discussion of safety monitoring and safety audit reports and recommendations for improvements.
- Consideration of safety issues concerned with proposals for future developments by the company.
- Ideas for the further development of written safe systems of work.

- New legislation and guidance.
- Requirements for safety training.
- To monitor the effectiveness of health and safety communication within Poole Housing Partnership Limited.
- Toolbox talks and updates are given at these events