

EMPLOYEE HEALTH AND SAFETY

1. Policy Statement

Loddon Homes Ltd and Berry Brook Homes Ltd, herein referred to as the Local Housing Companies (LHC), will do all that is reasonably practicable to protect the health, safety and welfare of employees and other people who might be affected by our business activities. In essence, this means making sure that our people are protected at work from anything that may cause harm by effectively controlling any risks to injury or health that could arise in the workplace.

Outlined within this document are the key arrangements in place for the management of employee health and safety.

2. Responsibilities

The Managing Director is accountable for the implementation of this policy.

The Operations Manager is responsible for the day-to-day management and support of LHCs health and safety system

Employees are responsible for taking care of their own health and safety and that of people who may be affected by their actions, following the training provided, and reporting any identified shortfalls in LHC's health and safety arrangements.

3. Risk assessments

Suitable and sufficient risk assessments will be carried out to identify what might cause harm to people, not just through injury, but also work-related ill health, and determine the control measures to be applied in order to either eliminate the risks or reduce them to a level that is both reasonable and practical. Refer to the risk management policy for further details of how that standard is achieved.

4. Consultation

Consultation is a two-way process which allows our employees to raise concerns and influence decisions on the management of their health and safety. LHC is committed to effective and proactive consultation with employees in respect of all aspects of their health and safety, including the work they do, how risks are controlled, and the best ways of providing health and safety information and training.

5. Training

LHC will provide clear instructions, information and adequate training to employees, and risk assessments will inform the type and degree of training and instruction required by role/tasks.

All health and safety training will take place during working hours and will be refreshed according to the frequencies determined by the relevant risk assessment.

The training provided on induction will include basic fire awareness and fire prevention, and will cover the building's emergency procedures, evacuation routes, location of the assembly point and identity of the appointed fire wardens; fire safety briefings will be repeated annually.

For those individuals joining LHC for short periods or in a temporary capacity, for example, agency workers, the appropriate level of training and information they require will be determined in advance.

Records of all health and safety related training will be made and maintained.

6. Workplace facilities

LHC will provide a safe and healthy environment for our employees at work, taking their welfare needs into account.

Listed below are the main requirements and standards:

Welfare facilities

- Toilets and hand basins, with soap and towels or a hand-dryer.
- Drinking water.
- A place to store clothing.
- Somewhere to rest and eat meals.

Health issues

- Good ventilation.
- A reasonable working temperature.
- Suitable lighting.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

Safety issues

- Properly maintained premises and work equipment.
- Floors and traffic routes free from obstruction.
- Windows that can be opened and also cleaned safely.
- Any transparent, for example, glass doors or walls, are protected or made of safety material.

Where LHC does not have control over a workplace used by our employees, for example, a leased arrangement, every endeavour and effort will be made to ensure that the premises conform to acceptable standards and that those standards are maintained. LHC will co-operate with other employers in shared workplaces in order to meet our individual and overall health and safety obligations.

Good housekeeping practice must be consistently applied to ensure that work areas do not become cluttered, there is adequate room to move around and floors are kept free from slip and trip hazards.

7. First aid arrangements

Employers are required to put in place first aid provision for their employees that is 'adequate and appropriate in the circumstances'. A site specific first aid needs assessment will be carried out for the main workplaces occupied by LHC and reviews of those first aid arrangements will be prompted by changes.

8. Electrical safety

By law, any electrical equipment that has the potential to cause injury must be maintained in a safe condition. Arrangements will be made with the landlords/persons in control of the workplaces that LHC operates from for our portable electrical equipment to be included within their portable appliance testing (PAT) programme.

To support the testing programme, employees will be instructed in the need for a visual check before using electrical equipment and what to look for. A briefing sheet is made available for this purpose.

9. Emergency evacuation

Employees will familiarise themselves with and follow the emergency evacuation procedures in relation to fire, security threats and lockdown as specified by the landlords/persons in control of the workplaces we operate from.

10. Statutory health and safety information for employees

Employers are required by law to provide their employees with specified information outlining health and safety laws, and a list telling workers what they and their employers need to do. LHC will provide this information to new starters in the form of the Health and Safety Executive's (HSE) approved leaflet which can be downloaded from the HSE website using the hyperlink below: <http://www.hse.gov.uk/pubns/books/lawleaflet.htm>

11. Manual handling

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. The principle behind preventing workplace injuries relating to manual handling is to avoid those activities wherever possible. Where it is not possible to avoid handling a load, through assessment of risks, sensible health and safety measures should be put in place.

LHC's employees are not expected to carry out heavy manual handling tasks at work. Where light manual handling is required, for example, moving a box of photocopier paper, trolleys and assistance are made available.

12. Equipment issued

Any equipment provided for use by an employee at work will be suitable for use, the purpose and conditions in which it is to be used, and will be maintained (including inspections where appropriate) so that people's health and safety is not at risk.

13. Display screen equipment

Health issues such as fatigue, eye strain, upper limb problems and backache can be experienced by some users from the overuse or improper use of display screen equipment (DSE), or from poorly designed workstations or work environments.

Where employees regularly use DSE, for example, desktop computers, laptops, touch screens etc as a significant part of their normal work, i.e. daily, for continuous periods of an hour or more, the following will apply:

- Information and training will be provided to the DSE user via completion of the 'Display Screen Equipment' e-learning module on My Learning, Wokingham Borough Council's learning platform.
- Having undertaken the training, a DSE workstation checklist will be completed by the DSE user with the record retained by the manager.
- The manager will support the DSE user to resolve any issues highlighted.
- Eye and eyesight tests paid for by LHC will be provided on request (usually every two years). Where possible, employees should take advantage of free eye care tests. If needed specifically for DSE work, i.e. not a general prescription, a contribution of £49.00 will be made towards special spectacles.
- The workstation assessment will be reviewed when the changes occur, for example, an office move, or should the DSE user experience problems which they believe are attributable to their DSE work.

14. Incident reporting

All accidents and incidents (no matter how minor) including near miss events, disease, dangerous occurrences and ill health related to employment with LHC or in respect of their undertakings and activities, should be reported and recorded using LHC's template form. A proportionate investigation will be undertaken by the Operations Manager or their deputy with suitable action taken to prevent a recurrence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) certain serious workplace injuries, occupational diseases and specified dangerous occurrences (near misses) must be reported to the Health and Safety Executive (HSE) within set statutory timeframes. Should an employee suffer a serious workplace injury, or a significant incident occurs relating to LHC's operations or business activities, the Managing Director should be notified at the earliest opportunity. Advice and support will be sought from LHC's appointed 'Competent Person' in advance of making a notification to the HSE under RIDDOR.

15. Working at height

Working at height is not a normal feature of job roles within LHC. However, even from low heights, falls can lead to serious injuries. Risk assessments will determine the precautions that staff will take when working at height and the level of training they will receive.

16. Working from home

The work carried out by LHC's employees within their own home is of a low risk, office-type nature. A conversation between the manager and staff member will take place with the aim of ensuring that the home working arrangements are suitable and to determine whether there are any particular needs or issues that require further consideration and support.

17. Lone working

Lone workers are those who work by themselves without close or direct supervision, for example, working alone in a remote part of a building, outside of normal business hours or working away from a fixed base. It is recognised that in certain situations this can lead to feelings of vulnerability. The risks to LHC's employees relating to lone working will be assessed and reasonably practicable steps taken to avoid or control risks where that is necessary.

All employees are required to complete the 'Personal Safety' e-learning module which can be accessed from My Learning, Wokingham Borough Council's learning platform.

18. Visiting construction sites

Where visits to construction sites are necessary, LHC's employees and Board members must ensure they are accompanied at all times and strictly adhere to the site safety rules. The required personal protective equipment issued by LHC must be worn in accordance with the instruction and training provided.

In addition to the general risk assessment and control measures implemented for this type of work activity, based on job role and responsibilities, relevant personnel will receive training in how to undertake dynamic risk assessments.

19. Policy review

This policy will be reviewed in line with any regulatory or legislative changes or by the scheduled review date as per the information provided in document control, whichever is sooner.

DOCUMENT CONTROL

Issue date	Approval date	Planned review date	Actual review date
April 2017	January 2018	June 2018	April 2019
		August 2020	August 2020
	December 2020	August 2021	