

Resident Health & Safety Policy

Date authorised	30 July 2019
Review date	2020

1. Introduction

- 1.1 We are committed to providing an environment, which ensures the health, safety and wellbeing of residents, employees and visitors to its properties.
- 1.2 This Policy relates to tenanted properties and communal areas affecting leaseholders and shared owners.
- 1.3 This policy statement provides a commitment and intent to comply with all relevant legislation which is detailed in Appendix 1. To ensure that the premises provide a safe environment, we will:
 - Maintain the property in a state that is safe and fit for use
 - Carry out repairs in accordance with the Landlord and Tenant Act
 - Comply with gas regulations and carry out a Landlords gas safety check within 12 months of last check by a Gas Safe registered contractor
 - Carry out Asbestos checks of communal areas by an accredited contractor in line with Control of Asbestos Regulations 2012
 - Ensure that the electrical system and any electrical appliances are safe to use and are maintained and inspected in accordance with HSE guidance
 - Carry out periodic electrical testing every five years as a minimum by a competent contractor
 - Ensure emergency lighting is serviced every 12 months
 - Carry out six monthly fire alarm servicing and checks by a specialist contractor
 - Carry out fire extinguisher servicing every 12 months
 - Carry out smoke detector and carbon monoxide detector check annually at the time of the gas servicing visits
 - Carry out regular Fire Risk Assessments by a specialist consultant and implement and maintain a fire management plan, where appropriate
 - Carry out regular inspections of communal areas by estate staff and make any repairs necessary through existing contractors

- Ensure communal passenger lifts are checked quarterly by a specialist contractor in addition to insurance inspections
 - Service lifts/stair lifts or hoists within residents' homes when the manufacturer's warranty has expired
 - Carry out water safety checks through a qualified contractor on a monthly basis to communal systems
 - Carry out stock condition surveys every ten years in line with our Development, Asset Management and Sustainability strategy
 - Ensure any furniture, furnishings, signage and decorations to communal areas required meet the fire resistance requirements
 - Ensure that adequate resources are made available to fulfil the requirements of this policy
 - Review this policy at least annually or more frequently if significant changes occur.
- 1.4 Leaseholders and shared owners are responsible for the upkeep of their homes and maintaining appliances to ensure a safe environment.

2. Liability for Breach of Key Health and Safety Obligations

- 2.1 The consequences of failing to adhere to the majority of regulations will result in a fine. However, in some cases, civil actions can be brought against the Association or individual officers.
- 2.2 Civil actions may be brought for breach of HASAW and the Management of Health and Safety at Work Regulations 1999.
- 2.3 Failure to comply with gas safety regulations can ultimately result in criminal action and imprisonment.
- 2.4 It is imperative that the Association mitigates any likelihood of any risks by ensuring robust processes are in place.

3. Qualified Expertise

- 3.1 The Chief Executive has overall operational responsibility for H&S. An officer has received a recognised qualification in the management of H&S to ensure day to day activities are compliant. This role oversees all risk assessments carried out by the Neighbourhood Team and provides H&S expertise within the organisation. The services of Mentor have been obtained to ensure Rosebery has access to qualified expertise in relation to employee H&S and officers will utilise other specialist consultants for advice where necessary. The use of HSE and other guidance websites are used to ensure awareness of legislative changes.

4. H&S Awareness

- 4.1 We will explore every communication method to raise the H&S awareness. This will include the use of leaflets, posters on noticeboards in communal areas and the website to extend our commitment to staff, residents, contractors and other stakeholders.

The policy and procedures will be kept on the intranet for all staff to access.

5. Training

- 5.1 Rosebery holds induction training in H&S and has an annual rolling programme of H&S refresher training for staff. Line managers check that their team members understand their H&S responsibilities.

6. Monitoring and Reporting

- 6.1 The Compliance Manager in the Asset Management team is responsible for monitoring delivery of all service contracts, risk assessments and any actions arising from audits and reviews.
- 6.2 Health & Safety is a standing item on the Executive and a Quarterly report presented to the Board to provide an update on H&S activities in the organisation. The Management Team carry out a monthly review of the Risk Register to update any risks associated with H&S.
- 6.3 In an unlikely event of a major incident, the Chief Executive will manage the press and media coverage and will advise Board Members of the incident and the approach towards any press and media enquiries.

7. Contractors

- 7.1 We will ensure that contractors who carry out repairs or maintenance of our properties or sites are fully competent and carry adequate insurances relative to the works that they are carrying out. This can apply to use of chemicals, working at height, public liability and employee insurances.
- 7.2 We expect all contractors working on behalf of the Association to comply with our policies and procedures relating to H&S. Contractor are also expected to monitor and report their H&S statistics and should be able to provide Accident Incident Rate (AIR) on demand.

8. Linked policies and processes

- 8.1 Mentor Health & Safety Management System
Employee Health & Safety Handbook
Asbestos Policy
Gas Servicing Policy
Fire Safety Policy
Responsive Repairs Policy
Void Management Policy
Business Continuity Plan
Neighbourhood Strategy
Anti-Social Behaviour Policy
Procurement Policy
Asset Management, Development and Sustainability Strategy

Appendix 1

The legislative framework in relation to health and safety is:

- Health and Safety at Work Act 1974 (HASAW)
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Part 1 of Housing Act 2004 in relation to Housing Health & Safety Rating System Risk Assessment (HHSRS)
- Control of Asbestos Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as amended 2013
- The Regulatory Reform (Fire Safety) Order 2005
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 2010)
- Gas Safety (Management) Regulations 1996 and Gas Safety (Installation and Use) Regulations 1998
- Control of Substances Hazardous to Health Regulations 1999 (COSHH) and Approved Code of Practice (ACOP 8) relating to Legionella
- Health and Safety Executive guidance