



Yenaa Housing

Health & Safety Policy

February 2022



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Policy Checklist	
Date of Implementation	Feb 22
Date of Last Review	Feb 26
Date of Next Review	Feb 28

Relevant legislation:

- The Care Act 2014
 - Civil Contingencies Act 2004
 - Control of Substances Hazardous to Health Regulations 2002
 - The Electricity at Work Regulations 1989
 - The Food Safety and Hygiene (England) Regulations 2013
 - Health and Safety at Work etc. Act 1974
 - The Health and Safety (First Aid) Regulations 1981
 - Management of Health and Safety at Work Regulations 1999
 - The Manual Handling Operations Regulations 1992
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002

1.Purpose of the policy

To comply with Health and Safety law, regulations and quality standards.
 To set out 's approach to fulfilling the requirements of legislation on health and safety.
 To meet the legal requirements of the regulated activities that is registered to provide:

The Care Act 2014
 Civil Contingencies Act 2004
 Control of Substances Hazardous to Health Regulations 2002
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3. Scope

The following roles may be affected by this policy:

- All staff
- Service Users
- Visitors
- Advocates Representatives
- Housing association staff
- External professionals

4.Statement of Intent

Acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation. considers that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality Care, support and Supervision and a safe working environment for our staff and those who work on our behalf. Will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses.

- Through the implementation of the Health and Safety Policy, is committed to the following objectives:
- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, Service Users, contractors and others who work on our behalf
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place
- Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work for its employees and other persons

- The health and safety policies, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained
- Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for are appropriately managed
- Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
- Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, Service Users
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from 's activities
- To strive to improve continuously 's health and safety performance Appointing a competent person to support to meet its statutory duties will provide necessary resources to discharge its duty in fulfilling the duty placed upon it in respect of health, safety and welfare of all persons who live, work and visit the establishments.
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5 Safety Officer

The Safety Officer is the Operations Manager, unless indicated otherwise by a notice on the main noticeboard of .

The responsibilities of Safety Officer are to:

- Maintain safety records

- Ensure staff and service User risk assessments are in place, proportionate and up to date Investigate accidents, incidents and near misses
- Provide accident, incident. Keep a watching brief on changing safety legislation Report directly to
- Conduct full investigations of accidents with a view to the prevention of future occurrences
- Ensure that 's obligations with respect to assessment, control and monitoring of hazardous substances are met
- Ensure that the recording of accidents is in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), by ensuring that the Accident and Incident Reporting Policy and Procedure is followed and that all accidents are recorded, using the form attached to that policy
- Ensure that all accidents which result in absence from work for more than 7 days (not including the day of the accident) are reported within 15 days to the Health and Safety Executive

6.Staff

Employees have a duty under the Health and Safety at Work etc. Act 1974 to comply with the following: To do everything they can to prevent injury to themselves, fellow staff and others affected by their actions or omissions at work

- To follow company procedures, in particular, to report any incidents which have or may have led to injury or damage. To neglect this responsibility can lead to prosecution by the Health and Safety Executive
- To inform their line manager of any work situation where there is a serious and/or immediate danger to staff and to identify any shortcomings in the health and safety arrangements for protecting staff and others

- Any member of staff who is faced with a conflict between the demands of safety and their job should raise the matter immediately with their supervisor
- Checking work areas and equipment are safe prior to use, and using any work equipment in accordance with the training and instructions provided, bringing to the notice of managers any defective equipment which may cause an incident
- Dress in line with the appropriate dress code for their working environment and their work activities
- To follow the Lone Working Policy and report any personal safety concerns to
- To ensure that they understand 's system for reporting incidents, accidents and other health and safety risks and that they use these systems when necessary
- To ensure that they read, understand and follow all appropriate health and safety policies, procedures and other documentation and attend scheduled training sessions

7.Procedure

Risk and Hazard Management

Risk assessments will be carried out to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff and others who may be affected by the work activities of Risk assessments will be recorded on 's appropriate document in accordance with individual risk assessments and reviewed at a minimum of 12 weeks. Arrangements will be made for putting into practice the preventative and protective measures that follow on from the risk assessment Risk assessments will be regularly monitored and reviewed to ensure they remain 'live' documents. They will be updated in accordance with legislative and contractual requirements, standards, codes of practice etc.

The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks

Service Users will be involved in the development of risk assessments and will seek their feedback and act on any concerns

Accident and Incident Reporting

In the event of an accident/incident, staff will ensure that a detailed entry of the event is recorded on an accident book and will notify their line manager who will subsequently determine, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration to the method of work or additional control measures are necessary.

Monitoring Compliance and Effectiveness

Operations manager will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to Registered Manager for review.

Definitions

Risk Assessment

A risk assessment identifies all significant risks associated with a company's operations through assessing the likelihood and probability that harm may occur and how this will be managed to keep individuals free from harm

As Far as Reasonably Practicable

This refers to the degree of risk in a particular activity or environment which can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk

Competent Person

A competent person is someone who has sufficient skills, knowledge and experience to complete the task

Hazard

A hazard is anything that may cause harm, e.g. chemicals, electricity, working from ladders, etc.