

# Health and Safety

This policy should be read in conjunction with the section on Health and Safety in *Standards of Almshouse Management* and advice issued by the Health and Safety Executive and the Charity Commission. It should also be read in conjunction with the Risk Management Policy.

It is the policy of Millington's Charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its residents and employees while they are at work, and of others who may be affected by the Charity's undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation, as appropriate.

In order to do this, the Trustees will designate one person to advise them on Health and Safety Matters (see Appendix A).

The Trustees are responsible for establishing the overall Health and Safety Policy for the Charity and have ultimate responsibility for all Health and Safety matters.

This involves:

- Training to ensure their competence to oversee Health and Safety matters (e.g., IOSH Managing Safely);
- The promotion of good practice within health and safety;
- The monitoring of the implementation of Health and Safety practices.

The Trustees are committed to high standards for health, safety, and the protection of the environment on its property, and to ensure that these standards are communicated to all employees, residents and visitors.

The Trustees are committed to ensuring a safe living and working environment for its employees, residents, visitors and contractors, and all those who have lawful access to Millington's offices, communal areas and residents' accommodation, buildings and land.

**This commitment has six elements:**

- 1) Full compliance with current Health and Safety legislation and regulations.
- 2) The provision of all necessary equipment, information, training and supervision to enable all personnel - residents, staff, volunteers, visitors and agents/contractors, who have access to Millington's buildings and land - to live and work safely. External consultants will be used to provide professional health, safety, environmental and occupational advice as required.
- 3) In accordance with Millington's Risk Assessment Policy, an assessment of the significant risks faced by all personnel - residents, staff, volunteers, visitors and agents/contractors - who have access to Millington's buildings and land.
- 4) The provision of appropriate and suitable training and information to ensure that all personnel are aware of the risks, and know how to respond appropriately. All members of staff will receive a minimum level of Health and Safety training which will be achieved within six weeks of starting in post. There will be a mechanism for refresher training to ensure that knowledge is kept up to date.

- 5) Regular recorded inspections of the properties and subsequent maintenance programmes to ensure that Health and Safety issues are given a high priority. Any defects that have Health and Safety implications will be addressed as a matter of urgency.
- 6) To ensure that the appropriate resources are made available to enable the above to be implemented.

Trustees will carry out an annual internal review of Health and Safety matters and risk assessments. They will consider, among other appropriate topics:

- Fire, fire risk and management (Regulatory Reform Fire Safety Order – RRFSSO)
- Asbestos and asbestos-containing materials (ACMs)
- Legionella
- Gas safety (including servicing and repair)
- Electricity
- Control of Substances Hazardous to Health (CoSHH)

They will also consider the activities of employees and hazards specific to them, including, but not limited to:

- Manual handling/person handling;
- Lone working;
- Driving for work (when undertaken for business needs);
- Slips, trips and falls;
- Working at height / using ladders or other access equipment;
- Disease / infection control;
- Sharp and needlesticks.

### **The Clerk**

The Clerk is designated with special responsibility for Health and Safety matters. His name, together with an outline of the policy, will be displayed for the information of all employees, residents, and visitors.

The Clerk will:

- Keep the Health and Safety Policy under review, bringing to the Trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary;
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the Board;
- Ensure the dissemination and discussion of relevant information on Health and Safety.
- Report details to the Board of Trustees where an accident/incident has occurred which may result in prosecution;
- Report any accident or incident that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE within the appropriate reporting timeframe for the type of incident;
- Make annual reports to the Board of Trustees on the management of Health and Safety at the Charity.

As a line manager, the Clerk will ensure:

- the practical implementation of the Health and Safety Policy, the Health and Safety at Work etc. Act 1974 and other relevant legislation.

- that operations under Millington's control, so far as is reasonably practical, are conducted without detriment to the Health and Safety of employees or others who may be affected by their activities;
- that operations under Millington's control are subject to risk assessment, regular inspections, and audits;
- that Millington's workers are supplied with the appropriate training, PPE and equipment for them to undertake their duties safely;
- that all accidents, incidents and near misses, under the auspices of Millington's responsibility, are reported to the person responsible for Health and Safety and, where appropriate, that a full investigation is carried out and appropriate remedial action taken, where necessary.

## **Employees**

All employees are required to:

- Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Bring to the immediate attention of their line manager/supervisor any situations or practices that might lead to injuries or ill health;
- Ensure that any equipment (including PPE) issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, following the Charity's guidance.

## **Contractors**

All contractors working on the Charity's property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their workforce and for ensuring that their work is carried out safely.

When the Clerk or Trustees are selecting contractors, they must ensure they are competent to undertake the required work safely. This will include:

- Requesting contractors' risk assessments;
- Requesting method statements;
- Requesting evidence of competent staff about the planned works e.g., Gas Safe Competence for gas works;
- Adequate insurance;
- Certain works will fall within the scope of The Construction (Design and Management) Regulations (CDM). If so, you need to understand:
  - The roles and responsibilities you hold as the client;
  - Whether a project will require an F10 submission and what this entails.

## **Policy Review**

This policy will be reviewed annually.

## Appendix A

The person designated to advise the trustees on Health and Safety matters should have sufficient training and knowledge on how to access Health and Safety advice to ensure compliance. The name of the designated person will be prominently displayed for the information of all employees.

Even so, everyone has an individual responsibility regarding Health and Safety and must immediately bring to the attention of the Trustees any issues of concern. Contact details of the Charity's Health and Safety adviser should be provided in the Residents' Handbook.

Where there is a lack of knowledge in any specific discipline, it is expected that expert advice or opinion shall be sought and/or additional training sourced to ensure the competency of existing management/workers with these responsibilities.

Details of Millington's Health and Safety Policies and guidance must be brought to the attention of staff, residents, and visitors alike. It is recommended that the policies are published on a notice board where they can be seen by visitors and brought to the attention of contractors.

**This policy has been approved for issue by the Board of Trustees of Millington's Hospital**

Name:..... Daphne Capps .....

Signature:..... DAPHNE CAPPS .....

Date:..... 24<sup>th</sup> AUGUST 2023 .....