

Health & Safety Manual (Policy & Organisation)

Phoenix Community Housing Co-op

Authorised by	Revision Number	Date
	2	January 2023

Health and Safety Policy Statement

It is Phoenix Community Housing Co-op policy to ensure, as far as reasonably practicable, the health, safety and welfare of its employees whilst at work, and to have due regard for visiting and neighbouring members of the public. This is a statutory duty under the Health and Safety at Work Act 1974 and supporting regulations.

Our employees have a statutory duty to take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions at work and to co-operate with the company to meet its duties.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted, and fulfilled, consistent with good practices throughout the company at all levels within the organisational structure.

The company so far as reasonably practicable will

- provide and maintain safe and healthy working conditions, plant, equipment and systems for all our employees.
- provide and maintain safe workplace with safe access and egress to the workplace.
- ensure storage, handling, usage and transporting of articles and substances is safe and without risk to health.
- provide all employees with information, instruction, training and supervision as necessary to secure their safety and health at work
- ensure continuous risk assessments are carried out.
- ensure monitoring activities are undertaken to maintain agreed standards.

With this intention, the company will provide funds, materials and staff, together with the necessary information, instruction, training and supervision to provide a safe environment.

The Health & Safety Designated Lead Officer; is the competent person, as required by the Management of Health & Safety at Work regulations 1999, who will assist the company in undertaking the measures needed to comply with relevant statutory provisions. The company will provide the Officer with sufficient authority and resources to implement this policy.

The Health and Safety Committee provides and maintains effective procedures for consultation and communication between all levels of management and employees on all matters regarding health and safety.

Whilst it is a statutory duty to comply with regulations, these are seen as a minimum requirement only. Phoenix Community Housing Co-op expects the full co-operation of all employees to improve standards in all aspects of health and safety at work.

All employees have my full support in the implementation of this policy.

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Manager Responsible for Health and Safety

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Date

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Chair of Management Committee

.....
Date

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Responsibilities

1.1 Management Committee

1. Initiate and oversee the company Health and Safety Policy with a view of effective implementation of the policy.
2. Arrange for funds, facilities and resources for health and safety.
3. Set a personal example including the use of personal protective equipment even for brief periods.

1.2 Designated Health and Safety Lead Officer

1. Have an understanding of legislation especially Health and Safety at Work Act 1974 and supporting regulations with assistance from the Health and Safety Department.
2. Ensure proper and effective implementation of policy by attention to:
 - Selection and maintenance of equipment
 - Design and operation of process
 - Information, instruction and training of people at risk
 - Supervision
3. Ensure that responsibilities are properly assigned understood and accepted at all levels.
4. Ensure that the Health and Safety Policy is regularly reviewed.
5. Ensure that risk assessments are carried out and the points raised receive proper attention.
6. Report to the Management Committee on major safety matters that arise.
7. Act as the Management Committee's representative to the Health and Safety Executive.
8. Ensure that corrective actions are undertaken in any aspect of health and safety.
9. Set a personal example including the use of personal protective equipment even for brief periods

1.3 Co-op Manager

1. Ensure due attention is paid to health and safety matters in particular:
 - The use of equipment and operation
 - Provision of information, instruction and training
 - Supervision
2. Be aware of and operate within standards required by Health and Safety Policy and inspect work practices.
3. Ensure risk assessments are carried out and hazards where as so far as reasonably practicable are eliminated.
4. Review accident and investigation reports and ensure that the correct action is taken.
5. Review safety accident statistics and other safety reports and take action to reduce unfavourable trends.
6. Ensure that all personnel know and accept their responsibilities under the Health and Safety Policy and that they are competent to carry out their duties.
7. Promote safe conduct within the department.
8. Make use of company disciplinary procedures in the event of any member of staff failing to adhere to company procedures.
9. Ensure fire procedures, First Aid Personnel and facilities are known to employees.
10. Set a personal example including the use of personal protective equipment even for brief periods.

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1.4 First Aiders

1. Ensure that they are suitably equipped at all times.
2. Ensure that their certificate is current.
3. Referring immediately all serious cases of injury.
4. That they only administer first aid treatment and nothing more.

1.5 All Staff

1. Follow company safety rules and any other information, instruction and training.
2. Ensure that their acts or omissions do not endanger themselves or others.
3. Not to misuse or interfere with any equipment provided for health and safety purposes.
4. It is the responsibility of each individual to help to prevent accidents.
5. To ensure that visitors that report to them know their responsibilities.
6. Report all accidents and near misses.
7. Draw management attention to safety problems and defects.
8. Make full use of precautions given to them e.g. guards.
9. Wear personal protective equipment if necessary even for brief periods.

1.6 All Visitors on the Company Premises

1. Observe all legal and company safety requirements and conform to any instructions relating to these requirements.
2. Be aware of the fire procedures and know how to contact First Aid Personnel.
3. Not work on the premises until relevant safety rules are read, accepted and understood.
4. Ensure that their acts or omissions do not endanger themselves or others.
5. Report all accidents, personal injury and damage to the company property.

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2. Safety Rules

2.1 General Rules

- Work areas to be kept clean and tidy and clear of tripping hazards.
- Stairs and passageways to be kept clear.
- Check ladders, steps and other access equipment for defects before use. If damaged do not use and report to manager.
- Electrical equipment switched off and unplugged when left unattended unless designed to be left plugged in.
- Report all mechanical and electrical defects to a manager who will enable repairs.
- Use lift trucks, pallet trucks etc to prevent manual handling injuries if authorised to do so.
- Use correct lifting technique when handling goods. Ask for help if load is heavy.
- Use personal protective equipment if necessary even for brief periods.
- Report all accidents, dangerous occurrences and near misses.
- Horseplay may endanger staff and is prohibited.
- Every employee is expected to report any problems or safety concerns to manager. The manager has a duty to give proper attention to these.
- It is company policy to safety equipment & PPE in designated areas.

2.2 Fire Precaution Rules

- Fire exits are to be kept clear.
- All employees to be aware of the fire procedure.
- Never assume that a fire alarm is false.
- Never leave internal fire doors open.
- Do not smoke in No Smoking Areas and always use ashtrays provided.
- Rubbish is a high fire risk and should not be allowed to accumulate particularly in the loading bays and warehouse areas.
- Take due care and attention when dealing with flammable liquids and substances.

2.3 Office Rules

- Allow space for access to desks, shelves etc.
- Only open one draw at a time of a filing cabinet otherwise there is a risk of it falling over.
- Do not overload shelves.
- Do not place items on top of cabinets where they could fall.
- Use steps or step ladders not chairs to gain access to high levels.
- Display screen equipment is continuously assessed. Results to be taken into account by the user.

2.4 Building Site Rules

- When using hazardous substances use the correct personal protective equipment.
- Machinery to be used only by authorised and trained personnel.
- Never work machinery when alone
- Machinery to be used only for the purpose it has been set up for
- Switch off and isolate machinery before cleaning and maintenance.
- Do not use heat or flame near flammable liquids or substances. Beware of electrical and static sparks.
- Mop up liquid spills promptly. Do not mix liquids

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3. Policies

3.1 The Roles of Enforcing Bodies

There are different types of enforcing bodies with powers under the Health and Safety at Work Act 1974:

- Health and Safety Executive (HSE)
- Fire Authority
- Local authorities which will mainly be the Environmental Health Officer (EHO)
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They have powers to:

- To enter premises without a warrant at any time. (If access is denied to obtain police assistance)

Once on the premises an inspector can:

- Take any other authorised person on the premises.
- Be provided with any materials, equipment and any other facilities they need during their investigation.
- Carry out investigations and examinations as they see fit.
- Instruct that areas remain undisturbed for as long as necessary.
- Take measurements, photographs and samples or any articles or substances.
- Order the removal and testing of equipment, articles or substances.
- Take statements, records and documents.
- Anything else necessary to enable the inspector to carry out their duties.

Our Company policy is to allow the inspector to carry out their duty and to give any help necessary.

3.1.1 Enforcement

The enforcing bodies, as well as having the above powers are able to serve improvement notices and prohibition notices, and bring about prosecution if notices are not complied with.

An improvement notice can be served on an employer or an employee and occurs when there is or will be a breach on any regulations. The improvement notice will state what regulation has been breached and a time limit for remedial action to be taken.

Prohibition notices can be served if the inspector is of the opinion that a work activity will involve a risk of serious personal injury. They can be deferred or take effect immediately and will prohibit the work described. The notice is effective until steps have been taken to remedy the situation.

3.2 Monitoring

There are different types of active monitoring:

3.2.1 Audit

A systematic critical examination carried out annually by an external body to assess systems in place and how they function in practice.

3.2.2 Inspection

A recorded monthly inspection carried out by an internal manager.

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3.2.3 Tours

Unscheduled examinations carried out by the Manager responsible for Health and Safety.

3.2.4 Sampling

Sampling by an internal manager on a specific pre-selected area of accident prevention e.g. the wearing of hard hats

3.3 The Workplace and Buildings

Workplace Regulations 1992.

3.3.1 Ventilation, Temperature and Lighting

There is adequate ventilation provided by a supply of fresh air and suitable and sufficient lighting is provided by natural light. In case of failure, suitable emergency lighting is also provided. The temperature is reasonable during working hours a minimum of 16°C in offices and 13°C where physical effort is required.

3.3.2 Cleanliness

Floor, wall and ceiling surfaces inside the buildings are kept clean and are decorated on a regular basis.

3.3.3 Workspace allocation

Suitable and sufficient workspace is allocated per person for health, safety and welfare reasons. (11m³ per person with a maximum height of 3m)

3.3.4 Traffic Routes and Floors

All traffic routes and floors are well maintained and have no holes or uneven surfaces.

3.3.5 Glazing

All windows, doors, walls and partitions that are completely or partially transparent are as far reasonably practicable made of safe material.

3.3.6 Sanitary and Wash Facilities

There are suitable and sufficient sanitary and wash facilities that are separate for male and female.

3.3.7 Drinking Water Provision

Drinking water is supplied in the form of a water fountain.

3.3.8 Accommodation for Clothing

The company will provide suitable and sufficient storage for personal clothing

3.4 Plant and Equipment

The company provides safe machinery and safe work practices and eliminates risk as far, as is reasonably practicable in accordance with Provision and Use of Work Equipment Regulations 1998.

3.4.1 General Plant and Equipment

The machinery is fit for purpose and is only used for operations that are suitable. It is maintained to the manufacturers instructions and only available to trained and appointed personnel.

3.4.1.1 CE Mark

All equipment will bear a CE mark to show it complies with the European Standard.

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3.4.2 Abrasive Wheels

All abrasive wheels are subject to the Abrasive Wheels Regulations and only used by trained and authorised personnel.

3.5 Fire

3.5.1. Fire Certificates

The local fire authority certificates 421 Roman Road, Bow, London E3 5QS

All conditions required by the fire certificate are mandatory and are monitored by Owner of the premises (T.W. Barber). Any changes in the conditions cited within the fire certificate are communicated to the local fire authority and approval sought.

3.5.1.1 Protection

All Phoenix Community Housing commercial facilities are protected against the risk of fire by:

- Weekly fire alarm function checks.
- Fire extinguishers situated through the building.
- Staff trained in the use of fire fighting equipment.
- Control of flammable materials during storage and use.
- The company's no smoking policy.

3.5.2 Classification of Fires

There are four main categories of fire, which are based on the type and the means of extinguishing.

Class	Type of Fire	Extinguisher to use
A	Solid Materials e.g. wood, cloth and paper	Water, AFFF Spray Foam, Dry powder
B1	Liquids	Carbon Dioxide, AFFF Spray Foam, Dry Powder
C	Gases	Dry Powder
D	Metals e.g. aluminium	Dry Powder, Carbon Dioxide

NOTE

Electrical fires have been removed from the categories, as it is a source of ignition.

Fires, which involve electricity, can be dealt with the use of Carbon Dioxide or Dry Powder Extinguishers.

Never use a Water Extinguisher on a fire that may involve electricity.

3.5.2.1 Fire Extinguishers

Type	Colour
Water	Red
AFFF Spray Foam	Red (Cream diamond)
Carbon Dioxide	Red (Black diamond)
Dry Powder	Red (Blue diamond)

All extinguishers are predominately red with only 5% of the extinguisher defining its type (in the form of a coloured triangle or band)

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3.5.3 Discovery of Fire

If you discover a fire, immediately sound the alarms by:

Breaking the glass on one of the fire alarm 'break glass' call points and then reporting immediately to the telephone switchboard and a manager either by telephone or message. The telephone switchboard or manager will call the emergency services.

If possible, attack the fire with the portable appliances provided but without taking personal risk.

3.5.3.1 Fire Evacuation

See Emergency Evacuation Procedure

3.6 Bombs and Suspicious Objects

If any such device or threat is received, the company will follow out the Emergency Evacuation Procedure. No personnel should approach a suspicious object.

The Emergency services will be contacted and advice and further action will be taken following advice given.

3.7 Risk Assessments

See Risk Assessment file

3.8 Manual Handling Operations

3.8.1 Handling methods

See Manual Handling risk assessment and procedure

3.8.2 Information and training

All employees receive training, instruction and information on safe manual handling practices.

It is an employee's duty to make full and proper use of any lifting equipment and system of work for safe handling failure to do so is a disciplinary matter.

3.8.3 Personal capability

The company acknowledges that personal lifting and handling capabilities vary and requires employees to advise their manager if the task exceeds their safe limits.

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3.9 Display Screen Equipment

3.9.1 Work station assessments.

Company workstations are suitably and sufficiently assessed to the requirements of the Display Screen Equipment Regulations 1992.

3.9.2 Work breaks and activity changes.

Screen users are to take breaks from screen activities when required and not less than every hour.

3.10 Control of Substances Hazardous to Health (COSHH)

Control of Substances Harmful to Health Regulations 2002

3.10.1 Risk assessment

The company will provide training and education to all relevant employees and endeavour to eliminate hazardous substances as far as reasonably practicable and introduce control measures to reduce exposure as set out in the EH40 guidance.

Before the introduction of any new substances a paper risk assessment will be done with the aid of the data sheet and discussions with suppliers.

3.10.2 Flammable Liquids

All flammable liquids will be stored in the correct manner i.e. well ventilated cabinets and stores.

Only 25 litres of flammable liquids is permitted to be open at any one time, will not be exposed to flames or sparks and not be carried around or transferred from contained to container.

3.10.3 Dust

The company will keep employee exposure within limits stated in EH40 guidance.

No hand sanding will take place without the use of dust masks and dust will be controlled to be explosion.

3.11 Noise

Noise at Work Regulations 1989

3.11.1 General

All noise hazard areas, noise levels above 90 dB(A), will be clearly marked with appropriate signs.

Employees will be warned of areas with levels above 85dB(A) and their choice to wear hearing protection.

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3.11.2 Hearing Protection

Hearing protection is considered the last resort though a choice of appropriate types will be made readily available to all personnel.

Employees, contractors and visitors must wear hearing protection in noise hazard areas and failure to do so will be a disciplinary matter for employees.

3.11.3 Training

All personnel likely to be exposed to high noise levels or who are responsible for areas and operations likely to generate noise will get suitable training.

3.11.4 Music Systems, Radios and "Walkmans" in Hearing Protection Zones

The volume necessary to be heard when wearing hearing protection, is at a level which contributes to the overall noise burden and therefore it is company policy to prohibit the use of music systems, radios and "walkmans" in noise protection areas. Approved radio hearing defenders are permitted.

3.12 Electricity

Electricity at Work Regulations 1989

3.12.1 Electrical System and Electrical Equipment

Electrical equipment will be suitable for the environment it has been installed and is protected from the danger of excessive current by the use of fuses and circuit breakers.

There are means to isolate the electrical energy from any electrical equipment in an emergency and all portable appliance testing will be done on a regular basis to ensure that no hazards are introduced into the electrical system.

3.12.2 Electrical Conductors

All conductors of electrical energy are insulated, protected or placed so not to cause injury and precautions are taken by earthing to prevent danger from a conductor e.g. water pipes, conduit becoming live as a result of a fault on the electrical system.

3.12.3 Work on the Electrical System

Only trained and appointed personnel will work on electrical equipment and the electrical system whilst the energy source is disconnected.

Access to the panels on electrical equipment is restricted by security measures. (locked panels)

3.13 Working at Heights

See the Working at Heights Procedure.

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3.14 Accidents and Dangerous Occurrences

All accidents, near misses and dangerous occurrences that occur within the company or upon project sites involving personnel from the company, visitors and contractors, will be recorded in the company's accident book immediately.

3.14.1 Reporting of Accidents, Dangerous Occurrences and Near Misses

First Aid personnel and the Co-op manager are responsible for recording details of accidents and occurrences in the company accident book. If necessary management are to carry out an investigation using the Accident Report Form and notifying the Health and Safety Executive.

3.14.2 Investigation of Accidents

Managers are responsible for investigating serious accidents and occurrences that occur and to implement action to prevent a similar incident.

3.14.3 Reportable Accidents

If an injury sustained from an accident causes an employee to be off work for more than three days, the Co-op manager will report the incident to the Health and Safety Executive within 10 days using form F2508(A) as required under Reportable Injuries, Diseases And Dangerous Occurrences Regulations 1995(RIDDOR).

If an injury is defined as major by RIDDOR the Co-op manager will report the accident immediately to the Health and Safety Executive.

3.15 First Aid

First Aid at Work Regulations 1981

For building site works a First Aider who has completed the HSE recognised 4 day First Aid in the workplace course will always be present.

The nominated First Aider will not administer any form of medication and will ensure that the first aid kit they use is kept to the required standard.

3.16 Occupational Health

An employee who suffers from a complaint caused by work will be sent to an occupational health doctor whose advice will be followed to improve conditions and if necessary the Co-op manager will make a report to the Health and Safety executive as set out in RIDDOR.

3.17 Drug and Alcohol Policy

Phoenix Community Housing Co-op has a zero tolerance policy for working under the influence of alcohol or substances and anyone thought to be under the influence will be stopped from working by a manager.

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3.18 Personal Protective Equipment

3.20.1 Overview

Training and instruction is provided in the correct use of appropriate protective equipment which will be made available for the use of all employees and visitors.

Equipment will be maintained in line with the manufacturers instructions, replaced when necessary and when not in use, stored in appropriate conditions.

Upon issue employees will be responsible for using the equipment in accordance with information and instruction given and will report any loss of, or defects to such equipment.

3.20.2 Mandatory Personal Protective Equipment

Employees are required to use hearing, head, foot and eye protective wear in designated areas and on instruction from the site manager.

3.19 Young Persons and Pregnant Women

Management of Health and Safety Regulations 1999.

3.19.1 Children and Young People

A child is defined as anyone under the school leaving age and a young person as someone over school leaving age but under the age of eighteen.

Under the Working Time Regulations (1998) young people are not allowed to work more than 48 hours in any given week, and are entitled to a half hour break every four and a half hours.

Special consideration will be given by the Co-op manager on a young person's maturity and experience before beginning work and at all time, the young person will not be exposed to extreme noise or harmful substances that can be carcinogenic, toxic or have other chronic effects.

Children on work experience are considered to be an employee during their time with the company and so Phoenix Community Housing Co-op ABC Company will provide the school or guardian of a child with information on assessed health and safety risks.

3.19.2 Pregnant Women

The company will undertake specific risk assessment for the work of all known pregnant women and take appropriate measures to reduce risk to.

3.20 Contractors

Contractors who undertake work on Phoenix Community Housing Co-op sites are required to provide their own method statements and will in turn be told of the company's Health and Safety Policy and Procedures by the Co-op.

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