

## Employee Health, Safety & Wellbeing Policy

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Corporate fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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### Alternative formats available



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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

## Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

## Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

## Strategic Direction

**Consolidation and improvement:** Applicable to our core business as a landlord & property manager.

**Growth:** Through the new build opportunities, we are taking forward.

**Partnerships:** Where this can help to address shared goals and increase capacity and value.

**Resilience:** A key priority across all parts of our business.

## Strategic Objectives

**Services:** Deliver quality, value for money services that meet customers' needs

**Homes & neighbourhoods:** Provide quality homes and neighbourhoods.

**Assets:** Manage our assets well, by spending wisely.

**Communities:** Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

**Our people:** Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

**Leadership & Financial:** Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

## Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

## Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

## Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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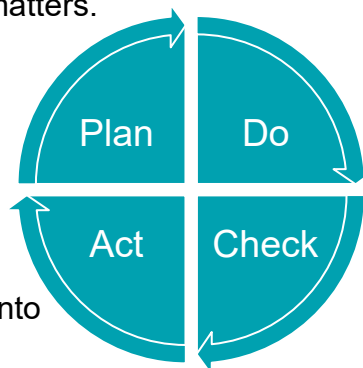
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## 1. Introduction

- 1.1. We consider our employees to be the one of the most valuable resources in the Association and that mentally and physically healthy staff are essential to our success. This policy sets out the health and safety arrangements for the Association, to support the health, safety and wellbeing of our employees and stakeholders.
- 1.2. It is the intention of the Association, so far as is reasonably practicable, to ensure that:
- The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
  - The provision and maintenance of equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.
  - Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
  - Adequate information is available with respect to equipment and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
  - Employees are provided with such instruction, training, and supervision as is necessary to secure their Health & Safety.
- 1.3. We operate the principle of Plan, Do, Check and Act to ensure for continual improvement for all health, safety and wellbeing matters.

Identify objectives & set targets.  
Understand current situations.  
Consider task, timing & cost.  
Communicate plan.

Review performance & identify improvements.  
Identify lessons learned to feed into policy & planning review.



Risk profiling (identifying, eliminating and minimising risk).  
Implementing the plan.

Collect data (accidents, incidents, inspections, risk assessments, etc.).  
Analyses data (immediate, underlying and root causes).

## 2. Purpose & Scope

- 2.1. The purpose of this policy is to:
- Provide an overarching framework for our approach to health, safety and wellbeing in the workplace.
  - Provide clear roles and responsibilities for health, safety and wellbeing in the workplace.
  - Reinforce our commitment to health, safety and wellbeing of all employees, customers, and other stakeholders.
- 2.2. This policy should be read in conjunction with the other relevant policies and procedures within our health, safety and wellbeing toolkit.
- 2.3. A range of supporting documentation is available to support this policy and should be used as and when required (e.g. risk assessments, inspection checklists, etc.).
- 2.4. This policy does not relate to our health and safety responsibilities as a registered social landlord.

### **3. Managing risk in the workplace**

- 3.1. We are required to protect our employees, and others, from harm (as far as reasonably practicable). Part of this process is evaluating and managing risks in the workplace. We will:
- identify what could cause injury or illness in the workplace or while carrying out duties (hazards)
  - decide how likely it is that someone could be harmed and how seriously (the risk)
  - take action to eliminate the hazard, or if this isn't possible, control the risk
  - review the control identified, and ensure they remain fit for purpose.
- 3.2. We will have a general health and safety risk assessment for the Association which will cover hazards identified, potential risk and controls. However, where we have identified areas of significant risk, a separate risk assessment will be identified to provide greater information for our employees.
- 3.3. It may be necessary to assess risk for individual job roles (i.e. task-specific risk assessments). Where this is required, a role-based risk assessment will be developed for the necessary job role, to allow for the employee to fully understand the health and safety impact on their job role.

### **4. Responsibilities**

- 4.1. The Health & Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of the Association so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and wellbeing of all employees; to conduct the business in such a way that the Health & Safety of visitors, to any premises under our control, is not put at risk.
- 4.2. In addition to the duty to comply with relevant Health and Safety legislation, we must (as an organisation) comply with any additional requirements imposed through our relevant insurance policies (including reporting any accidents / injuries that could result in a potential claim or any RIDDOR reportable events). We will also review all our insurance policies and will ensure that all specified Health and Safety requirements are adhered to.
- 4.3. The following sections set out the principal Health & Safety related responsibilities of individuals within the Association. These duties will be in addition to the general duty on all individuals to ensure the Health, Safety and Wellbeing of themselves and all others who may be affected by their undertakings.
- 4.4. All employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions. Appendix 2 identifies specific responsibilities for health, safety & wellbeing within the organisational structure.
- 4.5. The Management Committee
- 4.5.1. It is recognised that the Management Committee, while not actively involved in the day-to-day running of the Association, is collectively responsible for providing leadership and direction on Health, Safety & Wellbeing, and in particular the Chief Executive shall be responsible for implementing the Management Committee's plan for Health, Safety & Wellbeing.

4.5.2. It is the responsibility of the Management Committee to:

- Endorse the Health, Safety & Wellbeing policy and review their responsibilities at regular intervals.
- Ensure Health, Safety & Wellbeing is a standing item on general meetings, and to review reports/audits provided (by both internal and external stakeholders) and instruct the leadership of the Association to carry out necessary actions to ensure the Association meets its compliance requirements.
- Review any incidents of significant safety or compliance failures, ensuring a full investigation is completed and relevant measures are taken to rectify any deficiencies.
- Complete relevant learning and development, to ensure that they have the relevant knowledge and confidence to make relevant decisions.

4.6. The Chief Executive

4.6.1. Chief Executive has the overall responsibility for the general day-to-day running of the Association. It is recognised that this function incurs the overall responsibility for Health & Safety management within the Association.

4.6.2. It is the responsibility of the Chief Executive to:

- Endorse the Health, Safety & Wellbeing policy and review their responsibilities at regular intervals.
- Enforce relevant policy and procedure to comply with the duties set out in the Management of Health & Safety at Work Regulations 1999.
- Maintain the Association's overall health & safety risk assessment, allocating duties to relevant leaders of the Association to ensure the Association remains legally compliant.
- Appoint relevant competent persons to achieve and maintain legal compliance (further information can be found in appendix 2).
- Ensure significant safety failures are fully investigated and relevant actions taken to rectify the failures.
- Implement changes required to reduce the risks to health and safety, and to improve overall safety of the Association.
- Report on safety performance, funding requirements, safety failures and any other issues to the Management Committee.
- Ensure Health, Safety & Wellbeing is a consideration for all policies of the Association (e.g. purchasing and tendering).
- Ensure that appropriate communication channels are in place to ensure employees (1) are aware of their responsibilities (2) are aware of any relevant changes (3) are updated regularly on any relevant matters and (4) are able to raise concerns quickly and easily (with issues being dealt with timeously and effectively).
- Complete relevant learning and development, to ensure that they have the relevant knowledge and confidence to make relevant decisions.

4.7. The Leadership team

4.7.1. The Leadership team provide strategic and operational support in relation to the day-to-day management of health, safety and wellbeing. It is recognised that this function incurs the significant responsibility for Health & Safety management within the Association.

4.7.2. It is the responsibility of the Leadership team to:

- Endorse the Health, Safety & Wellbeing policy and review their responsibilities at regular intervals.
- Develop relevant policy and procedure to comply with the duties set out in the Management of Health & Safety at Work Regulations 1999.
- Contribute to the Association's overall risk assessment, undertaking duties assigned (as a relevant competent person) to ensure the Association remains legally compliant.
- Ensure safety failures are fully investigated, relevant actions taken to rectify the failures and relevant reporting is completed.
- Support changes required to reduce the risks to health and safety, and to improve overall safety of the Association.
- Report on areas of responsibility to the Chief Executive and Management Committee.
- Ensure that appropriate communication channels are in place for the teams to ensure they (1) are aware of their responsibilities (2) are aware of any relevant changes (3) are updated regularly on any relevant matters and (4) are able to raise concerns quickly and easily (with issues being dealt with timeously and effectively).
- Complete relevant learning and development, to ensure that they have the relevant knowledge and confidence to make relevant decisions.

4.8. The Management team

4.8.1. The Management team provide operational support in relation to the day-to-date management of health, safety and wellbeing. It is recognised that this function incurs additional responsibilities for Health & Safety management within the Association.

4.8.2. It is the responsibility of the Management team to:

- Endorse the Health, Safety & Wellbeing policy and review their responsibilities at regular intervals.
- Implement relevant policy and procedure to comply with the duties set out in the Management of Health & Safety at Work Regulations 1999.
- Contribute to the Association's overall risk assessment, by raising issues for consideration and actioning measures identified.
- Support the investigation process for any safety failures, undertaking any relevant actions required to rectify the failures.
- Support changes required to reduce the risks to health and safety, and to improve overall safety of the Association.
- Ensure that appropriate communication channels are in place for the teams to ensure they (1) are aware of their responsibilities (2) are aware of any relevant changes (3) are updated regularly on any relevant matters and (4) are able to raise concerns quickly and easily (with issues being dealt with timeously and effectively).
- Ensure their team (1) receive adequate learning and development to ensure they are competent to carry out their job role (2) work in accordance with any control measures required (e.g. PPE) and (3) meet the health, safety and wellbeing requirement for their job role.
- Complete relevant learning and development, to ensure that they have the relevant knowledge and confidence to make relevant decisions.

#### 4.9. Employees

- 4.9.1. All employees have a legal responsibility to (1) to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work; and (2) co-operate with their employer, to ensure any Health & Safety duty or requirement imposed can be performed or complied with.
- 4.9.2. It is the responsibility for employees to:
- Manage their own health, safety and wellbeing, reporting any areas of concerns immediately to their line manager.
  - Adhere to relevant health, safety and wellbeing policies, procedures, risk assessments, control measures, and arrangements.
  - Ensure safe-working practices are adopted at all times and any control measures (e.g. PPE) are used appropriately).
  - Undertake relevant learning and development, to ensure that they are fully competent to carry out their job role.
  - Ensure any actions taken do not negatively impact or cause harm to themselves or others, either by accident or purposefully (e.g. through practical jokes).
  - Take action when they witness unsafe working practices or poor housekeeping (with an aim to make the immediate situation safe) and escalate the matter to management.

#### 4.10. The Health & Safety Board

- 4.10.1. The Health & Safety Board provides an open forum for the discussion of any health, safety and wellbeing issues. The Board are formed of a cross-section of the Association teams and is Chaired by the Health & Safety Administrator. Topics discussed at the Board meetings can be (1) assigned by the Management Committee (2) assigned by the Leadership team or (3) raised by the wider employee group.
- 4.10.2. It is the responsibility for the Health & Safety Board to:
- Review and analyse relevant health and safety information (e.g. performance, accident statistics, audit reports, etc.), identify any areas of concern/trends and make recommendations for improvement.
  - Contribute to the review and development of relevant policies and procedures, providing relevant feedback and recommendations for improvement.
  - Monitor and review relevant health and safety checks and processes.
  - Undertake relevant learning and development, to ensure that they are fully competent to carry out their job role.
  - Be a role model for safe working practices and supporting colleagues to (1) adopt safe working practices and (2) raise any health and safety concerns.

#### 4.11. The Health & Safety Administrator

- 4.11.1. Reporting directly to the Chief Executive, the Health & Safety Administrator provides an additional support and critical assessment role to the Association
- 4.11.2. It is the responsibility for the Health & Safety Administrator to:
- Endorse the Health, Safety & Wellbeing policy and review their responsibilities at regular intervals.
  - Instruct in the implementation of relevant health and safety policies and procedures.
  - Reviewing key personnel in relation to health and safety roles (e.g. first aiders / fire warden / member of the H&S board).

- Co-ordinate and report on inspections, audits and other information gathering exercises.
- Develop and maintain suitable policy and record keeping for all health, safety and wellbeing data/information.
- Provide critical assessment and review support for all health and safety matters (e.g. policy development, risk review, etc.).
- Support safety failure investigations, advising on relevant process and escalating matters of significant risk to the Chief Executive (or Management Committee where necessary).
- Report on areas of responsibility to the Chief Executive and Management Committee.
- Complete relevant learning and development, to ensure that they have the relevant knowledge and confidence to make relevant decisions.

#### 4.12. First Aiders

4.12.1. The Association is committed to having a pool of trained First Aiders, who can provide first aid support in the workplace (not as a requirement of their job role). Below is a summary of their key responsibilities, appendix 3 provides further information.

4.12.2. Is it the responsibility of the First Aiders to:

- Undertake relevant training, and subsequent refresher training, to achieve and maintain a recognised First Aid qualification.
- Provide first aid support (as per their training) to employees and other stakeholders, as and when required. Where necessary, make the immediate environment safe.
- Ensure additional medical support is received (e.g. attendance at hospital) when required.
- Complete relevant paperwork (e.g. accident reporting process), detailing any potential causes/triggers, and participate in any further investigations required.
- Escalate serious matters of concern to Health & Safety Administrator (e.g. where there could be another potential accident).
- Maintain and check first aid kits (ensuring suitable stock levels).

#### 4.13. Fire Wardens

4.13.1. The Association is committed to having a pool of trained Fire Wardens, who can provide support in cases of fire-related emergencies and support to maintain our fire safety controls/measures. Below is summary of their key responsibilities, more information about fire safety can be found in our Workplace Fire Safety & Evacuation Policy.

4.13.2. Is it the responsibility of the Fire Wardens to:

- Undertake relevant training, and subsequent refresher training, to achieve and maintain required level of knowledge.
- Provide support (as per their training and Emergency Action Plan) at times of fire-related emergencies.
- Provide regular checks / audits and report to the Health & Safety Board.
- Complete relevant paperwork, detailing any potential causes/triggers, and participate in any further investigations required.
- Escalate serious matters of concern to Health & Safety Administrator.
- Be a role model for safe working practices and supporting colleagues to (1) adopt safe working practices and (2) raise any health and safety concerns.

## 5. Workplace, working environment & welfare facilities

- 5.1. We are required to provide suitable working environment and welfare facilities for all employees. We will ensure that we have:
- adequate welfare facilities – the right number of toilets and washbasins, drinking water and having somewhere to rest and eat meals.
  - a healthy working environment – have a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating.
  - a safe workplace – well-maintained equipment, with no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned.
- 5.2. We will also ensure any inspection, maintenance and repairs for workplace equipment, environment and welfare facilities will be completed by a relevant competent person within the required review programme as identified by legislation and best practice (e.g. lift maintenance, water systems).
- 5.3. Employees must:
- Adhere to good housekeeping to ensure the working environment remains safe and healthy, for themselves and other (e.g. clean up spills, remove trailing cables, etc.).
  - Use the equipment supplied in their working environment safely and for its intended purpose, taking additional care for items that may not be considered as 'equipment' (e.g. microwave, kettle, photocopier, etc.).
- 5.4. In addition to the general provision of a suitable working environment, we have further procedures and controls in relation to specific areas of risk in the workplace. These should be adopted in every workplace by our employees are based to ensure safe working procedures are followed and concerns escalated when required.
- 5.5. The following relate to the workplace and not working in our own or customers' homes. Where there is a specific responsibility or risk relating to the health and safety topic, this will be detailed the individual role-based risk assessment. Prior to any homeworking take place, an employee should complete a Homeworking Risk Assessment.
- 5.6. Electrical safety
- 5.6.1. Based on the workplace and working environment our employees operate, the risk of injury relating to electricity is low. No employee has direct responsibility for the maintenance of electrical equipment or installations. Our employees would be defined as operators only. Where employees have specific responsibilities in relation to the management of electrical safety, they will be identified in appendix 2.
- 5.6.2. We will:
- Ensure that electrical equipment and installation are suitable for the intended purpose and the conditions in which they operate.
  - Make sure electrical equipment and installations are maintained to prevent danger, so far as reasonably practicable.
  - Ensure regular suitable inspection and testing is carried out on all electrical equipment and installations.
  - Ensure any inspections, repairs and maintenance are carried out by a competent person.

5.6.3. Employees must:

- Ensure that they only use electrical equipment and installations for their intended purpose.
- Check the equipment each time they use it and remove the equipment from use immediately if (1) the plug or connector is damaged, (2) the cable has been repaired with tape, is not secure, or internal wires are visible etc, or (3) there are burn marks or stains (suggesting overheating).
- Adhere to good housekeeping in relation to electrical safety, including but not limited to (1) not overloading sockets, power supplies or adapters, (2) not fixing or tampering with items, and (3) stop using equipment that they feel is unsafe and report immediately.

5.7. Gas Safety

5.7.1. No employee has direct responsibility for the installations, inspections, repairs and maintenance of gas appliances or fittings. Where employees have specific responsibilities in relation to the management of gas safety, they will be identified in appendix 2.

5.7.2. We will:

- Ensure that all gas appliances and fittings are maintained and regularly serviced, in line with legislation and best practice.
- Ensure any installations, inspections, repairs and maintenance are carried out by a competent person (i.e. holds the relevant qualifications to carry out the work).
- Any rooms with gas appliances have adequate ventilation and safety equipment (e.g carbon monoxide alarm).
- Act upon reports of potential gas leaks (e.g. turning off gas supply and contacting Gas Emergency Service), and where required evacuate the building (and notify the Police).

5.7.3. Employee must:

- Ensure they use any gas equipment for its intended purpose and report any concerns as soon as possible to the relevant responsible person.
- Report when they suspect a leak, and where required, report concern to the Gas Emergency Service.

5.8. COSHH Safety

5.8.1. We are required to control exposure to materials in the workplace that cause ill health, Control of Substances Hazardous to Health Regulations (COSHH). Harmful substances can be present in anything from paints and cleaners to flour dust, solder fume, blood or waste. Ill health caused by these substances used at work is preventable. Many substances can harm health but used properly, they almost never do.

5.8.2. COSHH Regulations define a hazardous substance as follows:

- Hazard; 'in relation to a substance, means the intrinsic property of that substance which has the potential to cause harm to the health of a person, and 'hazardous' is construed accordingly'.
- Risk; 'In relation to the exposure of an employee to a substance hazardous to health, means the likelihood that the potential for harm, to the health of a person will be attained under the conditions of use and exposure and also the extent of that harm.

5.8.3. We will:

- Carry out a COSHH assessment on the hazards and risks from hazardous substances in the workplace (and detail within a COSHH register).
- Eliminate or control exposure to identified hazardous substances, so far as is reasonably practicable.
- Provide relevant training for hazardous substances, for employees with higher risk to their health and safety.
- Provide health surveillance for any employees who requires to work with hazardous substances as a key part of their job role.

5.8.4. Employees must:

- Use control measures identified within the COSHH assessment and use the substance for its intended purpose.
- Follow good housekeeping measures, to ensure the substances are stored safely.
- Review the hazard labels on containers before use (to ensure there is nothing that might impact them specifically) and report any reaction they may have.

5.9. Food Hygiene

5.9.1. We may provide catered food for employee events (e.g. training), this will be catered by an external supplier and no employee will be required to prepare food. However, we understand that safe food handling and food hygiene is required.

5.9.2. We will:

- Ensure the food supplied has been transported in a safe manner (e.g. with adequate food coverings).
- Ensure that food is displayed for service in a safe manner (e.g. hot food kept hot) and covered up when not being accessed.
- For food not safe to store at room temperature, we will ensure that any leftovers are refrigerated within 2-hours (1-hour for a hot day) and any food left at room temperature longer than this timeframe will be discarded.
- Discard leftovers, which have been safely stored, within 4-days.

5.9.3. Employees must:

- Ensure good personal hygiene when food-handling and avoid touching food directly with their hands that they do not intend to eat.
- Ensure food is covered when not being accessed and leftovers discarded appropriately.

5.10. Slips, trips and falls

5.10.1. Slips, trips and falls is the most common reported injury and these commonly occur due to poor housekeeping (trailing cables, spillages, etc.).

5.10.2. We will:

- Take practical steps to prevent slips and trip accidents (e.g. using the right flooring materials for its purpose, using the right cleaning materials and methods, etc.).
- Carry out regular housekeeping checks, to ensure any new hazards are identified and removed (or reduced where we can't remove completely).
- Eliminate or control exposure to hazardous locations, so far as is reasonably practicable.

- Provide relevant training for hazardous locations, for employees with higher risk to their health and safety and provide relevant controls mechanisms (e.g. PPE).

5.10.3. Employee must:

- Report any accidents, incidents or near misses, to ensure trends can be identified and suitable controls put in place (where hazard can't be removed).
- Adhere to good housekeeping practices: (1) clean up spillages (2) remove trip hazards (3) report damaged floors or mats and (4) report any other slip, trip or fall concerns.
- Use controls put in place to remove or reduce the hazard (e.g. PPE).

**6. Duties and role responsibilities**

6.1. The following relate to duties that may impact on our employees' health, safety and wellbeing in the workplace. We would not expect our employees to carry out these duties directly that would involve these potential hazards as standard (part of the day-to-day work activities). Where there is a specific responsibility to carry out these duties as standard, further information will be detailed within the individual role-based risk assessment and job description.

6.2. The below hazards will be contained with the Association's general Health & Safety Risk Assessment.

6.3.	Manual handling	Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads.
	Working at height	Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.
	Ladders	Ladders can be a sensible and practical option for low-risk, short-duration tasks, although they should not automatically be your first choice. We will ensure all ladders will be fit for purpose, regularly inspected, and have relevant safety information available for use.
	BBV & sharps	Blood-borne viruses (BBVs) are viruses that some people carry in their blood and can be spread from one person to another. Employees do not have specific duties relating to BBVs. However, they may come into contact with body fluids or sharps when carrying out their duties. Appendix 4 provides a guide to BBV and sharps.
	Asbestos	Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many thousands of tonnes of it were used in the past. As long as asbestos is in good condition and is not disturbed or damaged there is negligible risk. However, if it is disturbed or damaged, it can become a danger to health, because asbestos fibres are released into the air and people may breathe them in. Employees will not have direct contact with asbestos in carrying out their duties. However, they should be aware of what to look for to ensure they are safe and can report incidents when required.
	Legionella	Legionnaires' disease is a type of pneumonia caused by inhaling airborne water droplets containing the viable Legionella bacterium. Employees may be required to complete checks as part of a facilities housekeeping checklist or have general awareness of what to look for to report for repairs and maintenance.

6.4. We will:

- Provide role-specific training to relevant employees, this may include all employee training on key topics, to equip them with the required knowledge to carry out their duties safely.
- Avoid, so far as reasonable practicable, employees undertaking these more hazardous duties.
- Where it is not reasonably practicable, undertake a risk assessment to (1) assess the risk of injury and (2) to identify suitable controls or measures to reduce the risk of injury.
- Ensure that any relevant equipment is fit for purpose and regularly maintained.

6.5. Employees must:

- Undertake training as identified by the Association.
- Be aware of their surroundings and duties, and the potential impact on their health, safety and wellbeing.
- Raise any health, safety, and wellbeing concerns with their line manager as soon as they arise.
- Avoid non-essential hazardous duties but where necessary adhere to the controls put in place by the role-based risk assessment.
- Carry out a dynamic personal risk assessment, for unexpected duties, and putting in control measures as necessary or ceasing the activity.

## 7. Personal Protective Equipment (PPE)

7.1. PPE is equipment that will protect the user against potential risk of injury in the workplace. PPE is a control used, only when a risk assessment has been completed and it is found that the hazard could not be removed or controlled in some other suitable way (e.g. via safe working systems).

7.2. PPE is commonly used to reduce the risk of injury from, breathing in dust, mist, gas or fume, falling materials hitting people, flying particles or splashes of corrosive liquids getting into people's eyes, skin contact with corrosive materials, excessive noise, or extremes of heat or cold. More information about our PPE arrangements can be found in appendix 5.

7.3. We will:

- Provide necessary (and legally compliant) and adequate PPE where a risk assessment has been carried out on duties and PPE identified where necessary.
- Ensure that PPE is (1) properly assessed before use to make sure it is fit for purpose (2) maintained and suitable storage made available (3) provided with instructions on how to use it safely and (4) used correctly by workers.
- Provide relevant training in the use of PPE.

7.4. Employees must:

- Use PPE supplied for the purpose it was intended for.
- Follow storage, cleaning and handling guidance for relevant PPE.
- Report any damaged or missing items of PPE immediately.

7.5. Managers must:

- regularly check the use of PPE and investigate fully any reasons for non-use.
- carry out risk assessments for the job role, identifying any requirements for PPE.
- review PPE requirements (for changes in job role and responsibilities) and identify where items require replacing or new items required.

## **8. Accident, Incident & Near Miss Reporting**

- 8.1. The aim of our safe working practices and controls is to remove or reduce the risk of injury to our employees and stakeholder. It is therefore key that any accidents, incidents or near misses are reported to allow for us to review these practices and controls, to ensure they remain fit for purpose.
- 8.2. For the purpose of the policy, the following definitions will be used:
- Accident: an incident which results in injury to someone or damage to property.
  - Near miss: an incident that results in no injury or damage but had the potential to do so.
  - Incident: an undesired event that caused or could have caused damage, death, injury or ill health.
  - Unacceptable action: Threats, violence, aggressive or abusive behaviour.
  - Unreasonable behaviour: Vexatious behaviour or, persistent and/or unreasonable demands.
- 8.3. After an accident, incident or near miss, an employee should report the matter to their line manager (using the relevant reporting form). The line manager will then complete an investigation into the situation.
- 8.4. The investigation process should be robust and ensure that any potential risk of harm is addressed as soon as possible. The line manager is responsible for ensuring any new controls or safe working practices are communicated to the employee and the wider team.
- 8.5. The investigation should be documented fully on the relevant form and passed to the Health & Safety Administrator. All reports will be shared, anonymously, with the Health & Safety Board to ensure any trends can be identified.
- 8.6. We need to adhere to additional reporting requirements, as identified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, known as RIDDOR. Appendix 6 provide a guide to RIDDOR.
- 8.7. Any RIDDOR reporting should be completed by the Health & Safety Administrator only.

## **9. Inspections, audits, and review**

- 9.1. We recognise that to ensure our safe working practices and controls remain fit for purpose we need to have a robust programme of inspections, audits and review (appendix 7). By scrutinising what we do and why we do it, we can continually improve.
- 9.2. The health and safety board will monitor all inspections and audits, to identify any areas of non-compliance, any potential areas of non-compliance and what actions need to be taken to ensure these can be resolved.
- 9.3. These inspections and audits will range from external audits completed by agencies into a specific area of compliance or simply housekeeping checks. A programme of audits and inspections will be agreed by the Leadership Team and communicated to the wider organisation.
- 9.4. The health and safety board will also monitor and review relevant policies, procedures and supporting documentation, to ensure they remain fit for purpose.

## **10. Information, instruction, training and supervision**

- 10.1. We will provide relevant and necessary information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health, safety and wellbeing of our employees and other stakeholders.
- 10.2. Training is an overarching term for ensuring employees either (1) learn how to do something (2) told what they should and should not do or (3) to raise general awareness. Training is not always traditional classroom-based learning but through instruction and supervision.
- 10.3. Training will be provided at a corporate, department, job role and individual level, and will be identified through (1) risk assessments, (2) reviewing health and safety data, (3) training needs analysis and skills gap, and (4) changes in legislation and compliance requirements.
- 10.4. We will provide required training at regular intervals to ensure knowledge is up-to-date and accurate, and we will share updates and changes to legislation, best practice, policy and procedure in a timely and appropriate manner.
- 10.5. Training identified by the Association will be considered mandatory for the groups identified. Employees will be given adequate time to complete the training. Where they fail to do so, this will be considered a conduct issue and investigated in line with the Association's Disciplinary Policy.

## **11. Young people at work**

- 11.1. Young people, anyone aged under 18, are more likely to be new to the workplace and so are at more risk of injury in the first six months of a job, as they may be less aware of risks and how to raise concerns.
- 11.2. We will provide an enhanced induction for any young person employed with the Association and ensure a young person risk assessment is carried out on a regular basis.
- 11.3. For any work experience placements, we will work with the relevant third party (e.g. local authority) to ensure that we provide a safe working environment in line with their risk assessments and requirements.

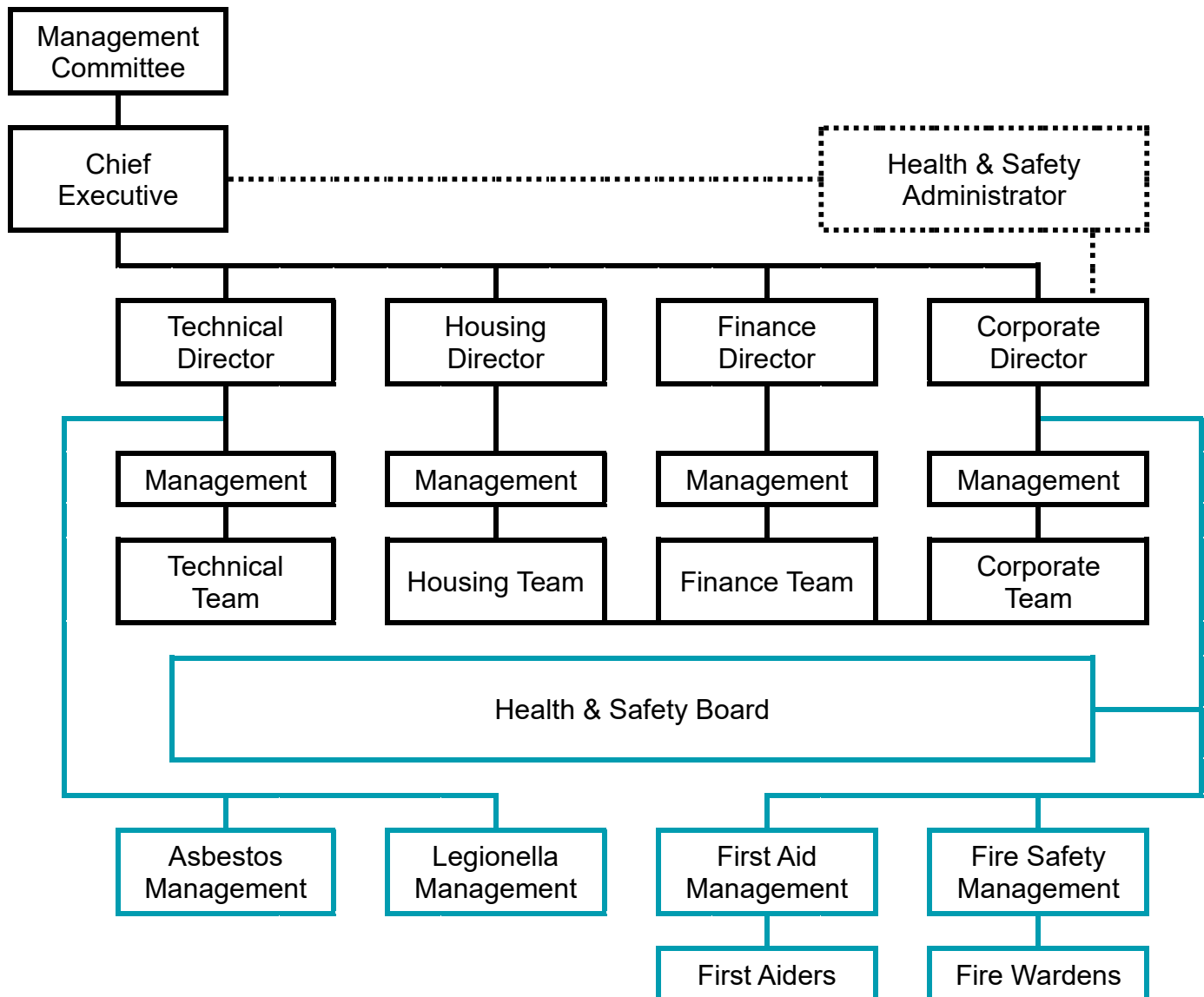
## **12. Breaches of policy**

- 12.1. We will consider any breach of this policy as gross misconduct and will be investigated in line with the Association's Disciplinary Policy.

## Appendix 1 – Equality Impact Assessment

<b>Policy</b>	Health, Safety & Wellbeing Policy		
<b>EIA Completed by</b>	Corporate Services	<b>EIA Date</b>	
<b>1. Aims, objectives and purpose of the policy / proposal</b>			
It is the intention of this policy to ensure, as is reasonably practicable, that the Association can ensure the health, safety and wellbeing of employees.			
<b>2. Who is intended to benefit from the policy / proposal?</b>			
Employees & other stakeholders within our workplace facilities.			
<b>3. What outcomes are wanted from this policy / proposal?</b>			
The purpose of this policy is to:			
<ul style="list-style-type: none"> <li>▪ Provide an overarching framework for our approach to health, safety and wellbeing in the workplace.</li> <li>▪ Provide clear roles and responsibilities for health, safety and wellbeing in the workplace.</li> </ul>			
<b>4. Which protected characteristics could be affected by proposal?</b>	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
<b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b>			
The policy is to help maintain a safe and healthy working environment for all.			
<b>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</b>			
<b>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).</b>			
<b>8. Consider the impact and actions to be considered for the following Human Right articles:</b>			
<b>Article 6: Right to a fair trial</b>			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: None.	Actions:		
<b>Article 8: Right to respect for private life, family life &amp; the home</b>			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: None.	Actions:		
<b>Article 14: Prohibition of discrimination</b>			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: None.	Actions:		

## Appendix 2 – Health & Safety Responsibilities Chart



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## Appendix 3 – First Aid Procedure

### 1. Introduction

We are committed to providing sufficient numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace therefore ensuring that statutory requirements and the Association's needs are met.

The minimum requirement for adequate first aid cover is 1 first aider for every 50 employees in low-risk areas. Managers should also consider the appointment of more than one first aider to provide adequate cover during holiday periods.

This procedure has been drawn up to give managers and employees support and advice relating to the provision of first aid. Within the Association immediate first aid cover is available at all sites. Managers of these sites must nominate suitable employees to provide first aid cover.

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### 2. First aiders

A first aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either at first aid at work or emergency first aid at work.

- Emergency first aid at work (EFAW) training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work.
- First aid at work training includes the EFAW syllabus and also equips the first aider to apply first aid to a range of specific injuries and illness.

We aim to train all our first aiders in the EFAW syllabus.

The names of the first aiders will be displayed, along with the fire wardens, for each work location (and floor for the main office).

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### 3. Responsibility Payment

When an employee has opted in to being a first aider, they are committing to providing first aid support to our employees and stakeholders. It is recommended that employees consider the implications of this responsibility before becoming a first aider.

To recognise this responsibility, first aiders will receive an annual payment for undertaking this role.

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### 4. First aid boxes

First aid boxes, as standard, can be located in the kitchen facilities (located by a white cross on a green background). Where this is not the case, location of boxes will be displayed alongside the names of first aiders.

First aiders have the responsibility of maintaining a sufficient quantity of supplies within the first aid boxes. Monthly checks should be completed, identifying any items requiring to be re-ordered.

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### 5. Assessing an accident

Our first aiders are required to attend any accident or incident requested. When they encounter an accident they must assess the situation, using their training, to ensure they can provide effective and prompt first aid.

We want to reinforce that we will never expect an employee to put themselves or others in danger in order to provide first aid.

Where a serious injury or medical incident occurs, the individual should be taken to A&E immediately, or an ambulance called.

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## 6. Recording an accident

Our first aider will be asked to record the accident via our accident, incident and near miss procedures. Where the accident is RIDDOR reportable, the Health & Safety Administrator will make this report.

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## 7. After the accident

Line managers will conduct a de-brief with first aiders who have provided support for more serious incidents or supported a critical incident. At the de-brief further options of support will be discussed with the employee (e.g. confidential counselling).

Possible de-brief discussion topics:

1. Allow employees to discuss the event openly and explore their feelings about the event.
2. What went well – focus on the good work carried out by the employee.
3. Were there any problems encountered – what can we do as an organisation to better support our first aiders.
4. Explore what is beyond our control (it is not about blame or guilt when something doesn't work out).

Remember, we are not trained professionals in traumatic event support. However, being a listening ear and signposting can be beneficial to employees who have experienced this.

Managers should be aware that some emotional responses do not appear immediately after a traumatic event, and they should 'check-in' with their employee where necessary.

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## 8. Self-care for first aiders

Following a more serious first aid incident and depending on the outcome, some first aiders can experience a range of emotions. You may go through what happened again and again in your mind, so it may be useful to talk to someone else who may have been there at the incident or someone you know has been in a similar experience.

This is especially important if the outcome was not what you hoped for. Even with the correct treatment and however hard you try on some occasions a casualty will not recover from the injuries or illness. If you are finding it hard to deal with what has happened you should seek support, either through our confidential employee counselling, a counsellor, or your GP.

We would always advise an employee to speak to their line manager if they need any additional support.

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## 9. Defibrillators

We have installed defibrillators within workplaces and while there is no formal training required for using the device, employees will be shown how to operate these as part of their First Aid training.

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## 10. SHARPS

First aiders are responsible for ensuring the safe disposal of the SHARPS kit box. To do this, they should call the relevant contractor and arrange collection. A replacement box should be supplied to the relevant location.

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## Appendix 4 – Blood-borne viruses and sharps guide

### 1. Introduction

Blood-borne viruses (BBVs) are viruses that some people carry in their blood and can be spread from one person to another. As well as through blood, these viruses can also be found and transmitted through other body fluids, for example: vaginal secretions; semen; and breast milk.

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### 2. Managing exposure

The risk of exposure to BBVs is low for our employees. However, due to the nature of some of the duties carried out (e.g. work in homes), employees may be exposed to body fluids and sharps.

Where this occurs in a customer's home, employees should leave the location to avoid exposure and report this incident. Employees should discuss this matter with their line manager and explore further actions (in line with the tenancy agreement etc.).

A further risk assessment may be required when work is required to be carried out in a customer's home, where there is significant risk to exposure. This may require the deployment of professional cleaners (or other relevant organisation) to remove the risk of exposure before work is carried out.

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### 3. Accidents in the workplace

Each workplace has been supplied with spillage kits for low level cleaning of accidents within the workplace, which has resulted in exposure to blood or other body fluids. The spillage kits contain detailed instructions on how to use the equipment to prevent exposure.

Employees should follow the instructions when dealing with accidents in the workplace, with extra care being taken to remove direct contact. Where an employee feels at higher risk of exposure, they should avoid dealing with accidents and spillages, and raise with their line manager.

Where a spillage kit is deemed unsuitable for the accident, a specialist agency should be contacted to clean the spillage. The spillage should be temporarily made safe while this is arranged (e.g. fenced off from employee and the public).

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### 4. Sharps

There may be occasions where employees find syringes / needles during the course of their duties. The employee should deal with found syringes / needles as per below:

- Workplace & surrounding area (private land) – the employee should use appropriate PPE to dispose of them in the sharps bin provided.
  - Local community area (public not private land) – contact Glasgow City Council who will remove the item within 24-hours.
- 

### 5. Sharp injuries

Injuries sharps (such as syringes, scalpels and lancets) can cause contamination with possible BBVs. If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

- encourage the wound to bleed, ideally by holding it under running water
- wash the wound using running water and plenty of soap (do not scrub or suck the wound)
- dry the wound and cover it with a waterproof plaster or dressing

You should also seek urgent medical advice as you may need treatment to reduce the risk of getting an infection. The healthcare professional will assess the risk of infection and may require further blood tests (and possible preventative treatment).

Employees are recommended to seek support via the confidential employee counselling to provide psychological support.

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## Appendix 5 – PPE Framework

### 1. Introduction

The main requirement of the Personal Protective Equipment at Work Regulations is that PPE is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Because the effectiveness of PPE can be easily compromised (e.g. it only protects the wearer and needs to be worn and fitted properly), it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury or ill health. Even where engineering controls and safe systems of work are in place, hazards may still have the potential to cause harm. These could result in injuries and/or illness to: lungs, hearing, eyes, skin and body.

### 2. Assessing suitable PPE

We will ensure any PPE we buy is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations. The CE marking signifies that the PPE satisfies certain basic safety requirements and, in some cases, will have been tested and certified by an independent body. To allow the right type of PPE to be chosen, the different hazards in the workplace need to be considered carefully. Once we know what the hazards are, we can make an assessment of which types of PPE are suitable to protect against these hazards and for the job to be done. We need to consider: (1) who is exposed and to what? (2) how long are they exposed for? (3) how much are they exposed to?.

### 3. Maintenance of PPE

PPE must be well looked after and be carefully stored when not in use, e.g. kept in a dry, clean cupboard, or in the case of smaller items such as eye protection in a plastic box or case. The PPE should be kept clean and in good repair. Where applicable, the manufacturer's maintenance schedule (including recommended replacement periods) should be followed. An effective maintenance system includes the following: (1) Examination check for faults, damage, wear and tear, dirt etc., (2) Testing to ensure PPE is operating as intended, (3) Cleaning to include disinfection if appropriate, (4) Repair, and (5) Replacement.

### 4. PPE Hazard Assessment Examples

Hazard	PPE Example
Eyes: Dust, projectiles, gas and vapour; radiation.	Spectacles; goggles; face-shields; face screens; visors.
Neck: Impact from falling or flying objects, risk of head bumping, climate or temperature.	Industrial safety helmets, bump caps, hairnets and firefighters' helmets.
Breathing: Dust; vapour; gas; oxygen deficient atmospheres.	Disposable face-masks or respirator.
Protecting the Body: Heat, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing.	Conventional or disposable overalls; boiler suits; coats; specialist protective clothing e.g. high visibility clothing; aprons; etc.
Hands and Arms: Abrasion, temperature extremes, cuts and punctures, impact, etc.	Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm.
Feet and Legs: Wet, hot and cold conditions, slipping, cuts and punctures, falling objects, etc.	Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear.
Ears: Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration.	Earplugs, earmuffs, semi-insert/canal caps.

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## Appendix 6 – RIDDOR Information Sheet

### 1. Introduction

RIDDOR requires deaths and injuries to be reported only when:

- there has been an accident which caused the injury
  - the accident was work-related
  - the injury is of a type which is reportable
- 

### 2. What is an accident?

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, eg 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, eg a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (eg repetitive lifting), are not classed as 'accidents' under RIDDOR.

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### 3. What is meant by work-related?

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
  - any machinery, plant, substances or equipment used for the work or
  - the condition of the site or premises where the accident happened
- 

### 4. What are reportable injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
  - Specified Injuries to workers (Regulation 4) e.g. fractures, crush injury, loss of consciousness, serious burns, etc.
  - Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
  - Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (Regulation 5)  
There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- 

### 5. Other reportable incidents

**Occupational diseases:** Employers must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work, for example carpal tunnel syndrome, occupational asthma, tendonitis or tenosynovitis of the hand or forearm, etc. (regulations 8 and 9).

**Dangerous occurrences:** Certain, specified near-miss events, may be reportable where they fall within the dangerous occurrences categories (for example, lifting equipment failure).

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## Appendix 7 – Checks & testing inspections

Area	What	When	Competent person
Fire Safety	Fire risk assessment	Annually	Contractor / H&S Admin
Fire Safety	Fire Safety - Workplace inspection	Annually	Director / H&S Board
Fire Safety	PEEP Register	Annually	Line Manager
Fire Safety	Planned evacuation	Annually	Fire Warden / H&S Admin
Fire Safety	Fire control panel visual check	Daily	Fire Warden
Fire Safety	Fire alarm (& control panel) test	Weekly	Fire Warden
Fire Safety	Fire alarm & control panel inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
Fire Safety	Fire call points visual check	Daily	Fire Warden
Fire Safety	Fire call points test (rotational programme)	Weekly	Fire Warden
Fire Safety	Fire call points inspection & maintenance	Annually	Contractor / Maintenance Mgr
Fire Safety	Firefighting equipment visual check	Daily	Fire Warden
Fire Safety	Firefighting equipment inspection & maintenance	Annually	Contractor / Maintenance Mgr
Fire Safety	Firefighting equipment replacement	5-yearly	Contractor / Maintenance Mgr
Fire Safety	Escape routes / workplace visual check	Daily	Fire Warden
Fire Safety	Fire doors visual check	Daily	Fire Warden
Fire Safety	Fire door inspection & maintenance	Annually	Contractor / Maintenance Mgr
Fire Safety	Emergency lighting visual check	Daily	Fire Warden
Fire Safety	Emergency lighting inspection & maintenance	Annually	Contractor / Maintenance Mgr
Fire Safety	Smoke & heat detectors visual check	Daily	Fire Warden
Fire Safety	Smoke & heat detectors inspection & maintenance	Annually	Contractor / Maintenance Mgr
Fire Safety	Refuge point inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
Fire Safety	Dry riser inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
Fire Safety	Smoke vents inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
First Aid	First Aid Kits	Monthly	First Aiders
First Aid	First Aid - Workplace inspection	6-monthly	Director / H&S Board
First Aid	SHARPS	Monthly	First Aiders
First Aid	SHARPS - Workplace inspection	6-monthly	Director / H&S Board
First Aid	Accessible toilet alarm check	Monthly	First Aiders
First Aid	Accessible toilet alarm - Workplace inspection	6-monthly	Director / H&S Board
Electrical Safety	Fixed Electrical Testing	5-yearly	Contractor / Maintenance Mgr
Electrical Safety	Portable Appliance Testing (PAT)	2-yearly	Contractor / Maintenance Mgr
Electrical Safety	Electrical safety - Workplace inspection	6-monthly	Director / H&S Board
Electrical Safety	Electrical safety - general housekeeping check	Daily	All employees
Safety & Security	Panic alarm testing - Workplace inspection	6-monthly	Director / H&S Board

Area	What	When	Competent person
Safety & Security	Lone Working App	6-monthly	H&S Board
Safety & Security	CCTV inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
Safety & Security	Intruder alarm inspection & maintenance	As required	Contractor / Maintenance Mgr
Safety & Security	Security door check - general housekeeping check	Daily	All employees
Safety & Security	Security door check - Workplace inspection	6-monthly	Director / H&S Board
Safety & Security	Security door inspection & maintenance	As required	Contractor / Maintenance Mgr
Workplace	Lift inspection & maintenance	6-monthly	Contractor / Maintenance Mgr
Workplace	Legionella inspection & maintenance	Monthly	Contractor / Maintenance Mgr
Workplace	Legionella check	Weekly	Identified employee
Workplace	Asbestos inspection & maintenance	Annually	Contractor / Maintenance Mgr
Workplace	Gas inspection & maintenance	Annually	Contractor / Maintenance Mgr
Workplace	Lightening conductors inspection & maintenance	Annually	Contractor / Maintenance Mgr
Workplace	Workplace conditions - general housekeeping check (1) environment (2) facilities (3) slip/trip hazards	Daily	All employees
Workplace	Workplace conditions - Workplace inspection (1) environment (2) facilities (3) slip/trip hazards	6-monthly	Director / H&S Board
Workplace	Surge Protection	Annually	Contractor / Maintenance Mgr
Workplace	Roof Anchor	Annually	Contractor / Maintenance Mgr
Workplace	Automatic door	6-monthly	Contractor / Maintenance Mgr
Workplace	Air conditioning units	Annually	Contractor / Maintenance Mgr
Equipment	Ladders - Visual check	When used	All employees
Equipment	Ladders - Workplace inspection	6-monthly	Director / H&S Board
Equipment	Ladders Register Review	Annually	H&S Board
Equipment	PPE Check & Review	Annually	Line Manager
Equipment	COSHH Register Review	Annually	H&S Board
Driving	Visual check of vehicle	When used	All employees
Driving	Visual inspection of vehicle	Monthly	Corporate
Driving	Approved driver check	Annually	Corporate

