



HEALTH & SAFETY POLICY

FRAMEWORK

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HEALTH & SAFETY POLICY

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HEALTH AND SAFETY – RELEVANT LEGISLATION

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety [Consultation with Employees] Regulations 1996
- Regulatory Reform [Fire Safety] Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]
- Construction (Design and Management) Regulations 2007
- Health and Safety [First Aid] Regulations 1981
- Health and Safety [Safety Signs and Signals] Regulations 1996
- Employers' Liability [compulsory insurance] Act 1969
- Control of Substances Hazardous to Health Regulations 2002 [CoSHH]
- Control of Asbestos Regulations 2006
- Electricity at Work Regulations 1989
- Plugs and Sockets Regulations 1994
- Health & Safety [Display Screen Equipment] Regulations 1992
- Workplace [Health, Safety and Welfare] Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Furniture and Furnishing Regulations 1988
- Consumer Protection Act 1987
- Disability Discrimination Act 1995, as amended 2005
- The Health Act 2006
- The Smoke Free [Exemptions and Vehicles] Regulations 2007
- The Smoke Free [Signs] Regulations 2007
- The Management of Houses in Multiple Occupation (England) Regulations 2006)



HEALTH & SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

FRAMEWORK

The policy of **Framework** is to provide and maintain a safe and healthy workplace, ensuring work equipment is safe and safe systems of work are provided for all of our workers. Framework will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of workers. Framework will provide suitable and sufficient welfare, sanitary and working facilities as are required.

All **Framework** workers have a duty to ensure that they work in a safe manner and they ensure their acts and omissions do not cause harm to others in the vicinity. Workers will be encouraged to bring to the attention of the management any concerns regarding health and safety issues.

Framework recognises its duty of care towards others not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises, they will be given suitable and sufficient information to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our workers or themselves.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work legislation** and will be subject to regular review, when there are any significant changes or at least every three years.

Overall Responsibility for Health and Safety In Framework rests with:

Signed

Dated

Position: Chief Executive Officer



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LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2a-e** and this policy to:

- Ensure as far as is reasonably practicable the health, safety and welfare at work of all our workers.
- Provide and maintain plant and systems of work that are so far as is reasonably practicable safe and without risk to health.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence of risk in connection with the use, handling, storage and transportation of articles and substances
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our workers.
- As far, as is reasonably practicable maintain any place of work in our control in a safe and without risks condition and maintain access and egress from it in a safe and without risk conditions.
- Provide and maintain as far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our workers.

Framework also recognises that a breach of health and safety legislation by an employer constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

LEGAL DUTIES OF WORKERS

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all workers.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Workers should bear in mind that a breach of health and safety legislation constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.



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HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **Framework** rests with:

CHIEF EXECUTIVE OFFICER

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Framework** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to workers who will provide support to meet the responsibilities.

These individuals may also delegate duties to other workers so as to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to workers does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

INDIVIDUAL RESPONSIBILITIES

The duties of those workers with responsibility for health and safety are set out within this Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

CORPORATE SERVICES DIRECTOR

Other duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Ensuring that our workers who work away from the main office are given necessary information, instruction, training and supervision to reduce the risks that they may be subject to.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.



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- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

Employment Law Advisory Services Ltd

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Framework** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

The Employment Law Advisory Services Limited will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY INFORMATION FOR WORKERS REGULATIONS 1999

The regulations require information relating to health, safety and welfare to be provided for workers by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, this should be specified in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all workers.

Information on the poster states who has overall responsibility for health and safety within **Framework** and the name of any safety representatives that have been identified.



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NOTICES

All notices whether on **Framework** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All workers, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how Framework may improve health and safety within **Framework** should be communicated to Service or Operational managers for assessment and feasibility.

All workers and others who may be affected by the contents of this Policy will be issued with a copy of the document which will also be available on Framework's Intranet service HR.Net. A copy signed by the Chief Executive will be retained at central office.

Framework consider themselves responsible employers. All workers must read the policy and request further explanation on any areas that they do not fully understand.

THE HEALTH AND SAFETY (CONSULTATION WITH WORKERS) REGULATIONS 1996

Where there are workers, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those workers in good time on matters concerning their health and safety at work

including:

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the workers.
- The employers arrangement for appointing or nominating worker representatives and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.



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To allow the business to carry out this duty consultation with workers will be at:

STAFF COUNCIL

The elected or nominated person/s to act as the workers' representative are:

One elected worker and one elected manager for each service group (Mental Health, Substance Misuse, Homelessness, Young People & Women, Floating Support, Corporate Services)

Health and Safety meetings or toolbox talks will take place:

AT RISK ASSESSMENT TEAM MEETINGS

Regular health and safety information will be posted at Strategic Points.

AT ALL FRAMEWORK LOCATIONS

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that an employer must carry out a suitable and sufficient assessment of the health and safety risks to his/her workers whilst they are at work. He/she must also consider those not in his/her employment that may come into contact with the business activities or premises. Before embarking on this task Framework need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

Framework will ensure they carry out risk assessments of all the tasks and equipment connected with the business activities that is likely to present a significant risk of injury or ill health to the workers and others who may be affected by our undertakings.

All risk assessments, in addition to identifying the hazards will identify the people at risk and ensure that the actions identified to minimise or remove that risk are implemented.

There will always be potential for risk when visiting clients either in the day or at night whilst on call. With this in mind staff must ensure that as part of their operational requirement suitable and sufficient risk assessment are carried out.



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The person responsible for carrying out the risk assessments is:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(This will usually be the Service Manager or Team Leader)**

ORGANISATIONALLY AT RAT

Responsibility for implementation of risk assessments and any controls that are required rests with the nominated person[s] above supported by any other workers as required.

The managers or supervisors will monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum, or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require that an assessment of the risks involved with using, storing and handling hazardous substances must be carried out and recorded.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The Risk Assessment will include the identification of people at risk. The findings and content of the risk assessment will be communicated to all workers likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained in a nominated COSHH file. Framework understands these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

Framework will produce detailed COSHH Procedures to assist responsible persons in the management of COSHH at their location of work.

The person responsible for carrying out the CoSHH assessments is:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(This will usually be the Service Manager or Team Leader)**

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person above supported by any other workers as required.

The manager / supervisor will monitor the effectiveness of the CoSHH assessment. Any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.



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All CoSHH assessments will be revised annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

CONTROL OF INFECTION

To control the risks associated with biological hazards such as viruses' from blood, faeces, sputum, vomit and urine, there must be **infection control policies/procedures** put into place as a separate item to the Health and safety Policy, although they should both support each other.

The Infection control policy/procedures must address such issues as:

- Education and training of employees on infection control issues.
- Protocols on hand washing.
- Service user isolation.
- Aseptic procedure.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording.
- Monitoring, surveillance, and auditing.
- Prevention of exposure to blood borne viruses including prevention of sharps injuries and immunisation policies for employees at risk.
- Use of personal protection equipment including powder free latex gloves.
- Generation, collection, and disposal of clinical waste.
- Water systems and Legionella control.

The person responsible for the infection control policy/procedures is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(This will usually be the Service Manager or Team Leader)

The person responsible for carrying out the water temperature and Legionella checks is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(This will usually be the Service Manager or Team Leader)

Clinical waste will be collected and disposed of by:

PHS

Who are properly licensed and authorised waste disposal agencies?

The policy/procedures must be made available and read by all employees who must sign the signature sheet to indicate that they have read and understood the policy.

Any questions about the policy/procedures must be directed to:

THE CORPORATE SERVICES DIRECTOR



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The policy/procedures must be reviewed every 3 years or when any significant change occurs which ever is soonest

The policy will be reviewed by:

THE RISK ASSESSMENT TEAM

ASBESTOS

Framework is aware of its duties under the **Control of Asbestos Regulations 2006**. It will manage its duties by outsourcing the identification of Asbestos to a qualified technician. After the production of a Risk Assessment that will include the identification of people at risk, Framework will implement the specific requirements to minimise the risk to users of the location where asbestos has been identified.

Framework will produce detailed Asbestos Procedures to assist responsible persons in the management of Asbestos

The competent person responsible for carrying out surveys/ risk assessments is:

EXTERNALLY APPOINTED APPROVED SPECIALIST ENGINEER/ RISK ASSESSMENT TEAM

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992** require that all manual handling tasks must be avoided where reasonably practicable. Where this is not so then an assessment of the risks to workers must be carried out.

Framework will produce detailed Manual Handling Procedures to assist responsible persons in its management at their location of work.

The person responsible for carrying out the manual handling assessments is:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(this will usually be the Service Manager or Team Leader)**

The manual handling assessments will be made available to all workers.

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above supported by any other workers as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

All manual handling assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.



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PERSONAL PROTECTIVE EQUIPMENT

The **Personal Protective Equipment at Work Regulations 1992** states that personal protective equipment (PPE) must be provided for workers where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user. Where a need for PPE is provided then workers must use the equipment provided. This is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

RELEVANT OPERATIONS MANAGER

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?

All equipment purchased or hired by **Framework** must comply with the minimum safety standards as are required by the **Supply of Machinery (Safety) Regulations 1992**, as amended by the **Supply of Machinery (Safety) (Amendment) Regulations 1994**. Framework will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

SERVICE MANAGER in consultation with OPERATIONS MANAGER and PROPERTY SERVICES MANAGER



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Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All lifting equipment will be inspected six or twelve monthly as required by the **Lifting Operations and Lifting Equipment Regulations 1998 as Amended**, records will be retained.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

All electrical equipment will be inspected, when required in line with the requirements of the Electricity at Work Regulations 1989 and the Plugs and Sockets Regulations 1994.

The competent person responsible for inspection of electrical equipment is:

Externally appointed Approved Electrical Contractor

The competent person responsible for inspection of lifting equipment is:

Externally appointed Approved Specialist Engineer.

Records of these inspections are kept in:

PROPERTY SERVICES

Work Equipment

All defects of any work equipment must be reported to:

SERVICE MANAGER

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

PROPERTY SERVICES

Machinery or Equipment Guarding

Under the **Provision and Use of Work Equipment (PUWER) 1998. Dangerous Parts of Machinery or Equipment (Regulation 11)**, requires that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable



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and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't practicable, alternative safety devices and jigs will be provided for the safety of its workers.

Workers are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Records of maintenance and repair of any work equipment will be kept available for inspection.

Any maintenance carried out on equipment that may be hazardous to the maintainer or people in his/her vicinity, will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work. The permit to work system will be controlled by the Property Services Manager.

Framework will produce detailed Machinery Procedures to assist responsible persons in its management at their location of work.

DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Framework recognises that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

Each worker to complete a DSE self assessment

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Framework accepts their responsibility under these regulations. Should a worker have difficulty with their eyesight whilst using the display screen for their work, then Framework will pay towards an eyesight test. This will determine if the worker requires corrective glasses to reduce the health risks involved in the use of computer screens.

Although **Framework** accepts that computer use can cause degeneration of the eyesight, Framework cannot be held responsible for degeneration caused by natural causes such as long or near sightedness.

If corrective eyewear is required then Framework will provide funding for basic eyewear, which must be used whilst the operative is using the computer.



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Framework will not pay for any other type of eyewear, such as bi focal or vari-focal. If a worker requires these then they must pay the cost difference.

Framework will produce detailed Computer Workstation Procedures to assist users at their location of work.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide all workers with a safe place to work and adequate welfare facilities.

Framework will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any visitors and contractors that may come into contact with our business activities and premises.

Workplace inspections that identify defects and omissions early will be carried out at regular intervals, when defects and omissions are identified, then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out:

Weekly and Monthly as required.

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS (usually the
Service Manager or Team Leader)
for reporting**

**PROPERTY SERVICES MANAGER
for processing repairs within agreed timescales**

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

PROPERTY SERVICES MANAGER



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Any electrical defects must be reported to:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All workers have a part to play in the delivery of this requirement. They will ensure that their workplace and work equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are tucked away or routed away from traffic routes.

Good Housekeeping is Everybody's Responsibility

WATER SAFETY

Framework understands its duty to protect workers from Legionella that can be derived from poor management of water.

An organisational Risk Assessment will be conducted that includes the identification of people at risk.

Framework will produce detailed Water Safety Procedures to assist responsible persons in its management at their location of work.

The person responsible for implementing the outcomes of the risk assessment is:

**NOMINATED RESPONSIBLE PERSON AT EACH FRAMEWORK LOCATION
(usually the Service Manager or Team Leader)**

The rules and assessments will be reviewed annually or if any significant change takes place.

GAS SAFETY

Under the **Gas Safety (installation and use) Regulations 1998** Framework have a duty to ensure that any installations within the premises are installed and maintained by a competent person. The annual checks will include, the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances.

Framework will produce detailed Gas Safety Procedures to assist responsible persons in its management at their location of work.

The person responsible for ensuring a CORGI registered engineer inspects gas installation is:

PROPERTY SERVICES MANAGER



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CONTROL OF CONTRACTORS

All workplaces use contractors from time to time for example electricians, window cleaners, painters, and decorators, plumbers and other trades persons. These will be controlled so that they work in a safe manner and do not cause any workers, and other visitors to be at risk.

Framework also understands that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our business activities.

Prior to any contractor carrying out any work at our business premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of any risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

PROPERTY SERVICES MANAGER

FURNITURE

Office premises

Managers must ensure that the office premises do not pose a potential risk to the health & safety of staff or visitors. All furniture must adhere to the requirements as covered in the Furniture and Furnishings regulations 1998.

Accommodation premises

Where furniture is provided, which includes general household furniture and white goods. As such we have a responsibility to ensure that any items provided conform to the requirements of the Furniture & Furnishing Regulations 1998 and also the Consumer Protection Act 1987. This second Act establishes a 'general safety requirement' namely, that all goods for domestic use must be reasonably safe, bearing in mind all the circumstances.

Where the safe use of the equipment relies upon the user being aware of any particular characteristic, suitable information or instruction booklets must be provided, again this ensures compliance with the Consumer Protection Act 1987.

Managers must be mindful of the requirement to dispose of any furniture in an appropriate and safe manner.



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CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

The Construction (Design & Management) Regulations 2007 (CDM 2007) came into force on 6 April 2007. The Regulations place legal duties on virtually everyone involved in construction work. The purpose of this section is to clarify the roles of the key duty holders.

As a business we will most commonly take the role of a client but it is important that we understand the roles of other duty holders.

Client

A 'client' is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.

CDM co-ordinator

A 'CDM co-ordinator' has to be appointed to advise the client on projects that last more than 30 days or involve 500 person days of construction work. The CDM co-ordinator's role is to advise the client on health and safety issues during the design and planning phases of construction work. In particular to

1. Advise and assist the client with his/her duties
2. Notify HSE
3. Co-ordinate health and safety aspects of design work and cooperate with others involved with the project
4. Facilitate good communication between client, designers and contractors
5. Liaise with principal contractor regarding ongoing design
6. Identify, collect and pass on pre-construction information
7. Prepare/update health and safety file

Designer

Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors. They should;

1. Eliminate hazards and reduce risks during design
2. Provide information about remaining risks
3. Check client is aware of duties and CDM co-ordinator has been appointed
4. Provide any information needed for the health and safety file

Principal Contractor

A 'principal contractor' has to be appointed for projects that last more than 30 days or involve 500 person days of construction work. The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.

1. Plan, manage and monitor construction phase in liaison with contractor



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2. Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
3. Give contractors relevant parts of the plan
4. Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
5. Check competence of all appointees
6. Ensure all workers have site inductions and any further information and training needed for the work
7. Consult with the workers
8. Liaise with CDM co-ordinator regarding ongoing design
9. Secure the site

Contractor

A 'contractor' is a business that is involved in construction, alteration, maintenance or demolition work.

1. Plan, manage and monitor own work and that of workers
2. Check competence of all their appointees and workers
3. Train own employees
4. Provide information to their workers
5. Comply with the specific requirements in Part 4 of the Regulations
6. Ensure there are adequate welfare facilities for their workers
7. Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules
8. Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work
9. Provide any information needed for the health and safety file
10. Inform principal contractor of problems with the plan
11. Inform principal contractor of reportable accidents, diseases and dangerous occurrences

Health and Safety File

The health and safety file amounts to a normal maintenance manual enlarged to alert those who will be responsible for a structure after hand over to risks that must be managed when the structure and associated plant is maintained, repaired, renovated or demolished. It is a record of information to inform future decisions on the Management of health and safety.

The person responsible for ensuring the Health and Safety File is up to date is:

PROJECT MANAGER



HEALTH & SAFETY POLICY

HMO MANAGEMENT

Managers who hold responsibility for projects that have Houses in Multiple Occupation should undertake the necessary actions to comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 and any local licensing arrangements.

House in Multiple Occupation means a building, or part of a building (e.g. a flat):

- Which is occupied by more than one household and in which more than one household shares an amenity (or the building lacks an amenity) such as a bathroom, toilet or cooking facilities; or,
- Which is occupied by more than one household and which is a converted building that does not entirely comprise of self contained flats (whether or not there is also a sharing or lack of amenities); or
- Which comprises entirely of converted self contained flats and the standard of conversion does not meet, at a minimum that required by the Building Regulation and more than one third of the flats are occupied under short tenancies.

Managers responsible for a HMO need to ensure that they manage their HMOs in accordance with the regulations. The following should be considered;

- **Water supply and drainage** – (These must be maintained in proper working order).
- **Supply of gas and electricity** – (The gas and electricity supplies should not be "unreasonably" interrupted. The manager must arrange for the fixed electrical installation to be inspected at the required frequency).
- **Common parts of the house, fixtures, fittings and appliances** – (These must be kept in good repair, safe and clean).
- **Living accommodation** – (Each room should be in a clean condition at the beginning of the resident's occupation and kept in good repair and clean working order).
- **Means of escape from fire** – (All means of escape from fire in the house and all equipment, systems, etc. must be kept in good working order and free from obstruction).
- **Outbuildings in common use** – (Yards, outbuildings, boundary fences, etc. which are part of the HMO should be maintained in good repair and kept clean).
- **General safety of residents** – (Adequate precautions must be taken to make sure that premises are safe by design and construction).
- **Duty to display notices** – (There must be a notice displayed at all times in a suitable position in the house readily visible to all tenants indicating the name, address and phone number of the manager of the house).
- **Duties of residents** – (Residents have a duty to co-operate with the manager of the property, abide by the regulations and allow the manager to enter any room at all reasonable times).

The person responsible for ensuring HMOs are managed effectively is:

RELEVANT SERVICE MANAGER



HEALTH & SAFETY POLICY

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires the employer to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

A first aid risk assessment will be carried out that includes the identification of people at risk. This will enable us to establish the number of trained first aid person/s Framework requires as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

Framework will produce detailed First Aid Procedures to assist responsible persons in its management at their location of work.

The qualified first aid people or appointed persons are:

**2 persons at Central Office
Emergency Aid trained workers at Service Locations**

The first aid boxes are indicated at all locations on all floors where staff offices exist:

Signs display the location of First Aid Boxes

All accidents are to be reported and entered in the accident book, which is located in:

**Each staff office
Signs display the location of the Accident Book**

All accidents will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is:

**Manager located at the site will investigate minor accidents
Corporate Services & Human Resources Manager will report serious accidents to RAT who will
appoint an investigator**



HEALTH & SAFETY POLICY

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURANCES (RIDDOR) REGULATIONS 1995

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the worker to be away from his/her normal work activity for more than three days.

The person responsible for reporting incidents is:

Corporate Services & Human Resources Manager

Records are to be securely kept of any reportable incidents.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (worker or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

- By post on forms F2508 (for incidents) and F2508A (for diseases).
- By telephone **0845 300 9923**
- By fax 0845 300 9924
- Online at www.riddor.gov.uk

FIRE SAFETY

In addition to the summarised information in this document, Framework will also produce **detailed Fire Safety Procedures to assist responsible persons in its management at their location of work.**

Under the **Regulatory Reform (Fire Safety) Order 2005** that came into force on 1st October 2006 the following principles must be followed at all work locations:

- A **Responsible Person** must be appointed at every workplace location.



HEALTH & SAFETY POLICY

- A **fire marshal** must be appointed at every workplace location
- A **fire risk assessment** that includes identifying the people at risk must be undertaken and the outcomes implemented.
- The fire risk assessment will be **reviewed at least annually**, or if there is any significant change in the circumstances.
- An **Arson risk assessment** that includes identifying the people at risk must be undertaken and the outcomes implemented.
- All workplaces must put into place procedures, detection equipment and other equipment and notices to **minimise the risk of a fire, minimise the impact of a fire and protect the safety of individuals** who work in, live in or visit the building.
- All fire equipment must be **tested and maintained** regularly.
- All workplaces must carry out a **fire evacuation drill** at least annually
- All workplaces must have identified and informed others of a **fire assembly point**.
- All services must account for those who remain in the building.

The person responsible for fire safety at all Framework locations is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS

The fire marshals are:

A nominated person at all Framework Locations

The assembly point is situated at:

As identified on Fire Evacuation Signs at each Framework Location

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

Externally appointed Approved Fire Equipment Contractor



HEALTH & SAFETY POLICY

Where applicable, the emergency lighting will be tested monthly and any defects found reported and repaired the person responsible for this is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS

Flammable Liquids and Compressed Gases

All flammable liquids and gases will be stored safely, Flammable liquids will be kept in a flameproof locker and workers will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

Compressed gases are kept in a compound away from other sources of ignition and fuel, when a bottle is exchanged the empty will be returned to the compound immediately and not left in the working area.

Fire Evacuation

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals the person responsible is:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

The evacuation plan will also include a procedure for the removal of visitors and contractors.

A roll call will be carried out to ensure that all people are present. The role calls coordinators are:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

and

NOMINATED FIRE MARSHAL

The Fire Evacuation Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if you need to do so to exit the building.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.



HEALTH & SAFETY POLICY

STRESS

Framework recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **Framework** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all workers. Therefore, workers must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

Human Resources Manager

Stress counselling will be provided if and when necessary by:

Employee Assistance Programme provider

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our workers a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual workers.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy and procedures will be reviewed every 3 years or if there is any significant change. Risk assessments will be reviewed annually or if there is any significant change.

SERVICE USER RISK

Framework recognises that its Service Users may, because of the nature of their support needs, present a risk to Framework property, workers, visitors, contractors and other service users.



HEALTH & SAFETY POLICY

An individual specific risk assessment for each Service User will be carried out to determine any risks. Action will be taken and noted on Individual Risk Assessments to minimise risk

An individual specific risk assessment will be carried out for all planned Service User activities or training events.

The individual risk assessments will be carried out by Framework front line staff. It is the responsibility of Service Managers to ensure that these are completed and adequate:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

SHARPS HEPATITIS & HIV INFECTION

Framework recognises that by working with its Service Users, workers may be vulnerable to Hepatitis or HIV Infection from a needle stick injury.

Framework will produce detailed Sharps Procedures to assist responsible persons in its management at their location of work.

All Services where sharps may be a hazard must carry out a risk assessment. Services are also required to have detailed procedures in place to minimise the risks associated with used needles.

All workers exposed to a potential needle stick injury have a right to receive Hepatitis B Vaccination from Framework's Occupational Health providers.

The risk assessment will be carried out by:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

SMOKE FREE PREMISES AND VEHICLES

Framework has taken action to address the legislation, applicable from 1st July 2007, on smoke free premises and vehicles.

Framework will ensure that:

- All enclosed public spaces within the organisation are smoke free
- All enclosed public spaces within the organisation display the relevant signs at strategic places to ensure compliance
- Any designated smoking spaces fulfil the requirements of the legislation in terms of physical specification and carry the relevant sign to ensure compliance



HEALTH & SAFETY POLICY

- All vehicles used to carry passengers who are either workers, contractors, visitors or service users remain smoke free whilst being used for this purpose and carry an appropriate non smoking sign.

Framework has a Smoke-free premises and vehicles Policy that aligns to best practice and the strategy produced in March 2006 when consultation with employees via staff consultation began.

All Services must carry out a smoking risk assessment. Services are also required to have detailed procedures relevant to their service clearly illustrating areas where smoking will be prohibited and areas where smoking will be permitted by Service Users only.

All services must display the appropriate signs in their workplace and, where relevant, in their vehicles.

The risk assessment will be carried out by:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS

MEDICATION

Framework recognises that its Accommodation Service Users may, because of the nature of their support needs, have prescribed medication that they need Framework to store for them. Where this is the case, a risk assessment must be carried out to determine the risk of theft of that medication and how best to secure the medication whilst making it available for service users to medicate themselves as prescribed.

Framework will produce detailed Medication Procedures to assist responsible persons in its management at their location of work.

The risk assessment will be carried out by:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

LONE WORKING

Framework recognises that many of its workers, because of the nature of their roles will work alone and this presents specific risks.

Framework will produce detailed Lone Working Procedures to assist responsible persons in its management at their location of work.

All Lone Workers will be issued with an electronic device to enable them to maintain contact with a nominated person who is monitoring their lone working activity.



HEALTH & SAFETY POLICY

DISABLED WORKERS

Framework recognises that the **Disability Discrimination Act 1995, as amended 2005** states that disabled persons may present with specific support needs and that the management of their health & safety may sometimes require adjustments at work.

An individual specific risk assessment will be carried out to identify adjustments that are required.

The risk assessment will be carried out by:

SERVICE MANAGER OR HUMAN RESOURCES MANAGER

Where the risks are significant then assistance or alternative employment will be provided.

The risk assessment will be carried out by:

**THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS
(usually the Service Manager or Team Leader)**

PREGNANCY

It is important to **Framework** that the health, safety and welfare of all our workers is safeguarded. Framework recognises its responsibilities under the **Management of Health and Safety Regulations 1999** and realises that if any worker becomes pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation.

The management will carryout an individual specific risk assessment of the work that the worker does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

SERVICE MANAGER OR HUMAN RESOURCES MANAGER

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant workers must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).



HEALTH & SAFETY POLICY

- Work at night.

Pregnant workers must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant workers a suitable rest area will be provided for them to rest if required.

Seating will be provided for the worker to carry out their work.

YOUNG PERSONS

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to; the risk assessment will be carried out by:

SERVICE MANAGER OR HUMAN RESOURCES MANAGER

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible worker), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.



HEALTH & SAFETY POLICY

- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

WORKING AT HEIGHT

The **Working at Height Regulation 2005** require us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

Framework are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the equipment Framework provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the workers Framework intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If workers are required to access surfaces at height, then Framework must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the worker likely to fall on or into. A secondary means of supporting the worker should he/she fall must be provided for the higher access tasks.
- If the task requires workers to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our workers, then the task will be postponed until such time when it is safe to precede.

Framework will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what Framework consider acceptable then Framework will call on the services of a specialist contractor to make the work zone easily accessible to our workers.

Framework will produce detailed Working at Height and Stepladder Procedures to assist responsible persons in its management at their location of work.

The person responsible for carrying out the working at height assessments is:

THE NOMINATED RESPONSIBLE PERSON AT ALL FRAMEWORK LOCATIONS



HEALTH & SAFETY POLICY

TRANSPORT

The road transport safety of our workers is important to **Framework**. To ensure that vehicles and users are safe at all times the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for carrying out the risk assessments is:

NOMINATED RESPONSIBLE PERSON FOR FRAMEWORK VEHICLES
User of privately owned vehicles driven for business use.

Framework will produce detailed **Driving at Work Procedures** to assist responsible persons in its management at their location of work.

The rules and assessments will be reviewed annually or if any significant change takes place.

TRAINING

Framework recognise the duty to provide its workers with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities. To ensure this is carried out the person below has been appointed to identify any training needs:

LINE MANAGER
HUMAN RESOURCES MANAGER

The type of training that will be provided is:

- Induction training for all new workers
- Job specific training for all new workers or worker who transfer to other roles.
- Health and safety training for all workers that have been given specific tasks in the policy and to allow all workers to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the worker's personal file.

The person responsible for maintaining the training records is:



HEALTH & SAFETY POLICY

HUMAN RESOURCES MANAGER

Health and Safety Training will include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Lone Working
- Water Safety
- Sharps, Hepatitis and HIV Infection
- Service User Risk
- Any other training that may be relevant to their tasks or health and safety.



HEALTH & SAFETY POLICY

GENERAL GUIDELINES FOR WORKERS

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off Framework property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All workers are to obey the rules of Framework
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.

Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.