

**STATEMENT OF GENERAL POLICY**

CCA fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The CIO requires its trustees to ensure that the following policy is implemented and to report annually on its effectiveness.

**MANAGEMENT ORGANISATION AND ARRANGEMENTS**

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work.

**MANAGEMENT RESPONSIBILITIES**

The trustees have overall responsibility for the implementation of the CIO's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

**Safety Officer**

The Safety Officer is appointed by the trustees and is responsible for co-ordinating effective health and safety policies and controls across the organisation.

**The Safety Officer is responsible for:**

- the production and maintenance of the CIO's policy
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the trustees, as the CIO's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of any health and safety documents or codes of practice as necessary for any relevant area of the CIO services where this is required.

**HEALTH AND SAFETY MANAGEMENT PROCESS**

CCA believes that consideration of the health, safety and welfare of everyone involved with the CIO is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and other relevant Directives will be adopted as required standards within the CIO.

The CIO requires the trustees and members to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted to the trustees.

If unpredictable health and safety issues arise during the year, the trustees must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

**IDENTIFICATION OF HEALTH AND SAFETY HAZARDS**

## **ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

It is the policy of CCA to require a thorough examination of health and safety performance against established standards at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:

- standards laid down in the policy;
- relevant regulations;
- environmental factors;
- methods of work;
- contingency plans;
- recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the following year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the trustees and members and will be carried out by the Safety Officer.

It is CCA's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the Safety Officer to have checked, at least quarterly, all portable equipment, including electrical appliances, in the public areas, and to ensure that all problems are immediately dealt with.

CCA has a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

## **SAFETY REPRESENTATIVES**

CCA will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the trustees. They may also formally report hazardous or unsafe circumstances and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

## **SPECIALIST ADVISORY BODIES**

Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the CIO.

## **THE OCCUPATIONAL HEALTH SERVICE**

It is the policy of the CIO to obtain independent Occupational Health advice when required.

## **FIRST AID**

It is the policy of the CIO to make provision for First Aid. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying needs.

## **FIRE**

The trustees and members are responsible for ensuring that everyone in the building knows what to do in the event of a fire and how to use the fire extinguishers.

The Safety Officer will:

- report and advise on the standard of fire safety on the premises
- undertake overall responsibility for fire drills;
- assist in the investigation of all fires in the premises and to submit reports of such incidents.

## **CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the, condemnation and disposal of equipment are determined by the trustees. Trustees introducing new equipment should have such equipment checked initially by the Safety Officer.

## **NON-SMOKING ON CIO PREMISES**

CCA policy is that there will be no smoking in the building. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. These rules also extend to e-cigarettes / vaping.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations (COSHH) require the CIO to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The CIO must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure. The Safety Officer is responsible for implementing these Regulations.

## **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS *(if ever applicable)***

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

## **RESPONSIBILITIES AS A COMMERCIAL LANDLORD**

The Safety Officer will be responsible for the following:

- General safety of the premises. Any faults reported by tenants must be dealt with promptly;
- The oil boiler which serves the premises must be properly maintained;
- The electrical safety of the main circuitry i.e. the sockets and lighting must be ensured. Tenants are responsible for their own electrical appliances operated within their units;
- Fire safety - CCA must ensure that fire extinguishers and smoke alarms are working effectively. *Refer to notes on FIRE above;*

## **INDEPENDENT PEOPLE WORKING ON THE BUILDING**

Persons working in the premises who are employed by other organisations are expected to follow CIO Health and Safety Policies with regard to the safety of all in the building, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

## **VISITORS AND MEMBERS OF THE PUBLIC**

The CIO wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to the building will be of the highest standard.

## **CONTRACTORS**

CCA wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the building will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe the CIO's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition the Safety Officer will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, tenants, or visitors at risk. Anyone who judges there is a risk where contractors are working, should inform a member of the trustees immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The trustees will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

***Date agreed by trustees: August 2021***