


Appendix 1

		Corporate Health & Safety Policy					
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2	Corporate Health & Safety Policy	M Wood	Feb 2025	Board	Feb 2025	Feb 2025	Feb 2028

This policy seeks to set out Eldonian Community Based Housing Association's (ECBHA's) policy positions regarding ensuring that corporate health and safety is achieved and maintained.

ECBHA also has a Landlord Compliance Policy which covers the health and safety matters relating to the homes that it provides.

1. GENERAL POLICY STATEMENT

Eldonian Community Based Housing Association (ECBHA) realises the importance of Health & Safety and the general well being of its employees, contractors and any other users and visitors to its premises. In addition to this ECBHA recognises the importance of the Health & Safety and well being to its customers

ECBHA has appropriate measures in place to managing employee wellbeing and work life balance.

This policy is fully endorsed by the Board and will be promoted through the Association.

ECBHA will:

- Provide the correct means of maintaining health and safety.
- Look at risks regularly and review them when it is necessary.
- Concentrate on ways of working that are safe and without risk to health.
- Make arrangements for the use, handling, storage and transport of articles and substances for use at work and ensure that those used are safe and are not a risk to health.
- Give employees information, instruction, training, and supervision as needed to make sure of their own safety and health in work and that of others who may be affected by their actions.
- Make sure that all machinery, plant and equipment is kept in a safe condition.
- Make sure that the right arrangements are in place for staff welfare.
- Keep the workplace safe and make sure that access is safe and risk-free.
- Look at safety to keep up agreed standards.
- Comply with the requirements and obligations of the Health and Safety at Work (etc) Act 1974 and all other relevant Health and Safety legislation and codes of practice currently in force.
- Contract with independent health and safety Specialist to give support to ECBHA where needed and to report annual unless excepting ECBHA conforms with legislative duties.

The duties of employees are to:

- Take care of their health and safety, and that of other people in the way that they work.
- Co-operate with others in the Association to follow safety laws, including by following all company policies and procedures.
- Not interfere with, misuse or damage on purpose, anything needed to keep the workplace safe.

- Attend all Health and Safety training as requested

To ensure that this policy keeps working, we will:

- Review it annually, or on significant changes in our business.
- Keep up communication and make sure that ALL employees know of any changes to do with health, safety and welfare.

The objectives of this policy are:

- To set and maintain appropriate compliant standards for Health & Safety at all of our schemes.
- To identify risks and set in place programmes to reduce these risks.
- To ensure that these standards are communicated to all employees.
- To ensure all personnel are given the necessary information, instruction and training to enable them to work in a safe manner.
- To ensure the dissemination and discussion of relevant information on safety and health issues.
- To encourage safety and health awareness of employees and residents.
- To monitor its operation at each office.

2. RESPONSIBILITIES

Board. The Board has ultimate responsibility for ECBHA health and safety. It will set strategy and policy and receive performance and assurance updates. The Board will ensure that all decisions reflect health and safety intentions, and actively ensure safety and welfare is paramount throughout the Association.

Executive Team. The Board delegates the delivery of its responsibilities The Chief Executive Officer (CEO). The CEO will ensure that the governance arrangements enable the Board to be informed, updated and assured that these delegated responsibilities are being fulfilled.

The Chief Operating Officer (COO) is the competent person, The COO will lead on all ECBHA company Health and Safety responsibilities. The COO has the operational responsibility for implementing and monitoring that this policy is fulfilled. The RSH shall be informed of the details of the COO as the Health and Safety lead.

The COO will ensure that all relevant precautions are in place, the appropriate health and safety records are made, and that health and safety related performance is prepared for presentation to the Board.

Board reporting shall occur on at least a quarterly basis and will be presented by way of a Key Performance Report.

ECBHA Colleagues.

Have a range of responsibilities including:

- Contributing to the delivery of, and reviews of this policy.
- Setting and delivering related targets or objectives where needed
- Bringing any faults or areas of weakness in the Policy (or its implementation) to the COO's attention.
- Ensuring that the right resources are made available to implement this Policy.
- Co-operate in implementing the requirements of all Health & Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything, which constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management/supervisor any situations or practices that may lead to injuries or ill health.

- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and maintained and properly stored.
- Be responsible for good housekeeping in any areas where they work.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with ECBHA guidance.
- Follow the guidelines with the Staff Health & Safety Handbook.

Competent Person (COO). The Management of Health and Safety at Work Regulations 1999 require that each organisation appoint a person who has the experience and/or qualifications necessary to understand Health and Safety legislation and its relevance to the organisation.

The competent person (COO) is responsible for:

- reviewing the H&S policy
- reviewing procedures
- the management of the Health and Safety audit programme
- provision of H&S advice throughout the organisation
- liaison with regulatory bodies
- reviewing the H&S training programme

3. HEALTH AND SAFETY ARRANGEMENTS

3.1 Communication and Consultation

The names of persons responsible for Health & Safety are displayed on the Health & Safety at Work poster displayed in all ECBHA premises.

3.2 Training

The COO is committed to involving employees at all levels in the maintenance of Health & Safety standards. Staff are provided with H&S information, instruction and training to enable them to fulfil their duties. Employees will receive H&S training on appointment to the organisation and whenever additional training is required e.g. on change of role, following an accident, on exposure to new risks, or when new equipment, technology or systems of work are introduced.

3.3 Monitoring and Inspection

The policies and procedures in use throughout the Association will be reviewed annually and revised as and when necessary.

Health and Safety inspections of all premises will be conducted at least annually. Line Managers should ensure that issues arising from inspections are addressed as a matter of priority.

3.4 Risk Assessments

Line managers are responsible for undertaking risk assessments to identify tasks and activities, which present significant risks and to implement appropriate control measures. They must ensure that systems are put in place to regularly update risk assessments. The risk assessments must be brought to the attention of all employees. Where risks are significant written records are kept.

Completed risk assessments must be retained by the line manager. Risk assessments, which may have implications elsewhere in the Association should be forwarded to the Chief Operating Officer.

All employees should familiarise themselves with these risk assessments and should abide by the precautions and controls necessary to minimise the risks involved.

3.5 Fire Precautions

The appropriate Manager, should ensure the Association complies fully with the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022. Fire risk assessments will be conducted and reviewed as required by legislation and appropriated guidance.

To this end the appropriate Manager should maintain a Fire Safety File to record details of tests, examinations and fire drill instruction.

They are also responsible for the regular inspection and maintenance of the fire fighting equipment and any fire detection equipment. The designated Manager is responsible for testing of the fire alarm, this should be done monthly.

All staff should be informed about their Fire Assembly point and familiarise themselves with the Fire Drill and the evacuation procedure. This will have been explained on induction. All escape routes will be clearly marked and must be kept clear of obstruction at all times.

Details of the fire procedure and the fire risk assessment are kept in the Fire Safety File.

Fire precautions in ECBHA residential properties are covered within ECBHA Landlord Compliance Policy.

3.6 COSHH (Control of Substances Hazardous to Health)

Line Managers have the responsibility for ensuring that employees are protected from exposure to substances, which are hazardous to health, this is achieved through the COSHH risk assessment procedure.

Risk assessments are conducted by staff who have attended COSHH training, additional support is available from the competent person. All COSHH risk assessments must be recorded on the proforma provided in the procedures section of this Health and Safety Manual. Managers are to ensure that manufacturer's safety data sheets (MSDS) are available for all substances, which are used in Eldonian CBHA Ltd.

Where substances, which are hazardous to health are identified, staff must be trained in the safe use of such substances to prevent injury. Storage, handling, use and disposal of such substances should be in accordance with manufacturers' recommendations. Employees should follow all safety instructions identified in the COSHH risk assessment.

All contractors should be requested to supply safety data sheets and COSHH risk assessments on the products they use and their staff should be suitably trained.

3.7 Legionella

Legionella precautions in ECBHA residential properties are covered within ECBHA Landlord Compliance Policy.

3.8 Personal Protective Equipment

The use of Personal Protective Equipment (PPE) is a last resort in risk control, where possible alternative risk control strategies should be employed.

Line Managers must ensure that their staff are issued with personal protective equipment to carry out the duties of their job, e.g. hard hats, face masks, boots, overcoats, where appropriate. Individuals must take responsibility for their safety and wear appropriate clothing as advised. Individuals are responsible for checking regularly to ensure that the equipment is still effective and in good condition. An inventory of PPE issued will be established.

3.9 Display Screen Equipment (DSE)

The Display Screen Equipment Regulations cover staff (including temporary staff) that habitually use Visual Display Units (VDUs) for a significant part of their normal work.

Line managers have responsibility for ensuring that a DSE risk assessment form is completed for all designated users. A DSE risk assessment proforma is available in the procedures section of the H&S Manual. The assessment covers the four main areas of the workstation - the keyboard/mouse, the work desk/surface, the chair and the working environment. An assessment will be carried out for new employees or where a workstation has changed substantially. Any actions needed as a result of the DSE risk assessment are the responsibility of the line manager in the first instance.

DSE assessments are carried out on an annual basis, where there is a significant change or upon request.

The Association will pay for an eyesight test for any of its staff who have been defined as designated users. In the event that a user needs their vision corrected and hence glasses for VDU work, the Association will contribute towards corrective appliances. The contribution rates will be reviewed regularly.

Where work on the VDU is intensive, the Association strongly encourages its staff to take a break on a regular basis (10 minutes every hour) and undertake a different work activity.

The Association will provide training for its VDU users.

3.10 Manual Handling

Manual Handling is not only lifting, other recommended forms of manual handling are pushing, lowering, carrying and transferring. No employee should lift a weight, which they feel may cause them injury.

Line managers must ensure that risk assessments are carried out on tasks that involve significant manual handling. A risk assessment proforma is available in the procedures section of the Health and Safety Manual.

All findings from assessments need to be communicated to all that may be at risk. All necessary training and/or devices will be provided by Eldonian CBHA Ltd.

All employees involved in manual handling are to receive training in the use of good manual handling techniques from the competent person, i.e.

- assess the load
- divide the load if possible
- use a shared lift
- use a mechanical device e.g. trolley
- check route, avoid stairs and ramps
- keep load close to body
- use your legs to lift the weight, not your back
- all movements must be smooth, don't jerk or twist
- use feet to change direction, don't twist body with load

3.11 Electricity

All portable electrical appliances must be visually examined for defects by the user, in addition it will be regularly portable appliance tested (PAT) by a competent person. The appropriate manager will establish the testing programme and will advise on the frequency of testing. Equipment that does not bear a current 'pass' label must not be used. Privately owned equipment used in the workplace must be PAT tested and employees are encouraged not to bring personal items into the workplace.

The fixed installation is tested every five years or at intervals recommended by the inspecting engineer. Electrical precautions in ECBHA residential properties are covered within the ECBHA Landlord Compliance Policy.

3.12 Work Equipment

All work equipment provided must be of an appropriate standard so that it can be used without risks to health and safety. The equipment must be regularly tested and inspected to ensure that it is in good working order and in good repair. Records of inspection must be maintained. Staff must be trained in the safe use of work equipment.

3.13 Lifting Equipment and Lifting Operations Regulations (LOLER)

LOLER precautions in ECBHA residential properties are covered within ECBHA Landlord Compliance Policy.

3.14 Noise

Line managers are responsible for ensuring that noise levels are reduced to the lowest practicable level. Where noise levels are above 80dBA hearing protection must be available for those who may wish to use it. If the noise levels are above 85dBA the use of hearing protection is mandatory.

3.15 Construction, Building and Maintenance (CDM)

Construction (Design and Management) Regulations 2015 sets out the statutory framework.

The Regulations aim to make sure the construction project is safe to build, use and maintain and offers good value.

These activities are well known to have above average accident levels. ECBHA, therefore, is committed to ensuring that its projects are competently managed at every level in order to prevent, so far as is reasonably practicable, the occurrence of accidents.

The COO will oversee the compliance of CDM as this applies to all building works. For building projects, which are covered by the CDM Regulations a Principal Designer will be appointed to lead on CDM compliance at the earliest possible opportunity.

The Principal Designer will notify the HSE of the proposed works, including details of the client, site, type of project, appointment of the Principal Designer and Principal Contractor (PC), planned start date, duration, numbers of site workers, numbers, names and addresses of contractors.

The Principal Designer will be responsible for producing a pre-tender H&S plan. This plan will be available to all parties invited to tender for the work. Once the PC has been appointed the Principal Designer will hand over the H&S plan, so that the PC can develop it into a working document.

This pre-start H&S plan must be approved before any works commence. The Principal Designer must ensure that a H&S file is prepared for each building and structure in the project. On completion of the

project the H&S file is given to the Association as a permanent record of how the building was designed and built.

3.16 Working at Height

Working at height can result in serious injury. Line managers must ensure Risk Assessments are carried out for all tasks that involve significant risks. The Work at Height Regulations 2005 sets out the regulatory framework. The following hazardous work activities must be carefully managed; this includes employees and sub contractors.

Roof repairs to both pitched roofs and flat roofs, Gutter clearing and maintenance, installation of TV aerials or masts, accessing roof spaces and water tanks, window and skylight cleaning or work near skylights.

Access to flat roof to maintain/repair plant and equipment especially when there is limited edge protection or unprotected skylights. Maintenance of lights including over stairwells and within grounds. Painting and decorating or any tree maintenance and use of access equipment, cradles and ladders.

Regulations 5 further states that :

The employer shall ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he or she is competent to do so or, if being trained, is being supervised by a competent person.

3.17 Office Safety and Security

Every member of staff should be aware of the need for safety and security in the office. Staff expecting a visitor at the office must notify the reception staff with the name of the visitor, date and time of arrival. If arrangements are made to meet a visitor at another site, the staff at that site must be informed. All visitors must be signed into the building and issued with a visitor's badge. Visitors must be supervised by a member of staff and at the end of the visit the visitors badge must be returned and the visitor signed out.

In the event of an emergency evacuation of the building, the reception staff must take the visitors record to the Fire Assembly Point for the roll call.

3.18 Safe Driving at work

Whenever possible colleagues should minimise the amount of driving that they carry out by having meetings online or via telephone. Legislation requires employers to ensure vehicles used for work purposes only are safe and legal for driving and drivers are properly licensed and insured. It is an offence to cause or permit someone to:

- Use a vehicle in a dangerous condition.
- Drive without a valid vehicle MOT certificate on vehicles over 3 years old.
- Drive on a public road without a valid licence.
- Use a hand-held mobile phone while driving.

Once a vehicle has been purchased, leased or hired for use by the company, ECBHA will keep a record of the vehicle details. Management must ensure that it is safely maintained in accordance with manufacturer recommendations.

Smoking in company or private vehicles and using hand-held mobile phones whilst driving for work is not permitted.

Any driver who is suspended from driving must cease driving with immediate effect and inform the CEO.

All drivers must notify their Line Manager if they are unfit to drive for any reason. The company will permit employees to use alternative transport arrangements, as appropriate.

A driver will be deemed unfit to drive if under the influence of drink or drugs, including prescription drugs and they impair the employee's ability to drive or operate machinery safely. It is an offence to drive with over the permitted level of alcohol in the blood or while under the influence of drugs.

All employees who use their own vehicle on company business must ensure it is in a safe condition and insured for business use.

All vehicles used for ECBHA business must be fitted with seat belts, head restraints and have air bags fitted to reduce the severity of injury should an accident occur while driving. The top of the head restraint should be as high as the top of the head and as close to the rear of the head as possible.

Drivers must carry out vehicle safety checks in accordance with the recommendations from the vehicle manufacturer.

Where a company vehicle is essential to enable an employee to carry out their work, it is classed as "work equipment" and falls under the requirements of the Provision and Use of Work Equipment Regulations 1988 which means that it must be safe and suitable for the intended purpose. Vehicles sourced for a specific task should be assessed to confirm the selected vehicle meets the needs of the job / task and the control measures identified in the job / task assessment can be applied.

Drivers responsible for carrying goods must ensure they pack and store loads securely to minimise the risk of loads shifting during transport.

Any hazardous substances must be transported in accordance with manufacturer's recommendations and the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

The following will be asked to do driving safety awareness training at least every three years:

- Employees who have a company vehicle.
- Employees who receive a car allowance.
- Employees who regularly claim mileage for using their private vehicle on company business.

Driver fatigue is a significant cause of accidents, especially if driving during unsocial hours. Drivers must not exceed the Working Time Regulations 1998 when travelling on company business. When schedules appointments there must allow enough travel time between appointments to allow safe travel and appropriate rest breaks.

To ensure personal safety, all drivers must keep their diaries up to date and accessible to colleagues. Line Managers (or other team members) must be informed if arrangements change.

Drivers should set up a comfortable seating and driving position in accordance with the vehicle manufacturer's instructions. Drivers must be in full control of their vehicles and avoid distractions while driving e.g. eating, drinking, adjusting music systems and altering navigation systems.

Drivers should consider the risks of driving in poor weather and either postpone journeys or use alternative transport if it is available.

Drivers must report all accidents, near-misses and other incidents that occur while driving on company business to their Line Manager and the COO.

Drivers must notify their Line Manager and COO if they have been formally cautioned, summoned or convicted of a road traffic offence (including points for speeding and attending a speed awareness course). The Line Manager may then have a discussion with the individual about how they will prevent a recurrence. Young and inexperienced drivers should be aware they are at greater risk of having an accident and should take additional precautions e.g. allow extra time for their journeys.

Drivers of company cars and vans and employees who receive a car allowance will be subject to driving licence checks. The frequency of checks is based on the number of points on a driver's licence.

Employees who receive a car allowance must ensure there is:

- A copy of their insurance certificate showing that the vehicle is insured for business use.
- An MOT certificate (where applicable).
- Evidence of breakdown cover.

Employees who use their own private vehicles for driving at work must ensure that:

- They have a full driving licence and are permitted to drive in the UK.
- The vehicle has a current MOT certificate, if over 3 years old.
- The vehicle has appropriate road tax.
- The vehicle is insured by the driver for business use.

3.19 Smoking

ECBHA operates a no-smoking policy in all of its offices. Failure to comply with the policy will be regarded as gross misconduct.

3.20 Drugs and Alcohol

ECBHA recognises that excessive consumption of alcohol and misuse of drugs can compromise the H&S of employees and others. Employees must not consume alcohol or take drugs whilst at work. Prescribed medication should be notified to Line Manager to ensure we can look after your health, safety and wellbeing.

3.21 Food Hygiene

The provision of safe and hygienic arrangements for food and drinking water is a basic requirement of Health and Safety. Basic training in food hygiene is provided for staff whose duties involve them in the regular preparation of food for consumption by others e.g. residents, clients or staff.

3.22 Stress Management

There is no such thing as a stress free job and a reasonable level of pressure within the workplace is both inevitable and desirable. However, ECBHA recognise that high levels of stress may affect health and / or performance at work and so will provide training for managers to enable them to recognise and deal with stress in the workplace. Staff are encouraged to report unreasonable levels of stress to their line manager so that the matter can be properly addressed from the outset.

3.23 Lone working

The Association recognises that situations may arise where a person is working alone e.g. routine work outside normal office hours, night-time callout, residents meetings, caretaking and scheme manager duties and home visits.

To minimise the risk, staff in this position should complete a risk assessment

- Be aware of the surroundings and potential hazards.
- Get background information on the task and people involved.
- Make sure someone knows where you are and your expected arrival time at home
- Make sure you park in a well-lit area.
- Carry a mobile phone in case you need to call for assistance.

Any employee should not be at more risk than any other employee. It is a joint responsibility between ECBHA and its employees to keep all staff safe during the delivery of their work. It is the responsibility of the Employee to:

- Follow appropriate systems of work laid down for their safety.
- Make proper use of equipment provided for their safety e.g., personal alarms, mobile phones, 24-hour emergency alarm.
- Inform the Chief Executive/COO if they identify any risk or hazardous activity, through the Risk Assessment process or as and when identified.
- Ensure that, by their acts or omissions, they do not put at risk the health and safety of themselves or others.

It is the responsibility of ECBHA to ensure that.

- Staff receive appropriate training to enable them to be competent at dealing with risk
- Risk assessments are conducted through individual Assessments of Lone Workers.
- Measures are put in place to minimise risk.
- Staff are made aware and have access to the Associations policies on safety.

Lone workers should make themselves aware of any risks that could crystallise by carrying out regular Risk Assessments. If a risk is identified, it should be brought to the attention of the CEO/COO immediately so that action can be taken to reduce the risk.

The CEO/COO will carry out individual Risk Assessments of Lone Workers every twelve months or sooner if risks are identified.

Employees should not put themselves in any unnecessary danger or risk by carrying out their daily duties.

Employees should keep in regular contact with the CEO/COO or another member of staff.

If leaving the office unattended ensure it is locked and that you have a phone with you.

If you feel threatened or uncomfortable about a situation you are in, walk away and return to the office and contact your CEO/COO immediately.

Travelling to or from Off Site Visits

- Whenever possible take someone with you.
- Notify head office and the scheme warden call that you are off site, where you are going and the expected time of your return.
- Keep your car maintained and topped up with fuel.
- Take your personal alarm and mobile phone with you.
- Know where you are going as much as possible or have a good set of maps or sat nav in your car.
- Consider having in the car items such as a torch, blanket and flask of hot drink in severe conditions, warning triangle, "Call Police" sign for rear window, pen and notebook in case of accident.
- Allow plenty of time for your journey.
- Drive defensively to avoid road rage incidents.
- Keep doors locked whilst in the car.
- Keep windows and sunroofs closed whilst in stationery or slow-moving traffic.

- Hide bags, telephones, and equipment as much as possible.
- Park as near to the premises as possible.
- Park in a well-lit area, preferably facing the direction you will need to leave in.
- Be aware of the nearest place of safety (e.g., Police Station, shops, or petrol station)

3.24 Accidents

An Accident Book is kept in the office. All accidents should be recorded in this book and brought to the attention of the individuals line managers who will initiate any necessary works or changes to current working practice to prevent further occurrences. In addition, near misses' must be reported immediately to your line manager.

All significant accidents/incidents will be investigated and reported to the COO.

Accidents and reports of near misses will be regularly monitored to ensure that all necessary precautions are taken and that safe working practices are being maintained.

3.25 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RIDDOR requires the “responsible person” to notify, and subsequently send a report to, the relevant enforcing authority by an approved means in relation to fatal and certain non-fatal work-related accidents, specified diseases contracted by persons at work and certain specified dangerous occurrences. A “responsible person” is the employer of an employee involved in an accident or dangerous occurrence, or diagnosed with a reportable disease, or the person controlling the place in which an accident or dangerous occurrence takes place.

For example, under the regulations ECBHA would be the responsible person as an employer if an employee hurt themselves using equipment at work, or as a person controlling the place of the accident if a self-employed contractor was at one of ECBHA's properties on some scaffolding and was then injured by falling off it.

3.25.1 Reportable Incidents

The responsible person must report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain ‘dangerous occurrences’ (incidents with the potential to cause harm, even if they have not caused actual harm at the time of the report).

3.25.2 Work Related Accidents

The regulations define “work-related accidents” as meaning “an accident arising out of or in connection with work”. This means that that if the reportable incident does not happen to a person at a place of work, and/or does not arise out of or in connection with work, then RIDDOR would not apply. Although the condition of the site or premises of the where the accident happened is taken into account to see whether the accident is work related, this does not negate the need for the accident needing to arise out of or in connection with work, and/or the need for the incident to occur at a place of work.

3.25.3 Non-Fatal Injuries to Non-Workers

Work-related accidents involving people who are not at work, such as members of the public, must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. However, the injury to the person must have arisen out of or in connection with work.

3.25.4 Reporting Procedure

The COO should be notified immediately if there are any incidents* The COO will make an assessment on the incident/ accident On whether this needs to be reported to the regulatory authorities. The COO will follow the guidelines in the Health and Safety Executive RIDDOR section which sets out what should be reported, who should report, what is not reportable and how to report. They will then report to the:

- Local Environmental Health Department (each office is supplied with reporting forms (F2508) or online at www.riddor.gov.uk)
- The Associations Insurance Advisors

The COO will report back to the Board and take any appropriate actions required.

3.26 Infectious Diseases

ECBHA considers that the usual work activities of staff will not put them at risk from infection, however if insufficient care is taken when carrying out certain tasks the risks will be increased. The key risks are:

- Exposure to blood borne viruses such as Hepatitis B
- Exposure to Human Immunodeficiency Virus (HIV)
- Exposure to TB
- Exposure to Leptospirosis in rats' urine (Weil's disease)

Control measures include:

- Contact with blood and other body fluids must be avoided
- Wear gloves when administering first aid
- Wash hands immediately after administering first aid
- Take care to avoid piercing skin when handling needles/sharp equipment
- If your role involves entering vermin infested areas employ good standards of hygiene, always washing hands before eating, drinking, smoking or applying cosmetics.

ECBHA recommends that all travelling officers receive immunisation against hepatitis B. With the agreement of your line manager, you should arrange this through your GP and claim any costs for this service back from ECBHA.

3.27 First Aid

The Health and Safety (First-Aid) Regulations 1981 require that all employers make adequate provision for first-aid in respect of employees.

ECBHA recognise that it is our legal duty to make sufficient provision for first-aid to employees, including those travelling or working away from our premises. We will assess risks to employees and make the appropriate first-aid arrangements to deal with these risks.

Details of those employees trained in first-aid will be brought to the attention of staff working in that location and will be prominently displayed on the office notice board or other appropriate areas. Appointed first aiders will be trained on an HSE approved course, in order to maintain a valid certificate, training will be updated as required.

The location of the first aid box will be displayed on office notice boards. The first aid box will contain items for the use of the trained first aider. The trained first aider is also responsible for ensuring the contents of the first aid box are up to date and approved. This includes ordering renewals or replacements of the contents as necessary. The first-aid box must not be stocked with medication of any kind, including aspirin or paracetamol.

In the event of anything other than minor injuries, medical assistance must be sought.

First aider(s) will normally summon assistance, but employees are reminded that all emergency calls must go via the switchboard to avoid confusion or duplication.

Management responsibility for all first aid functions is held by the COO who will be responsible for promoting and implementing the policy.

- reporting notifiable accidents to the appropriate authority
- encouraging staff to take training in first aid, or as an appointed person – authorising refresher training, as required.

The COO will delegate such functions as necessary to ensure the effective day-to-day operation of our safety arrangements in respect of first-aid matters. These functions will include:

- providing first aid cover
- keeping adequate first aid equipment and supplies
- recording details of accidents and treatments
- notifying the appropriate authority immediately for serious accidents and quarterly for those not requiring medical assistance.

3.28 Pregnant Employees

The Management of Health and Safety at Work Regulations 1999 and the Maternity Parental Leave etc Regulations 1999 apply to any employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 require ECBHA to provide rest facilities for new or expectant mothers.

Female workers will be informed of any additional risks they may face if they become pregnant or are breast feeding.

To recognise the extra vulnerability of pregnant and nursing mothers, additional risk assessments will be made on notification of the pregnancy to the line manager. Additional measures will be applied for six months after the birth.

ECBHA is only required by law to take extra precautions for pregnant or nursing mothers when notified of the condition. If pregnant employees do not provide confirmation from their medical practitioner, medical confirmation will be requested.

All display screen equipment workstations, e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

As required by law, if additional risks to pregnant women and nursing mothers cannot reasonably be reduced, ECBHA will find alternative work (with no loss of terms or conditions), or authorise paid leave if alternative work is not available.

ECBHA will provide a private rest area for pregnant women and nursing mothers. The rest area will be situated as near to sanitary facilities as possible. There will be facilities for the worker to sit comfortably in the rest area.

3.29 Young Persons

Under the Health and Safety (Young Persons) Regulations 1997 a risk assessment must be conducted for persons under 18 years of age, before they commence employment. The regulations apply to the employment of all young people regardless of the number of hours worked or the duration of the period of work. The risk assessment must take account of their lack of workplace experience, attitude to risk and relative immaturity. This will include any students taken on as work placements or volunteers.

3.30 Contractors

Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner. They must adhere to the conditions of the contract signed with ECBHA in all aspects of their work. Contractors, will be required to provide a copy of their H&S policy, risk assessments and methods statement for review, prior to work being permitted

3.31 Asbestos

Asbestos precautions in ECBHA residential properties are covered within ECBHA Landlord Compliance Policy and Asbestos Management Plan.

3.32 Gas Safety Precautions

Gas safety precautions in ECBHA residential properties are covered within ECBHA Landlord Compliance Policy.

3.33 Bomb Threat

If a bomb threat is received either in person or by telephone the executive officers must be informed immediately. Threats must never be ignored. As much information as possible must be shared, including:

- The nature of the contact (telephone or person)
- Time of contact
- Description of person/voice
- Words used
- Any relevant information

The Executive Officers will contact the police who will decide on any further action.

3.34 Mobile Phones

Staff who have been issued with mobile phones by the Association must fully comply with legislative requirements.

This means that handheld mobile phones must not be used whilst driving; this includes all times when the engine is running even when the vehicle is not moving.

Even if the mobile phone set is supplemented by hands-free equipment, it is strongly advised that 'users' should pull over to a designated parking area to make or receive calls.

3.35 Emergencies

In the event of a major emergency, the officer receiving the information either during working hours or outside office hours, should ensure the Executive officers.

3.36 Exceptions

Exceptions to this approved policy will be considered on an individual basis. The individual must make the enquiry to their line manager in the first instance outlining the reasons for the exception. Exceptions must be agreed by the Board, in writing and reviewed on an agreed basis.