

Health and Safety Report

Review of Loddon Homes' and Berry Brook Homes' health & safety policies

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Policies Reviewed by:

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Summary

This is a review of current health and safety Policies against legislation and summary best practice as published by the Health and Safety Executive and in accordance with supporting Regulations and Guidance.

Review process agreed by the Service and Compliance Manager for Loddon Homes on 22nd July 2020.

Not undertaken as part of the review:

- Review of processes and monitoring of suitable arrangements
- Training Needs Analysis against policy requirements
- Improvements required or highlighted through logged or know incidents

Review Opinion

The opinion stated in the review report provides a brief objective assessment of the status of current Health and Safety Policies which have been put in place to reduce identified risks to Loddon Homes and Berry Brookes Homes

The Review of all policies shows they are all currently in line with current legislation and in accordance with current guidance published by the Health and Safety Executive.

The Safeguarding Policy was reviewed against Wokingham Borough Councils Safeguarding Policy checklist

Where improvements could be made to current policies to ensure their clarity robustness

Policy	Legislation	Recommendations
Asbestos	Current	<ol style="list-style-type: none"> 1. LHC responsibilities are given however a recommendation here would be to provide clear information on the expected frequency of surveys or review of changes to properties 2. The minimum level of training and awareness needed by the Duty Holder and those undertaking work for LHC should included to ensure robustness in the delivery and compliance of the asbestos policy
Contractors and CDM	Current	<ol style="list-style-type: none"> 1. Training requirements for those accountable for implementation of the policy are not set out within the policy and should be included to support the competence of the role. 2. A change is needed on row 13 on appendix A checklist as the How question does not allow for a clear yes/no answer and so becomes ambiguous unless it is recorded as a statement of arrangements
Electrical safety	Current	<ol style="list-style-type: none"> 1. Setting out the frequency for portable appliance testing would make this more robust for compliance purposes however is not strictly required as long as this and frequencies are agreed and recorded elsewhere
Employee health and safety	Current	<ol style="list-style-type: none"> 1. Recommendation to combine H&S Statement, Employee health and Safety and Managing H&S as a single policy rather than breaking them down into component parts. 2. There is no clear framework attached for how the individual measures are monitored and assured for compliance
Fire safety	Current	No Recommendations Required
Gas safety	Current	No Recommendations Required
Health and safety at work Policy - General Statement	Current	<ol style="list-style-type: none"> 1. Recommendation to combine H&S Statement, Employee health and Safety and Managing H&S as a single policy rather than breaking them down into component parts. 2. The staetment is not signed by the person who has overall and final responsibility and they are not named in the policy. If this is the policy then would direct to HSE guidance. https://www.hse.gov.uk/simple-health-safety/policy/index.htm
Legionella	Current	<ol style="list-style-type: none"> 1. In section 3 could put in a statement that the LHC Operations Manager will assure that the competent person has the required training and competence for the management of legionella

Managing health and safety - Our approach	Current	<ol style="list-style-type: none"> 1. Recommendation to combine H&S Statement, Employee health and Safety and Managing H&S as a single policy rather than breaking them down into component parts. 2. Improvement could be in the insertion of the Plan/Do/Check/Act diagram and the actions bullet pointed under each section so it is simple and clear what the actual actions are under each heading
Risk management	Current	<ol style="list-style-type: none"> 1. Responsibilities could be improved. There is no direct reference to their responsibility as an employer. 2. The Employees responsibilities are stated before the respective boards, best practice would be that they would be at the end. 3. The boards responsibilities could be cleared on identifying and controlling risks in the workplace or referring to section 6
Role and responsibilities for health and safety	No - refers to the policy not the legislation	<p>There is a lot of information in this, however, there are some key basics missing</p> <ol style="list-style-type: none"> 1. RIDDOR reporting 2. Insurance 3. Provision of Welfare Facilities 4. There is also no mention of the provision and use of PPE by both the employer and employee section
Safeguarding	Yes	<p>There is no mention of how LHC will assure that the training is completed by contractors and other agency's that are "expected" to have completed.</p> <ol style="list-style-type: none"> 1. The author is not identified and the names of the senior members of the organisation that have agreed it are not identified 2. There should be reference/a link to your local Safeguarding Adults Boards (SAB) Policy & Procedures. For Berkshire, currently this is: http://www.sabberkshirwest.co.uk/practitioners/berkshire-safeguarding-adults-policy-andprocedures 3. It should state what your organisations actual process is should any one raise/disclose a possible safeguarding concern to you, i.e. who do/can they tell? 4. What are the contact numbers? This should also include the local authority for every area in which you practice as well the Police and the Care Quality Commission if you are a registered service. 5. What should all staff do if they observe or are told about possible abuse? 6. If the alleged perpetrator is a senior member of staff/manager, do staff/others know who and where to go instead? 7. Make reference to other relevant policies, e.g. Whistleblowing, Safer Recruitment etc. 8. Where the individual making the disclosure can go for support.