



The Hospital of St Mary the Virgin (Rye Hill and Benwell) Almshouses Charity

# Health and Safety Policy

Approved by Trustees: 11 December 2018, Reviewed December 2022, December 2025  
Next Review: not later than December 2028

## Summary and checklist

1. Be familiar with the **Charity's policy** and **responsibilities** regarding Health and Safety and know **where to find further information**: see **sections 1, 2 and 24**.
2. Be aware of your safety responsibilities as an **employee** at all times while working at the Charity's premises or elsewhere while on activities organised by the Charity: see **section 3**.
3. Remember **your** role in ensuring the safety of **others**: see **section 3**.
4. **Report** all **accidents, incidents** and **hazards**: see **section 8**.
5. Be aware of **First Aid** and **Fire** procedures: see **sections 10 and 11**.
6. Remember that **accidents** can happen with **simple tasks**, including slips and trips (see **section 6**) and with tasks such as using **ladders** or **lifting** heavy items: see **sections 15 and 16**.
7. Observe **special** safety procedures relating to **specialised tasks**: see **sections 12, 13 and 14**.
8. Where appropriate read and apply the **COSHH Regulations** (see **section 12**) and be aware of hazardous materials such as asbestos: see **section 13**.
9. Wear **Personal Protective Equipment (PPE)** when required to do so: see **section 14**.
10. Take particular care when **working alone** or **outside normal working hours**: see **section 19**.

**...and please always remember: if you feel that you may put yourself or anyone else at risk in carrying out a task, always ask before undertaking it.**

## **1. Notice to all the Charity's employees**

This policy has been produced and will apply:

- in accordance with the Trustees' intention to comply with all requirements of the Health and Safety at Work etc Act (HSAW) 1974 Section 2 (3) and all other relevant statutory requirements; and
- in line with the Trustees' intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, residents and visitors, while on the Charity's premises or engaged the Charity's activities.

## **2. Policy Objectives**

- To provide and maintain a **safe working environment** in the Charity's premises, **safe systems of work** and to encourage a **Health and Safety culture** among all employees, residents and visitors.
- To ensure that all those working for the Charity are properly informed of their **responsibilities** for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- To ensure that appropriate **management structures, information** and **training** are

provided to enable employees to discharge their duties safely and competently.

- To **monitor**, and if necessary **improve**, the management of health and safety in the Charity's premises, including the review of this policy and associated policies.
- To ensure residents' safety by other policies relating to Safeguarding.

## **3. Responsibilities**

The responsibility for Health and Safety extends through the whole Charity, with specific responsibilities apportioned as below:

- Trustees** are responsible for ensuring that an appropriate Health and Safety Policy is in place for the Charity and that arrangements are made for its effective implementation;
- the **Manager** is responsible on a day to day basis for the effective implementation of this Policy and for the management of Health and Safety matters;

- **other staff** also have various designated responsibilities, including ensuring that:
  - all plant and equipment is properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained;
  - a high standard of housekeeping is maintained throughout the Charity's premises;
  - if a task has to be left incomplete, the location is left in a safe condition and does not create any hazard;
  - no employee, including they themselves, carries out tasks for which they are not trained or competent; and
  - Personal Protective Equipment is provided and used.
- **All the Charity's staff** have a statutory duty as employees:
  - to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
  - to co-operate with the Charity as employer, so far as necessary, to enable the Charity to meet statutory requirements;
  - not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare; and
  - ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.
- **Contractors**

In selecting and appointing contractors to work at its premises, the Charity will ensure that:

  - only competent and appropriately qualified contractors are included in the Charity's list of approved contractors;
  - each contractor working in the Charity's premises has in place appropriate arrangements for the management of health and safety;
  - contractors recognise the special responsibilities associated with working in the Charity's premises, such as Safeguarding requirements;
  - contractors comply with specific procedures, e.g. Hot Work permits; and
  - for project work, it recognises and fulfils its responsibilities under the current Construction Design and Management Regulations.

#### 4. Consultation

- Employers are required to consult employees regarding Health and Safety matters: in the Charity this is carried out by the Manager.

#### 5. Safe and secure working environment

- The Charity seeks to provide a safe and secure working environment for all residents, staff and visitors, by means of a range of measures, including those listed below.
- The Manager is responsible for ensuring of that all the fabric of the Charity's premises is constructed, inspected regularly and maintained

so as to ensure that all facilities are in a safe, sound and weatherproof condition and that particular elements (such as glazing) meet safety requirements.

- ❑ So far as is practicable the Charity seeks to provide a secure environment by means of a range of measures, including locking arrangements and control of visitors to the site.
- ❑ The Charity's culture does not tolerate violence within its premises and there is a reasonable expectation that staff will not have to deal with personal violent attacks.

## 6. Slips and trips

- ❑ Slips and trips are a common source of accidents and the Charity seeks to ensure that floor surfaces, edge protection and handrails at each location are appropriate, clean and in good condition, to reduce the risk of slip hazards and are kept free from trip hazards. See **Slips and Trips** section of HSE website.

## 7. Inspection and maintenance

- ❑ The Charity (through the Manager) arranges an annual safety inspection, which is carried out by consultants: following this inspection, recommendations are made regarding any action required.
- ❑ The Charity's heating and ventilation plant, electrical installations and lifts are also inspected annually by the approved engineers, and the Manager is responsible for implementing any recommended work or measures.
- ❑ The Charity has routines in place for the regular inspection and testing of fire detection and alarm systems and emergency lighting systems and maintenance of records with regard to these systems.
- ❑ The charity has in place arrangements for **Portable Appliance Testing** and a register of these tests is retained by the Manager.
- ❑ The Manager is responsible for ensuring the regular testing and keeping records of:
  - fire detection and alarm systems and fire equipment;
  - emergency lighting;
  - water systems for Legionella, etc as set out in the HSE Guidance and ACOP on control on legionella in water systems;
- ❑ In addition to the above periodic inspections, it is the duty of **all staff at all times** to watch out for any hazard or potential hazard and to report it to the Manager.

## 8. Reporting accidents and incidents

- ❑ If an accident or incident does happen in the Charity's premises, or outside the Charity's premises during an activity or event organised by the Charity, it is the duty of every employee to report such accidents,

both to ensure that the person(s) involved receive appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.

- ❑ The Charity provides **Accident Books** for reporting purposes, which are kept by the Site Supervisor at each location and in the Manager's Office.
- ❑ Some accidents are reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**): the Manager is responsible for checking if an accident is reportable and for submitting Reports.

## 9. Emergency Procedures

- ❑ The Charity has a full set of emergency procedures, set out in the Emergency Procedures, copies of which are held by the Manager, the Site Supervisor at each location, and with two designated Trustees. These are stored both on paper and online.
- ❑ See the **Procedure for Hazardous Incidents**, included in the above Handbook.

## 10. First Aid

- ❑ The Charity seeks to provide First Aid training for at least one employee at each location; names of the qualified First-aiders are displayed at the entrance to each building.
- ❑ **First aid boxes** are held by the Site Supervisor at each site, who is responsible for ensuring that these are kept properly stocked.
- ❑ In the event of an **accident involving injury**, in the first instance a trained First-Aider should be summoned. If it is clear that more assistance is required, an ambulance should be called by dialling by **999** from the telephone located in the Site Supervisor's office at THH and the Site Supervisor's office at RH. All staff also have mobile telephones which can be used for dialling **999**. If there is any doubt about the nature of the injuries, the person must **not** be moved until qualified help arrives. Remember to **report** any accident (see Section 8).
- ❑ See also **Medicines Policy**, a copy of which is kept by the Site Supervisors and the Manager.

## 11. Fire procedures

- ❑ The Charity will assess the risks arising from fire, including the elimination or reduction of risks from dangerous substances and ensure that Fire Risk Assessments are in place and that all the Charity's premises are compliant with current fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005.
- ❑ It is very important that all staff familiarise themselves with fire procedures, including:
  - escape routes and means of escape;
  - Fire Assembly Points;
  - how to call the emergency services
  - location of firefighting equipment; and

- any particular local special considerations
- Details of fire procedures are printed on notices posted close to the door in each room.
- Residents, staff and visitors must treat every sounding of the alarm as if it is a genuine alarm, unless otherwise advised in advance.
- All staff should ensure that fire escape routes are kept clear, fire doors are kept closed and firefighting equipment is not used for any inappropriate purpose.
- See **Fire Safety Policy** and **Fire Drill Procedures**.

## 12. COSHH

- The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") encourage the use of less hazardous substances and materials and set down methods for safe use which must be observed with such materials.
- COSHH Regulations affect a wide range of activities, as they include use of materials such as adhesives, cleaning agents, solvents, and pesticides. See instructions on containers of individual substances.
- The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to any relevant substance before using it.
- See **HSE booklet on COSHH in the Manager's Office**.

## 13. Hazardous materials: asbestos containing materials (ACMs)

- The Charity will meet the requirements of the Control of Asbestos Regulations 2006.
- The Charity has conducted a full survey and produced an Asbestos Register. All identified asbestos in the Charity's premises has now been removed or, in a small number of locations where it presents no risk unless disturbed, it is listed in the Register and labelled.
- Any member of staff who believes they have identified any hazardous material should report it to the Manager immediately.
- See **HSE guide on Asbestos** in Manager's office

## 14. Personal Protective Equipment (PPE)

- For carrying out certain tasks, staff may require PPE to protect head, eyes, hearing, hands or feet. Staff who have received instruction to wear PPE must do so as directed. PPE can be ordered via the Manager. A small store of PPE is held at both sites.

## 15. Working at Height

- Staff working at height (defined as any location where a fall from it might cause injury) must meet the requirements of the Working at Height Regulations 2005 (as amended).
- The risk of accidents while using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.
- See HSE leaflet on **Working at Height** on the HSE website or from the Manager's Office.

## 16. Manual Handling

- Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, a risk assessment must be carried out.
- See HSE leaflet on **Manual Handling Operations** available on the HSE website from the Manager's Office

## 17. Display Screen Equipment (DSE)

- Staff who regularly use DSE (i.e. computer screens) should be aware of the Display Screen Equipment Regulations 1993 as amended 2002: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.
- See HSE leaflet on **Working with Display Screen Equipment (DSE)** available on the HSE website or from the Manager.

## 18. Gas and Electricity

- No current member of the Charity's staff is qualified to work on mains gas or electrical installations and must not do so: the Manager will arrange for any necessary work to be carried out by appropriately qualified and registered contractors.

## 19. Working alone / out of hours

- Domestic staff must always work in pairs when entering a resident's flat
- Staff working in the Charity's premises **outside normal hours**, and particularly while working **alone**, should use the signing in/out books.
- See HSE Guide on lone working and The Charity's Lone Working Policy, available from the Manager's Office.

## **20. Risk assessments**

- ❑ For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved.

## **21. Health of residents**

- ❑ The Charity is committed to assisting its residents in ensuring that as a community and as individuals they contribute to ensuring that the Charity's premises provide a safe living and working environment.

## **22. Pandemics**

- ❑ The Charity is also committed to ensuring that all residents, staff and visitors are not put at additional risk under pandemic conditions, by observing Government legislation, regulations and recommended best practice relating to the pandemic, ensuring that all members of the community are advised of these additional requirements and respect them, and by regularly monitoring the situation. Special risk assessments have been produced to cover a range of activities during pandemic conditions and are updated as necessary: these reflect recommended best practices and are available from the Manager.

## **23. Occupational health, stress and mental health**

- ❑ Stress and mental health are recognised as Health and Safety issues for the Charity's employees: any member of staff requiring advice in this respect should contact the Manager in the first instance.
- ❑ The Charity may make referrals to an occupational health consultant in appropriate circumstances and with the employee's consent. Enquiries regarding these arrangements should be made to the Manager.

## **24. Further information**

For further information, please see:

- ❑ **The Health and Safety Executive (HSE) poster** displayed in the Site Supervisor's office at each site;
- ❑ the HSE website at [www.hse.gov.uk](http://www.hse.gov.uk) ;
- ❑ the copies of HSE publications retained in the Manager's office; and
- ❑ the safety labels and instructions provided with items of equipment and materials.