

Imagine
QUALITY MANAGEMENT SYSTEM

**HEALTH & SAFETY
POLICY**

imagine

Health and Safety Policy Statement

Health and Safety at Work Act 1974

In line with the:

Consumer Protection act 1987

This prohibits the supply of goods not in accordance with the general safety requirement or are unsafe, and provides for the safety and protection of consumers by enabling Regulations or orders to be made controlling consumer goods. The act also provides for approved safety standards to enable compliance with, general safety requirements and provides powers for seizing and forfeiture, and the powers to suspend the sale of suspected unsafe goods. The act requires for persons to publish notices warning of unsafe goods previously supplied. The act also provides for liability for damage caused by defective products and prohibits misleading price indications

Furniture and furnishings (fire) (safety) regulations 1988 (as amended 1993)

From 1 January 1997 all upholstered furniture in almost all rented accommodation must comply with the fire resistance requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended). All upholstered or part-upholstered furniture is covered by the regulations including beds and mattresses, pillows, cushions. Bed clothes, carpets and curtains are not included, neither is genuine antique furniture made before 1950. Each piece of furniture which complies with these regulations (except beds and mattresses) should have a rectangular label permanently attached to it with the heading 'Carelessness Causes Fire'

Electrical equipment safety regulations 1994

Requires that all electrical appliances supplied with let accommodation must be safe. This applies to both new and second-hand appliances and covers all electrical items supplied for the intended use of the Tenant. The regulations also cover fixed appliances such as cookers, showers and immersion heaters, which must also be safe. Tests and inspections should be made at reasonable and regular intervals, bearing in mind the rate of use of both portable and fixed appliances

Plugs and sockets etc safety regulations 1994

Requires most electrical appliances intended for domestic use to be supplied pre-fitted with a standard 3-pin plug that is independently certificated as complying with British Standard BS1363. There are some exceptions to this such as electric cookers intended to be permanently connected to the main wiring in a house. Items fitted with a non-UK plug (e.g. a 2 pin Europlug) may be supplied provided they have been fitted with an approved 3 pin conversion plug which must enclose the fitted plug and can only be removed with the use of a tool

Gas Safety [Installation and use] regulations 1998

These regulations deal with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on landlords to ensure that gas appliances, fittings and flues provided for tenants use are safe. Where a property is rented, an annual gas safety inspection is required to be carried out by a qualified engineer (CORGI registered).

Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with these regulations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1995 (RIDDOR) *These regulations place a legal duty on, employers, self-employed people; people in control of premises; to report work-related deaths, major injuries or over-three-day injuries, work related diseases, and dangerous occurrences (near miss accidents).*

This is the Health and Safety Policy Statement of

IMAGINE

It is the policy of Imagine to ensure, as far as is reasonably practicable, the health, safety and welfare of employees and anyone who may be affected by our activities.

Health and Safety is one of Imagine's organisational objectives and as such, the Trustees and Senior Managers will set health and safety targets and ensure provision of resources to enable Imagine to deliver on its health and safety commitment to employees and all others affected by our activities.

Health and Safety is a standing agenda item at all levels.

Imagine will fulfil these obligations by:-

- Providing adequate control of the health and safety risk arising from our work activities
- Consulting with our stakeholders on matters affecting their health and safety
- Providing and maintaining safe work places and equipment
- Ensuring safe handling and use of substances
- Providing information, instruction and supervision for employees
- Ensuring that all employees are competent to do their task and to give them adequate training
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- Active and Reactive monitoring of Health and Safety
- Reviewing and revising this policy, as necessary at regular intervals.

Signed:

Chief Executive

ORGANISATION **OF IMAGINES' HEALTH AND SAFETY POLICY**

In accordance with the Health and Safety at Work Act 1974, Imagine as the employer is responsible for the health, safety and welfare of all its employees and of other persons who use Imagines premises. It is also the legal responsibility of every employee, regardless of position to take reasonable care for the health and safety of themselves and other (colleagues, service users, visitors, volunteers etc.); whilst at work and to co-operate with authorised persons in complying with all regulation, codes of practise, safety instructions and statutory requirements.

This section of Imagine's Health and Safety Policy sets out the roles and responsibilities of everyone in the organisation.

Board of Trustees provide leadership and drive the Health and Safety Policy within Imagine receiving regular reports regarding all strategic concerns related to Health and Safety.

They ensure through regular reporting that senior managers implement so far as is reasonably practicable, the Health, Safety and Welfare of employees.

The Chief Executive is ultimately responsible and accountable for achieving the objectives of the health and safety policy with Imagine.

The Quality Manager has delegated responsibility for Implementing Imagine's Health and Safety Policy and is Chair of the Health and Safety Committee reporting back to the Senior Management Team. Advice is obtained from an external Health and Safety Agency.

Safety Representatives

To be consulted by Imagine and represent employees on potential hazards and dangerous occurrences as well as general Health and safety matters.

To consult with enforcement inspectors (Health and Safety Executive) if required to do so

Health and Safety Committee

To monitor and review the effectiveness and performance of the health and safety policy and concerns raised by employees and managers.

All line Managers have the following responsibilities for:

a) General

Implementing Imagine's Health and Safety policy at local level ensuring that all employees under your control fully understand and observe all aspects of the health and safety policies and procedures

Ensuring that all employees, visitors and stakeholders at your sight receive a sight induction so they know how to respond in case of emergency.

b) Safety Equipment

Ensuring that:

All employees under your control are instructed regarding the provision, location and use of safety equipment, making every practicable and reasonable effort to ensure that employees use and maintain the safety equipment.

All employees under your control are instructed regarding the provision, location and use of first aid and fire equipment.

c) Communication

Ensuring that:

Any information regarding health and safety matters is communicated to all persons under your control and that any feedback is communicated via a safety representative or line manager to the Health and safety Committee.

Every accident and incident or near miss is reported following the reporting procedure.

Any matter concerning health and safety which cannot effectively be dealt with, is reported to your line manager.

d) Systems of Work

Ensuring that all employees under your control are instructed concerning relevant safe ways of working.

e) Training

Ensuring that all employees under your control are adequately trained and instructed to perform all tasks required of them and are aware (through the use of risk assessment) of all known hazards which may exist within the operation of those tasks.

f) Accidents

Ensuring that all accidents and/or dangerous occurrences and near misses which occur within the area under your control, are reported and investigated as detailed in the accident reporting procedure

g) Fire and Evacuation

Ensuring that fire risk assessments are carried out and evacuation drill practises are taught and undertaken regularly. A detailed record should be kept listing dates and times of all practise drills undertaken.

h) Monitoring Procedures.

Conducting all routine monitoring procedures within the work area under your control as and when required. Spot checks are to be carried out at each site

on a regular basis at least quarterly by a line manager not usually based at that site.

i) Safety Meeting

Attending all and any meeting regarding safety matters as and when requested.

j) Equipment

Ensuring that all equipment within the work area under your control is maintained in a condition that is safe and without risk to health and that defective equipment is taken out of use until repaired, replaced or appropriate action taken.

Where a property is rented, an annual gas safety inspection is required to be carried out by a qualified engineer (CORGI registered).

All portable electrical equipment owned by or on lease to Imagine should be PAT tested annually.

k) Hazardous and Dangerous Substances

Ensuring that all employees under your control safely handle and store any hazardous substances in accordance with established rules and COSHH regulations

All line Managers must: ensure that -

- 1) **First aid boxes and spillage kits are fully stocked with recommended items.**
- 2) **Notices regarding procedures in case of fire are clearly displayed at all sites.**
- 3) **Monitoring procedures are carried out as and when required.**
- 4) **Fire-fighting equipment is regularly maintained and tested.**
- 5) **Equipment is regularly inspected to ensure that it is in good working order.**
- 6) **Employees are aware of their responsibilities**
- 7) **Employees adhere to health and safety policies and procedures**

Each employee

has a duty to take reasonable care for:

- The health and Safety of his or her self
- Anyone else who may be affected by his or her actions or omissions (failure to take action)

- Must cooperate with his or her employer or any other person as necessary to enable the employer to meet their legal obligations. (e.g. where a risk assessment has identified a specific course of action, this must be complied with).

- Must use any precautions provided and carry out work in accordance with any training or instruction and to inform the employer of any Health and Safety problems.

Safety Representative (Union)

- A. To be consulted by employers and to represent employees on potential hazards and dangerous occurrences and general health and safety matters.

- B. To consult with enforcement inspectors

- C. Investigate hazards, incidents and complaints

- D. Receive information from enforcement inspectors

- E. Attend health and safety committee meetings

Representatives of Employee Safety (Non-union)

- a. To be consulted by employers and to represent employees on potential hazards and dangerous occurrences and general health and safety matters.

- b. To consult with enforcement inspectors.

- c. Attend health and safety committees

Health and Safety Consultants

Imagine currently retain health@work as their current Health and Safety Consultants. Their role is

- A. To Imagines Health and Safety Policy and procedures
- B. To carry out Annual Health and Safety Audits

- C. To attend Health & Safety Committee meetings
- D. To advise and Support the quality Manager on Health & Safety Issues
- E. To advise the organisation on new and changes to current legislation

The Health and Safety Committee

The Health and Safety Committee is the means of driving health ad safety in the organisation and has a responsibility to set Health and Safety targets and to monitor Health and Safety outcomes.

Best practice in health and safety regulations suggests that committees meet every 6 to 8 weeks.

The Committee has a responsibility to:

- Monitor and review the effectiveness of health and safety policy
- Review generic risk assessments on a regular basis
- Monitor accidents incidents and near misses and report the Audit Committee.
- Reporting on trends relating to health and safety
- Assist in the development of policies and procedures
- Keeping abreast of legislative changes with regard to health and safety.
- Monitoring and improving communication in respect of Health and Safety (management – committee -employees)
- Ensuring implementation of Health and safety policy in the workplace