



INDEPENDENT LIVING HEALTH & SAFETY POLICY

Date: 27.04.2023
Review: 26.04.2024

Author: Robert Gibbs
Department: Operations

INDEPENDENT LIVING HEALTH & SAFETY POLICY

Contents

- 1.0 Purpose of Policy**
- 2.0 Responsibility for health and safety at Independent Living Accommodation**
- 3.0 RHS and staff responsibilities**
- 4.0 Responsibilities to all staff and residents**
- 5.0 Staff responsibilities relating to equipment**
- 6.0 Staff responsibilities relating to accidents and first aid**
- 7.0 Staff responsibilities in relation to national health alerts**
- 8.0 Staff and resident responsibilities relating to emergency evacuation and fire**
- 9.0 The Board responsibilities**
- 10.0 The CEO responsibilities**
- 11.0 The Independent Living Officer and Asset Manager responsibilities**
- 12.0 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**
- 13.0 Non-Compliance with Health & Safety rules**
- 14.0 Appendix I – Incident/Near Miss Report Form**

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

1.0 Purpose of policy

- 1.1 Radcliffe Housing Society Ltd takes health and safety issues seriously and is committed to protecting the health and safety of its staff, residents and those affected by its business activities and attending its independent living premises. The policy is intended to achieve this by classifying who is responsible for health and safety matters and what those responsibilities are.
- 1.2 This is a statement of policy. RHS will review this policy on a yearly basis to ensure that it is achieving its legitimate aim.

2.0 Responsibility for health and safety at Independent Living Accommodation

- 2.1 Achieving a healthy and safe living environment is a collective task shared between staff and residents. This policy and the rules contained in it apply to all staff and residents as below.

3.0 RHS and staff responsibilities

- 3.1 Responsible for:
- Taking responsible steps to safeguard the health and safety of people affected by the employer's business activities and of people visiting the premises
 - Identifying health and safety risks and finding ways to manage or overcome them
 - Providing a safe and healthy place of work and safe entry and exit arrangements, including during emergency situations
 - Providing and maintaining safe working areas, equipment and systems
 - Providing safe arrangement for the use, handling, storage and transport of articles and substances
 - Providing adequate information, instruction, training and supervision to enable all staff to do their work safely to avoid hazards and to contribute positively to their own health and safety at work and that of the residents
 - Ensuring staff and H&S representatives receive appropriate training to carry out their functions effectively
 - Providing a health and safety induction and appropriate training to staff roles, including:
 - ✓ Manual handling
 - ✓ COSHH
 - ✓ Asbestos awareness
 - ✓ Gas safety
 - ✓ Electrical safety
 - ✓ PPE
 - ✓ Water Safety
 - Promoting effective communication and consultation between RHS, staff and residents concerning health and safety matters and consultation with staff and residents relating to health and safety
 - If an epidemic or pandemic alert is issued, providing instructions, arrangements and advise staff and residents as to minimise the risk of infection

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

- Regularly monitoring and reviewing the management of health and safety at Independent Living schemes, making any necessary changes and bringing those to the attention of residents.

4.0 Responsibilities to all staff and residents

4.1 All staff and residents must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with RHS to enable compliance with health and safety duties, requirements and legislation
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment
- Keep health and safety issues at the forefront of their mind and take responsibility for the health and safety implications of their own acts and omissions
- Keep the environment tidy and hazard free
- Report all health and safety concerns to the Independent Living Scheme Manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it is
- Co-operate with any RHS investigation of any incident or accident which has either led to injury or which could have led to injury, in RHS's opinion.

5.0 Staff responsibilities relating to equipment

5.1 All staff must

- Use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training
- Report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to RHS
- Ensure health and safety equipment is not interfered with and not attempt to repair equipment unless suitably trained and authorised.

6.0 Staff responsibilities relating to accidents and first aid

6.1 All staff must

- Promptly report any accident at work involving personal injury to themselves or others, however trivial, to the RHS and enter the details in the accident book and cooperate in any associated investigation
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the staff notice board
- If any accident occurs off site call 01732 459144 to report update the accident book. In case of an emergency call 101 for advice or dial 999 if critical.
- All accidents/incidents/near misses must be first reported on the Incident/Near Miss Report Form found at Appendix 1 and recorded in the Accident Book.
- If it is a major accident, the First Aider will contact Emergency Services, and inform your Line Manager or a member of staff in your Team of your actions and whereabouts. First Aiders have

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

been fully trained and if they feel you should go to hospital, and they will accompany you when/where necessary

7.0 Staff responsibilities in relation to national health alerts

- 7.1 If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangement and advice issued by us, as to the steps to be taken by staff to minimise the risk of infection. Any questions should be referred to us.

8.0 Staff and resident responsibilities relating to emergency evacuation and fire

- 8.1 All staff and residents must:

- Familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board and the back of flat doors
- Ensure that they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in the case of an emergency
- Comply with instructions of the fire warden if there is a fire, suspected fire or fire alarm (or a practise drill for any of these scenarios)
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time
- Notify the fire warden immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This allows the fire warden to discuss a personal evacuation plan for you.

- 8.2 On discovering fires, all staff and residents must:

- Immediately trigger the nearest fire alarm
- Not attempt to tackle the fire unless they have been trained, accredited or otherwise feel competent to do so
- Be reminded, nominated members of staff will be trained in the use of the fire extinguishers.

- 8.3 On hearing the fire alarm, all staff and residents must:

- Remain calm and stay in their flats unless the fire is in a residents flat then they should immediately evacuate, walking quickly without running, following any instructions of the fire wardens
- Leave without stopping to collect personal belongings
- Stay out of any lifts and stay out of the building, until notified that it is safe to re-enter.

9.0 The Board responsibilities

- Receive reports from the Chief Executive on the implementation of the policy across our Independent Living Blocks
- Review Health and Safety activities across RHS and Independent Living Schemes
- Review the Health and Safety policy generally.

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

10.0 The CEO responsibilities

- Implement and promote the Health and Safety policy within RHS and Independent Living Schemes, and ensure as far as reasonably practicable the health and safety of its employees, contractors, residents and visitors
- Ensure that adequate resources are available for the effective implementation of Health and Safety policy throughout the Independent Living Scheme
- Generally, to review the Association's health and safety activities, resources and training needs to keep tenants, visitors and contractors safe
- Review and update the Policy as necessary
- To ensure that major accidents and incidents are reported to the Board.

11.0 The Independent Living Officer and Asset Manager responsibilities:

- Monitoring conditions at the schemes to ensure that healthy and safe working conditions are maintained
- Establishing effective systems of work and safe operating procedures at the schemes
- Ensuring that all necessary safety equipment and clothing provided is used
- Establishing an effective programme of maintenance of appropriate equipment within the premises
- Carrying out regular safety inspections across the blocks
- Ensuring that risk assessments are carried out and recorded
- Report to line managers on the status of health and safety within the premises
- Maintain the health and safety file
- Ensuring that procedures for accident & incident reporting are followed and that adequate first aid provision is maintained.
- Carry out fire drills at each site once a year

12.0 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

12.1 These regulations require certain incidents to be reported to the Local Authority by the responsible person - in this case the Chief Executive. Line managers must notify the Chief Executive when a RIDDOR reportable incident has occurred.

12.2 Injuries and Conditions which fall under RIDDOR include the following: -

- Fracture of the skull, spine or pelvis;
- Fracture of any bones in the arm (other than the hand);
- Fracture of any bone in the leg (other than the foot);
- Amputation;
- A penetrating injury to or loss of the sight in an eye;
- Any injury requiring immediate attention or loss of consciousness resulting from electric shock;
- Loss of consciousness;
- Acute illness requiring treatment or resulting in loss of consciousness due to the absorption of any substance by inhalation, ingestion or through the skin;
- Any injury where the injured person is admitted to hospital for more than 24 hours;
- Any injury where a non-employee is taken from the premises to hospital (Immediate notification necessary).

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

- 12.3 Dangerous Occurrences and Diseases which fall under (RIDDOR)
- The collapse or overturning of any lift, hoist or crane.
 - Explosion or fire or electrical supply failure resulting in a stoppage of normal work for more than 24 hours.
 - The collapse of any building, structure or scaffolding.
 - The accidental release of any dangerous substance.
 - Anthrax, Tuberculosis, Hepatitis.
- 12.4 Accidents due to assaults causing injuries detailed above may include intervention from the Police and working with other agencies.
- 13.0 Non-compliance with Health and Safety rules.**
- 13.1 Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with our Disciplinary Policy, up to and including immediate dismissal. If a resident fails to comply with the Health & Safety Policy then it will be treated as a breach of their tenancy.

INDEPENDENT LIVING HEALTH & SAFETY POLICY

Appendix I – Incident/Near Miss Report Form



INCIDENT/NEAR MISS REPORT FORM

This form should be used to report an unplanned event.

Section 1	About the person making the report	
Name:	Location where accident/incident/near miss took place	Tele no:
Section 2	When did the accident/incident/near miss take place?	
Date:	Time:	
Section 3	What happened?	
Give details:		

INDEPENDENT LIVING

HEALTH & SAFETY POLICY

Immediate Action:

Have you reported this to your line manager/senior manager to enable an immediate response to dangerous situations involving , e.g. icy paths, pot holes, etc. Please indicate:

YES:

NO:

If no detail why not

Signed: Line Manager:

Complete this form and send it to your Line Manager.