



**Our vision is
"to deliver excellent Housing Services"**

Health and Safety Policy NSH – HSP000

Newark and Sherwood Homes Limited



The Government Standard



Version 2
Created October 2010
Revision Date October 2011
Created by Health and Safety Officer

Newark and Sherwood Homes Limited

Foreword

Organisations that perform well and have high standards of Health, Safety and Welfare are often the most successful. It has been demonstrated time after time that these organisations are committed to the application of sound and effective management of Health and Safety, which is fully integrated into the organisation's operations.

This policy and its supporting documentation clearly demonstrate Newark and Sherwood Homes' commitment to the Health, Safety and Welfare of all employees whilst at work. Our duty also extends to ensuring Newark and Sherwood Homes' activities do not detrimentally affect others.

To this end Newark and Sherwood Homes requires and expects the support and co-operation of all its employees, contractors and suppliers. Indeed working together we can create an even safer place of work.

It is the duty of all employees to familiarise themselves with the relevant contents of this policy and to be aware of their responsibilities for both themselves and others.

**Chief Executive
Newark and Sherwood Homes Ltd**

Newark and Sherwood Homes Limited

1 Introduction

1.1 THE HEALTH AND SAFETY POLICY DOCUMENT

- a) This document is Newark and Sherwood Homes Limited (the Company's) Health and Safety Policy, and it has been produced in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974.
- b) This Health and Safety Policy is the central document in the Company's Health and Safety Management System. The Company's Health and Safety objectives are stated within the policy document arrangements, and the policy is led by and designed to meet these objectives. Documents and procedures are, where appropriate, implemented to enact the policy, and are in turn led by the Company's objectives.
- c) The Health and Safety Policy is not a standalone document; Health and Safety affects all parts of the organisation and impacts significantly upon the wellbeing of employees, customers and other members of the community. Therefore, the Health and Safety Policy is closely aligned to the Company's Core Values and Objectives, its Strategic Framework and its policies and procedures.
- d) The Company's Health and Safety vision is explained in the section entitled '**Aims and Objectives**', which should be read in conjunction with the Company's corporate Vision, Objectives and Core Values.
- e) The Company's commitment to Health, Safety and Welfare is expressed in the section 3 entitled '**Policy Statement**'. This is a broad outline of the Company's commitment to the responsible management of Health, Safety and Welfare.

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1.2 ALLOCATION OF RESPONSIBILITIES

- a) All employees are responsible for Health and Safety at work. However, some employees will have additional responsibilities because of their seniority or particular role in the organisation. Levels of responsibility are explained in the section entitled '**Responsibilities**'
- b) Persons responsible for Health and Safety matters cannot delegate their responsibility to others. Nevertheless, it is acceptable to delegate specific tasks to other persons provided the responsible person is satisfied that those tasks are fully and properly carried out and they have been delegated to an appropriate employee (see Appendix A). In practice, this means that managers will often distribute specific tasks to individuals or groups, but should periodically check that their instructions have been followed.
- c) Documents and procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person identified in the procedure, provided that he or she is satisfied that the task has been fully carried out.
- d) Failure to carry out a task or responsibility specified in the Health and Safety Policy or in any associated procedure, or deliberate or negligent infringement of any part of the Health and Safety Policy, may lead to disciplinary action, whether or not the remedy is explicit.

1.3 ARRANGEMENTS

- a) The way in which the Company shall achieve its policy is explained in the section entitled '**Arrangements**'. This section is divided into individual topics so that it can be easily referred to and updated. The objectives of each of these arrangements are stated within the appropriate section.

2 Aims and Objectives

2.1 ASSURANCE

That the Company has met or exceeded its statutory obligations regarding Health and Safety.

2.2 INVOLVEMENT

Of Employees at all levels in the management of Health and Safety.

2.3 INTEGRATION

Of Health and Safety into all the Company's activities and operations.

2.4 COMPATIBILITY

Between the Company's Vision, Core Values and Objectives and its Health and Safety policies and procedures.

2.5 CONTINUAL IMPROVEMENT

In the way Health and Safety is managed and in the organisation's Health and Safety performance.

2.6 SENSIBLE HEALTH and SAFETY MANAGEMENT

Not bureaucratic compliance.

Newark and Sherwood Homes Limited

3 Policy Statement

Newark and Sherwood Homes Limited (the Company)...

- a) Recognises and accepts its duty to provide a safe and healthy place of work for all its employees and visitors; and shall do all that is reasonable and appropriate to protect employees, service users, board members and other persons from injury, ill health, loss or inconvenience as a result of its work activities.
- b) Intends to comply with all its statutory obligations and, where possible, to improve on these minimum standards by implementing industry best practice and encouraging a positive attitude towards Health, Safety and Welfare and throughout the Company.
- c) Shall provide safe and healthy plant and equipment, systems of work, storage, transport and welfare facilities, and shall ensure that competent technical and professional advice is available to the Company concerning matters of Health, Safety and Welfare.
- d) Shall provide suitable and sufficient information, instruction, training and supervision to allow all its employees to contribute effectively to a safe and healthy working environment.
- e) Shall develop the Company's Health and Safety policy in consultation with trade union appointed representatives so that employees and service users are given the opportunity to be effectively involved in the promotion of Health, Safety and Welfare issues.
- f) Shall ensure that Health and Safety is a regular agenda item at meetings and Senior Management Team is reviewed by the Board at least once annually or by exception where necessary.

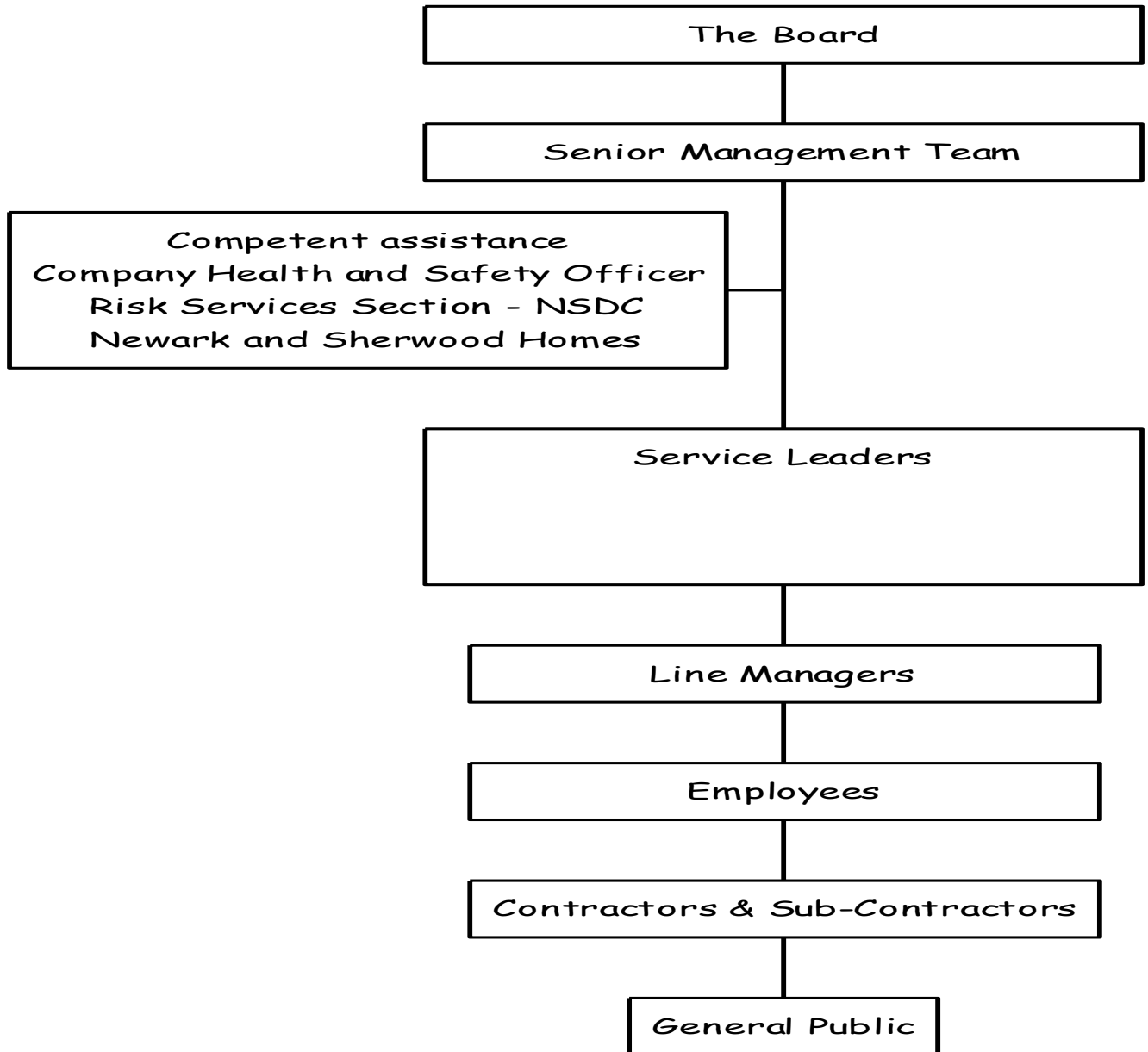
Rebecca Rance

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**Chief Executive
Newark and Sherwood Homes Limited**

October 2010

4 Corporate Health & Safety Responsibility & Accountability



———— Responsibility

4.1 Responsibilities of Newark and Sherwood Homes

Newark and Sherwood Homes, through its Board of Directors, has responsibilities for:

- a) The Health, Safety and Welfare of Newark and Sherwood Homes' employees;
- b) The conduct of Newark and Sherwood Homes undertakings to ensure the Health, Safety and Welfare of the public and other persons who may be affected by our work.

To meet these responsibilities Newark and Sherwood Homes shall ensure:

- a) That there is an effective overall policy for the Health, Safety and Welfare of all employees and appropriate resources are available to meet the requirements of that policy;
- b) That any necessary changes are made to the Health and Safety Policy arising from annual reviews and alterations, amendments to organisational structures and operational arrangements;
- c) That the general public are made aware of any situations that may arise which may affect their Health, Safety or Welfare and that Newark and Sherwood Homes shall take steps to eliminate such situations;
- d) That Newark and Sherwood Homes activities do not detrimentally affect the Health, Safety or Welfare of the general public and/or other persons e.g. Contractors;
- e) That Newark and Sherwood Homes shall review the implementation of this policy annually and make such recommendations as are necessary.

5 Responsibilities

RESPONSIBILITIES – SPECIFIC

5.1 THE BOARD OF DIRECTORS shall...

- a) Ensure that the Newark and Sherwood Homes Health and Safety Policy is effectively implemented and ensure it is reviewed on a regular basis.
- b) Implement corrective action measures where Health and Safety performance is identified as not meeting the required standard.
- c) Approve this Health and Safety Policy and any revisions.
- d) Ensure that due consideration is given to the Health and Safety consequences of any policy decision taken by the Board.

5.2 THE CHIEF EXECUTIVE shall...

- a) Give overall effect to Newark and Sherwood Homes' Health and Safety Policy and will, as necessary review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of Health and Safety have been delegated.

5.3 THE HUMAN RESOURCES AND COMMUNICATIONS MANAGER shall...

- a) Ensure there are adequate mechanisms in place for the identification, organisation and implementation of training and instruction of employees at all levels, within the limitations of service budgets.
- b) Manage all personal Health and Safety records provided to their section such as training records, health surveillance, medical records, etc.
- c) Manage all cases referred to the occupational health provider.
- d) Ensure that no part of this policy is in direct conflict with any of the Company's employment, equal opportunities or disciplinary procedures.
- e) Arrange for occupational health services or assistance as required to implement any part of this policy.
- f) Arrange for examination by a competent medical practitioner and any appropriate health surveillance whenever required by this policy.
- g) Arrange, in conjunction with the Health and Safety Officer, for the provision of any training required by relevant legislation or by this policy.

5.4 THE COMPANY HEALTH AND SAFETY OFFICER shall...

- a) Undertake the duties of the CDM Coordinator according to the Construction (Design and Management) Regulations 2007, and ensure that the other duty holders have properly addressed their obligations under the Regulations.
- b) To coordinate and act as the company's CDM coordinator. To discharge the company's duties under the current CDM Regulations.
- c) Advise the Director responsible for Health and Safety of developments in and the implications of legislation, standards, best practice and evolving technology relating to Health and Safety.
- d) To continually review the systems and processes employed in the delivery of the Company's services and ensure that managers are aware of the latest Health and Safety legislation relevant to their areas of work.
- e) To identify areas of improvement and, develop and deliver bespoke training to enable employees of the Company to comply with their Health and Safety obligations.
- f) To ensure the Company's obligations are discharged in respect of Legionella.
- g) To ensure the Company's obligations are discharged in respect of the Regulatory Reform (Fire Safety) Order 2005.
- h) To investigate accidents/incidents/dangerous occurrences resulting from the Company's activities and recommend and supervise improvements to the processes used.
- i) To provide general guidance to employees requiring help or assistance in Health and Safety related issues.
- j) To assist with the development of the Company's Business Continuity Plan and ensure that the company has robust recovery process, in the event of a disaster.
- k) To identify changes in Health and Safety legislation and best practice concerning the work of the company and disseminate as appropriate to relevant employees.
- l) Monitor and audit the Company's Health and Safety performance and collate and present any statistics relevant thereto.
- m) Periodically inspect offices, premises and sites of work in conjunction with

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the person in charge for the purpose of securing improvements in working conditions and practices.

- n) Advise the employees regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors, safe systems of work.
- o) Advise and assist the employees regarding the assessment of risk, provision of information and training.
- p) Liaise with appropriate enforcement agencies, network groups and industry bodies on behalf of the Company.
- q) Identify shortcomings in training or information required for the proper performance of the Health and Safety Policy and make arrangements for the provision of suitable training and information.
- r) Consult with trade union appointed Safety Representatives in order to fulfill the Company's responsibilities under the Safety Representatives and Safety Committees Regulations
- s) Provide or arrange for specialist Health and Safety related services or equipment as necessary to implement any part of this policy.
- t) Ensure the Company's obligations are disclosed effectively in respect of Asbestos management.

RESPONSIBILITIES – GENERAL (SEE APPENDIX A)

The following levels of Health and Safety responsibility relate directly to the levels of responsibility that are attributed to the specific roles of employees. Five levels have been identified as follows;

Level 5 – Senior Management Team

Level 4 – Middle Management

Level 3 – Employees with supervisory responsibility and limited management responsibility

Level 2 – Employees with some limited supervisory responsibility

Level 1 – All employees

Each role within the organisation relates to a specific level of Health and Safety responsibility and these have been identified in Appendix A.

It is acknowledged that some areas of the business do not have several tiers of responsibility. In these cases the Health and Safety responsibility for levels that do not have specific employees identified shall be assumed by the next most senior level. No employee should take responsibility above the level identified in Appendix A.

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From time to time temporary arrangements may need to be assumed due to vacancies or temporary structural changes. In these circumstances, Appendix A shall be modified, as necessary, to reflect the current working arrangements.

5.5 LEVEL 5 - HEALTH AND SAFETY RESPONSIBILITY

- a) Ensure Newark and Sherwood Homes' Health and Safety Policy is implemented within their respective responsibilities. They will ensure that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.
- b) Report to Health and Safety performance to the Newark and Sherwood Homes Board on an annual basis or by exception as required.
- c) Ensure that adequate resources are in place to deliver Health and Safety training.
- d) Ensure that regular briefings are received regarding the Company's Health and Safety activity, performance and delivery.
- e) Have an identified Senior Management Team "Safety Champion" who, where possible, shall ensure Health and Safety issues are adequately represented and communicated at corporate level.
- f) The general responsibility for the organisation and communications on all matters relating to the Health, Safety and Welfare of employees. Dissemination, with advice from the Company Health and Safety Officer of Newark and Sherwood Homes, up to date knowledge of legislation, codes of practice and other technical guidance within Newark and Sherwood Homes Limited.
- g) In addition to the above, the Senior Management team Safety Champion who is responsible for corporate Health and Safety within Newark and Sherwood Homes Ltd in fulfilling their duty shall ensure that;
 - The Health and Safety Policy is appropriate, reviewed and is communicated to all employees.
 - Individual service areas produce and review risk assessments
 - Suitable mechanisms are in place to ensure appropriate training is delivered
 - Appropriate mechanisms are in place to ensure statutory requirements are met

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- All reportable accidents are notified to the Health and Safety Officer in order for them to be reported to the Health and Safety Executive
- There is a competent team to assist with the role of CDM Coordinator, Designer, Client or contractor under the Construction (Design and Management) Regulations 2007
- Suitable emergency procedures exist and that they are communicated to all relevant persons
- To arrange for appropriate resources to be available to ensure the requirements of the Safety Policy and compliance with Health and Safety legislation which will affect the organisation corporately
- Each section has a system to ensure that Health and Safety is suitably monitored by Newark and Sherwood Homes line managers
- Report all major Health and Safety issues to the appropriate Management Team meeting.
- Consult regularly with the Company's Health and Safety Officer.
- Update meetings of the Senior Management Team where necessary about proposed changes in Health and Safety legislation and any potential impact on the Company's activities.
- Bring significant changes in the Company's Health and Safety policy to the Board for approval.

5.6 LEVEL 4 - HEALTH AND SAFETY RESPONSIBILITY

Defined as middle management with full management responsibilities for the team they manage. Health and Safety responsibilities include;

- a) Implement the contents of this Health and Safety Policy effectively within their service area.
- b) Possess overall responsibility for ensuring that their service area complies with all its statutory duties under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and all relevant statutory instruments.
- c) Ensure sufficient resources are allocated to Health, Safety and Welfare issues so as to ensure that legislative standards are met and, where reasonable, exceeded.
- d) Be aware of developments in legislation relevant to their service area and shall accordingly allocate additional resources where necessary.

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- e) Recognise duly appointed trade union Health and Safety representatives and ensure that a suitable method of consultation exists with regard to issues on which the Company is required to consult.
- f) Ensure Health and Safety is accorded appropriate priority within their service area activities.
- g) Ensure major issues of Health, Safety and Welfare are discussed and resolved at the appropriate forum.
- h) Appoint sufficient competent persons to undertake specific tasks required by this policy.
- i) Ensure risk assessments for all significant hazards are produced and communicated to all relevant employees.
- j) Employees are suitably trained and competent.
- k) Operations within their section conform to current Health and Safety legislation and that appropriate guidelines, codes of practice, etc are adhered to.
- l) All statutory Health and Safety examinations required within their service area are completed within mandatory timescales.
- m) Ensure all accidents/incidents/dangerous occurrences are investigated by appropriately trained employees and reported to the Health and Safety Officer immediately
- n) Frequent monitoring is carried out by line managers to ensure adherence to codes of practice, risk assessments, work method statements or other relevant Health and Safety instructions
- o) Delegate specific duties necessary to implement the Company's Health and Safety Policy.
- p) Commence appropriate disciplinary procedures against personnel under their control for breaches of Health and Safety Policy, rules or agreements in line with the Company's disciplinary procedures.
- q) Periodically inspect and review premises and work activities within their areas of responsibility with a view to securing improvements in working conditions and practices.
- r) Ensure that any statutory records or documents pertaining to the Company's Health and Safety Policy are kept up to date and are available for inspection to those entitled to view them.

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- s) Ensure that any relevant emergency procedures are regularly practiced in areas under their control, and that suitable records are kept up to date.
- t) Ensure that procedures are available to allow any person under their control to voice opinions concerning, or report matters of Health, Safety or Welfare without fear of harassment or discrimination.

5.7 LEVEL 3 - HEALTH AND SAFETY RESPONSIBILITY

Defined as Employees having direct supervisory and some managerial responsibilities. Health and Safety responsibilities include;

- a) Risk assessments are communicated to all relevant employees and that they are kept up to date
- b) All accidents and near misses are investigated and reported in line with Company Procedures.
- c) Frequent monitoring is carried out to ensure adherence to codes of practice, risk assessments, work method statements or other relevant Health and Safety instructions.
- d) Suitable first aid provision is available within their area.
- e) Areas/buildings for which they have responsibility are kept in a safe condition.
- f) Actively promote good standards of Health, Safety and Welfare within their team.
- g) Ensure that resources made available to them are appropriately allocated within their areas of responsibility.
- h) Employees failing to comply with their Health and Safety responsibilities are appropriately disciplined.
- i) Suitable measures are taken to ensure the competency of any contractors employed with their service area
- j) Ensure that appropriate systems of work, training, information, instruction, supervision plant, equipment and facilities are available to personnel under their control so as to allow them to satisfactorily perform their duties as listed in the Company's Health and Safety Policy, and so that they are not caused to breach any statutory duty.
- k) Ensure that the Company's Health and Safety Policy and any related safe system of work or preventative or protective measure is applied

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throughout their areas of responsibility and brought to the attention of all personnel under their control.

- l) Actively promote good standards of Health, Safety and Welfare throughout all areas under their control.
- m) There is suitable supervision where required.
- n) Ensure that any statutory test or examination is carried out, and that a log of tests, examinations and maintenance is kept up to date and available for inspection.
- o) Ensure that a system of planned prevention maintenance is developed to include any plant, equipment or vehicle under their control which is likely to deteriorate to a condition of danger.

5.8 LEVEL 2 – HEALTH AND SAFETY RESPONSIBILITY

Defined as; employees with some supervisory responsibilities that includes the check of work quality and quantity. Health and Safety responsibilities include;

- a) Ensure that the Company's Health and Safety policy and related systems of work, codes of practice and safety rules are applied throughout their areas of responsibility.
- b) Report any weaknesses in Health, Safety and Welfare procedures or facilities identified by them to their Line Manager.
- c) Regularly inspect sites of work and work activities under their control with a view to ensuring that such sites or activities comply with the relevant statutory requirements and Company Health and Safety procedures.
- d) Co-operate with the Health and Safety Officer with regard to inspections of work areas or activities under their control.
- e) Be able within reason to account for the whereabouts of and be contactable by persons under their control.
- f) Risk assessments are communicated to employees under their control.
- g) Ensure that any plant, equipment or vehicle which has been reported to them as being defective and is unsafe to use is removed from service and not used until it has been repaired and tested as appropriate.
- h) Ensure a written record is made of any unsafe situation, dangerous occurrence, violent incident, injury or disease reported to them by a person under their control

5.9 LEVEL 1 – HEALTH AND SAFETY RESPONSIBILITY

Defined as employees without supervisory or line management responsibility. Additionally these responsibilities apply to all other employees on a personal basis. Health and Safety responsibilities include;

- a) Look after the Health and Safety of themselves and others at work and not endanger any person by their acts or omissions.
- b) Not interfere with or misuse any item provided by their employer for Health and Safety reasons.
- c) Make full and proper use of any item or system of work provided by their employer in the interests of Health and Safety.
- d) Co-operate with their employer and supervisor in the interests of securing improvements in Health, Safety or Welfare.
- e) Follow any reasonable direction or instruction provided by their employer or supervisor.
- f) Present themselves for medical examination or health surveillance during working hours when requested by their employer in accordance with this policy.
- g) Inspect before use on a daily basis any plant, equipment, tool or vehicle in accordance with any training, information or instruction given to them.
- h) Not attempt to repair, alter or modify any plant, equipment, tool or vehicle unless competent and authorised to do so.
- i) Report any unsafe condition, defective plant or equipment, accident, injury, violent incident, dangerous occurrence or work-related disease as soon as possible.
- j) Make themselves aware of Company procedures and policies insofar as they are affected by them.
- k) Assist visitors or others to a place of safety in an emergency.
- l) Ensure a written record has been made of any unsafe situation, dangerous occurrence, violent incident, injury or disease which they have formally reported to their immediate supervisor.

The level and quantity of precautions taken must always be proportionate to the actual level of risk present.

5.10 Fire

- a) The nominated Director for Health and Safety has general responsibility for ensuring compliance with the relevant fire safety regulations. To fulfil this duty the Director will delegate management of fire safety for Newark and Sherwood Homes premises to the following:
- b) **Farrar Close, Newark** – A Manager will be appointed specific responsibility for ensuring compliance with fire safety regulations for the Farrar Close Offices and will ensure that all fire equipment/procedures are provided and maintained in accordance with the fire logbook.
- c) **Kelham Hall Offices**- A Manager will be appointed specific responsibility for ensuring compliance with fire safety regulations for NSH Offices at Kelham Hall and will ensure that all fire equipment/procedures are provided and maintained in accordance with the fire logbook.
- d) **Community Centres** – A Manager will be appointed specific responsibility for ensuring compliance with fire safety regulations in all community centres operated by Newark and Sherwood Homes and will ensure all fire equipment is provided and maintained in accordance with the fire logbook. The Supported Housing Services Manager will also ensure they complete weekly checks of all centres and any issues noted are promptly addressed. Annual Health and Safety audits and fire risk assessments are carried out by competent, trained and adequately resourced persons.
- e) **Other Premises** - The senior most responsible person at the premises shall have specific responsibility for ensuring compliance with Fire Safety Regulations. Overall responsibility will fall to the appropriate Service Leader who will be supported by the Health and Safety Officer where appropriate.

All of the above employees will ensure that:

- a) A suitable fire risk assessment is made to evaluate the potential fire risks and adequate responsive action is taken to remove or reduce risk to a minimal and appropriate level
- ii) A suitable fire plan for the building/area is produced and Fire wardens are appointed to ensure a rapid and effective evaluation
- iii) A fire drill is completed to the area under their responsibility at least once every 6 months; with specific regard to Kelham Hall it is necessary to co-ordinate with NSDC in respect of Fire Drills.
- iv) Special areas of fire risk potential are suitably marked and special procedures formulated.
- v) All employees receive appropriate training.

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- vi) All fire equipment is inspected and maintained on an annual basis.
- vii) Premises Managers document all of the above within a Fire Log Book; and suitable instructions are posted in conspicuous areas informing all users of the building what action to take in case of a fire.

6 Arrangements

HEALTH AND SAFETY MANAGEMENT

ARRANGEMENTS

- 01 Risk Assessment
- 02 Consultation
- 03 Health and Safety Inspections
- 04 Health and Safety Incidents
- 05 First Aid
- 06 Contractor Management
- 07 Young Persons and Pregnant Workers
- 08 Lone Working
- 09 Training and Information
- 10 Health and Safety Monitoring and Review

SAFETY ARRANGEMENTS

- 11 Hazardous Substances
- 12 Public Protection
- 13 Electricity and Gas
- 14 Display Screen Equipment
- 15 Plant and Equipment
- 16 Driving at Work
- 17 Work at Height
- 18 Personal Protective Equipment

OCCUPATIONAL HEALTH ARRANGEMENTS

- 19 Smoking
- 20 Alcohol and Drugs
- 21 Stress
- 22 Occupational Diseases
- 23 Manual Handling
- 24 Noise and Vibration
- 25 Asbestos
- 26 Legionella

WELFARE ARRANGEMENTS

- 27 Welfare Facilities

7 HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

01 - Risk Assessment

1.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to carry out Health and Safety risk assessments.
- b) Risk assessment is an essential component of good Health and Safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.
- c) In order for risk assessments to be suitable and effective, the risk assessment process itself must not be inappropriately applied, unreasonably time- consuming or over-complex

1.2 OBJECTIVES

- a) To implement a risk assessment system that is effective, efficient and suitable to meet Newark and Sherwood's Homes' business needs.
- b) To comply with the Company's statutory duty to prepare suitable and sufficient risk assessments.
- c) To contribute to the improved Health, Safety and Welfare of the Company's employees, customers and tenants through the identification and prevention or control of any significant risk.

1.3 POLICY

- a) Risk assessment is considered to be the foundation of Newark and Sherwood Homes' Health, Safety and Risk Management Programme. Without risk assessment the Company is unable to identify and control our true risks.
- b) Directors shall ensure that risk assessments are completed and reviewed for their directorates.
- c) Managers are responsible for ensuring suitable risk assessments are produced and maintained relevant for all significant risks and that adequate controls are provided.
- d) Managers will monitor periodically to ensure risk assessments are suitable and in date.

Preventative and/or risk control measures identified by risk assessment shall

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be implemented within each section by the responsible Manager.

- e) Line managers shall identify hazards and evaluate risks produced by Newark and Sherwood Homes' activities. Where this assessment highlights a significant risk the manager shall record his/her findings.
- f) Line Managers **MUST** ensure that employees are made aware of the significant findings of all relevant risk assessments. Indeed, wherever possible employees shall be consulted during the risk assessment exercise.
- g) Adequate training shall be provided to ensure competence of all managers to carry out risk assessments.
 - Risk assessments shall be reviewed and amended as necessary, by Line Managers:
 - On an annual basis
 - Following an accident
 - If there is a significant change in the work activity
 - Where employees are under the age of 18 years
 - On receiving notification of pregnancy from an employee, and
 - When a new/vulnerable employee starts.
- h) Risk assessment is the identification and management process. However, the implementation of the final action plan to reduce or eliminate any identified risks is essential.
- i) Each service area shall monitor its own performance in order to ensure that the preventative and/or risk control measures that have been identified are properly implemented, observed and effective.
- j) Risk assessments shall be reviewed within each service area once every year, or whenever there is cause to believe that they are no longer valid.
- h) The Company shall maintain a database of Health and Safety risks to employees, which shall be reviewed independently by the Health and Safety Officer at least annually, see NSH – HS008B.
- i) Where the Company's activities significantly impact on the Health, Safety or Welfare of other people not employed by the Company, a risk assessment shall be carried out by the directorate carrying out that activity in order to identify the significant risks and any appropriate preventative and/or risk control measures.
- j) The Company shall instruct all employees regarding the basic processes of Health and Safety risk assessment, and shall encourage the participation of employees in the identification and reporting of all risks.

1.4 LEGAL REQUIREMENTS

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

1.5 RELATED POLICIES AND PROCEDURES

NSH – HS008 Health and Safety Risk Assessment Procedures

NSH – HS008A Health and Safety Risk Assessment Guidelines For Vulnerable Persons to Meet Individual Needs.

NSH – HS008B Health and Safety Risk Assessment Database

NSH – HS008C Job Specific Risk Assessments (Contained within the database).

02 – Consultation

2.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to consult with employees about specified Health and Safety matters.
- b) Newark and Sherwood Homes recognises that consultation is an essential step within the management process.

2.2 OBJECTIVES

- a) To comply with the Company's statutory duty to consult with employees about the specified Health and Safety matters.
- b) To contribute to the improved Health, Safety and Welfare of the Company's employees, customers and the general public through consultation with those parties who are affected by the Company's activities.

2.3 POLICY

- a) Health and Safety shall be reported to the Senior Management Team on a quarterly basis. Additionally an annual Health and Safety report shall be presented to the Directors of the Board. The Directors of the Board may also receive additional Health and Safety updates in response to specific issues that arise.
- b) The Company shall consult with employees through the recognised Trade Unions with regard to the formulation and any subsequent review of the Company's Health and Safety Policy.
- c) The Company shall consult directly with employees regarding significant alterations to Health and Safety documents and procedures and risk prevention or risk reduction measures through the Health and Safety Committee.
- d) All employees shall be offered the opportunity to raise Health and Safety matters with the Company. To this end, each section must ensure that Health and Safety can be raised on a regular existing meeting that is regularly attended by all employees in that section.
- e) The Company shall consult directly with tenants regarding the Health and Safety implications of major /planned works through the District.

2.4 LEGAL REQUIREMENTS

Health and Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committee Regulations 1977

2.5 RELATED POLICIES and PROCEDURES

Communications Policy
Whistleblowing Policy

2.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

NSH – HS016 Health and Safety Committee Constitution

03 - Health and Safety Inspections

3.1 PRINCIPLES

- a) Regular formal inspection of Company workplaces and other areas under the Company's control is an essential tool for the identification of hazards relating to the work environment. Additionally this provides evidence of compliance with Company Health and Safety procedures.
- b) The frequency at which inspections are carried out should be such that they are regular enough to identify emergent hazards, yet not so frequent that they become unreasonably time-consuming.

3.2 OBJECTIVES

- a) To contribute to the improved Health, Safety and Welfare of the Company's employees, tenants' and visitors by regular formal inspection of workplaces in order to identify hazards and prevent or reduce any risk of harm.
- b) To contribute to the improved Health, Safety and Welfare of the Company's customers by regular formal inspection of areas under the Company's control.

3.3 POLICY

- a) Newark and Sherwood Homes shall ensure that Health and Safety inspections are carried out at frequencies appropriate to the level of risk.
- b) The Company shall appoint persons to carry out inspections of workplaces and other relevant areas at agreed frequencies in defined areas.
- c) Persons appointed to carry out workplace inspections shall ensure that an Elected Trade Union Safety Representative or other appropriate employee shall be afforded the opportunity to observe and contribute to the inspection. This shall not preclude the legal right of Elected Trade Union Safety Representatives to inspect their workplace at least every three months (or more frequently by agreement).
- d) Procedures shall be implemented to allow employees to report any unsafe condition observed in workplaces or other relevant areas.

3.4 LEGAL REQUIREMENTS

- a) Safety Representatives and Safety Committee Regulations 1977
- b) Workplace (Health, Safety and Welfare) Regulations 1992
- c) Health and Safety (Miscellaneous Amendments) Regulations 2002

3.5 RELATED POLICIES and PROCEDURES

None

3.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- NSH HS017 Health and Safety workplace audit inspection procedure
- NSH HS017a Health and Safety workplace audit scope
- NSH HS017b Health and Safety workplace audit document
- NSH HS017d Health and Safety workplace audit inspection programme

04 - Health and Safety Accidents And Incidents

4.1 PRINCIPLES

- a) "Health and safety accidents and incidents" include injuries, dangerous occurrences, occupational ill-health and violence.
- b) Appropriate procedures are necessary to ensure that accidents and incidents are properly reported and investigated so that the Company has the opportunity to determine and address the root causes of the incident and prevent its re-occurrence.
- c) Accidents and incidents will not be properly reported unless employees are made fully aware of the procedure and reasons for doing so, and are reassured that they will not be unduly blamed for reporting incidents.

4.2 OBJECTIVES

- a) To comply with the Company's statutory duty to report certain classes of incident to the statutory authority.
- b) To encourage the prompt and accurate reporting of health and safety accidents and incidents.
- c) To reduce accident rates.

4.3 POLICY

- a) Newark and Sherwood Homes Limited shall introduce appropriate and straightforward procedures to facilitate the reporting of Health and Safety accidents and incidents.
- b) Significant accidents and incidents shall be investigated for the purpose of ensuring that suitable measures are taken to reduce the likelihood of the event re-occurring.
- c) At no time during the investigation of health and safety accidents or incidents shall any blame be attributed to any employee(s) for any reason unless there is clear evidence that the event was the result of a deliberate negligent action or omission.
- d) Elected Trade Union Safety Representatives shall be informed of accidents and ill health occurrences amongst the members they represent to enable them to fulfill their functions to investigate and inspect such events as provided for by law.

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- e) All employees are required to report immediately, to their direct line manager, all accidents and incidents, including violence, whether or not they result in personal injury.
- f) The Line Manager shall ensure that an adequate investigation is carried out and that suitable details along with the accident report form NSH – 001C are sent to the Health and Safety Officer as soon as possible. This shall be followed, where necessary, by a full investigation, to establish the cause, remedy any immediate defects and prevent a reoccurrence

4.4 LEGAL REQUIREMENTS

- a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- b) Safety Representatives and Safety Committee Regulations 1977
- c) Occupiers' Liability Act 1957 and 1984
- d) Health and Safety at Work etc Act 1974
- e) Management of Health and Safety at Work Regulations 1999

4.5 RELATED POLICIES and PROCEDURES

- a) Document Retention Policy
- b) Company 'at risk' register procedure

4.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

NSH – HS001C Accident / Incident Reporting Form

NSH – HS001 Accident Reporting Procedure

NSH – HS001A Accident Reporting Form User Guide

NSH – HS002 Incident Reporting Procedures

NSH – HS 002A Incident Reporting User Guide

05 - First Aid

5.1 PRINCIPLES

- a) The purpose of first aid is to sustain life, prevent deterioration in the existing condition and to promote recovery until the appropriate medical assistance is available. As such, it is essential that there are sufficient trained personnel and facilities so that first aid assistance can be given to any employee or visitor who may be injured or becomes ill on the Company's premises.
- b) Arrangements are also required to ensure that appropriate equipment, communications or assistance are available to peripatetic employees as far as is reasonably practicable.

5.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision of first aid facilities.
- b) To ensure that first aid provisions are appropriate with regard to levels of risk.

5.3 POLICY

- a) Newark and Sherwood Homes Limited. shall ensure that there are sufficient trained persons to provide competent first aid assistance during core hours at any permanent workplace.
- b) Appointed competent persons employed by the Company shall be paid an additional premium to their salary at the rates published by the company from time to time. This rate shall be periodically reviewed.
- c) Newark and Sherwood Homes shall ensure that suitable and sufficient facilities are available at any permanent workplace so that competent persons are able to provide first aid assistance.
- d) Newark and Sherwood Homes shall, using risk assessments, ensure that peripatetic workers have access to first aid facilities or are able to summon assistance according to their expected needs.
- e) First aid kits shall be supplied and maintained in all Company vehicles.
- f) Suitably qualified first aiders and appropriate first aid equipment is provided for employees based at Kelham Hall, Farrar Close, Local Offices and as required at Community Centres and Sheltered Housing Schemes.

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- g) Managers responsible for specific service areas must ensure that all used first aid kits and equipment are checked on a weekly basis and are fully replenished. They must also ensure training for employees is provided to ensure that adequate first aid cover is maintained at all times.
- h) First Aid personnel shall keep records of all first aid administered.
- i) Managers shall ensure that names of First Aid personnel are displayed in all premises for the information of employees.
- j) Stocks of first aid equipment are available from the stores at Farrar Close.

5.4 LEGAL REQUIREMENTS

- a) Management of Health and Safety at Work Regulations 1999
- b) Health and Safety (First Aid) Regulations 1981
- c) Health and Safety (Miscellaneous Amendments) Regulations 2002

5.5 RELATED POLICIES and PROCEDURES

5.6 Document Retention Policy

5.7 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

None

06 – Contractor Management

6.1 PRINCIPLES

- a) Although contractors are directly responsible for the Health and Safety of their own employees, Newark and Sherwood Homes needs to be assured that reasonable measures are in place during contract works to protect its employees, tenants and other affected persons from harm or loss.

6.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the management of contractors.
- b) To implement reasonable measures to protect employees, tenants, residents and members of the public from any foreseeable and significant risk of harm or loss.

6.3 POLICY

- a) The Company shall introduce suitable procedures to ensure that Health and Safety is managed throughout each project life cycle, from conception to completion (Permit To Work Database NSH – HS007B).
- b) The Company shall ensure that contract works are let only to persons or organisations who are competent to carry out the works in accordance with the relevant statutory provisions. They shall also be members of Construction Line unless specific permission has been approved by the relevant service leader.
- c) The Company shall provide its contractors with any relevant Health and Safety information that is reasonably accessible to the Company, and that would not normally be available to a competent contractor.
- d) The Company shall monitor the Health and Safety performance of its contractors, and shall take the results of any such monitoring into account when letting or reallocating contract work

Contractors and CDM Regulations

- e) Only suitable, competent and appropriately qualified contractors or Sub-contractors shall be engaged, who can meet the requirements of the 2007 CDM Regulations (Regulation 4, Competence Criteria). Where a contractor is engaged the Manager responsible for the contract eg, the Contracts Manager or Project Administrator shall:

Ensure that all reasonable practicable steps have been taken to engage a competent contractor. This will require the contractor to provide adequate evidence to demonstrate their suitability and competence which may include:

- A current Health and Safety policy;
 - Relevant risk assessments;
 - Details of relevant training received by their employees;
 - Details of previous similar work/references;
 - Details of previous enforcement action;
 - Health and Safety performance indicators.
 - Full disclosure of any intended sub-contractor to be used, inclusive of the above documentation to be submitted for each sub-contractor
- f) Agree, prior to work commencing, Client, Contractor and sub-contractor responsibilities and duties, including work method statements.
- g) All relevant Health and Safety information available and relevant to the contract is given to the Contractor/Sub-contractor.
- h) Their work shall be monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.
- i) All necessary information that is required to complete the F10(rev) notification, the Pre-construction Information Package (PIP), the Construction Phase Health and Safety Plan and the Health and Safety File is made available with sufficient time allocated to prepare these.
- j) Where hazardous substances are to be used, the responsible contract administrator has ensured that the Contractor has produced suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
- k) The responsible Contract Administrator shall ensure that any area in which contractors have worked is safe prior to re-occupation.

6.4 LEGAL REQUIREMENTS

- a) Building Regulations 2000
- b) Construction (Design and Management) Regulations 2007
- c) Construction (Head Protection) Regulations 1989

6.5 RELATED POLICIES and PROCEDURES

- a. Code of procedures with respect to contracts

6.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH - HS007B "Permit to Work for Contractors"
- b) NSH – HS007 Permit To Work Procedure
- c) NSH – HS00 Permit To Work For Contractors User Guide
- d) NSH - HS003D Company 'At Risk' Register".

07 - Young Persons and Pregnant Employees

7.1 PRINCIPLES

- a) Young workers are considered to be at greater risk of harm while at work due to their perceived lack of experience and maturity, and are therefore owed a greater duty of care.
- b) Young persons or children on work experience are designated as employees for the purposes of Health and Safety legislation and they must be afforded the same Health and Safety protection as other employees.
- c) Pregnant employees may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

7.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the employment of young persons and pregnant employees
- b) To take reasonable additional steps to protect young persons and pregnant employees from any unacceptable risk of harm.

7.3 POLICY

- a) Newark and Sherwood Homes Limited. shall ensure an assessment is made of the risks to young person's at work or on work experience, paying particular attention to:
 - added risk due to lack of experience, awareness and maturity
 - any task, location or work equipment that may be prohibited.
 - the level of supervision available.
 - the working hours.
 - training needs.
- a) No employee of the Company may allow their children who are not at work into the Company's offices, workshops or vehicles except with the permission of the Line Manager. In Young Persons – (under 18 years old)
- b) A suitable risk assessment, using the Newark and Sherwood Homes agreed pro-forma, shall be carried out for all young person's when either employed by Newark and Sherwood Homes or when on work experience. The line

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manager responsible for this young person must carry out this assessment prior to employment or work experience.

c) The assessment must:-

- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Address specific factors in the risk assessment.
- Provide information to parents of school age children about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain activities.

In cases where such permission has been granted, children shall be escorted at all times.

d) When advised of pregnancy, line managers shall immediately notify Human Resources and Communications Manager. The Line manager, in conjunction with the pregnant employee and a member of the human resources team, shall undertake a risk assessment of the relevant employee's duties.

e) Newark and Sherwood Homes shall ensure the assessment made of the risks to pregnant employees pays particular attention to:

- any night-shifts or extended working hours.
- possible exposure to chemicals, radiation, lead or biological agents
- heavy manual work including manual handling.
- any long distances or flights of stairs to be traversed at work
- the frequency and duration of rest periods.
- the availability of rest facilities.
- other hazards likely to affect the Health and Safety of the mother or child.

f) Reasonable adjustments shall be made where necessary to the pregnant employee's duties in order to prevent or control any additional risk. If risks are such that they can no longer be reasonably and sufficiently prevented or controlled, the pregnant employee shall be offered an alternative task without detriment to her conditions of service or suspended until such a time, as she is able to continue with her normal work in accordance with the Company's employment policies and procedures.

7.4 LEGAL REQUIREMENTS

a) Health and Safety at Work etc Act 1974

b) Management of Health and Safety at Work Regulations 1999

c) Health and Safety (Miscellaneous Amendments) Regulations 2002

d) Working Time Regulations 1998 (As amended 1999 and 2001)

7.5 RELATED POLICIES and PROCEDURES

a) Equality, Diversity and Inclusion Policy

b) Maternity Pack

7.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

NSH – HS008 Health and Safety Risk Assessment Procedures

NSH – HS008A Health and Safety Risk Assessment Guidelines For Vulnerable Persons to Meet Individual Needs.

NSH – HS008B Health and Safety Risk Assessment Database

NSH – HS008C Job Specific Risk Assessments (Contained within the database).

08 – Lone Working

8.1 PRINCIPLES

- a) Newark and Sherwood Homes Limited believes that its employees, contractors and partners should be able to carry out their work without fear of physical attack or physical or verbal abuse.
- b) The Company recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behavior, and to obtain assistance in an emergency.

8.2 OBJECTIVES

- a) To implement reasonable measures to protect employees, contractors and partners who work alone from harm through violence or abusive behavior.
- b) To implement reasonable measures to enable peripatetic employees to summon assistance.

8.3 POLICY

- a) The Company shall ensure that an assessment of risk is carried out for each group of employees that regularly carry out tasks involving lone working in public areas or domestic dwellings, and shall implement protective measures proportionate to the level of risk involved.
- b) The Company shall maintain a register of persons who are known to have displayed violent behavior towards employees, contractors or partners, and shall make information from that register available to employees, contractors and partners as necessary to reduce the risk of physical attack or physical or verbal abuse.
- c) Employees who habitually work alone in public areas or domestic dwellings shall be provided with appropriate training including the recognition and management of threatening behavior.
- d) The Company shall provide a monitored attack alarm device in reception areas that are normally open to the public.
- e) Any communications, tracking, alarm or protective equipment issued in pursuance of this policy shall be suitable for its purpose and, if appropriate, shall be periodically tested to ensure its correct operation.
- f) Employees with medical conditions which make them particularly vulnerable when working alone must bring this to the attention of the Human Resources and Development Manager.

- g) Employees who are handling Company property are expected to hand it over if a specific demand with violence is made rather than place themselves at unnecessary risk. A police report shall always be made in such situations.

8.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Personal Protective Equipment at Work Regulations 1992

8.5 RELATED POLICIES and PROCEDURES

- a) Data Protection Policy
- b) Document Retention Policy

8.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS008 "Health and Safety Risk assessment procedures"
- b) NSH HS003 "At risk register procedure"
- c) NSH HS001 "Reporting and Investigating Health and Safety Incidents"
- d) NSH HS007 "Permit to Work procedure"

09 - Training and Information

9.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to provide Health and Safety training and information to employees, both at the time that they are first employed and periodically afterwards.
- b) Newark and Sherwood Homes also recognises the need to provide training and information relating to safe systems of work, plant, equipment and technology where the lack of such training is likely to lead to harm or loss.

9.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision of training and information.
- b) To increase productivity and prevent or reduce any significant risk of harm or loss by the timely provision of appropriate training and information.

9.3 POLICY

- a) The Company shall introduce Health and Safety awareness training during work time for all employees according to their level of responsibility and the tasks that they carry out. Health and Safety awareness training shall be carried out within a reasonable time period from the date that each employee starts work for the Company.
- b) The Company shall ensure that suitable Health and Safety information is provided to each employee during their induction into the Company.
- c) Health and Safety shall be able to be discussed when necessary at performance 121's and team meetings.
- d) The arrangements for the provision of Health and Safety training shall be reviewed periodically and at any other time when there has been cause to suspect that it is no longer appropriate, suitable or sufficient
- e) Managers in consultation with Human Resources, shall identify training needs. The need for Health and Safety training shall be identified within risk assessments and at staff development interviews.

Training needs shall also be assessed / reassessed at:

- Induction,
- On an annual basis (Staff development interviews and regular 121's)
- Following an accident
- During an audit, and
- When work activities/equipment etc. change

9.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Provision and Use of Work Equipment Regulations 1998

9.5 RELATED POLICIES and PROCEDURES

- a) Human Resources Strategy
- b) Capability Procedure
- c) Staff Development interview process
- d) Document Retention Policy

9.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS017 "Health and Safety workplace audit inspection procedure"

10 - Health and Safety Monitoring and Review

10.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to monitor Health and Safety performance and periodically review its Health and Safety arrangements.
- b) Effective monitoring and review of Health and Safety arrangements will contribute to improved Health and Safety performance throughout the Company.

10.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the Health and Safety monitoring and review.
- b) To identify areas for improvement relating to the company's Health and Safety performance and arrangements.

10.3 POLICY

- a) The Company shall introduce procedures to enable the effective monitoring of the Health and Safety performance of its management, employees and contractors, including regular workplace inspections, accident trend analysis and Health and Safety auditing.
- b) Regular reports and recommendations relating to the Company's Health and Safety performance shall be prepared for consideration by the Company's Senior Management Team. Additionally an annual Health and Safety report shall be submitted to the Directors of the Board and on other occasions by exception as appropriate.
- c) Health and Safety performance shall be included in the Company's annual Risk Management Review.
- d) The Company shall introduce procedures to enable the effective periodic review of its Health and Safety arrangements led by the Asset Management and Investment Manager. This shall include relevant performance indicators to monitor and manage key Health and Safety targets.

10.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999

10.5 RELATED POLICIES and PROCEDURES

- a) Risk Management Process
- b) Performance Management framework
- c) Document Retention Policy

10.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS017 "Health and Safety workplace audit inspection procedure"
- b) NSH HS001 "Accident/Incident reporting procedure"
- c) NSH HS "Permit to Work for Contractors"

SAFETY ARRANGEMENTS

11 - Hazardous Substances

11.1 PRINCIPLES

a) Newark and Sherwood Homes recognises its statutory duty to identify and control risks arising from the storage, transport, use and disposal of hazardous substances and from hazardous by-products used for or generated by its work activities.

11.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the control of hazardous substances.
- b) To prevent or reduce any risk of harm or nuisance to employees and other persons who may come into contact or otherwise be affected by the Company's use or generation of hazardous substances.

11.3 POLICY

- a) Newark and Sherwood Homes Limited. shall identify potentially harmful substances stored or used for or generated by the performance of its work activities and that suitable and sufficient information is obtained in respect of the harmful nature of that substance.
- b) Preventative and protective measures shall be implemented according to the form of substance, the nature and degree of potential harm and the process during which it is used or emitted. Where reasonably practicable, measures other than the use of respiratory protective equipment (RPE) or personal protective equipment (PPE) shall be selected.
- c) Reasonable steps shall be taken to provide appropriate and sufficient information, instruction and training to employees or other persons likely to be exposed to hazardous substances as a result of the Company's work activities.
- d) Line managers, using Newark and Sherwood Homes' COSHH assessment pro-forma, shall suitably assess all substances hazardous to health within the workplace. **Where possible hazardous materials shall be substituted by non-hazardous or less hazardous substances.** Health and Safety data sheets shall be requested from the manufacturer or supplier of all substances. All relevant details shall be made available for employees who shall be instructed to read the information prior to use.

e) Staff responsible for contractors shall ensure that all Contractors and their Sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

11.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Control of Substances Hazardous to Health Regulations 2002
- c) Control of Lead at Work Regulations 2002
- d) Dangerous Substances and Explosive Atmospheres Regulations 2002
- e) Ionising Radiations Regulations 1999
- f) Control of Pesticides Regulations 1986
- g) Special Waste Regulations 1996

11.5 RELATED POLICIES and PROCEDURES

- a) Risk Management Policy
- b) Document Retention Policy

11.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS006 "Control of Substances Hazardous to Health (CoSHH) procedure"

12 - Public Protection

12.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duties to protect people not in its employ from harm, loss and unreasonable inconvenience as a result of the Company's work activities.

12.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the protection of persons not employed by the organisation.
- b) To contribute to and preserve the excellent relationship enjoyed by the Company and its stakeholders, customers and the community.

12.3 POLICY

- a) Newark and Sherwood Homes shall implement all appropriate and reasonably practicable measures to protect members of the public from any unacceptable risk of harm or loss due to its operations, and shall provide suitable information to members of the public where appropriate in order to allow them to avoid such risk.
- b) The Company shall arrange such periodic inspections and tests of equipment and facilities that are provided for the use of tenants and other persons as are required by law or are otherwise necessary to protect such persons from any unacceptable risk of harm or loss
- c) The Company's employees shall treat members of the public courteously and respectfully at all times.
- d) Any work which is likely to cause an immediate and serious risk of harm or loss to any member of the public shall be suspended or made safe immediately.
- e) Plant, equipment or work shall not be left unattended and unprotected where it is likely to cause risk of harm or loss to members of the public – even if they are not meant to be there.
- f) Any specified signs or barriers shall be erected before work starts and remain in place until they are no longer required. If such signs and barriers are removed, the work shall be suspended until they are replaced or other appropriate measures are implemented.

- g) Reasonable care shall be taken to ensure that any of the protective arrangements made under this policy are suitable and sufficient for the needs of disabled and other vulnerable persons who are likely to benefit from the arrangements.

12.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Disability Discrimination Act 1995
- c) Occupiers' Liability Act 1957 and 1984
- d) Management of Health and Safety at Work Regulations 1999
- e) Construction (Design and Management) Regulations 2007
- f) Health and Safety (Safety Signs and Signals) Regulations 1996

12.5 RELATED POLICIES and PROCEDURES

- a) Equality, Diversity and Inclusion Policy
- b) Health and Safety Property Checks Procedure

12.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS008 "Health and Safety Risk assessment procedures"
- b) NSH HS007 "Permit to Work for Contractors"
- c) NSH HS017 "Health and Safety workplace audit inspection procedure"
- d) NSH HS006 "Control of Substances Hazardous to Health (CoSHH) procedure"
- e) NSH HS019 "Managing Health and Safety at Events procedure"

13 - Electricity and Gas

13.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duties to protect employees from harm from contact with electricity and from the inhalation of the by-products of gas combustion.
- b) Newark and Sherwood Homes recognises its statutory duties as a Landlord's agent to protect tenants from harm from contact with electricity and from the inhalation of the by-products of gas combustion.
- c) Newark and Sherwood Homes Limited its statutory duties to periodically inspect and test gas and electrical installations and equipment, and to maintain such installations and equipment so as to so far as is reasonably practicable reduce the risk of harm, loss, fire or explosion.

13.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to electricity and gas.
- b) To introduce proactive measures to identify faulty electrical or gas installations and equipment so as to prevent or reduce any risk of harm or loss to employees, tenants and other persons.

13.3 POLICY

- a) The Company shall ensure that any installation, inspection, testing, commissioning, decommissioning, alteration or repair of any part of any electrical or gas installation or appliance is performed only by persons who have been trained and authorised to perform the particular task.
- b) Any installation, inspection, testing, commissioning, decommissioning, alteration or repair on any electrical or gas installation or appliance shall be performed in accordance with the Electricity at Work Regulations, IEE Wiring Regulations and Gas Safety (Installations and Use) Regulations and to the standards required by the National Inspection Council for Electrical Installation Contracting or GasSafe registered Installers as appropriate.
- c) No work of any kind, other than testing of live circuits by a qualified electrician, may take place in any location where there is a significant risk of contact with any uninsulated electrical conductor or of mechanical damage to any part of any electrical circuit unless the power source has first been identified and isolated and the circuit tested dead.
- d) The Company shall introduce periodic inspection, test and servicing of all electrical and gas installations and appliances that are owned or managed by

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the Company, and that are likely to deteriorate to a state of danger if not subjected to such periodic inspection, test and servicing; and shall ensure that such periodic inspection, test and servicing is carried out within the intervals required by law.

- e) Any electrical equipment specified or provided by the Company for the use of its employees, tenants or other persons shall be suitable for its purpose and shall be free from defect at the time it is specified or made available.
- f) Appropriate inspection and testing, in accordance with legislation and codes of practice shall be carried out on all electrical installations and portable electrical equipment owned by Newark and Sherwood Homes. Newark and Sherwood Homes shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into Newark and Sherwood Homes' premises and is suitable for the environment in which it is to be used.
- g) The Cyclical Maintenance Manager is responsible for ensuring the testing of all portable appliance electrical equipment owned by Newark and Sherwood Homes. The Property and Estates Manager shall ensure that only competent persons, in accordance with BS 7671 : 2001, IEE Wiring Regulations seventeenth edition shall be authorised to install, repair, and maintain electrical installations and/or equipment. Line Managers shall ensure that all equipment brought on site by third parties has been suitably tested.
- h) Managers shall ensure that all portable electrical equipment is visually inspected at appropriate periods between PAT testing to ensure continued safety of equipment. All electrical hand tools held in stores will be formally inspected for visible signs of damage every 6 months. Copies of this inspection will be maintained by the Store Coordinator. The repairs trade operatives are required by risk assessment to visual check power tools held by themselves prior to use. Electrical kitchen equipment in Community Centres will be visually inspected monthly by suitably trained and competent employees, who will log all details on the specific pro-forma during Supported Housing surgeries.
- i) The Stores co-ordinator shall ensure that all portable electrical equipment provided by stores is formally inspected every 3 months.
- j) All electrical work is to be carried out in accordance with the appropriate risk assessment and safe system of work.
- k) No live working will take place unless it conforms to Newark and Sherwood Homes safe system of work.

13.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Electricity at Work Regulations 1989 and IEE 17th Edition Wiring Regulations
- d) Gas Safety (Installations and Use) Regulations 1998 (as amended)
- e) Electrical Equipment (Safety) Regulations 1994
- f) Electricity (Safety, Quality and Continuity) Regulations 2002
- g) Plugs and Sockets Regulations 1994
- h) Gas Appliances (Safety) Regulations 1995

13.5 RELATED POLICIES and PROCEDURES

Health and Safety Property Checks Procedure

Document Retention Policy

13.6 HEALTH and SAFETY DOCUMENTS AND PROCEDURES

- a. NSH HS017 "Health and Safety workplace audit inspection procedure"
- b. NSH HS008 "Risk Assessments Procedures"

14 – Display Screen Equipment

14.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to ensure that display screen equipment including computers, computer peripherals and computer workstations provided to or used by employees in pursuance of their work comply with the standards published in the relevant schedules to the Regulations.
- b) Newark and Sherwood Homes recognises its statutory duty to provide free eye testing when requested by a user of display screen equipment at work.

14.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision and use of computers.
- b) To prevent or reduce any risk of injury to employees who use computers at work.

14.3 POLICY

- a) The Company shall ensure so far as is reasonably practicable that any computer, computer peripheral or computer workstation provided for the use of its employees or used by its employees for the performance of their work meets the standards published in the relevant schedules to the Regulations.
- b) The Company shall implement a procedure that shall allow employees to review the computer equipment and the working environment available to them and to make adjustments to their computer equipment and working environment or to request adjustments to be made on their behalf to the extent required to meet the objective stated above.
- c) The Company shall implement a procedure whereby users and employees who are about to become habitual users of computers may obtain free eye tests regardless of the amount of time that they use their computer equipment at work.
- d) Display screen equipment as defined within the Health and Safety (Display Screen) Regulations 1992(as amended) and associated workstations shall be provided and maintained in accordance with legislation.

14.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Health and Safety (Display Screen Equipment) Regulations 1992
- c) Health and Safety (Miscellaneous Amendments) Regulations 2002

14.5 RELATED POLICIES AND PROCEDURES

- a) DSE Policy
- b) Document Retention Policy

14.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS020 "DSE Procedure Risk Assessments for Computer Users"

15 - PLANT AND EQUIPMENT

15.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to ensure that plant and equipment provided to employees for work purposes are safe to use, are maintained in a safe condition and are used only by suitably trained and authorised persons.
- b) There are many decisions to take when purchasing or hiring plant and equipment including cost, expected resale value, suitability for use, achievement of relevant build and quality standards, work rate, life expectancy, portability and ease of use. Health and Safety is not therefore expected to be the overriding consideration. However, any plant or equipment which is withdrawn from use or has its use limited because Health and Safety had not been properly addressed at the purchasing stage could be a very expensive acquisition.

15.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision and use of plant and equipment.
- b) To prevent or reduce any risk of injury to employees who use plant and equipment at work.
- c) To ensure that Health and Safety matters are accorded appropriate priority when plant and equipment is hired or purchased for use at work.

15.3 POLICY

- a) Newark and Sherwood Homes shall introduce procedures to ensure that Health and Safety matters are properly considered when purchasing or hiring any plant or equipment for use at work if the nature of the plant or equipment is such that a failure to properly consider health safety matters is likely to result in significant harm to the user or other persons.
- b) Maintenance of plant and equipment, upon which personal safety depends, will be the responsibility of line managers who will ensure that there are proper arrangements for:

Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments;

- The recording of all such tests, examinations and remedial action taken;

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The withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

- c) **Local Exhaust Ventilation** – Joiners workshop. The Property and Estates Manager is responsible for ensuring that the local exhaust ventilation fitted within the Joiners workshops has a current statutory inspection certificate and is suitably maintained.
- d) **Goods Lift – Stores** The Store Coordinator shall ensure that goods lift within the stores has a current statutory inspection certificate and is suitably maintained.

e) **Woodworking Equipment – Joiners Shop**

The Property and Estates Manager has specific responsibility for ensuring the health and safety of employees using the Joiner's workshop. To fulfil this duty the Property and Estates Manager will ensure:

- That only trained and competent employees will be authorised to use woodworking equipment located within the Joiner's workshop.
 - That visual inspections are carried out to ensure continued safe use of the woodworking equipment prior to use. This will include checks on guards, other safety features, local exhaust and general housekeeping.
 - Competent persons carry out suitable maintenance / inspection, in accordance with the manufacturer's recommendations and the Provision of Work Equipment Regulations 1992, on all equipment.
- f) Only competent authorised employees may change blades and/or carry out other essential maintenance/adjustments.
- Day to day checks, maintenance/ adjustments and blade changing will be delegated to specific individuals that have received appropriate training. This shall be clearly communicated to all appropriate employees
- f) Any plant or equipment which is purchased or hired by the Company shall be suitable for and used only for the task(s) for which it was specified.
- g) Plant or equipment owned or hired by the Company for use at work shall be maintained in good working order. Plant or equipment that is likely to deteriorate to a condition of danger will be maintained according to a planned preventative maintenance schedule.

- h) Employees making use of plant or equipment provided by the Company for use

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at work shall be given suitable and sufficient training, instruction and information to avoid danger in accordance with the type and level of risk associated with such use.

Playgrounds and Play Equipment

- a) Newark and Sherwood Homes will ensure by inspection, monitoring, maintenance and repair that all playgrounds and play equipment owned or managed by Newark and Sherwood Homes remain, so far as is reasonable practicable, safe.
- b) Inspection and monitoring of these sites will include;
 - Weekly informal visual checks to ensure no obvious faults/vandalism.
 - Monthly formal checks using agreed checklist.
 - Annual detailed inspection and risk assessment by a competent person.
 - All new equipment will be examined / inspected, by a competent person prior to use, to ensure it has been suitably installed and conforms to current standards. This inspection will be suitably documented.

15.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Lifting Operations and Lifting Equipment Regulations 1998
- c) Provision and Use of Work Equipment Regulations 1998
- d) Pressure Systems Safety Regulations 2000
- e) Control of Vibration at Work Regulations 2005
- f) Noise at Work Regulations 2005
- g) Furnishings (Fire) (Safety) Regulations 1988
- h) Health and Safety (Miscellaneous Amendments) Regulations 2002

15.5 RELATED POLICIES AND PROCEDURES

- a) Document Retention Policy

15.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS015 "Purchasing or Hiring Plant and Equipment for Use at Work"

16 DRIVING AT WORK

16.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duties to provide vehicles for use at work that are, so far as is reasonably practicable, safe and free from defect.
- b) Newark and Sherwood Homes understands the need to take reasonable steps to ensure that employees' personal vehicles that are used for work purposes are suitably maintained and insured.
- c) Newark and Sherwood Homes understands the need to take reasonable steps to ensure that employees who drive the Company's vehicles or drive their own vehicles on the Company's behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.

16.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision and use of vehicles for work.
- b) To prevent or reduce any risk of harm or loss to employees and other road users as a result of the Company's work practices.
- c) To contribute to the Company's excellent standing in the community by encouraging considerate driving by employees while at work.

16.3 POLICY

- a) Newark and Sherwood Homes shall ensure that all vehicles provided by the Company for use at work are suitable for the task(s) for which they have been provided.
- b) The Company shall take reasonable steps to ensure that vehicles provided to employees for use at work are fully and effectively maintained in good working order and free from defect.
- c) The Company shall implement procedures to ensure that employees who use vehicles provided by the Company carry out an effective daily functionality check of the of the essential safety components of those vehicles.
- d) **Fleet vehicles**
 - Managers will ensure that employees have the correct training and appropriate licence prior to operating any Newark and Sherwood Homes vehicle/plant. The line manager will also ensure that these checks are documented.

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- Managers will ensure that all fleet drivers' driving licences are checked prior to use of Newark and Sherwood Homes vehicles. They will also then be checked at least annually thereafter. All checks will be documented. Employees **MUST** notify their line manager immediately of any changes to their licence or convictions that impact upon their ability to continue driving.
- The Property and Estates Manager is responsible for ensuring suitable maintenance of all fleet vehicles via an appointed competent contractor.
- Managers will ensure that employees have the appropriate licence/training prior to use of hired vehicle/plant.
- Employees will not hire or use any vehicle for which they do not hold either a suitable licence or have not had the appropriate training
- Employees will report **ALL** vehicular accidents to their line manager immediately
- Employees are not to carry out any unauthorised repairs to their vehicle or fit unauthorised accessories
- The Property and Estates Manager will ensure that should any employees use trailers, they are suitably trained and receive a test of competency prior to use. This test must include reversing, safe hitching and unhitching and a short road test, and will be documented

e) Use of private vehicles

Managers will also ensure that **ALL** employees using their own vehicle, whilst carrying out Newark and Sherwood Homes activities, provide for inspection:

1. Their driving licence,
2. Mot certificate (where applicable)
3. Insurance – This must specifically state business use.

This check will be carried annually for all essential and casual car users.

- f) The Company shall require evidence that employees who use their own vehicles for Company business are insured to use their vehicles on company business, and are in possession of a valid MOT test certificate for vehicles that are three years old and over.
- g) The Company shall require evidence that employees who drive any vehicle on Company business are in possession of a current and valid license to drive that class and type of vehicle.
- h) The Company shall take reasonable steps to monitor the speed at which and the care with which vehicles that are provided to employees for use at work are

driven, and shall take appropriate action against drivers who consistently drive in a dangerous or inconsiderate manner.

- i) The Company shall provide persons who drive at work with extensive, comprehensible information regarding legal requirements, safe working practices and emergency actions relating to using vehicles on public roads.
- j) The Company prohibits the use of mobile phones while driving at work, and may invoke disciplinary action against persons who use or cause or permit the use of mobile phones while driving.

16.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Road Traffic Act 1988
- c) Road Vehicles (Construction and Use) Regulations 1986 (as amended)

16.5 RELATED POLICIES AND PROCEDURES

NSH Driving Policy

16.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

None

17 - WORK AT HEIGHT

17.1 PRINCIPLES

- a) Newark and Sherwood Homes understands that falling from height is the most common cause of workplace deaths and serious injuries.
- b) Newark and Sherwood Homes recognises its statutory duties to provide safe access and places and systems of work for its employees who work above ground level.
- c) Newark and Sherwood Homes recognises the need to take reasonable measures to restrict unauthorised third party access to works at height, and to prevent equipment and materials from falling and causing harm or loss to employees and other persons.

17.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to work at height.
- b) To prevent or reduce any risk of harm or loss to employees and other persons as a result of works at height.

17.3 POLICY

- a) Newark and Sherwood Homes shall ensure that suitable work equipment and places and systems of work are available to its employees to prevent or arrest falls from height or falling objects, and that employees are trained as necessary to make full and proper use of such equipment and systems of work.
- b) The Company shall provide suitable and sufficient training to relevant employees so as to allow them to recognise locations where the equipment provided by the Company would be unsuitable equipment for working at height, and shall instruct employees to refer such situations to the relevant Line Manager and to await instructions before carrying out the work.
- c) The Company shall implement procedures to identify tasks for which ladders or stepladders would be unsuitable equipment for working at height, and shall restrict the use of ladders and stepladders for the performance of such tasks.
- d) Access equipment owned by the Company shall be periodically examined and maintained in a safe working condition.
- e) Newark and Sherwood Homes shall take reasonable steps to ensure that Contractors working on the Company's behalf use such safe equipment and systems of work so as to prevent or reduce the risk of harm or loss to third

parties.

17.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Work at Height Regulations 2005
- c) Construction (Design and Management) Regulations 1994
- d) Construction (Head Protection) Regulations 1989

17.5 RELATED POLICIES AND PROCEDURES

- a) Document Retention Policy

17.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS008 "Health and Safety Risk Assessment Procedure"
- b) NSH HS007 "Permit to Work for Contractors"
- c) NSH HS015 "Purchasing or Hiring Plant and Equipment for Use at Work"
- d) NSH HS017 "Health and Safety Workplace Audit Inspection Procedure"

18 - PERSONAL PROTECTIVE EQUIPMENT

18.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duties to provide suitable Personal Protective Equipment (PPE) to its employees to protect them against identified risks that cannot be prevented or sufficiently controlled by other more effective means.
- b) Newark and Sherwood Homes recognises that Personal Protective Equipment neither eliminates risk nor prevents harm completely, and it does not contribute to the protection of tenants and other persons who may be affected by the works.

18.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the provision, use, storage and maintenance of Personal Protective Equipment.
- b) To accord priority to measures other than the use of Personal Protective Equipment for the prevention or control of risk.

18.3 POLICY

- a) Newark and Sherwood Homes Limited shall implement preventative or control measures that eliminate risk, prevent or reduce harm, prevent or reduce loss or protect the greater number of persons rather than issue Personal Protective Equipment.
- b) Notwithstanding paragraph (a), the Company shall provide suitable Personal Protective Equipment to employees to protect them from identified risks that cannot be reasonably prevented or sufficiently controlled by other means.
- c) Any Personal Protective Equipment that has been provided by the Company shall sufficiently reduce the risk of harm to the wearer, and shall be suitable for the individual's use and comfort, and shall not unreasonably inhibit the user's ability to carry out his or her work.
- d) Newark and Sherwood Homes shall provide employees with sufficient and appropriate training and information to allow them to make full and proper use of Personal Protective Equipment, to inspect such equipment for damage, and to report any damaged or lost Personal Protective Equipment.

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- e) The Company shall implement reasonable measures to maintain or replace as necessary any Personal Protective Equipment so that it remains effective at all times.
- f) Suitable storage shall be provided where necessary to protect Personal Protective Equipment from damage or to prevent cross-contamination with other clothing.
- g) No charge of any kind shall be made to any employee for the provision of any item of Personal Protective Equipment, except that if an employee is permitted to specify an item of Personal Protective Equipment that is more expensive than the item that is standard issue, and the item that is standard issue would have been suitable to prevent harm and would have been suitable for use by that employee, the employee shall be asked to contribute the cost difference between the specified item and the item that is standard issue.
- h) Line Managers shall ensure that Personal Protective Equipment is worn where required. Refusal by an employee to wear the correct Personal Protective Equipment shall be treated seriously and disciplinary procedures will be considered.

18.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Personal Protective Equipment Regulations 1992
- c) Health and Safety (Miscellaneous Amendments) Regulations 2002

18.5 RELATED POLICIES AND PROCEDURES

- a) Document Retention Policy

18.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS017 "Health and Safety Workplace Audit Inspection Procedure"
- b) NSH HS008 "Health and Safety Risk Assessment Procedure"

OCCUPATIONAL HEALTH ARRANGEMENTS

19 – SMOKING

19.1 PRINCIPLES

- a) Research from a variety of sources indicates that there is an increased risk of lung cancer, heart disease and chronic respiratory illnesses in non smokers who regularly breathe in other people's smoke.
- b) Newark and Sherwood Homes is committed to providing a safe and healthy place to work, in which all employees are free from increased risks of poor health through passive smoking.

19.2 OBJECTIVES

- a) The purpose of this policy is to protect employees from the effects of tobacco smoke, and to promote a healthier and more pleasant working environment

19.3 POLICY

- a) This policy will prevent smoking in all Newark and Sherwood Homes' Offices in all Company rooms, corridors, toilets, rest rooms and food preparation areas, lifts, phone kiosks, meeting rooms, store/file rooms, first aid rooms and meeting rooms.
- b) Smoking during working hours is not permitted for any employee.
- c) During lunch breaks, employees are requested not to smoke adjacent to Company premises and curtilages and, in any case, not outside entrances to offices and the gates of Farrar Close Depot.
- d) Smoking is not permitted in Company vehicles. Smoking will not be allowed when dangerous chemicals/liquids are being transported or stored.
- e) Candidates for posts within the Company will be notified of the Smoking Policy at the interview stage, and in recruitment advertisements.
- f) Reference to the Company's Smoking Policy will be included in the appointment documentation and the induction programme for all new employees.

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- g) Line Managers will be responsible for ensuring that all employees are aware of the Smoking Policy and that it is implemented within their areas of responsibility.
- h) Employees who wish to stop smoking will be provided with all appropriate support in which to help them stop.
- i) Employees shall not work in tenants' homes where there is a significant level of tobacco smoke. This policy permits employees, in consultation with their Line Manager, to refuse to work in such areas if the tenant, or any other person, continues to smoke or does not allow the immediate area to be ventilated.

19.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Workplace (Health, Safety and Welfare) Regulations 1992

19.5 RELATED POLICIES AND PROCEDURES

- a) Recruitment and Selection Procedure
- b) Disciplinary Procedure

19.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

Not Applicable

20 - ALCOHOL AND DRUGS

20.1 PRINCIPLES

- a) Newark and Sherwood Homes recognise the need to prevent people from working while under the influence of alcohol or other substances that could render them incapable of performing their work satisfactorily and would be likely to cause them to become a danger to themselves or other persons while at work.
- b) Newark and Sherwood Homes also recognise that it may be necessary for employees to take prescribed drugs at work that may detrimentally affect the employee's performance or their ability to work safely.
- c) Newark and Sherwood Homes acknowledge that there may be occasions when employees are required to act as host or attend as guests at hospitality events at which alcohol is served and employees may by convention be expected to consume alcohol.

20.2 OBJECTIVES

- a) To prevent the risk of harm caused by the abuse of alcohol or drugs at work.
- b) To ensure that any consumption of alcohol or taking of medication that may impair performance or safety at work is controlled and authorised.

20.3 POLICY

- a) The Company's employees are expected to ensure that any consumption of alcohol outside working hours neither impairs their performance at work nor undermines public confidence or credibility to their position as representatives of the Company.
- b) Employees whose work involves driving, operating plant or potentially dangerous machinery or equipment or who perform duties that in any way involve the Health and Safety of themselves or others, must not consume alcohol, or take drugs or other substances which will impair work performance either during their working hours or sufficiently close to working hours to risk the same effect

- c) Employees who need to take prescribed, performance impairing drugs during working hours must inform their Line Management, who may make reasonable alterations to their work in accordance with the Company's employment procedures.
- d) Employees at work under the influence of alcohol or any intoxicating drug except in the circumstances above may be subject to disciplinary procedures.

20.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974

20.5 RELATED POLICIES AND PROCEDURES

- a) Capability Procedure
- b) Disciplinary Procedure

20.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

Not Applicable

21 - STRESS

21.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises that Work Related Stress (WRS) can be a cause of ill health, and can lead to a loss of productivity and absence from work.

21.2 OBJECTIVES

- a) To reduce the occurrence of stress and its associated ill health effects.

21.3 POLICY

- a) The Company shall actively manage and reduce stress at work through its employment policies and procedures.
- b) It is the policy of Newark and Sherwood Homes to ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to his or her health.
- c) Newark and Sherwood Homes aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers to apply this policy and guidance in a consistent and timely manner.
- d) Newark and Sherwood Homes also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation
- e) Newark and Sherwood Homes will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.
- f) Workplace stress is recognised as a Health and Safety issue, the main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7.
- g) All cases of stress should be reported to the Human Resources Section. Human Resources will co-ordinate any subsequent investigation or risk assessment required.
- h) Newark and Sherwood Homes has appointed the services of a trained counsellor. This counsellor may be contacted either via the Human Resources Section or confidentially by employees who seek support with stress related issues.

21.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Employment Rights Act 1996
- c) Protection from Harassment Act 1997
- d) Disability Discrimination Act 1995
- e) Management of Health and Safety at Work Regulations 1999
- f) Working Time Regulations 1998
- g) Workplace (Health, Safety and Welfare) Regulations 1992

21.5 RELATED POLICIES AND PROCEDURES

- a) Whistle-blowing Policy
- b) Capability Procedure
- c) Disciplinary Procedure
- d) Flexible Working Arrangements
- e) Grievance Procedure
- f) Sickness Notification and Monitoring Procedure

21.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

Not Applicable

22 - OCCUPATIONAL DISEASE

22.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its duty to ensure that employees are aware of common occupational diseases relevant to their work, and to implement reasonable measures to protect employees from exposure to such diseases.

22.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the prevention, control and reporting of occupational diseases.
- b) To improve employee awareness about relevant occupational diseases.
- c) To prevent or reduce any occurrence of occupational diseases amongst employees.

22.3 POLICY

- a) Newark and Sherwood Homes shall identify groups of employees who are, by the nature of their work, at risk of exposure to occupational diseases, and shall implement reasonable measures to prevent or reduce such risk
- b) At-risk groups shall be provided with information regarding the risks of exposure to, consequences of and preventative and protective measures against such exposure.
- c) The Company shall encourage at-risk employees to be vaccinated against occupational diseases if such vaccination is available. The Company shall arrange for such vaccinations to be available free of charge to at-risk employees.

Infectious Diseases and Handling Sharps

- d) Where it is identified by risk assessment that an activity includes the risk of infectious disease then reference to and compliance with Newark and Sherwood Homes Infectious disease policy shall be made.
- e) Work that requires the handling of used hypodermic needles or sharps shall be in accordance with Newark and Sherwood Homes code of practice for the safe handling of hypodermic needles.

- f) Employees exposed to Hepatitis A or B will be offered immunisation. An individual risk assessment will be produced where the individual is unable to convert the immunisation or refuses to accept the immunisation. This risk assessment will decide what additional control measures are required to reduce the risk. Individuals may be withdrawn from certain activities if the risk assessment proves the risk to be too great without the appropriate immunisation.

It should be remembered that the immunisation is only there as a failsafe if all other control measures fail. It **MUST NOT** be relied upon as the first or only means of defence against Hepatitis.

22.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

22.5 RELATED POLICIES AND PROCEDURES

- a) Document Retention Policy

22.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS008 "Health and Safety Risk Assessment procedure"
- b) NSH HS001 "Accident / Incident reporting procedure"

23 - MANUAL HANDLING

23.1 PRINCIPLES

- a) Manual handling accounts for around a third of injuries reported to the enforcement authorities, approximately half of which are injuries to the back. Such injuries can often result in lost time at work and considerable pain and suffering to the injured party.
- b) Newark and Sherwood Homes recognises its statutory duty to prevent or control the risk of harm to employees arising from the manual handling of loads at work.

23.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the prevention and control of manual handling risks.
- b) To prevent or reduce any harm, suffering and lost time caused by manual handling injuries.

23.3 POLICY

- a) Newark and Sherwood Homes shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Regulations 1992.
- b) This assessment shall be carried out, by line managers where applicable.
- c) Newark and Sherwood Homes shall identify the groups likely to be harmed by the manual handling of loads at work, and implement reasonable measures to prevent or control the risk of harm to those groups.
- d) Where risk reduction measures include team handling or rest and recuperation periods, sufficient labour and time shall be allocated to the task so that employees are not encouraged to take risks in order to complete tasks quicker.
- e) Whenever information relating to the weight, centre of gravity and preferred handholds for a load has been made available to the Company, that information shall be passed on to any employee who is assigned to handle the load unless the load has been so divided or distributed that the information provided is no longer relevant.
- f) The Company shall provide suitable manual handling training to all groups of employees at a level commensurate with the extent of risk of harm to each group.

23.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Manual Handling Operations Regulations 1992
- c) Health and Safety (Miscellaneous Amendments) Regulations 2002

23.5 RELATED POLICIES AND PROCEDURES

Not Applicable

23.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS008 "Health and Safety Risk Assessment procedure"

24 - NOISE AND VIBRATION

24.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duties to prevent or reduce the risk of harm to its employees as a result of exposure to excessive noise or vibration at work.
- b) Newark and Sherwood Homes recognise that noise and vibration can be an unwelcome nuisance to tenants and other persons, and shall take reasonable steps to prevent or reduce any such nuisance caused by its work activities.

24.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the prevention and control of the risk of harm caused by exposure to excessive noise or vibration.
- b) To prevent or reduce any harm, suffering and lost time caused by exposure to excessive noise or vibration.

24.3 POLICY

- a) Newark and Sherwood Homes shall ensure through its purchasing procedures that any plant or equipment purchased or hired for use at work does not generate unreasonable levels of noise and vibration.
- b) Plant and equipment that may generate harmful levels of noise or vibration shall be maintained in good working order so as to reduce the likelihood of noise and vibration levels increasing significantly through wear and tear.
- c) Line Managers shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the Noise at Work Regulations 2005.
- d) Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the line manager will ensure that:
 - Hearing protection is made available,
 - Exposed employees are provided with appropriate training and information is provided
 - Audiometric screening is made available

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- e) Where the assessment exceeds the second action level, 85 d(B)A the line manager shall ensure that:
- Hearing protection is provided and is worn
 - Warning signs are posted within the noise area
 - Exposed employees are provided with appropriate training and information is provided
 - Exposed employees receive audiometric testing
- f) Occupational Health shall assess all new employees who are to work with equipment that exceeds the first action level prior to commencement of employment.
- g) The Company shall provide relevant employees with information regarding the significant results of any relevant surveys, the methods available to reduce risk, the nature of Noise Induced Hearing Loss (NIHL) and Hand-Arm Vibration Syndrome (HAVS), including causes, symptoms and effects, the results of any health surveillance, and the course of action to take should symptoms become apparent.
- h) Newark and Sherwood Homes recognises that there is a need to reduce prolonged and regular use of high-level vibration hand-held tools and that effective control is required to minimize the risk of injury to employees. Whilst accepting the need to continue and improve delivery of services to all sections of the community, Newark and Sherwood Homes agrees that all reasonably practicable steps be taken to achieve this minimisation.
- i) Work in tenant's homes shall be planned to reduce any nuisance noise and vibration to reasonable levels

24.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Noise at Work Regulations 2005
- d) Control of Vibration at Work regulations 2005

24.5 RELATED POLICIES AND PROCEDURES

- a) Recruitment and Selection Procedure
- b) Redeployment Procedure
- c) Document Retention Policy

24.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS015 "Purchasing or Hiring Plant and Equipment for Use at Work"
- b) NSH HS021 "Noise at Work Policy"
- c) NSH HS008 "Health and Safety Risk Assessment procedure"
- d) NSH HS007 "Permit to Work for Contractors"
- e) NSH HS017 "Health and Safety workplace audit inspection procedure"

25 – ASBESTOS

25.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to prevent or reduce the risk of harm to its employees caused by exposure to asbestos fibres in the air.
- b) Newark and Sherwood Homes recognises its statutory duty to manage asbestos in domestic and non- domestic properties under its control so as to prevent or reduce the risk of asbestos fibres being released into the air.

25.2 OBJECTIVES

- a) To comply with the Company's statutory duties relating to the management of asbestos and work with asbestos.
- b) To prevent or reduce any harm, suffering and lost time caused by exposure to airborne asbestos fibres.
- c) To provide information to relevant persons regarding the location of asbestos containing materials.

25.3 POLICY

- a) Newark and Sherwood Homes shall not knowingly expose its employees or any other persons to harmful levels of airborne asbestos fibres.
- b) The Company's employees are not permitted to knowingly work on any asbestos-containing material in such a way as is likely to result in the uncontrolled release of asbestos fibres into the air.
- c) Any asbestos containing material that has to be removed to prevent or reduce the risk of harm shall be removed and disposed of by a licensed contractor.
- d) The Company shall take all reasonable measures to co-operate with the owners of properties occupied by its employees or tenants so as to allow them to comply with their duties under relevant legislation.
- e) No products containing asbestos shall be used or stored by Newark and Sherwood Homes.
- f) An asbestos register shall be maintained and asbestos installations managed/treated and/or competently removed according to risk.

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- g) Licensed work will only be carried out by ACAD or ARCA registered licensed asbestos removal companies. None licensed work may be completed by other contractors providing they have demonstrated competency by providing suitable risk assessments and work method statements.
- h) The Company shall keep and maintain information relating to the location of known asbestos containing materials in non-domestic areas, and shall make such information available to persons who are likely to have cause to disturb such materials.
- i) Where necessary, the Company shall periodically examine the condition of materials in domestic / non- domestic areas so as to ensure that such materials are not allowed to degrade to a condition whereby asbestos fibres are likely to be released into the air.

25.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Control of Asbestos Regulations 2006
- c) Special Waste Regulations 1996

25.5 RELATED POLICIES AND PROCEDURES

- a) Document Retention Policy
- b) Asbestos Management Plan

25.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

- a) NSH HS007 "Permit to Work for Contractors"

26 - LEGIONELLA

26.1 PRINCIPLES

a) Newark and Sherwood Homes understands its responsibility to prevent or reduce the risk of the proliferation of legionella bacteria in stored water systems in premises managed by the Company to the level that harm may be caused to persons using the stored water supplies.

26.2 OBJECTIVES

- a) To comply with the Company's responsibilities relating to the management legionella.
- b) To prevent or reduce any harm caused by exposure to airborne legionella bacteria.

26.3 POLICY

- a) Newark and Sherwood Homes Limited shall implement reasonable measures to prevent or control the risk of legionella proliferation in premises managed by the Company.
- b) Newark and Sherwood Homes is required to consider the risks from legionella that may affect either its employees or members of the public and take suitable precautions to protect them all. As an employer and as an organisation in control of premises (e.g. a landlord), we must:
- Identify and assess sources of risk;
 - Prepare a management plan for preventing or controlling the risk at each water system;
 - Implement a suitable management programme and appoint a person to be responsible, sometimes referred to as the 'responsible person'
 - Keep records and check that what has been done is effective.
- c) Company employees who specify new or replacement hot water systems (other than like-for-like replacements) in domestic properties under the Company's management shall, where reasonably practicable, specify new or replacement systems that do not use stored water supplies.
- d) It is the responsibility of the Cyclical Maintenance Manager to ensure the above is implemented.

26.4 LEGAL REQUIREMENTS

a) Health and Safety at Work etc Act 1974

b) Control of Substances Hazardous to Health Regulations 2002

26.5 RELATED POLICIES AND PROCEDURES

a) Document Retention Policy

26.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

a) NSH HS017 "Health and Safety workplace audit inspection procedure"

27 - WELFARE FACILITIES

27.1 PRINCIPLES

- a) Newark and Sherwood Homes recognises its statutory duty to provide reasonable working conditions and welfare facilities for employees while they are at work.
- b) Newark and Sherwood Homes recognises the link between the provision of good working conditions and improved morale, attendance and quality of work.
- c) Newark and Sherwood Homes recognises that promoting good hygiene and providing suitable welfare facilities will significantly contribute to the good health of its workforce.

27.2 OBJECTIVES

- a) To comply with the Company's responsibilities relating to the provision of reasonable working conditions and welfare facilities.
- b) To provide working conditions that promotes employee morale and contributes to their wellbeing.

27.3 POLICY

- a) Newark and Sherwood Homes Limited. aims to provide excellent working environment and rest facilities at all its permanent workplaces.
- b) The Company shall ensure through its Management Team that employees at permanent workplaces have reasonable access to:
 - clean, well lit and ventilated washing facilities with soap, hot and cold
 - running water and hand-drying facilities.
 - drinking water with cups or drinking water fountains.
 - where necessitated by the nature of their work, showers, changing areas
 - and clothes drying facilities.
 - comfortable rest areas for the consumption of food.
- c) Indoor lighting, temperatures, humidity and ventilation shall be maintained at suitable levels depending on the type of work performed there except in extraordinary circumstances which are outside the Company's control.
- d) In the interests of good hygiene, the Company shall so far as is reasonably practicable provide mobile hand washing facilities for the use of peripatetic trade employees.
- e) Newark and Sherwood Homes will provide adequate Occupational Health provision, in accordance with legislation and/or risk assessments, to identify and control occupational related health risks. See also section 22 of this Policy.

Newark and Sherwood Homes Limited

- f) Employees are required to notify their line manager of any condition or illness that may affect their Health and Safety, or that of others, by their acts and or omissions whilst carrying out their duties.
- g) On notification by the employee of a relevant ill health condition, the manager shall produce an individual risk assessment which takes into account the individual's health condition and if it is likely that it may affect their own Health and Safety or that of others. This assessment will identify the specific hazards relevant; the level of risk; who is at risk and what control measures are required to manage the risk at an acceptable level. Consideration on whether the individual should be referred to Occupational Health must be given during this process.
- h) Following ill health, and prior to an employee returning back to their full duties, managers shall consider the need for a formal risk assessment during the back to interview. This should consider whether the individual is suitable to resume full duties and if so what additional controls are required until the individual is fully fit to resume all their duties.
- i) As resources allow, Newark and Sherwood Homes will provide adequate mechanisms to identify and control occupational related health risks. They will aim to assist employees to identify their lifestyle related risks provided their co-operation in this is forthcoming. It is intended that these mechanisms shall allow Newark and Sherwood Homes to:
- Ensure adequate protection to employees whilst at work, and;
 - Provide tangible encouragement to aid employees to self manage their health.
- j) Newark and Sherwood Homes will use Kings Mill Occupational Health Team where possible. Other providers of Occupational health services will be sourced as required. All Occupational Health provision will be co-ordinated via the Human Resources Section.

27.4 LEGAL REQUIREMENTS

- a) Health and Safety at Work etc Act 1974
- b) Workplace (Health, Safety and Welfare) Regulations 1992
- c) Construction (Design and Management) Regulations 2007
- d) Health and Safety (Miscellaneous Amendments) Regulations 2002

27.5 RELATED POLICIES AND PROCEDURES - Not Applicable

27.6 HEALTH AND SAFETY DOCUMENTS AND PROCEDURES

Newark and Sherwood Homes Limited

a) NSH HS008 "Health and Safety Risk Assessment Procedure"



**Our vision is
"to deliver excellent Housing Services"**

Health and Safety Policy

Appendix I – Employee Health and Safety Responsibility

Newark and Sherwood Homes Limited

Newark and Sherwood Homes Limited

HEALTH AND SAFETY RESPONSIBILITY LEVELS				
Level 1	Level 2	Level 3	Level 4	Level 5
All Employees Not Identified At Any Other Level	Repairs Co-ordinator	Cyclical Maintenance Manager	Supported Housing Manager	Chief Executive
	HR Officer	Scheme Manager - Vale View	Responsive Repairs Manager	Customer Services Director
	PAs	Stores Co-ordinator	Contracts Manager	Business Services Director
	Cook	Supported Housing Officer	HR & Communications Manager	
	Assistant Cook	Senior Rent Recovery Officer	Systems and Quality Manager	
	Governance & Communications Officer	Customer Service Co-ordinator	Income Accounting Manager	
	Systems Development Officer	Choice Based Lettings Team Leader	Responsive Repairs Technical Officer	
	Quantity Surveyor		Business Development Manager	
	Local Office co-ordinator		Asset Management and Investment Manager	
	Surveyor		Property and Estates Manager	
	Compliance Engineer (electrical)		Finance Manager	
	Compliance Engineer (gas)		Customer Access and Support Manager	
			Customer Access Manager	
			Procurement and Internal Governance Manager	
			Estates Manager	