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Policy Champion: <small>(if applicable)</small>	<b>Health, Safety &amp; Facilities Manager</b>

This document also relates to the following St Basil's policies, procedures and guidelines:

- Equal Opportunities and Diversity
- Confidentiality
- Comments, Compliment and Complaints
- Lone Working
- Safeguarding
- Code of Conduct
- Dignity and Respect
- Anti-social Behaviour
- Alcohol & Substance Misuse
- Incident Reporting
- Recording Standards
- Home Visit Risk Assessments
- Staff Handbook
- Communal Living Codes
- Contractors Guidelines

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# HEALTH & SAFETY POLICY

## Policy Statement

This Health & Safety Policy and Safety Management System have been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. Contained within this document is St Basil's **policy, organisation and arrangements** for occupational health, safety and welfare, for all our business activities.

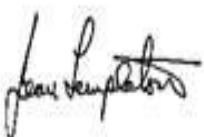
St Basil's is both landlord and service provider to homeless persons between the ages of 16 to 25. St Basil's is aware it has moral, legal and financial responsibilities for promoting good standards of health and safety and therefore, ranks its health and safety responsibilities equally with all other aspects of the business and, recognise that safety performance is critical to achieving overall successful business performance. St Basil's also recognise that failure to integrate health and safety into our operations may result in harm to people or damage to plant, equipment and property and any associated losses and therefore, will endeavour to minimise the risks by managing its activities by following best practice.

St Basil's Board and Directors are committed to ensuring so far as reasonably practicable, the health, safety and wellbeing of their employees, cover workers, volunteers, young people and visitors. This commitment extends to the provision of the skills, knowledge, materials and resources necessary to enable managers, supervisors and the workforce to properly discharge their statutory duties to meet with the requirements stated in the Health and Safety at Work Act 1974 and other associated regulations.

The minimum acceptable standards of health and safety are those contained in legislation. It is our obligation to meet these standards and strive for continual improvement.

The Board and Directors of St Basil's expect that all employees will act in a responsible manner and fully co-operate in the implementation of the Company Health and Safety Policy and in ensuring that safe working is an integral part of each and every task. Our health and safety policy objectives are to ensure that:

1. We provide a safe place to work, live and visit. All persons working within St Basil's are responsible for making safety at work a priority to protect themselves, their colleagues, young people, visitors and the interests of St Basil's.
2. We identify hazards and assess risks and put safe systems of work in place
3. Our employees are competent and work in a safe way. Commit management and staff at all levels to promote health and safety and set personal examples in safe behaviour
4. We report accidents and incidents including near misses and review, learn and implement remedial measures
5. We improve safety awareness and develop a culture which keeps everyone safe
6. We shape services and safe practice in consultation with key stakeholders
7. Provide and maintain safe systems of work and healthy working conditions in compliance with all relevant statutory requirements.
8. We review and revise this policy as necessary at regular intervals.



Jean Templeton (Chief Executive)

## Scope of Policy

This policy applies to all employees, volunteers, casual and contracted workers in all departments and services as well as young people whether they are St Basil's' residents and/or support service users or not. For the purposes of this policy the term 'employee' will include all employees (whether full time or part time), volunteers, casual workers and contracted workers.

## Definitions

A hazard is something with the potential to cause harm

A risk is the chance, high or low, that any hazard will actually cause somebody harm.

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm

Control Measures are required to eliminate or reduce the possibility of harm or loss.

An accident is an event that results in injury or ill health

An incident includes near misses, undesired circumstances and dangerous occurrences.

A near miss is an event not causing harm but has the potential to cause injury or ill health (in this guidance the term near miss will include a dangerous occurrence which is one of a number of specific, reportable adverse events, as defined in RIDDOR 2013)

Reasonably practicable means control measures must be proportional to the risk identified i.e. the level of risk versus the time, trouble or cost

Active monitoring is ensuring regular health and safety checks are carried out periodically to identify

Re-active monitoring is reacting to a negative event in other words after something has gone wrong. The important message is to find out what went wrong and how to prevent future occurrences.

## Legislation and Guidance

Health and Safety at Work etc. Act 1974 (HSW Act).

Health and Safety (Offences) Act 2008

Management of Health and Safety at Work Regulations 1999 as Amended in 2003 and 2006.

Workplace (Health, Safety and Welfare) Regulations 1992 as Amended 2002.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as Amended 2012

The Health and Safety (Information for Employees) Regulation 1989 Amended 2009.

Health and Safety (First Aid) Regulations 1981 as Amended 2002

Safety Representatives and Safety Committee Regulations 1977 Corporate Manslaughter and Corporate Homicide Act 2007

Control of Substances hazardous to Health Regulations 2002 as Amended 2004

Construction (Design and Management) Regulations 2015

Health and Safety Display Screen Regulations 1992

Electricity at Work Regulations 1989

Gas Safety (Use and Installation) (Amendment) Regulations 2018

The Regulatory Reform (Fire Safety) Order 2005

Hazardous Waste (England and Wales) Regulations 2005

Manual Handling Operations regulations 1992

Noise at Work regulations 2005

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Health and Safety (Safety Signs and Signals) Regulation 1996

Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998 Amended in 2002, 2004 and 2008.

The Data Protection Act 2018

*For more information on Health and safety legislation see appendix 1*

## **General Principles**

We view health, safety and welfare as vital, equating good Health and Safety performance with overall successful business performance. Failure to integrate health and safety into our operations result in harm to people and associated loss. Therefore, we take an integrated approach managing health and safety as part of our overall business strategy.

St Basil's will ensure a Health and Safety Management System is in place across the organisation. The system will follow HSE guidance and will comprise the following components: policy, organisation, planning and implementation, performance measurement and a review of performance. The system will be regularly reviewed, and reports submitted to the Health and Safety Group and will form part of the Health and Safety Action Plan for the organisation. Training for managers and staff will form part of the management system. *For further information on the Health and Safety Executive's publication HS (G) 65 - 'Successful health and safety management' see appendix 2*

## **Roles and Responsibilities**

The Chief Executive has overall responsibility for health and safety in St Basil's. The Chief Executive has delegated to the Director of Housing with particular responsibility to oversee the implementation of this policy throughout St Basil's. The Director of Housing is appointed as a competent person under the current Management of Health and Safety at Work Regulations.

*See Organisation section on next page*

## **Training Requirements**

St Basil's recognises its general duty to employees under section 2(2) c of the Health and Safety at Work etc. Act 1974, to provide all necessary information, instruction, training and supervision.

St Basil's will ensure that all staff, volunteers and young people have the required training to fulfil the roles specified in this policy to ensure we maintain a safe and healthy working environment.

## **Equality, Diversity and Inclusion**

St. Basils is committed to creating and maintaining an environment for young people, staff and partners that is free from all forms of discrimination and where diversity is embraced.

Where risks are increased for people with specific protected characteristics such as age and disability, we will complete an assessment based on the risks to the individual and tailor additional control measures that fit their needs.

## **Communication**

This policy will be communicated effectively to all employees via a range of different media avenues and can be produced in other formats where needed.

## **Responsibility**

The Director of Housing is responsible for ensuring this policy is implemented and monitored.

## **Continuous Renewal Clause**

This procedure will be reviewed every 3 years by the organisation to ensure it is in accordance with good practice guidance, prevailing legislation and statutory frameworks. However this policy may be assessed before that time as necessary – such as:

- if it becomes ineffective
- to reflect substantial changes in practice
- changes required by law
- changes to premises and/or use
- changes to key personnel
- following significant findings from risk assessments
- if dictated by investigations of accidents or incidents resulting in serious/fatal injury
- following the significant findings of an internal or external inspector i.e. issue of enforcement

**Disclaimer**

This document can only be considered valid when viewed on the St Basil's Workplace intranet/Shared: Drive. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online. Hard copies of this document are considered uncontrolled - please refer to the St Basil's Intranet for latest version. We are in the process of setting up systems for document management in line with ISO Quality Standards. All master documents in the future will only be available offline in PDF format to prevent changes to the original documents

## **ORGANISATION – RESPONSIBILITIES FOR HEALTH AND SAFETY**

This section covers the general responsibilities for managing health and safety at St Basil's and how we communicate about health and safety. Other documents also contain specific responsibilities for health and safety, these include: -

- Work Instructions
- Job Descriptions
- Risk Assessments & Method Statements

For Organisational Chart – see intranet

### **1. The Board**

1.1 Responsibility for health and safety compliance rests with St Basil's Board. The Board has delegated this duty to the Chief Executive of St Basil's.

### **2. Chief Executive**

2.1 The Chief Executive has overall responsibility for health and safety in St Basil's.

2.2 The Chief Executive has delegated to the Health, Safety and Facilities Manager with particular responsibility to oversee the implementation of this policy throughout St Basil's

2.3 The Chief Executive will ensure Senior Leadership Team (SLT) and Line Managers provide the necessary support and implement the policy throughout the organisation.

2.4 The Health, Safety and Facilities Manager has been appointed in an advisory role to support senior / line managers and employees on good practices and compliancy regarding health and safety matters.

### **3. Director of Housing**

3.1 The Director of Housing reports directly to the Chief Executive and has overall responsibility for:

- the approval process of St Basil's Health and Safety Policy and Procedures;
- the interpretation of new and existing UK and European health and safety legislation that directly affects St Basil's;
- dealing with any enquiries, complaints, fatalities and serious injuries that may have a negative impact on St Basil's reputation, business operations and finances and any legal proceeding that may arise.

3.2 The Director of Housing has responsibility for the health and safety performance of St Basil's and ensures that the Board of Directors receives regular reports on health and safety performance.

3.3 The Director of Housing provides the link between the broad strategic responsibility of the Board for health and safety and executive oversight leading to implementation and management of the St Basil's health and safety management system.

### **4. Health, Safety & Facilities Manager**

4.1 The Health, Safety & Facilities Manager (HSFM) is responsible for the development, monitoring, amending and reviewing of the Health & Safety Policy and Procedures, as well as advising the organisation, managers and staff about their legal obligations and to provide advice and support to enable managers to manage health and safety in their area of responsibility.

4.2 These responsibilities extend to:

- ensuring St Basil's meets with its legislative requirements and internal targets and objectives; provide, promote, support and execute a positive health and safety culture throughout the organisation.



- provide strategic plans / advice to senior management; monitor and identify emerging risk trends (positive and negative) and recommend control measures, solutions, improvements and opportunities to senior / line managers; investigate incidents and accidents where necessary.
- review health and safety training requirements; on an annual basis or sooner if new processes and risk are introduced.
- report any serious risks, accidents and incidents to Senior Leadership Team (SLT) in the most effective manner.
- provide health and safety information via regular reports, intranet, committee / other meetings; develop action plans to ensure corrective measures are executed in a timely fashion.
- maintain health and safety records to meet with health and safety legislative requirements and data protection.
- carry out annual health and safety audits.
- reviewing the Health and Safety Management System (SMS) and, identifying and investigating new systems and technologies that support the improvement, standardisation and effectiveness of the SMS.
- Being the lead officer for MyCompliance, managing the system and ensuring it supports St Basil's SMS effectively.
- develop an Annual Environmental, Health & Safety Audit Plan for all St Basils buildings and carry out audits in line with the plan.
- develop an Annual Fire Risk Assessment Review Plan for all St Basils buildings and carry out assessments in line with the plan.
- support the Director of Housing with advice in reference to recommendations, actions and corrective works identified during audits, risk assessments, inspections, testing, etc. to ensure risks are controlled adequately.
- support the Director of Housing to ensure all internal and external checks, tests, inspections and assessments are being carried out on a timely basis.
- develop standard framework for all Work Equipment, Personal Protective Equipment, Chemicals used for maintenance, decorative and cleaning purposes to prevent no risks are introduced into the organisation without first being approved by the Health and Safety Team.

## **5. Health, Safety & Facilities Officer**

Health, Safety & Facilities Officer (HSFO) will support and assist the HSFM in carrying out their health and safety duties to ensure compliancy. The HSFO will report to, and support the HSFM with the following;

- Ensure all new health and safety documentation is free from errors and omissions and checked for clarity before it is introduced to the workforce.
- Ensure all recommendations and actions generated from internal or external audits, risk assessments, inspections, testing, etc. are followed up with the relevant scheme managers to ensure they are closed off in a timely manner.
- Assist the HSFM with general internal audits, risk assessments and inspections.
- Play an integral part management, of St Basils new Health, Safety Management System (MyCompliance) by ensuring all staff are trained to use the software and devices to complete fire, health and safety checks / tests.
- Own the accident reporting process in MyCompliance, analysing accident and relevant incident data reporting on trends, escalating as appropriate and making recommendations for improvements to policy and processes following investigations.
- Assist the HSFM to ensure a positive health and safety culture is maintained by providing staff with specific internal practical health and safety training, support and advice.
- Assist the HSFM with improving the overall health and safety performance.

- Assist the HSFM with projects, research and administrative duties.

## **6. Managers**

- 6.1 Operational day-to-day implementation of the Health and Safety Policy is a key responsibility of line management within the specific service or project. Managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each manager will:
- Ensure all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures
  - Complete, implement and review the necessary risk assessments as required with a view to implementing control measures to minimise any identified risks
  - Complete inspections and audits of the workplace as required in line with policy to practice visits
  - Ensure staff are involved in and complete weekly and monthly checks of all safety equipment including fire alarm systems, smoke detectors, emergency lighting, fire extinguishers, exits etc.
  - Ensure that health and safety law posters are appropriately displayed in prominent positions and all workers made aware of the location.
  - Keep up to date with health and safety matters applicable to the operations of the company
  - Investigate all accidents and incidents and seek advice (if required) from the Health and Safety Manager.
  - Ensure good housekeeping standards are applied in all areas. In particular, this must include; regular safety checks of premises to ensure all areas are clean and tidy, items are neatly stored, chemicals properly secured, escape routes are free from obstacles and combustible materials and safety equipment such as fire extinguishers, first aid provisions and assembly points are not obstructed.
  - Periodically review testing and inspection of all new and existing equipment with reference to mechanical and operational safety to meet with the 'Provision and Use of Work Equipment Regulations (PUWER).
  - Ensure regular visual and formal safety checks and audits are carried out even if these duties have been designated to senior workers or others.
  - Managers are required to notify the Health, Safety & Facilities Manager of any significant health and safety issues immediately.

## **7. Senior Workers**

- 7.1 Senior Workers work alongside their managers and have the responsibility to provide leadership and to promote responsible leadership attitudes towards health and safety.
- 7.2 Senior Workers must ensure that all tasks carried out in their sections are performed with the utmost regard for the health, safety and welfare of staff, services users and any others who use our facilities. Furthermore, all health, safety and welfare checks are carried out in accordance with their specific roles on a timely basis and any accidents or incidents are reported to the line managers as soon as possible.

## **8. All employees / Agency / Volunteers / Students / Contracted Workers / Consultants**

- 8.1 All employees working within St Basil's are responsible for making safety at work a priority to protect themselves, their colleagues, young people, visitors and the interests of St Basil's. They must do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. To ensure this, they must:
- Follow company policies and procedures, rules, information, instruction and training
  - Cooperate with supervisors and managers on health and safety matters

- c) Take reasonable care of their own health and safety and that of fellow employees that maybe affected by their-acts or omissions.
- d) Not interfere with anything provided to safeguard their own health and that of others.
- e) Report to their line manager or in the absence of their line manager the Health, Safety & Facilities Manager any accidents/incidents which have or may have led to injury or damage.
- f) Inform their line manager of any issues, concerns or conditions that may have a detrimental impact on their or others health and safety.
- g) Ensure that they use any equipment provided in accordance with the training that they have received and any manufacturing safety guidelines
- h) Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with their line manager after the danger has ceased or has been dealt with or they have removed themselves from danger.
- i) Inform Human Resources Department, Health, Safety and Facilities Manager or Senior Manager if they feel their manager is neglecting issues / concerns that may have a detrimental impact on the health, safety and wellbeing of themselves and / or other workers. This will be dealt with in a confidential manner.

8.2 Staff are required to read and understand all health and safety communications. Communication of important information at St Basil's is conveyed using the following methods:

- St Basil's Website is used to convey information to stakeholders, our supporters and the public in general about our activities, funding events, accreditations, new developments and general information about St Basil's.
- Health & Safety Bulletins Via Intranet are used to provide internal information to staff. This may include the information as described above. In relation to health and safety, the intranet is the vehicle for communicating up-to-date health and safety information.
- Notice Boards are used to hold information that needs to be displayed to everyone who uses or works at a site.
- Line managers will communicate information verbally, or using other methods to people who do not have access to a computer to ensure the relevant information has been made available to all those concerned.
- Health and safety information can be conveyed during a number of formal meetings for example, Board, Health and Safety Committee, Management, Staff, Employee Council, Resident Meetings etc. The meeting agenda, discussions and assigned actions are formally recorded and distributed to the relevant parties.

8.3 At St Basil's we have established four general principles for effective supervision of health and safety to help ensure control of our core operations. These are:

- Risk Assessment - Managers will ensure all work activities they are responsible for are considered and a 'suitable and sufficient' risk assessment is carried out for any process, task and activity that may result in harm or loss - see section 18.5 Risk Assessment.
- Competency Level - Managers along with the Learning and Development department will ensure all persons are suitably trained and have the appropriate skills to recognise the hazards and level of risk involved in the process, task or activity they carry out within their work.
- Communication - Ensure there is effective communication of the required performance standards and essential information e.g. hazards, risks and control measures.
- Required Supervision - Managers to establish and implement the suitable levels of required and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of required supervision (where possible). This also includes the commissioning of work and handover by a competent person.

In addition:

Line managers must ensure new starters, young persons, inexperienced or unqualified workers receive a higher degree of supervision until their competence is proven. A line-manager may delegate the performance of a supervisory duty to a subordinate, but they must ensure that they are deemed competent to undertake the particular task e.g. a supervisor requesting a support worker to work at height. Senior Management will ensure that all line management with supervisory responsibility for others receive the appropriate training.

- 8.4 St Basil's currently consults with employee representatives on health and safety issues, including policy and procedures - The Health & Safety Committee (H&SC thereafter) consists of un-elected, but strategically placed staff who are St Basil's health and safety champions.
- 8.5 St Basil's recognises its duty under the Management of Health and Safety at Work Regulations 1999, to communicate with other employers to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made.

## **9. Young People and their Visitors**

- 9.1 All Young People and their Visitors must not endanger themselves, their dependents or visitors, and others affected by their actions. They must:
- Familiarise themselves with the Health and Safety 'Communal Living Codes', and with the Fire Action Notice.
  - Not breach the 'Communal Living Codes', Fire Action Notice, Licence or Tenancy Agreement.
  - Cooperate with any reasonable requests made by St Basil's staff in relation to their health and safety.

## **10. Learning and Development Manager**

- 10.1 The Learning and Development Manager, in conjunction with the Health, Safety and Facilities Manager, Department Managers and Youth Service Managers will ensure that:
- All health and safety training requirements are identified for all employees and others (where necessary), schedules communicated to the relevant persons and completed in a timely manner.
  - Training records are monitored, kept up to date and stored in line with data protection requirements.
  - Refresher training is provided as necessary (e.g. change in legislation or risks, infrequently used skills, as a result of accident and incident)
  - Health, Safety & Facilities Manager is appropriately trained and qualified and on a Continual Professional Development (CPD) programme to ensure they are familiar with the latest development in health and safety.
  - Training Needs Analysis (TNA) is carried out periodically of all activities to requirements and establish minimum competency levels.
- 10.2 All health and safety training is agreed by the Health, Safety & Facilities Manager and implemented by the Learning & Development Manager. For further information on available training please refer to the Learning & Development Policy and the L&D page of the St Basil's intranet.

## **ARRANGEMENTS - PLANNING AND IMPLEMENTATION**

The arrangements section will set out the actions we will take to meet our commitment to health and safety

### **11. Performance Standards**

- 11.1 This document details the performance standards for health, safety and welfare that must be adhered to. However, a number of these arrangements will be expanded upon in other documents such as:
- Operating Procedures

- Work Instructions
  - Guidance Notes
- 11.2 Section 35 identifies how we will measure health and safety. These measures are known as Key Performance Indicators or KPI's. The KPI's are reviewed at the formal review meetings outlined in section 36
- 11.3 The Senior Management establishes targets for improvement or objectives to be achieved by the organisation or individual employees at the start of each new calendar year.

## **12. Risk Assessment**

- 12.1 The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.
- 12.2 The Management of Health and Safety at Work Regulations 1999 requires employers to assess and manage risks to their employees and others arising from work activities. Therefore, St Basil's will undertake, and record, regular assessments of work functions and implement measures, wherever necessary, in order to either manage, reduce or remove any identified risks.
- 12.3 Risk assessments will be carried out at service inception; if there is a change in the premises at which the service is delivered, a significant change in the work activity, or following an accident or incident. In all cases risk assessments will be reviewed at least annually.
- 12.4 The Line Managers are responsible for carrying out risk assessments of processes, tasks and activities within their specific areas and ensure appropriate control measures / actions are implemented to minimise risk of harm or loss. The Health, Safety and Facilities Manager will support managers with this process where necessary.
- 12.5 St Basil's will adopt Health and Safety Executives (HSE) '*Five Steps to Risk Assessment*' guide. A breakdown of these steps is shown below.
1. Identify potential hazards in the workplace.
  2. Decide who, (e.g. employees, residents, visitors, public) might be in danger in the workplace and how.
  3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or whether more should be done to eliminate the hazard or to control the risk.
  4. Record and implement findings and record details of actions taken as a result (keeping staff Informed)
  5. Keep the assessment under review and revise when necessary.
- 12.6 Proper planning of assessments and any resultant changes will include consultation with staff as this can help ensure that any changes are introduced more easily.
- 12.7 Risk assessments will be carried out in a systematic way and take account of the whole of the workplace and its activities, including outdoor locations and any rooms and areas which are rarely used.
- 12.8 Specific assessments must also be carried out for "special" events (E.g. pregnant/ young/ disabled staff, sponsored fund-raising activities, and client activities and trips).
- 12.9 For staff working in the homes of clients and working in public areas, as these environments are less predictable than centre-based environments, a risk assessment checklist has been developed which is housed on the health and safety intranet portal.
- 12.10 If a workplace or building is shared with other employers, we may need to discuss our risk assessments with others.
- 12.11 When undertaking assessments, it is important that priority is given to significant risks. Therefore, methodologies will be adopted that identify the likelihood of hazards occurring and the severity of impact if they do occur. In this way each identified hazard will be given a risk rating.

### **13. Control & Co-ordination of Contractors and Sub-Contractors**

- 13.1 St Basil's understands that we, the contractor and sub-contractors all have duties to ensure the safety of employees and others under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and Construction (Design and Management) Regulations 2015.
- 13.2 Our main objective prior to, and, during works is to ensure that the risk of injury or ill health to our employees and others is eliminated, reduced or managed by introducing specific control measures. St Basil's will work in collaboration with our contractors to ensure works run smoothly without incident. *For further information please refer to the Contractors Guidelines*

### **14. Work Equipment**

- 14.1 'Work Equipment' is the term applied to any equipment that is used for work purposes e.g. screwdriver, hand / power tools, trolleys, ladders, computers, vacuum cleaners, chairs, etc. .
- 14.2 All work equipment purchased or hired must be sourced through a reputable supplier / provider to ensure it complies with the appropriate safety, safety and environmental standards. Do not accept donated equipment until it has been checked and approved by Property Services.
- 14.3 All work equipment must only be used or operated for the purpose of which it was designed and accordance with the manufacturer's instructions. Always consult the manufacturer's instructions.
- 14.4 Line management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.
- 14.5 Line manager need to ensure any work equipment that poses risk of injury is stored and restricted (under lock and key) to prevent it being used by untrained persons.
- 14.6 Any work equipment found to be defective must be reported to the supervisor immediately and stored and restricted (under lock and key) until it can be repaired or replaced.

### **15. Installations, Testing and Maintenance**

#### 15.1 Fixed Electrical Installations

All fixed electrical installations must be tested on a periodic basis by a competent person. St Basil's tests its fixed electrical installation every five years or sooner if installations are modified or faults are detected.

#### 15.2 Portable Appliance Testing (PAT)

15.2.1 Portable Appliance Test (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. All portable electrical equipment will be tested by a competent person on a periodical basis in accordance with current HSE guidelines. The testing period will set on a risk-based approach, considering the type of equipment, the type of people using it, frequency of use, the likelihood of damage and the environment in which it is used. Currently, all portable appliances are tested on an annual basis with the exception of desktop computers which are tested on a bi-annual basis.

15.2.2 An inventory of all electrical equipment must be maintained, and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

15.2.3 Staff must visually check electrical appliances regularly - practically before use. Staff must check:

- damage to the lead including fraying, cuts or heavy scuffing,
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;

- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- cables trapped under furniture or in floor boxes.

15.2.4 Staff must not bring in their own electrical items for use in the work environment without prior permission from the Health, Safety and Facilities Manager

15.2.5 If in doubt about the electrical condition of appliances in your work area report them to your supervisor/manager

15.2.6 Any incident involving electricity must be reported as an incident (near miss or otherwise) to your supervisor/manager.

15.2.7 Do not tamper with any electrical device. In the event of any electrical problem report it to your supervisor/manager.

## **16. Gas Safety Checks**

16.1 St Basil's is committed to achieving the highest possible standards in the services it provides, providing properties of a standard which reflect legislative requirements, best practice and meets customers' reasonable expectations.

16.2 The aim is to ensure the safety of people in properties owned or managed by St Basil's and which have gas-fired appliances. We aim to protect the health and welfare of the occupiers of our properties, residents, visitors, staff, contractors and the general public so far as is reasonably practicable.

16.3 We will:

- ensure compliance with current legislation and best practice
- identify and manage all risks involved
- provide relevant gas safety information and maintain a dialogue with our customers and work in partnership with our contractors.
- maintain all gas appliances that are St Basil's responsibility in safe working order and to manufacturer's instructions
- ensure that all our properties are safe and suitable for letting from a health and safety perspective and comply with all legal requirements

16.4 All gas appliances, flues, pipework and safety devices will be maintained in a safe condition. Checks will be carried out by a Gas Safe Registered engineer on an annual basis and copies of the record will be made available for inspection. Records will be kept for at least 2 years and maintained by the Property Services Department. A record of the current gas safe check will be displayed at each site. All new appliances and flues will also have annual gas safety check carried out within 12 months of the installation and annually thereafter by a Gas Safe Registered engineer.

## **17. Asbestos**

17.1 Asbestos Surveys

Exposure to asbestos can cause serious health conditions and over time prove fatal. St Basil's will arrange Asbestos Surveys to be conducted to identify the existence of any asbestos in St Basil's

current and future properties. If the survey reveals the existence or suspected existence of asbestos, St Basil's will deploy the appropriate control measures. The control measures will be proportional to the following:

- The type and location of the material
- The condition of the material
- The vulnerability to future damage of the materials
- The occupancy of the building

## 17.2 Asbestos Material Sampling / Testing

17.2.1 Asbestos surveys of St Basil's properties are only to be carried out by licensed UKAS accredited surveyors.

17.2.2 Any testing of suspect material must only be carried by a UKAS registered testing company.

17.2.3 When asbestos has been confirmed then all relevant parties must be made aware of its location, and the information is to be incorporated on the Property Services Asbestos Register.

17.2.4 If a property has had an independent asbestos survey undertaken, the results of this survey are to be recorded on the Maintenance Sections register. You must ensure that before any works/visits are undertaken to these properties, that you make yourself aware of any asbestos based products by reading the Asbestos Register.

17.2.5 If any asbestos based products or suspected asbestos products are located on site you must:

- Stop work immediately.
- Notify all the persons using the building
- Cordon off the area where asbestos is suspected.
- Display the appropriate warning signs in prominent areas.
- Contact an Asbestos Specialist for Advice.
- Never break, remove or disturb suspected asbestos material.

*For further information refer to "Control of Asbestos Regulation 2012".*

## **18. Infection Prevention and Control**

18.1 St Basil's recognises the risks associated with infections. The information below shows the control measures we have put in place to minimise the risk from infections.

### 18.2 General Housekeeping / Cleaning

18.2.1 St Basil's currently employs its own in-house cleaning staff which provides us with the flexibility to set our cleaning processes in accordance with St Basil's standards. We provide all our in-house cleaners with adequate information, instruction and training to ensure they can carry out their work efficiently and safely.

18.2.2 All in-house cleaners must complete online Mandatory Health and Safety training before they are allowed to commence work. A list of this training is provided below.

#### Mandatory Training

- Fire Warden
- Manual Handling
- Health & Safety Essentials
- Display Screen Equipment



- 
- Control of Substances Hazardous to Health (COSHH)

18.3 The above training is further supported by in-house cleaning guides shown below.

- Safe Cleaning Procedures.
- Inhouse Cleaning Guide.

18.4 Emergency Response Team (ERT)

18.4.1 The Emergency Response Team is a collection of key personnel who bring their own skillsets, knowledge, training, expertise, and experiences to the table which enables us to make good judgements and decisions.

18.4.2 The team comprises of the following people:

Chief Executive Officer (CEO)  
 Finance Director and Company Secretary  
 Director of Housing  
 Director of Operational Support  
 Director of Progression  
 Head of Workforce planning & Talent Development  
 Head of Fundraising & Communications  
 Head of Information Communications Technology (ICT)  
 Health, Safety & Facilities Manager  
 Governance and Regulations Manager/DPO  
 Property Services (Responsive & Voids) Manager  
 Policy Review Officer

18.5 Cleaning and Sanitising Materials

18.5.1 We apply the same system to our cleaning and sanitising materials as we do with PPE regarding stockpiles.

18.5.2 We ensure infections are kept to a minimum by operating a colour-coded cleaning system to prevent cross-contamination and by using the appropriate cleaning and sanitising materials that kill germs, bacteria and viruses such as Covid 19.

## **19. Water Dispenser Checks**

19.1 A competent contractor cleans, maintains and tests the water quality from the dispenser units on an annual basis.

## **20. Legionella Testing**

20.1 St Basil's recognises the risk associated with legionella can cause serious ill health and, in some cases, can be fatal. We also understand that it is particularly hazardous to vulnerable groups such as babies, young children, elderly and those with weak immune systems. St Basil's will protect all who use our facilities by ensuring:

- A competent contractor tests all our hot and cold water systems on an annual basis.
- Hot water temperatures are checked on a monthly basis to ensure they are sufficient to kill legionella bacteria whilst preventing scalding.
- Immediate action is taken when issues or risk are identified.

- Records of all test reports are kept on file by the Property Services Department for future reference.

## **21. Hazardous Substances**

- 21.1 Arrangements have been developed to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- 21.2 All suppliers of materials are required to provide all relevant health and safety information Safety Data Sheets (SDS) about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.
- 21.3 No substances must be purchased by anyone if they are not listed on the Hazardous Substances Register without the explicit permission from the Health, Safety & Facilities Manager.
- 21.4 A register of all hazardous substances will be managed and maintained by the Health, Safety & Facilities Manager.

## **22. Noise**

- 22.1 Noise in general has not been identified as a problem at St Basil's. However, the information below is provided should circumstances change i.e. new or existing nearby buildings may be used for operations associated with noise such as; manufacturing facilities, repair garages music venues etc.
- 22.2 The Control of Noise at Work Regulations 2005, requires a risk assessment to be made to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.
- 22.3 The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels: -
- First Action Level 80 dB (A), exposure should be assessed at this level and hearing protection must be provided if requested.
  - Second Action Level 85 dB (A), exposure must be reduced below this level and hearing protection must be worn and hearing zones must be provided.
  - Maximum exposure level 87 dB (A). Taking into account any protection being used.
- 22.4 A good measure if a noise problem exists is when a general conversation at the distance of two metres cannot be heard without raising voices. If this is the case, report it to the Health, Safety & Facilities Manager who will arrange a formal Noise Assessment.

## **23. Personal Protective Equipment**

- 23.1 All Personal Protective Equipment (PPE) purchased must meet the necessary European Standards and carry the CE Mark.
- 23.2 The risk assessment process should identify a requirement for PPE, which will only be specified as a last resort in the hierarchy of controls. An assessment of PPE must be carried out as required by the Personal Protective Equipment Regulations 1992, to ensure the correct selection and suitability for the user.
- 23.3 Employers must provide PPE where it has been deemed necessary. No charge can be made to employees for the issue of PPE. Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it. Lone Worker Devices (LWD) are classed as PPE and therefore must be used if they have been issued to an employee. It is imperative that managers monitor this on a regular basis to ensure the policy is being strictly enforced. Employees must confirm the LWD is operational each day to make sure the device functions as required and provides the required safety benefits.

- 23.4 If any item of PPE required is missing, expired, damaged or defective then it shall be replaced upon request.
- 23.5 A record of all PPE issued must be maintained and signed for by the recipient.

## **24. Manual Handling**

- 23.1 The Manual Handling Operations Regulations requires employers to avoid manual handling operations and where they cannot be avoided, complete an assessment of risk and if necessary, introduce the appropriate control measures. St Basil's recognises that manual handling is an inherent part of the workplace and carries a degree of risk and therefore, have integrated manual handling training into our Mandatory Health & Safety Training.

## **25. First Aid & Emergency Services**

- 25.1 An assessment will be made of the risk of serious and imminent danger at the workplace and St Basil's will ensure that control measures for dealing with emergencies are established. The arrangements at each workplace include:
- Raising the alarm and communication with the emergency services
  - First aid
  - Firefighting capabilities
  - Emergency Evacuation
  - Assembly
  - Appointed persons, training, drills and exercises
- 25.2 All services; projects, and departments must undertake a first aid provision risk assessment and provide any first aid equipment identified from the assessment. Each location has at least one named first aid person who has been appropriately trained. All staff at the projects will undergo fire and first aid training with West Midlands Fire Services (WMFS) or other provider on a periodic basis.
- 25.3 First aid equipment and trained personnel to administer first aid will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981, Approved Code of Practice and Guidance L74, as a minimum standard (3<sup>rd</sup> Edition revised in 2013).

## **26. Housekeeping**

- 26.1 St Basil's recognises that housekeeping is fundamental in ensuring a safe, clean and tidy workplace. Furthermore, a safe and clean environment is aesthetically pleasing for our staff, young people, visitors and others who use our premises. To create this environment, Line managers must ensure:
- a) corridors, walkways and escape routes are kept clear to avoid slip, trip or fall hazards and do not obstruct a safe evacuation.
  - b) hazardous substances are correctly labelled and safely stored
  - c) regular checks are made to prevent the build-up of combustible materials that will aid a fire
  - d) an ongoing cleaning system is in place and all staff members are taking part in this activity
  - e) a system is in place to ensure rubbish is cleared away on a periodic basis
  - f) files and documents are neatly arranged, labelled and archived in accordance with data protection
  - g) regular audits take place to ensure the housekeeping system is being maintained and working
  - h) housekeeping is on the agenda of staff and resident meetings to ensure a process of continuous improvement.

## **27. Smoking and Vaping**

- 27.1 St Basil's is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. It is the policy of St Basil's to prohibit smoking and vaping on all company premises to provide a safe and healthy work environment for all employees. For the purpose of this policy smoking is defined as anything that is smoked including manufactured and hand rolled cigarettes, pipes, cigars, herbal cigarettes and shisha pipes. Electronic cigarettes (e-cigarettes) and other vapour producing products are also included.
- 27.2 Due to concerns over the origin and build-quality of charging mechanisms for e-cigarettes, under no circumstances should they be connected to St Basil's electrical sockets or computer USB points.
- 27.3 The Smoke-free (Premises and Enforcement) legislation came into force in England in 2006. Under the regulations, everyone has the right to work in a smoke-free environment. St Basil's recognises that cigarette smoke (direct or passive) can cause serious health issues. To ensure we meet the requirements of the regulations St Basil's shall ensure:
- a) All St Basil's properties are smoke-free environments. The smoke-free area will include all internal areas and the external grounds owned or leased by St Basil's with the exception of specific externally dedicated smoking areas.
  - b) Smoking is prohibited in areas where cigarette smoke can enter through door or windows of the building and expose building users to second-hand cigarette smoke.
  - c) Smoking is prohibited in all our company owned vehicles - Refer to St Basil's Code of Conduct policy.
  - d) Staff enforce the smoke-free rules strictly and take disciplinary measures when required to do so.
  - e) 'No Smoking' signs are displayed and placed in a prominent position i.e. at or near each entrance clearly visible to all as prescribed under the Smoke Free (Signs) Regulations 2012. In addition, a 'No Smoking' sign must be displayed in all company vehicles covered by the legislation (enclosed vehicles used to transport the public or used by more than one employee for carrying out work duties)
  - f) A system is in place to support / direct anyone who wishes to quit smoking to the proper organisations. Advice to quit smoking can be found on the NHS Smoke-free website (<https://www.nhs.uk/smokefree>)
- 27.4 Exemptions  
Places that will be exempt - Only a few exemptions to the law have been granted, mainly to cover workplaces that are also a person's place of residence; St Basil's therefore tolerates residents smoking in their own rooms but are actively working towards no smoking (refer to project guidelines).

## **28. Welfare facilities**

- 28.1 Welfare facilities will be provided in compliance with the Workplace (Health, Safety & Welfare) Regulations and the Construction (Design Management) Regulations and their relevant Approved Codes of Practice and Guidance, as a minimum standard.
- 28.2 Additional facilities will be provided as per the client's contractual requirements and the desire to project a good place of work.

## **29. Fire**

- 29.1 St Basil's recognises that good management of fire safety is essential to prevent fires from starting and to reduce the risk of harm and loss. St Basil's will work within the guidelines set out in the Regulatory Reform (Fire Safety) Order 2005. At the very minimum, St Basil's will ensure:
- a) Periodic undertaking of fire risk assessments based on the level of risk identified.

- b) Fire policy and procedures will be reviewed following a fire related incident or sooner if this is dictated by significant changes to building layout, personnel, legislative requirements, etc.
- c) Full fire risk assessments (FRA) are carried out by a competent, qualified and experienced fire risk assessor every 3 years.
- d) Fire risk assessments reviews are carried out by the Health, Safety & Facilities Manager for all St Basils buildings on an annual basis where an FRA is not completed.
- e) Emergency Evacuation Procedures are in place including special arrangements for vulnerable groups i.e. Personal Emergency Evacuation Plans (PEEPS).
- f) Adequate fire equipment is available and placed at appropriate locations.
- g) Fire exits, escape routes and assembly points are clearly signed and marked and unobstructed at all times.
- h) Maintenance and service for fire equipment and fire alarm systems is in place.
- i) Fire alarms are tested weekly including periodic testing and recording of fire equipment.
- j) Internal fire equipment checks are carried out by staff on a monthly basis.
- k) Health, safety and fire checks are carried out staff in residents' rooms on a monthly basis.
- l) Periodic gas and electrical checks, service and maintenance are carried out by competent persons.
- m) Quick-release mechanisms are installed on all final exit doors and gates.
- n) Fire directional, exit and no smoking signage is installed in all St Basils buildings.
- o) Fire Action Notices are located at prominent positions to aid evacuation.
- p) Appropriate and periodic fire and evacuation training is in place for key staff.
- q) Fire awareness instructions and information is provided to staff, residents, visitors and others.
- r) Ensure appropriate control measures are in place to avoid fires and false alarms.
- s) A good housekeeping program is in place to reduce obstructions and combustible materials.
- t) Sources of ignition, combustible and flammable substances are kept apart and stored safely.
- u) Appropriate control measures are in place to prevent unauthorised access and arson.
- v) Fire drills are carried out every 3 months in direct access residential buildings, every 6 months in all other residential buildings and annually in non-residential buildings.
- w) Staff are responsible for switching off all non-essential power sources before they leave their workstation.
- x) The last person to close buildings ensures all heaters, lights and fire door are closed before exiting the building.
- y) Periodic discussions take place with local Fire and Rescue Services to ensure the residents and buildings are protected from fire.

### **30. Mobile Phones**

- 30.1 St Basil's recognise that using a hand-held phone or other device may cause drivers to lose control of their vehicle and could result in serious or fatal injuries. St Basil's will ensure all employees are aware of the following:
- 30.1.1 It is illegal to use hand-held phone or other device whilst driving or parked up with the engine running.
  - 30.1.2 Hand-held phones or devices can be used if:
    - The device has been designed to be used fully hands-free.

- When the vehicle is safely parked (does not include waiting in traffic or when at traffic lights).
- During an emergency call to 999 / 112 where stopping the car may not be an option.

30.1.3 St Basil's prohibits the use of hand-held mobile phones during high risk work e.g. when operating machinery, hand / power tools, working at height, etc.

30.2 Mobile phone users should also consult the 'Confidentiality Policy' and 'Company Mobile Phone User Agreement'.

### **31. Drugs & Alcohol at Work**

31.1 Alcohol or drug misuse can adversely affect the safety of the person using these substances and that of others. *For further information please refer to the Alcohol and Substance Misuse policy.*

### **32. Lone Working**

32.1 Working alone does not contravene the law, but it can bring additional risks to a work activity. Through the process of risk assessment St Basil's will identify activities that have a significant level of risk attached to them. We will, so far as is reasonably practicable, employ controls to reduce the exposure to those risks or eliminate the risk altogether.

32.2 Employees who have been identified as lone workers will be provided with a lone worker device that can be activated to alert persons to a situation. These devices are part of a fully accredited system and can be used in several ways and for a variety of different scenarios.

32.3 It is compulsory for staff who have been provided with a lone worker device, to always wear the device whilst at work. Failure to comply is viewed seriously and may lead to disciplinary action. It is important to note that Section 7 of the Health and Safety at Work etc. Act 1974 places duties on employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work and, also requires employees to co-operate with their employer in ensuring the company complies with its obligations under the Act.  
*For further information please refer to the Lone Working policy.*

### **33. Vulnerable Workers**

33.1 St Basil's recognises that vulnerable workers are those who will have a higher likelihood that a health and safety risk could result in an injury or incident in the workplace. St Basil's values all its workers and will not deprive anyone of an opportunity to work or tolerate any form of discrimination and therefore, will do everything as far as reasonably practicable to integrate vulnerable workers within our organisation and, to that end, follow all requirements laid out in the Equality and Diversity Act 2010.

33.2 Vulnerable workers include:

- Young or elderly workers
- Workers with disabilities or health conditions
- Workers with language barriers
- Temporary workers and volunteers
- Work experience and students
- Lone workers
- Workers who are not familiar with their surroundings, risks or safety procedures i.e. new contractors, volunteers, etc

- 33.3 St Basil's managers will carry out a suitable and sufficient risk assessment (involving the vulnerable worker) to ensure the appropriate measures are in place to reduce the risks to as low as practicable. The Health, Safety & Facilities Manager will advise and support line managers if and when special arrangements are required.

#### **34. Dealing with Enforcing Authorities**

- 34.1 if any Enforcement Authority Officer calls at any site, the Health, Safety and Facilities Manager must be informed immediately.
- 34.2 A manager or senior will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Fire & Rescue Service, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager / Senior. If the officer wishes to proceed unaccompanied, the Line Manager / Senior must be notified directly.
- 34.3 Full co-operation must be given to assist them in the execution of their duties.
- 34.4 If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager / Senior to whom it is issued must comply with any immediate requirements and contact the Health, Safety and Facilities Manager directly.
- 34.5 The Health, Safety and Facilities Manager will be able to provide the Manager / Senior with any practical interpretation and advice on the necessary corrective action required for complying with the Notice.
- 34.6 The Health, Safety and Facilities Manager will liaise with the relevant inspector and inform him / her of corrective action taken and confirm this in writing.
- 34.7 If as part of an investigation by the enforcing authorities, an employee is required to make a statement or interview under caution, then the Company appointed solicitor should be present.

#### **35. Display Screen Equipment (DSE) User & Operator**

- 35.1 The Health & Safety (Display Screen Equipment) Regulations 1992 requires an employer to protect workers from the health risks when working with Display Screen Equipment (DSE), such as PCs, laptops, tablets and smartphones. To ensure the health of our workers, St Basil's will:
- a) Identify the risks to 'users' and 'operators. Users are defined as those who use DSE daily, for an hour or more at a time. Operators are defined as those who use DSE for short period of time or infrequently. The regulation only applies to users.
  - b) Carry out Workstation Risk Assessments for all users and ensure appropriate control measures are in place to reduce the risks as low as practicable. This will include those who work at a fixed workstation, mobile workers, home workers and those who are hot-desking.
  - c) Ensure users work is arranged so they can take frequent breaks away from the work station. We do this by:
    - Redesigning tasks and work routines to include regular breaks away from workstations.
    - Provide correct workplace equipment to improve ergonomics.
    - Make changes to the environment e.g. lighting, ventilation, temperature etc.
    - Provide user/operator training and instruction.
    - Statically place equipment such as photocopiers, printers and drinks stations on the outskirts of the offices so workers have to physically move away from their stations to use the facilities.
  - d) Ensure users are provided with proper instruction, information and training. We currently do this via E-Learning training, online PowerPoint Presentations and Self- assessment.

#### **36. Eye Tests & Corrective Devices**

- 36.1 All employees, who have been identified as DSE Users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.
- 36.2 The Company will make the following contributions for sight tests and corrective devices to employees who have been identified as users after a DSE assessment:
- Full cost for sight tests.
  - Up to £45 for prescription VDU glasses (glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at).
  - Employees who wear corrective devices and are required to use light eye protection (LEP) are entitled to prescription safety glasses free of charge.
- 36.3 Monies will be redeemed through personal expenses upon the provision of a receipt.

### **37. Records Management**

- 37.1 All formal health and safety records such as monitoring and auditing, accident and investigation reports, training records, PPE registers, records of inspection and testing, minutes of health and safety meetings, risk assessments, action plans and medical reports shall be kept for a minimum of five years.
- 37.2 Specific accident and incident statistics and details of enforcement action should be kept indefinitely. All records should be organised and stored in such a manner that they can be retrieved quickly, stored in a secure location i.e. under lock or password protected if stored on a computer and stored in an environment where they are protected from theft, damage, or loss.
- 37.3 The records will be managed and maintained in accordance with General Data Protection Regulation (GDPR).

## **ARRANGEMENTS – MEASURING PERFORMANCE**

### **38. Reactive Monitoring**

#### **38.1 Accident / Incident Reporting & Investigation**

38.1.1 Specific injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health & Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). St Basil's ensure;

- a) All our employees are aware that they must report all accidents or incidents no matter how minor.
- b) All accident reporting must be carried out through MyCompliance. If MyCompliance cannot be used, the Health, Safety and Facilities Manager must be informed.
- c) We investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the root causes and to establish and enforce measures to prevent reoccurrence and not to apportion blame.
- d) We learn from any negative events and use such opportunities to implement suitable modifications to work instructions, training policies and procedures to ensure continuous improvement of our health and safety management.
- e) We communicate learning to our employees and other so similar control methods can be applied were applicable. This will be done via various methods i.e. meetings, health and safety bulletins, toolbox talk, etc.

38.1.2 Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action. All injuries must



be reported to the immediate line-manager who will ensure that the appropriate level of investigation is undertaken and the records kept.

## 38.2 Near Miss & Hazard Reporting

38.2.1 Near misses are painless lessons to learn from. All incidents not resulting in injury (i.e. Near Misses and Dangerous Occurrences) must be reported and investigated. In addition, all employees have a duty to report any hazards identified so that an assessment can be made to eliminate, reduce or control the risks arising from the hazard.

## 38.3 Accident Records, Classification & Statistics

38.3.1 Accident records are compiled by the Health, Safety and Facilities Manager; copies of the Accident Report Forms, RIDDOR online reports and full accident investigations reports are stored digitally. St Basil's classifies its accidents into the following categories:

- a) Negligible injury (superficial injuries): Minor cuts and bruises; Eye irritation from dust; Nuisance and irritation; Ill-health leading to temporary discomfort
- b) Minor injuries (single or repetitive): Lacerations; burns; Concussion; Serious sprains; Minor fractures (fingers and toes); Dermatitis; asthma; Work related upper limb disorders; Ill-health.
- c) RIDDOR Reportable: Broken/dislocated bones; Electrocution; Contagious diseases; Crushing/trapping; Absorbing harmful substances (e.g. through the skin, orifices/lesions, swallowing); Noise injuries
- d) Major injuries: Spinal injuries, Personal health - situations possibly leading to illness e.g. thermal shock causing heart attack, or working conditions leading to epilepsy.
- e) Fatal injuries: Multiple injuries; Occupational cancer; Other severely life shortening diseases; Acute fatal diseases.

## 38.4 Analysis of Accident & Incident Data

38.4.1 Accident and Incident data is analysed monthly by the Health, Safety and Facilities Manager and reported to the Director of Housing. The Director of House reports data on accidents and incidents to Senior Leadership Team (SLT) monthly and to the Service Development and Delivery Committee (SDDC) quarterly.

38.4.2 The information on the spreadsheet can be manipulated in many ways to help identify trends and supports plans for strategic management planning. The information can be broken down in the following categories:

- Types of accidents.
- Dates and time when accident / incidents occurred.
- Building and locations where accident / incidents occurred.
- First aid treatment and hospital visits.
- Types, citation and details of injuries.
- Level of injury to identify if it's RIDDOR reportable.
- Which people groups were affected i.e. employees, residents, children and babies, visitors, students or trainees, Members of the public and contractors.

## **39. Proactive Monitoring**

39.1 The purpose of proactive monitoring is to ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of hierarchy

monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and recognise positive good behaviour.

### 39.2 Hierarchy Monitoring (Policy to Practice Visits)

39.2.1 Monitoring will be undertaken at the frequencies set out in the table below.

Table 2: Hierarchy Monitoring Frequency Table

Who	Frequency
Health, Safety and Facilities Manager / Health, Safety and Facilities Officer	Annual health and safety audit of each residential and commercial property operated by St Basil's
Youth Services Managers	Quarterly Monitoring – April, July, October & January
Staff	Weekly/Monthly checks

Weekly/monthly checks include fire alarm testing/checking fire extinguishers/testing emergency lighting etc

Managers are expected to complete quarterly monitoring to ensure that all weekly/monthly checks are being completed correctly and recorded in the fire log.

### 39.3 Internal Monitoring

39.3.1 Internal Monitoring is similar to the Hierarchy Monitoring but is carried out by the Health, Safety and Facilities Manager. This monitoring is carried out on an ad hoc basis and reported to the Director of Housing.

### 39.4 Key Performance Indicators (KPIs)

39.4.1 Key performance indicators or KPIs will be used to measure the specific elements of the Safety Management System as an indicator of health and safety performance.

### 39.5 KPI Targets & Objectives

39.5.1 The KPIs targets will be set by St Basil's Senior Leadership Team (SLT) year-on-year by examining and based on performance (previous and expected). This information is then communicated to the persons responsible for achieving these targets.

## **ARRANGEMENTS – AUDIT, REVIEW AND PERFORMANCE**

### **40. Annual Safety Management Systems Audit**

40.1 The annual SMS audit is undertaken by the Health, Safety and Facilities Manager to ensure its effectiveness.

40.2 A full audit report is produced detailing the findings of the audit and any recommended actions. A summary of these actions is prepared in the form of a bullet point management action plan.

### **41. Management Review Meetings**

- 41.1 To achieve excellence in health and safety performance we need to regularly evaluate our performance in order to maximise learning and take appropriate action, thus ensuring '*Continuous Improvement*'.
- 41.2 Health and Safety is integrated into all formal 'Management Review Meetings'. Team members will include Chief Executive Officer, Directors, Health, Safety and Facilities Manager and some / all members of the Senior Leadership Team. The meeting will be held at least annually and follow standard meeting protocol, i.e. agenda, records of minutes and any emerging actions and placed on file.

#### **42. Management Action**

- 42.1 To help monitor implementation of the SMS and outstanding actions a Management Action Plan (MAP) has been developed, based upon the SMS format. Priorities are highlighted on the MAP and checked off when completed.
- 42.2 The contents of the MAP change appropriately month by month as agreed at the Safety Committee Meetings and is thoroughly reviewed following the annual SMS audit.

## **Appendix 1 - Health and Safety Legislation**

Health and Safety (Offences) Act 2008 - *directors can be imprisoned if convicted of health and safety offences for up to two years.*

Health and Safety at Work etc. Act 1974 (HSW Act). - *places general duties to do what is 'reasonably practicable.*

Management of Health and Safety at Work Regulations 1999 as Amended in 2003 and 2006. - *specifies employers' duty to assess the health and safety risks*

Workplace (Health, Safety and Welfare) Regulations 1992 as Amended 2002. – *provide minimum safety and health requirements for the workplace.*

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as Amended 2012 – *reporting of specified accidents, ill health and dangerous occurrences to the enforcing authorities.*

The Health and Safety Information for Employees Regulation 1989 Modifications and Repeals 1995 and Amended 2009. – *to display the approved Health and Safety law poster.*

Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998 Amended in 2002, 2004 and 2008. – *employer has a minimum level of insurance.*

Health and Safety (First Aid) Regulations 1981 as Amended 2002 - *sets out employer's duty to provide first aid facilities.*

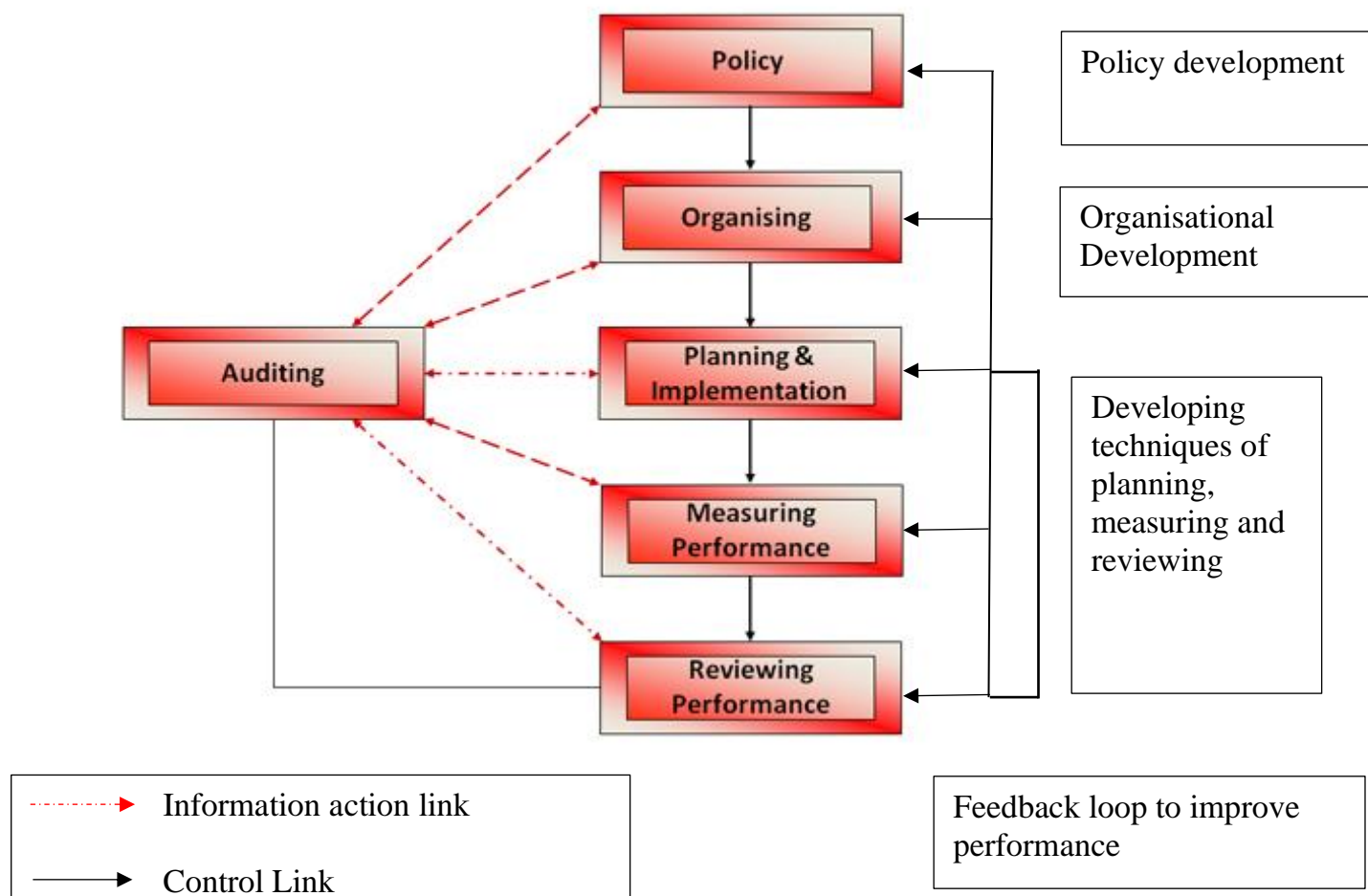
Data Protection Act 2018

HSE Five Steps to Successful H&S Management - HSG65

HSE Five Steps to Risk Assessment 2006

## Appendix 2 - Key Elements of St Basil's Safety Management System

The company operates a Safety Management System based upon a process of 'Continuous Improvement'. St Basil's - Safety Management System (SMS) is based upon the Management of Health and Safety at Work Regulations 1999, and its Approved Code of Practice and a proven interpretation of the Health and Safety Executive's publication HS (G) 65 - 'Successful health and safety management'. The key elements of the SMS are outlined in the following illustration:



### Policy

Written policies and the policy decision-making process of the organisation are covered in this element of the Safety Management System, these include the selection of resources and information, the design and operation of working systems and the design and delivery of products and services.

This document is the written policy of St Basil's, creating a foundation for the Safety Management System and to fulfil its Health & Safety responsibility to its employees and others, in the spirit and to the letter of the law.

St Basil's recognise that to be successful in achieving the high standards of health and safety performance it aspires to, we need an effective health and safety policy, which contributes to the overall business performance.

### Organising

Organising for safety means delivering the four C's;

**Competence:** Line-managers must be competent to manage safety. St Basil's must ensure that minimum competency levels are identified and fulfilled so that everyone can make the maximum contribution to health and safety.

**Control:** Management taking full control of health and safety as a line management responsibility. Health and safety is integrated into all day-to-day activities; ensuring that minimum performance standards are achieved through effective supervision.

**Co-operation:** Involvement and participation by individuals so that health and safety becomes a collaborative effort, soliciting the opinion of the workforce in health, safety & welfare issues.

**Communication:** The written, verbal and visible communication of health and safety standards. The visible and active leadership of Managers and Supervisors is necessary to develop and maintain a culture supportive of health and safety management. The aim is not simply to avoid accidents, but to motivate and empower people to work safely; so that the objectives of this policy become the shared responsibility and 'Common Knowledge' of every employee.

#### Arrangements - Planning

Establishing performance standards to be measured against. The cornerstones of safety management are the identification of hazards, the assessment of risk, eliminating the risk or establishing and enforcing reasonably practicable control measures to minimise the risk.

#### Arrangements - Monitoring

To gauge success in health and safety performance St Basil's will measure its performance against pre-determined standards. Monitoring performance by means of: -

- Re-active monitoring of incidents, accidents and ill health.
  
- Pro-active monitoring to ensure compliance with the statutory, common law, company and clients minimum performance standards.
  
- Creating key performance indicators (KPI's) to measure against the established performance targets for continuous improvement.

"What you can't measure, you can't manage."

#### Arrangements - Review

Forums for reviewing performance are essential elements of the SMS for learning from experience and applying lessons learnt.

Producing systems for auditing the SMS and commitment to continuous improvement involves the constant development of policies, the organisation, approaches to implementation and techniques of risk control.