



"Delivering Excellent Housing Services"



Health and Safety Policy

Promoting a Safer Environment

HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

REVISIONS

Date	Section	Title	New Section	Amendment	Update
02/10/06	All Sections	Entire Policy		✓	
30/04/09	-	Introduction		✓	
30/04/09	-	Aims & objectives		✓	
30/04/09	-	Policy Statement		✓	
30/04/09	-	Appointments	✓		
30/04/09	-	Responsibilities		✓	✓
30/04/09	01	Risk Assessment			✓
30/04/09	02	Consultation		✓	
30/04/09	06	Contractor Management			✓
30/04/09	08	Lone Working		✓	
30/04/09	09	Training & Information		✓	
30/04/09	11	Hazardous Substances			✓
30/04/09	15	Plant & Equipment			✓
30/04/09	17	Work at Height			✓
30/04/09	19	Smoking			✓
30/04/09	20	Alcohol & Drugs			✓
30/04/09	23	Manual Handling		✓	✓
30/04/09	24	Noise and Vibration		✓	✓
30/04/09	25	Asbestos			✓
30/04/09	27	Welfare Facilities			✓
30/04/09	-	Index of H&S Procedures			✓

New Sections are added and Amendments are made after consultation with Trade Union Representatives and approval by the Senior Management Team and the Board.

Updates reflect changes to job titles, Company structure, dates of legislation etc. and are made without consultation.

HEALTH & SAFETY POLICY

INTRODUCTION

1. THE HEALTH & SAFETY POLICY DOCUMENT

- a. This document is Ashfield Homes Limited's (the Company's) Health and Safety Policy, and it has been produced in accordance with Section 2(3) of the Health and Safety at Work Etc. Act 1974.
- b. This Health and Safety Policy is the central document in the Company's health and safety management system.
- c. The Health and Safety Policy is not a stand alone document; health and safety affects all parts of the organisation and impacts significantly upon the wellbeing of employees, customers and other members of the community. Therefore, the Health and Safety Policy is closely aligned to the Company's aims and objectives and it's policies and procedures, particularly the Risk Management Policy.
- d. The Company's health and safety vision is explained in the section entitled '**Aims & Objectives**', which should be read in conjunction with the Company's corporate Aims & Objectives and Vision Statement. Clear objectives, or targets, for implementing the Health & Safety Policy are included in the Risk Management section's Business Plan.
- e. The Company's commitment to health, safety and welfare is expressed in the section entitled '**Policy Statement**'. This is a broad outline of the Company's commitment to the responsible management of health, safety and welfare.

HEALTH & SAFETY POLICY

INTRODUCTION

2. ALLOCATION OF RESPONSIBILITIES

- a. All employees are responsible for health and safety at work. However, some officers will have additional responsibilities because of their seniority or particular role in the organisation. Levels of responsibility are explained in the section entitled '**Responsibilities**' .
- b. Persons responsible for health and safety matters cannot delegate their responsibility to others. Nevertheless, it is acceptable to delegate specific tasks to other persons provided the responsible person is satisfied that those tasks are fully and properly carried out. In practice, this means that managers will often distribute specific tasks to individuals or groups, but should periodically check that their instructions have been followed.
- c. Procedures issued in support of this policy will require the performance of specific tasks by particular employees. Again, these tasks can be delegated by the person identified in the procedure, provided that he or she is satisfied that the task has been fully carried out.
- d. Failure to carry out a task or responsibility specified in the Health & Safety Policy or in any associated procedure, or deliberate or negligent infringement of any part of the Health & Safety Policy, may lead to disciplinary action, whether or not the remedy is explicit.

HEALTH & SAFETY POLICY

INTRODUCTION

3. ARRANGEMENTS

- a. The way in which the Company shall achieve its policy is explained in the section entitled '**Arrangements**'. This section is divided into individual topics so that it can be easily referred to and updated. The purpose of each of these arrangements is stated within the appropriate section.
- b. Some documents and / or procedures listed in the arrangements section may refer to planned documents and / or procedures that are not yet in circulation. Where this is the case, any previous relevant documents and / or procedures issued under a previous version of this policy remain in force until the new version has been released.

HEALTH & SAFETY POLICY

AIMS & OBJECTIVES

1. AIMS

- a. ASSURANCE.... that the Company has met or exceeded its statutory obligations regarding health and safety.
- b. INVOLVEMENT... of stakeholders at all levels in the management of health and safety.
- c. INTEGRATION ... of health and safety into all the Company's activities and operations.
- d. COMPATIBILITY.... between the Company's aims & objectives and its health and safety policies and procedures.
- e. CONTINUAL IMPROVEMENT... in the way health and safety is managed and in the organisation's health and safety performance.
- f. SENSIBLE HEALTH & SAFETY MANAGEMENT ... not bureaucratic compliance.

2. OBJECTIVES

- a. To identify risks to persons affected by the Company's operations, and to introduce measures to prevent, reduce or control those risks as appropriate.
- b. To reduce the occurrence of harm, loss and injury resulting from the Company's operations.
- c. To provide premises, plant, equipment and facilities that are safe, without risks to health, and are properly inspected and maintained.
- c. To implement effective management arrangements to ensure that works carried out on the Company's behalf by other organisations is properly controlled.
- e. To provide training and information as appropriate to reduce risk.

HEALTH & SAFETY POLICY

POLICY STATEMENT

ASHFIELD HOMES LIMITED (the Company)...

- a. recognises and accepts its duty to provide a safe and healthy place of work for all its employees and visitors; and shall do all that is reasonable and appropriate to protect employees, service users, board members and other persons from injury, ill health, loss or inconvenience as a result of its work activities.
- b. intends to comply with all its statutory obligations and all other requirements to which it subscribes and, where possible, to improve on these minimum standards by implementing industry best practice and encouraging a positive attitude towards health, safety and welfare throughout the Company.
- c. shall provide safe and healthy plant and equipment, systems of work, storage, transport and welfare facilities, and shall ensure that competent technical and professional advice is available to the Company concerning matters of health, safety and welfare.
- d. shall provide suitable and sufficient information, instruction, training and supervision to allow all its employees to contribute effectively to a safe and healthy working environment.
- e. shall develop the Company's Health and Safety Policy in consultation with employee representatives, trade union appointed representatives and board members (including elected tenant board members) so that employees and service users are given the opportunity to be effectively involved in the promotion of health, safety and welfare issues.
- f. shall ensure that risk management, including health and safety, is a standing agenda item at all formal regular meetings of the Company's Board and Senior Management Team.

.....
03/07/09

Mr. I. K. Dethick
Chief Executive Officer
Ashfield Homes Ltd.

HEALTH & SAFETY POLICY

APPOINTMENTS

Statutory health & safety management duties have been allocated within the Company as follows:

- | | |
|--|---|
| 1. Director Responsible for Health & Safety: | Director of Operations |
| 2. Competent Health & Safety Advisers: | Risk Manager
Health & Safety Officer |
| 3. CDM Co-ordinator: | Risk Manager |
| 4. Safety Representatives: | Trade Union Representatives
Employee Representatives |

HEALTH & SAFETY POLICY

RESPONSIBILITIES

1 THE BOARD OF NON-EXECUTIVE DIRECTORS shall

- a. approve this Health and Safety Policy and all revisions.
- b. ensure that due consideration is given to the health and safety consequences of any policy decision taken by the board.

2 THE SENIOR MANAGEMENT TEAM shall....

- a. implement this Health and Safety Policy.
- b. possess overall responsibility for ensuring that the Company complies with all its statutory duties under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, and all relevant statutory instruments.
- c. ensure that sufficient resources are allocated to health, safety and welfare issues so as to ensure that legislative standards are met and, where reasonable, exceeded.
- d. be aware of developments in legislation and shall accordingly allocate additional resources where necessary.
- e. recognise duly appointed employee and trade union health and safety representatives, and ensure that a suitable method of consultation exists with regard to issues on which the Company is required to consult.
- f. appoint a Director to be responsible for health and safety matters.
- g. ensure that health and safety is accorded appropriate priority in all the Company's activities.
- h. ensure that major issues of health, safety and welfare are discussed and resolved at the appropriate Senior Management Team meetings.
- i. periodically review the Company's Health & Safety Policy and make any appropriate changes for the promotion of improved standards of health, safety and welfare.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

- j. appoint sufficient competent persons to undertake specific tasks required by this policy.

3 THE DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY (the Director of Operations) shall

- a. report all major health and safety issues to the appropriate Management Team meeting.
- b. consult regularly with the Company's appointed Competent Person.
- c. update meetings of the Senior Management Team about proposed changes in legislation and any potential impact on the Company's activities.
- d. bring significant changes in the Company's Health and Safety Policy to the Board for approval.

4 THE HUMAN RESOURCES & DEVELOPMENT MANAGER shall ...

- a. ensure that no part of this policy is in direct conflict with any of the Company's employment, equal opportunities or disciplinary procedures.
- b. arrange for occupational health services or assistance as required to implement any part of this policy.
- c. arrange for examination by a competent medical practitioner and any appropriate health surveillance whenever required by this policy.
- d. arrange, in conjunction with the Risk Manager, for the provision of any training required by relevant legislation or by this policy.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

5 SECTION MANAGERS shall

- a. actively promote good standards of health, safety and welfare throughout all areas under their control.
- b. ensure that resources made available to them are appropriately allocated within their areas of responsibility.
- c. identify requirements for additional resources necessary for health, safety and welfare.
- d. ensure that the Company's Health and Safety Policy and any related safe system of work or preventative or protective measure is applied throughout their areas of responsibility and brought to the attention of all personnel under their control.
- e. delegate specific duties necessary to implement the Company's Health and Safety Policy.
- f. ensure that appropriate systems of work, training, information, instruction, supervision plant, equipment and facilities are available to all personnel under their control so as to allow them to satisfactorily perform their duties as listed in the Company's Health and Safety Policy, and so that they are not caused to breach any statutory duty.
- g. commence appropriate disciplinary procedures against personnel under their control for breaches of Health and Safety Policy, rules or agreements in line with the Company's disciplinary procedures.
- h. periodically inspect and review premises and work activities within their areas of responsibility with a view to securing improvements in working conditions and practices.
- i. ensure that any statutory records or documents pertaining to the Company's Health and Safety Policy are kept up to date and are available for inspection to those entitled to view them.
- j. ensure that any relevant emergency procedures are regularly practised in areas under their control, and that suitable records are kept up to date.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

5 SECTION MANAGERS shall (continued)....

- k. ensure that a system of planned preventative maintenance is developed to include any plant, equipment or vehicle under their control which is likely to deteriorate to a condition of danger.
- l. ensure that any statutory test or examination is carried out, and that a log of tests, examinations and maintenance is kept up to date and available for inspection.
- m. liaise with the Risk Manager and bring to his attention any accident or health and safety failure.
- n. ensure that any injuries and dangerous occurrences occurring within any areas under their control are recorded and suitably investigated.
- o. ensure that procedures are available to allow any person under their control to voice opinions concerning, or report matters of health, safety or welfare without fear of harassment or discrimination.
- p. consult with trade union appointed Safety Representatives in order to fulfil the Company's responsibilities under the Safety Representatives and Safety Committees Regulations.

6 THE RISK MANAGER shall ...

- a. undertake the duties of the CDM Co-ordinator according to the Construction (Design and Management) Regulations 2007, and ensure that the other duty holders have properly addressed their obligations under the Regulations.
- b. advise the Director Responsible for Health and Safety of developments in and the implications of legislation, standards, best practice and evolving technology relating to health and safety.
- c. in conjunction with management and employee representatives, prepare HEALTH AND SAFETY DOCUMENTS AND PROCEDURES for approval by the Senior Management Team.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

6 THE RISK MANAGER shall (continued)....

- d. monitor and audit the Company's health and safety performance and collate and present any statistics relevant thereto.
- e. periodically inspect offices, premises and sites of work in conjunction with the person in charge for the purpose of securing improvements in working conditions and practices.
- f. advise the Company's officers regarding emergency procedures, plant and equipment, storage of materials, transport, facilities, selection of contractors, safe systems of work.
- g. advise and assist the Company's officers regarding the assessment of risk and provision of information and training.
- h. liaise with appropriate enforcement agencies, network groups and industry bodies on behalf of the Company.
- i. identify shortcomings in training or information required for the proper performance of this policy and make arrangements for the provision of suitable training and information.
- j. periodically review the Company's arrangements for health and safety and make appropriate recommendations to the directors.
- k. investigate all reported injuries and dangerous occurrences and circulate appropriate information and revisions to safe systems of work throughout the Company.
- l. provide or arrange for specialist services or equipment as necessary to implement any part of this policy.
- m. consult with employee and trade union health and safety representatives in order to fulfil the Company's responsibilities under the Information and Consultation of Employees Regulations, Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations .

HEALTH & SAFETY POLICY

RESPONSIBILITIES

7 PURCHASERS AND HIRERS shall ...

- a. ensure health and safety matters are given appropriate consideration during any purchasing or hiring decision.
- b. seek advice from the Risk Manager when in doubt about purchasing or hiring any plant, equipment, vehicle or furniture for use at work or within any premises managed by the Company.
- c. ensure that any plant, equipment or vehicle purchased or hired for use by the Company is accompanied by the manufacturer's instructions and service schedules.
- d. ensure that all substances ordered for use in a work process are accompanied by a Material Hazard Data Sheet (MHDS).
- e. ensure that all new plant, equipment, vehicle or furniture purchased or hired for use at work or within any premises managed by the Company is CE marked or accompanied by a declaration of conformity.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

8 EMPLOYEES WITH SUPERVISORY RESPONSIBILITY shall

- a. ensure that the Company's Health and Safety Policy and related systems of work, codes of practice and safety rules are applied throughout their areas of responsibility.
- b. report any weaknesses in health, safety and welfare procedures or facilities identified by them to their Section Manager.
- c. regularly inspect sites of work and work activities under their control with a view to ensuring that such sites or activities comply with the relevant statutory requirements and Company health and safety procedures.
- d. co-operate with the Risk Manager with regard to inspections of work areas or activities under their control.
- e. be able within reason to account for the whereabouts of and be contactable by persons under their control.
- f. ensure that any plant, equipment or vehicle which has been reported to them as being defective and is unsafe to use is removed from service and not used until it has been repaired and tested as appropriate.
- g. ensure a written record is made of any unsafe situation, dangerous occurrence, violent incident, injury or disease reported to them by a person under their control.

HEALTH & SAFETY POLICY

RESPONSIBILITIES

9 ALL EMPLOYEES shall

- a. look after the health and safety of themselves and others at work and not endanger any person by their acts or omissions.
- b. not interfere with or misuse any item provided by their employer for health and safety reasons.
- c. make full and proper use of any item or system of work provided by their employer in the interests of health and safety.
- d. co-operate with their employer and supervisor in the interests of securing improvements in health, safety or welfare.
- e. follow any reasonable direction or instruction provided by their employer or supervisor.
- f. present themselves for medical examination or health surveillance during working hours when requested by their employer in accordance with this policy.
- g. inspect before use on a daily basis any plant, equipment, tool or vehicle in accordance with any training, information or instruction given to them.
- h. not attempt to repair, alter or modify any plant, equipment, tool or vehicle unless competent and authorised to do so.
- i. report any unsafe condition, defective plant or equipment, accident, injury, violent incident, dangerous occurrence or work-related disease as soon as possible.
- j. make themselves aware of Company procedures and policies insofar as they are affected by them.
- k. assist visitors or others to a place of safety in an emergency.
- l. ensure a written record has been made of any unsafe situation, dangerous occurrence, violent incident, injury or disease which they have formally reported to their immediate supervisor.

HEALTH & SAFETY POLICY

ARRANGEMENTS

HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

- 1 Risk Assessment
- 2 Consultation
- 3 Health & Safety Inspections
- 4 Health & Safety Incidents
- 5 First Aid
- 6 Contractor Management
- 7 Young Persons & Pregnant Workers
- 8 Lone Working
- 9 Training & Information
- 10 Health & Safety Monitoring and Review

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- 12 Public Protection
- 13 Electricity and Gas
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- 15 Plant and Equipment
- 16 Driving at Work
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- 20 Alcohol & Drugs
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- 22 Occupational Diseases
- 23 Manual Handling
- 24 Noise and Vibration
- 25 Asbestos
- 26 Legionella

WELFARE ARRANGEMENTS

- 27 Welfare Facilities

HEALTH & SAFETY POLICY

1 - RISK ASSESSMENT

1. PRINCIPLES

- a. Ashfield Homes recognises its statutory duty to carry out health and safety risk assessments.
- b. Risk assessment is an essential component of good health and safety management. It is the tool used to ensure that the measures taken to prevent or reduce risk are appropriate, relevant and realistic.
- c. In order for risk assessments to be suitable and effective, the risk assessment process itself must not be inappropriately applied, unreasonably time-consuming or over-complex

2. PURPOSE

- a. To implement a risk assessment system that is effective, efficient and suitable to meet Ashfield Homes' business needs.
- b. To comply with the Company's statutory duty to prepare suitable and sufficient risk assessments.
- c. To contribute to the improved health, safety and welfare of the Company's employees, customers and the general public through the identification and prevention or control of significant risk.

3. POLICY

- a. Risk assessments shall be carried out within each of the Company's operational sections based upon the tasks that employees in each section are likely to perform.
- b. Preventative and / or risk control measures identified by risk assessment shall be implemented within each section by the responsible Manager.
- c. Employees affected by each risk assessment shall be kept informed about significant risks, the measures implemented to prevent and / or control each risk, and the results of any review of the risk assessment carried out in accordance with paragraph b.

HEALTH & SAFETY POLICY

1 - RISK ASSESSMENT

3. POLICY (continued)

- d. Each section shall monitor its own performance in order to ensure that the preventative and / or risk control measures that have been identified are properly implemented, observed and effective.
- e. Risk assessments shall be reviewed within each section at least once in every two years, or whenever there is cause to believe that they are no longer valid.
- f. The Company shall maintain a register of health and safety risks to employees, which shall be reviewed independently by the Risk Manager at least annually.
- g. Where the Company's activities significantly impact on the health, safety or welfare of other people not employed by the Company, a risk assessment shall be carried out by the section carrying out that activity in order to identify the significant risks and any appropriate preventative and / or risk control measures.
- h. The Company shall instruct all employees regarding the basic processes of health and safety risk assessment, and shall encourage the participation of employees in the identification and reporting of risk.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999

5. RELATED POLICIES & PROCEDURES

- a. Risk Management Strategy
- b. Risk Management Policy
- c. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"
- b. AHL HS08 "Risk Assessment Reviews to Meet Individual Needs"

HEALTH & SAFETY POLICY

2 - CONSULTATION

1. PRINCIPLES

- a. Ashfield Homes recognises its statutory duty to consult with employees about specified health and safety matters.
- b. Ashfield Homes recognises that consultation is an essential step in the normal management process.

2. PURPOSE

- a. To comply with the Company's statutory duty to consult with employees about the specified health and safety matters.
- b. To contribute to the improved health, safety and welfare of the Company's employees, customers and the general public through consultation with those parties who are affected by the Company's activities.

3. POLICY

- a. Risk management, including health & safety issues, shall be a standing agenda item at all formal regular meetings of the Company's Board and Senior Management Team.
- b. The Company shall consult with appointed employee and trade union safety representatives with regard to appropriate matters to secure improvements in health, safety and welfare arrangements.
- c. The Company shall consult directly with employees regarding significant alterations to health and safety procedures and risk prevention or risk reduction measures through the core brief process. Therefore, risk management, including health & safety issues, shall be a standing agenda item at all core brief meetings.
- d. Each board member's and employee's individual health & safety performance shall be discussed during performance development reviews.
- e. The Company shall consult directly with tenants regarding the health and safety implications of major works through the Ashfield Tenant & Resident Major Works Compact.

HEALTH & SAFETY POLICY

3. POLICY (continued)

- f. Tenants and residents shall be afforded the opportunity to consult Ashfield Homes Ltd. about any health and safety issue through the Ashfield Tenant & Resident Compact and Ashfield Tenant & Resident Youth Compact.
- g. The Company shall consult with tenants and residents through Elected Tenant Board Members with regard to the formulation and any subsequent review of the Company's Health & Safety Policy.

4. LEGAL REQUIREMENTS

- a. Health and Safety (Consultation with Employees) Regulations 1996
- b. Safety Representatives and Safety Committee Regulations 1977
- c. The Information and Consultation of Employees Regulations 2004

5. RELATED POLICIES & PROCEDURES

- a. Consultation with All Trade Unions
- b. Communications Policy
- c. Whistleblowing Policy
- d. Tenant Participation Strategy
- e. Ashfield Tenant & Resident Compact
- f. Ashfield Tenant & Resident Major Works Compact
- g. Ashfield Tenant & Resident Youth Compact
- h. Supported Housing Strategy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS02 "Health & Safety Committee Constitution"

HEALTH & SAFETY POLICY

3 - HEALTH & SAFETY INSPECTIONS

1. PRINCIPLES

- a. Regular formal inspection of Company workplaces and other areas under the Company's control is an essential tool for the identification of hazards relating to the work environment.
- b. The frequency at which inspections are carried out should be such that they are regular enough to identify emergent hazards, yet not so frequent that they become unreasonably time-consuming.

2. PURPOSE

- a. To contribute to the improved health, safety and welfare of the Company's employees, customers and visitors by regular formal inspection of workplaces in order to identify hazards and prevent or reduce any risk of harm.
- b. To contribute to the improved health, safety and welfare of the Company's customers by regular formal inspection of public areas under the Company's control.

3. POLICY

- a. Ashfield homes Ltd. shall ensure that health and safety inspections are carried out at frequencies appropriate to the level of risk.
- b. The Company shall appoint persons to carry out inspections of workplaces and other relevant areas at agreed frequencies in defined areas.
- c. Persons appointed to carry out workplace inspections shall ensure that an Elected Trade Union Safety Representative or other appropriate employee is afforded the opportunity to observe and contribute to the inspection. This shall not preclude the legal right of Elected Trade Union Safety Representatives to inspect their workplace at least every three months (or more frequently by agreement).
- d. Procedures shall be implemented to allow employees to report any unsafe condition observed in workplaces or other relevant areas.

HEALTH & SAFETY POLICY

3 - HEALTH & SAFETY INSPECTIONS

4. LEGAL REQUIREMENTS

- a. Safety Representatives and Safety Committee Regulations 1977
- b. Workplace (Health, Safety and Welfare) Regulations 1992
- c. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy
- b. Fire Safety Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS03 "Health & Safety and Fire Safety Inspections"

HEALTH & SAFETY POLICY

4 - HEALTH & SAFETY INCIDENTS

1. PRINCIPLES

- a. "Health & safety incidents" include injuries, dangerous occurrences, occupational ill-health and violence.
- b. Appropriate procedures are necessary to ensure that incidents are properly reported and investigated so that the Company has the opportunity to determine and address the root causes of the incident and prevent its re-occurrence.
- c. Incidents will not be properly reported unless employees are made fully aware of the procedure and reasons for doing so, and are reassured that they will not be unduly blamed for reporting incidents.

2. PURPOSE

- a. To comply with the Company's statutory duty to report certain classes of incident to the statutory authority.
- b. To encourage the prompt and accurate reporting of health & safety incidents.
- c. To reduce incident rates.

3. POLICY

- a. Ashfield Homes Ltd shall introduce appropriate and straightforward procedures to facilitate the reporting of health and safety incidents.
- b. Significant incidents shall be investigated for the purpose of ensuring that suitable measures are taken to reduce the likelihood of the event re-occurring.
- c. At no time during the investigation of health & safety incidents shall any blame be attributed to any employee(s) for any reason unless there is clear evidence that the event was the result of a deliberate negligent action or omission.
- d. Elected Trade Union Safety Representatives shall be informed of accidents and ill health occurrences amongst the members they represent to enable them to fulfil their functions to investigate and inspect such events as provided for by law.

HEALTH & SAFETY POLICY

4 - HEALTH & SAFETY INCIDENTS

4. LEGAL REQUIREMENTS

- a. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- b. Safety Representatives and Safety Committee Regulations 1977
- c. Occupiers' Liability Act 1957 & 1984
- d. Health and Safety at Work etc Act 1974
- e. Management of Health and Safety at Work Regulations 1999

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS04 "Reporting and Investigating Health & Safety Incidents"

HEALTH & SAFETY POLICY

5 - FIRST AID

1. PRINCIPLES

- a. The purpose of first aid is to sustain life, prevent deterioration in the existing condition and to promote recovery until the appropriate medical assistance is available. As such, it is essential that there are sufficient trained personnel and facilities so that first aid assistance can be given to any employee or visitor who may be injured or become ill on the Company's premises.
- b. Arrangements are also required to ensure that appropriate equipment, communications or assistance are available to peripatetic employees.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision of first aid facilities.
- b. To ensure that first aid provisions are appropriate with regard to levels of risk.

3. POLICY

- a. Ashfield Homes Ltd. shall ensure that there are sufficient trained persons to provide competent first aid assistance during core hours at any permanent workplace habitually used by five or more employees at the same time.
- b. Appointed competent persons employed by the Company shall be paid a premium at the rates published from time to time. This rate shall be periodically reviewed.
- c. Ashfield Homes Ltd. shall ensure that suitable and sufficient facilities are available at any permanent workplace so that competent persons are able to provide first aid assistance.
- d. Ashfield Homes Ltd. shall, using risk assessment, ensure that peripatetic workers have access to first aid facilities or are able to summon assistance according to their expected needs.
- e. First aid kits shall be supplied and maintained in all Company vehicles.

HEALTH & SAFETY POLICY

5 - FIRST AID

4. LEGAL REQUIREMENTS

- a. Management of Health and Safety at Work Regulations 1999
- b. Health and Safety (First Aid) Regulations 1981
- c. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS06 "First Aid Provision"

HEALTH & SAFETY POLICY

6 - CONTRACTOR MANAGEMENT

1. PRINCIPLES

- a. Although contractors are directly responsible for the health and safety of their own employees, Ashfield Homes Ltd. needs to be assured that reasonable measures are in place during contract work to protect its employees, customers and other affected persons from harm or loss.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the management of contractors.
- b. To implement reasonable measures to protect employees, tenants, residents and members of the public from any foreseeable and significant risk of harm or loss.

3. POLICY

- a. The Company shall introduce suitable procedures to ensure that health and safety is managed throughout each project life cycle, from conception to completion.
- b. The Company shall ensure that contract works are let only to persons or organisations who are competent to carry out the works in accordance with the relevant statutory provisions.
- c. The Company shall provide its contractors with any relevant health and safety information that is reasonably accessible to the Company, and that would not normally be available to a competent contractor.
- d. The Company shall monitor the health and safety performance of its contractors, and shall take the results of any such monitoring into account when letting or reallocating contract work.

HEALTH & SAFETY POLICY

6 - CONTRACTOR MANAGEMENT

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Building Regulations 2000
- c. Construction (Design and Management) Regulations 2007
- d. Construction (Head Protection) Regulations 1989
- e. Site Waste Management Plans Regulations 2008

5. RELATED POLICIES & PROCEDURES

- a. Financial Regulations and Standing Orders

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS07 "Permit to Work for Contractors".
- b. AHL HS10 "Employee Protection Register".

HEALTH & SAFETY POLICY

7 - YOUNG PERSONS & PREGNANT WORKERS

1. PRINCIPLES

- a. Young workers are considered to be at greater risk of harm while at work due to their perceived lack of experience and maturity, and are therefore owed a greater duty of care.
- b. Young persons or children on work experience are designated as employees for the purposes of health and safety legislation and they must be afforded the same health and safety protection as other employees.
- c. Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the employment of young persons and pregnant workers.
- b. To take reasonable additional steps to protect young persons and pregnant workers from any unacceptable risk of harm.

3. POLICY

- a. Ashfield homes Ltd. shall ensure an assessment is made of the risks to young persons at work or on work experience, paying particular attention to:
 - added risk due to lack of experience, awareness and maturity.
 - any task, location or work equipment that may be prohibited.
 - the level of supervision available.
 - the working hours.
 - training needs.
- b. No employee of the Company may allow their children who are not at work into the Company's offices, workshops or vehicles except with the permission of the Section Manager. In cases where such permission has been granted, children shall be escorted at all times.

HEALTH & SAFETY POLICY

7 - YOUNG PERSONS & PREGNANT WORKERS

3. POLICY (continued)

- c. Ashfield homes Ltd. shall ensure an assessment is made of the risks to pregnant employees, paying particular attention to:
 - any night-shifts or extended working hours.
 - possible exposure to chemicals, radiation, lead or biological agents.
 - heavy manual work including manual handling.
 - any long distances or flights of stairs to be traversed at work.
 - the frequency and duration of rest periods.
 - the availability of rest facilities.
 - other hazards likely to affect the health and safety of the mother or child.
- d. Reasonable adjustments shall be made where necessary to the pregnant worker's duties in order to prevent or control any additional risk. If risks are such that they can no longer be reasonably and sufficiently prevented or controlled, the pregnant worker shall be offered an alternative task without detriment to her conditions of service or suspended until such a time as she is able to continue with her normal work in accordance with the Company's employment policies and procedures.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Health and Safety (Miscellaneous Amendments) Regulations 2002
- d. Working Time Regulations 1998 (As amended 1999 & 2001)

5. RELATED POLICIES & PROCEDURES

- a. Equality, Diversity & Inclusion Policy
- b. Maternity Pack

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS08 "Risk Assessment Reviews to Meet Individual Needs "

HEALTH & SAFETY POLICY

8 - LONE WORKING & VERBAL ABUSE

1. PRINCIPLES

- a. Ashfield Homes Ltd believes that its employees, contractors and partners should be able to carry out their work without fear of physical attack or physical or verbal abuse.
- b. The Company recognises its responsibility to provide employees with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

2. PURPOSE

- a. To implement reasonable measures to protect employees, contractors and partners from harm through violence or abusive behaviour.
- b. To implement reasonable measures to enable peripatetic employees to summon assistance.

3. POLICY

- a. The Company shall ensure that an assessment of risk is carried out for each group of employees that regularly carry out tasks involving lone working in public areas or domestic dwellings, and shall implement protective measures proportionate to the level of risk involved.
- b. The Company shall maintain a register of persons who are known to have displayed violent behaviour towards employees, contractors or partners, and shall make information from that register available to employees, contractors and partners as necessary to reduce the risk of physical attack or physical or verbal abuse.
- c. Employees who habitually work alone in public areas or domestic dwellings shall be provided with appropriate training including the recognition and management of threatening behaviour.
- d. The Company shall issue to all peripatetic workers a stand-alone personal attack alarm with which to draw attention to a situation of duress.

HEALTH & SAFETY POLICY

8 - LONE WORKING & VERBAL ABUSE

3. POLICY (continued)

- e. The Company shall provide a monitored attack alarm device in reception areas that are normally open to the public, and to employees who belong to a group that is considered to be at a high risk of exposure to violent behaviour, or who carry out high risk works, and are normally expected to work alone.
- f. Any communications, tracking, alarm or protective equipment issued in pursuance of this policy shall be suitable for its purpose and, if appropriate, shall be periodically tested to ensure its correct operation.
- g. Employees with medical conditions which make them particularly vulnerable when working alone must bring this to the attention of the Human Resources & Development Manager.
- h. Employees who are handling Company property are expected to hand it over if a specific demand with violence is made rather than place themselves at unnecessary risk. A police report shall always be made in such situations.
- i. The Company shall record and investigate any incident of verbal abuse reported by employees for the purpose of providing support to the employee(s) and ensuring that suitable measures are taken to reduce the likelihood of a similar incident recurring.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Personal Protective Equipment at Work Regulations 1992

5. RELATED POLICIES & PROCEDURES

- a. Data Protection Policy
- b. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"

HEALTH & SAFETY POLICY

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES (continued)

- b. AHL HS09 "Static and Mobile Personal Alarms "
- c. AHL HS10 "Employee Protection Register".
- d. AHL HS04 "Reporting and Investigating Health & Safety Incidents"
- e. AHL HS07 "Permit to Work for Contractors".
- f. AHL HS12 "Protection from Verbal Abuse at Work"

HEALTH & SAFETY POLICY

9 -TRAINING & INFORMATION

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to provide health and safety training and information to employees, both at the time that they are first employed and periodically afterwards.
- b. Ashfield Homes Ltd. also recognises the need to provide training and information relating to safe systems of work, plant, equipment and technology where the lack of such training is likely to lead to harm or loss.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision of training and information.
- b. To increase productivity and prevent or reduce any significant risk of harm or loss by the timely provision of appropriate training and information.

3. POLICY

- a. The Company shall introduce health and safety awareness training during work time for all employees according to their level of responsibility and the tasks that they carry out. Health and safety awareness training shall be carried out within a reasonable time period from the date that each employee starts work for the Company.
- b. The Company shall ensure that suitable health and safety information is provided to each employee during their induction into the Company.
- c. The Company shall provide each employee with a health and safety handbook that will explain the significant parts of the Company's Health & Safety Policy and other information relating to health and safety at work.
- d. Risk management, including health & safety issues, shall be a standing item at core brief team meetings.

HEALTH & SAFETY POLICY

9 -TRAINING & INFORMATION

3. POLICY (continued)

- e. The arrangements for the provision of health and safety training shall be reviewed periodically and at any other time when there has been cause to suspect that it is no longer appropriate, suitable or sufficient.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Provision and Use of Work Equipment Regulations 1998

5. RELATED POLICIES & PROCEDURES

- a. Human Resources Strategy
- b. Capability Procedure
- c. Performance Development & Review Procedure
- d. Document Retention Policy
- e. Fire Safety Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS11 "Health & Safety and Fire Safety Training and Information"

HEALTH & SAFETY POLICY

10 - HEALTH & SAFETY MONITORING & REVIEW

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to monitor health and safety performance and periodically review its health and safety arrangements.
- b. Effective monitoring and review of health and safety arrangements will contribute to improved health and safety performance throughout the Company.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the health and safety monitoring and review.
- b. To identify areas for improvement relating to the company's health and safety performance and arrangements.

3. POLICY

- a. The Company shall introduce procedures to enable the effective monitoring of the health and safety performance of its management, employees and contractors, including regular workplace inspections, accident trend analysis and health and safety auditing.
- b. Regular reports and recommendations relating to the Company's health and safety performance shall be prepared for consideration by the Company's Senior Management Team, Board and Health & Safety Committee as appropriate.
- c. Health and safety performance shall be included in the Company's annual Risk Management Review.
- d. The Company shall introduce procedures to enable the effective periodic review of its health and safety arrangements.

HEALTH & SAFETY POLICY

10 - HEALTH & SAFETY MONITORING & REVIEW

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999

5. RELATED POLICIES & PROCEDURES

- a. Risk Management Policy
- b. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL RM03 "Monitoring, Reviewing & Reporting Risk Management Performance"
- b. AHL HS03 "Health & Safety and Fire Safety Inspections"
- c. AHL HS04 "Reporting and Investigating Health & Safety Incidents"
- d. AHL HS07 "Permit to Work for Contractors"

HEALTH & SAFETY POLICY

11 - HAZARDOUS SUBSTANCES

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to identify and control risks arising from the storage, transport, use and disposal of hazardous substances and from hazardous by-products used for or generated by its work activities.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the control of hazardous substances.
- b. To prevent or reduce any risk of harm or nuisance to employees and other persons who may come into contact or otherwise be affected by the Company's use or generation of hazardous substances.

3. POLICY

- a. Ashfield Homes Ltd. shall identify potentially harmful substances stored or used for or generated by the performance of its work activities and that suitable and sufficient information is obtained in respect of the harmful nature of that substance.
- b. Preventative and protective measures shall be implemented according to the form of substance, the nature and degree of potential harm and the process during which it is used or emitted. Where reasonably practicable, measures other than the use of respiratory protective equipment (RPE) or personal protective equipment (PPE) shall be selected.
- c. Reasonable steps shall be taken to provide appropriate and sufficient information, instruction and training to employees or other persons likely to be exposed to hazardous substances as a result of the Company's work activities.

HEALTH & SAFETY POLICY

11 - HAZARDOUS SUBSTANCES

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Control of Substances Hazardous to Health Regulations 2002
- c. Control of Lead at Work Regulations 2002
- d. Dangerous Substances and Explosive Atmospheres Regulations 2002
- e. Ionising Radiations Regulations 1999
- f. Control of Pesticides Regulations 1986
- g. Hazardous Waste Regulations 2005

5. RELATED POLICIES & PROCEDURES

- a. Risk Management Policy
- b. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS13 "Controlling Hazardous Substances and Emissions "

HEALTH & SAFETY POLICY

12 - PUBLIC PROTECTION

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duties to protect people not in its employ from harm, loss and unreasonable inconvenience as a result of the Company's work activities.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the protection of persons not employed by the organisation.
- b. To contribute to and preserve the excellent relationship enjoyed by the Company and its stakeholders, customers and the community.

3. POLICY

- a. Ashfield homes Ltd. shall implement all appropriate and reasonably practicable measures to protect members of the public from any unacceptable risk of harm or loss due to its operations, and shall provide suitable information to members of the public where appropriate in order to allow them to avoid such risk.
- b. The Company shall arrange such periodic inspections and tests of equipment and facilities that are provided for the use of tenants and other persons as are required by law or are otherwise necessary to protect such persons from any unacceptable risk of harm or loss
- c. The Company's employees shall treat members of the public courteously and respectfully at all times.
- d. Any work which is likely to cause an immediate and serious risk of harm or loss to any member of the public shall be suspended or made safe immediately.
- e. Plant, equipment or work shall not be left unattended and unprotected where it is likely to cause risk of harm or loss to members of the public – even if they are not meant to be there.

HEALTH & SAFETY POLICY

12 - PUBLIC PROTECTION

3. POLICY (continued)

- f. Any specified signs or barriers shall be erected before work starts and remain in place until they are no longer required. If such signs and barriers are removed, the work shall be suspended until they are replaced or other appropriate measures are implemented.

- g. Reasonable care shall be taken to ensure that any of the protective arrangements made under this policy are suitable and sufficient for the needs of disabled and other vulnerable persons who are likely to benefit from the arrangements.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Disability Discrimination Act 1995
- c. Occupiers' Liability Act 1957 & 1984
- d. Management of Health and Safety at Work Regulations 1999
- e. Construction (Design and Management) Regulations 2007
- f. Health and Safety (Safety Signs and Signals) Regulations 1996

5. RELATED POLICIES & PROCEDURES

- a. Equality, Diversity & Inclusion Policy
- b. Major Works Compact
- c. Health & Safety Property Checks Procedure
- d. Fire Safety Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"
- b. AHL HS03 "Health & Safety and Fire Safety Inspections"
- c. AHL HS07 "Permit to Work for Contractors"
- d. AHL HS11 "Health & Safety and Fire Safety Training and Information"
- e. AHL HS13 "Controlling Hazardous Substances and Emissions"

HEALTH & SAFETY POLICY

13 - ELECTRICITY & GAS

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duties to protect employees from harm from contact with electricity and from the inhalation of the by-products of gas combustion.
- b. Ashfield Homes Ltd. recognises its statutory duties as a Landlord's agent to protect tenants from harm from contact with electricity and from the inhalation of the by-products of gas combustion.
- c. Ashfield Homes Ltd. recognises its statutory duties to periodically inspect and test gas and electrical installations and equipment, and to maintain such installations and equipment so as to so far as is reasonably practicable reduce the risk of harm, loss, fire or explosion.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to electricity and gas.
- b. To introduce proactive measures to identify faulty electrical or gas installations and equipment so as to prevent or reduce any risk of harm or loss to employees, tenants and other persons.

3. POLICY

- a. The Company shall ensure that any installation, inspection, testing, commissioning, decommissioning, alteration or repair of any part of any electrical or gas installation or appliance is performed only by persons who have been trained and authorised to perform the particular task.
- b. Any installation, inspection, testing, commissioning, decommissioning, alteration or repair on any electrical or gas installation or appliance shall be performed in accordance with the Electricity at Work Regulations, IEE Wiring Regulations and Gas Safety (Installations and Use) Regulations and to the standards required by the National Inspection Council for Electrical Installation Contracting or the Gas Safe Register as appropriate.

HEALTH & SAFETY POLICY

13 - ELECTRICITY & GAS

3. POLICY (continued)

- c. No work of any kind, other than testing of live circuits by a qualified electrician, may take place in any location where there is a significant risk of contact with any uninsulated electrical conductor or of mechanical damage to any part of any electrical circuit unless the power source has first been identified and isolated and the circuit tested dead.
- d. The Company shall introduce periodic inspection, test and servicing of all electrical and gas installations and appliances that are owned or managed by the Company, and that are likely to deteriorate to a state of danger if not subjected to such periodic inspection, test and servicing; and shall ensure that such periodic inspection, test and servicing is carried out within the intervals required by law.
- e. Any electrical equipment specified or provided by the Company for the use of its employees, tenants or other persons shall be suitable for its purpose and shall be free from defect at the time it is specified or made available.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Electricity at Work Regulations 1989
- d. Gas Safety (Installations and Use) Regulations 1998 (as amended)
- e. Electrical Equipment (Safety) Regulations 1994
- f. Electricity (Safety, Quality and Continuity) Regulations 2002
- g. Plugs and Sockets Regulations 1994
- h. Gas Appliances (Safety) Regulations 1995

5. RELATED POLICIES & PROCEDURES

- a. Health & Safety Property Checks Procedure
- b. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS14 "Inspecting Portable Electrical Equipment"

HEALTH & SAFETY POLICY

14 - COMPUTERS

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to ensure that computers, computer peripherals and computer workstations provided to or used by employees in pursuance of their work comply with the standards published in the relevant schedules to the Regulations.
- b. Ashfield Homes Ltd. recognises its statutory duty to provide free eye testing when requested by a user of computers at work.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision and use of computers.
- b. To prevent or reduce any risk of injury to employees who use computers at work.

3. POLICY

- a. The Company shall ensure so far as is reasonably practicable that any computer, computer peripheral or computer workstation provided for the use of its employees or used by its employees for the performance of their work meets the standards published in the relevant schedules to the Regulations.
- b. The Company shall implement a procedure that shall allow employees to review the computer equipment and the working environment available to them and to make adjustments to their computer equipment and working environment or to request adjustments to be made on their behalf to the extent required to meet the objective stated above.
- c. The Company shall implement a procedure whereby users and employees who are about to become users of computers may obtain free eye tests regardless of the amount of time that they use their computer equipment at work.

HEALTH & SAFETY POLICY

14 - COMPUTERS

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Health and Safety (Display Screen Equipment) Regulations 1992
- c. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Eye Test Procedure
- b. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS15 "Risk Assessments for Computer Users"

HEALTH & SAFETY POLICY

15 - PLANT & EQUIPMENT

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to ensure that plant and equipment provided to employees for work purposes are safe to use, are maintained in a safe condition and are used only by suitably trained and authorised persons.
- b. There are many decisions to take when purchasing or hiring plant and equipment including cost, expected resale value, suitability for use, achievement of relevant build and quality standards, work rate, life expectancy, portability and ease of use. Health and safety is not therefore expected to be the overriding consideration. However, any plant or equipment which is withdrawn from use or has its use limited because health and safety had not been properly addressed at the purchasing stage could be a very expensive acquisition.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision and use of plant and equipment.
- b. To prevent or reduce any risk of injury to employees who use plant and equipment at work.
- c. To ensure that health and safety matters are accorded appropriate priority when plant and equipment is hired or purchased for use at work.

3. POLICY

- a. Ashfield Homes Ltd. shall introduce procedures to ensure that health and safety matters are properly considered when purchasing or hiring any plant or equipment for use at work if the nature of the plant or equipment is such that a failure to properly consider health & safety matters is likely to result in significant harm to the user or other persons.

HEALTH & SAFETY POLICY

15 - PLANT & EQUIPMENT

3. POLICY (continued)

- b. Any plant or equipment which is purchased or hired by the Company shall be suitable for and used only for the task(s) for which it was specified.
- c. Plant or equipment owned or hired by the Company for use at work shall be maintained in good working order. Plant or equipment that is likely to deteriorate to a condition of danger will be maintained according to a planned preventative maintenance schedule.
- d. Employees making use of plant or equipment provided by the Company for use at work shall be given suitable and sufficient training, instruction and information to avoid danger in accordance with the type and level of risk associated with such use.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Lifting Operations and Lifting Equipment Regulations 1998
- c. Provision and Use of Work Equipment Regulations 1998
- d. Pressure Systems Safety Regulations 2000
- e. Control of Vibration at Work Regulations 2005
- f. Control of Noise at Work Regulations 2005
- g. Furnishings (Fire) (Safety) Regulations 1988
- h. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS16 "Purchasing or Hiring Plant and Equipment for Use at Work"
- b. AHL HS17 "Inspecting Lifting, Handling and Access Equipment"

HEALTH & SAFETY POLICY

16 - DRIVING AT WORK

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duties to provide vehicles for use at work that are, so far as is reasonably practicable, safe and free from defect.
- b. Ashfield Homes Ltd. understands the need to take reasonable steps to ensure that employees' personal vehicles that are used for work purposes are suitably maintained and insured.
- c. Ashfield Homes Ltd. understands the need to take reasonable steps to ensure that employees who drive the Company's vehicles or drive their own vehicles on the Company's behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision and use of vehicles for work.
- b. To prevent or reduce any risk of harm or loss to employees and other road users as a result of the Company's work practices.
- c. To contribute to the Company's excellent standing in the community by encouraging considerate driving by employees while at work.

3. POLICY

- a. Ashfield Homes Ltd. shall ensure that all vehicles provided by the Company for use at work are suitable for the task(s) for which they have been provided.
- b. The Company shall take reasonable steps to ensure that vehicles provided to employees for use at work are fully and effectively maintained in good working order and free from defect.
- c. The Company shall implement procedures to ensure that employees who use vehicles provided by the Company carry out a full and effective daily functionality check of the of the essential safety components of those vehicles.

HEALTH & SAFETY POLICY

16 - DRIVING AT WORK

3. POLICY (continued)

- d. The Company shall require evidence that employees who use their own vehicles for Company business are insured to use their vehicles on company business, and are in possession of a valid MOT test certificate for vehicles that are three years old and over.
- e. The Company shall require evidence that employees who drive any vehicle on Company business are in possession of a current and valid licence to drive that class and type of vehicle.
- f. The Company shall take reasonable steps to monitor the speed at which and the care with which vehicles that are provided to employees for use at work are driven, and shall take appropriate action against drivers who consistently drive in a dangerous or inconsiderate manner.
- g. The Company shall provide persons who drive at work with extensive, comprehensible information regarding legal requirements, safe working practices and emergency actions relating to using vehicles on public roads.
- h. The Company prohibits the use of mobile phones while driving at work, and may invoke disciplinary action against persons who use or cause or permit the use of mobile phones while driving.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Road Traffic Act 1988
- c. Road Vehicles (Construction and Use) Regulations 1986 (as amended)

5. RELATED POLICIES & PROCEDURES

- Not Applicable

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS18 "Checking Driver Documentation"

HEALTH & SAFETY POLICY

17 - WORK AT HEIGHT

1. PRINCIPLES

- a. Ashfield Homes Ltd. understands that falling from height is the most common cause of workplace deaths and serious injuries.
- b. Ashfield Homes Ltd. recognises its statutory duties to provide safe access and places and systems of work for its employees who work above ground level.
- c. Ashfield Homes Ltd. recognises the need to take reasonable measures to restrict unauthorised third party access to works at height, and to prevent equipment and materials from falling and causing harm or loss to employees and other persons.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to work at height.
- b. To prevent or reduce any risk of harm or loss to employees and other persons as a result of works at height.

3. POLICY

- a. Ashfield homes Ltd. shall ensure that suitable work equipment and places and systems of work are available to its employees to prevent or arrest falls from height or falling objects, and that employees are trained as necessary to make full and proper use of such equipment and systems of work.
- b. The Company shall provide suitable and sufficient training to relevant employees so as to allow them to recognise locations where the equipment provided by the Company would be unsuitable equipment for working at height, and shall instruct employees to refer such situations to the relevant Line Manager and to await instructions before carrying out the work.
- c. The Company shall implement procedures to identify tasks for which ladders or stepladders would be unsuitable equipment for working at height, and shall restrict the use of ladders and stepladders for the performance of such tasks.

HEALTH & SAFETY POLICY

17 - WORK AT HEIGHT

3. POLICY (continued)

- d. Access equipment owned by the Company shall be periodically examined and maintained in a safe working condition.
- e. Ashfield Homes Ltd. shall take reasonable steps to ensure that Contractors working on the Company's behalf use such safe equipment and systems of work so as to prevent or reduce the risk of harm or loss to third parties.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Work at Height Regulations 2005
- c. Construction (Design and Management) Regulations 2007
- d. Construction (Head Protection) Regulations 1989

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"
- b. AHL HS03 "Health & Safety and Fire Safety Inspections"
- c. AHL HS07 "Permit to Work for Contractors"
- d. AHL HS16 "Purchasing or Hiring Plant and Equipment for Use at Work"
- e. AHL HS19 "Work at Height"

HEALTH & SAFETY POLICY

18 - PERSONAL PROTECTIVE EQUIPMENT

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duties to provide suitable Personal Protective Equipment to its employees to protect them against identified risks that cannot be prevented or sufficiently controlled by other more effective means.
- b. Ashfield Homes Ltd. recognises that Personal Protective Equipment neither eliminates risk nor prevents harm, and does not contribute to the protection of tenants and other persons who may be affected by the works.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the provision, use, storage and maintenance of Personal Protective Equipment.
- b. To accord priority to measures other than the use of Personal Protective Equipment for the prevention or control of risk.

3. POLICY

- a. Ashfield Homes Ltd. shall implement preventative or control measures that eliminate risk, prevent or reduce harm, prevent or reduce loss or protect the greater number of persons rather than issue Personal Protective Equipment.
- b. Notwithstanding paragraph (a), the Company shall provide suitable Personal Protective Equipment to employees to protect them from identified risks that cannot be reasonably prevented or sufficiently controlled by other means.
- c. Any Personal Protective Equipment that has been provided by the Company shall sufficiently reduce the risk of harm to the wearer, and shall be suitable for the individual's use and comfort, and shall not unreasonably inhibit the user's ability to carry out his or her work.
- d. Ashfield Homes Ltd. shall provide employees with sufficient and appropriate training and information to allow them to make full and proper use of Personal Protective Equipment, to inspect such equipment for damage, and to report any damaged or lost Personal Protective Equipment.

HEALTH & SAFETY POLICY

18 - PERSONAL PROTECTIVE EQUIPMENT

3. POLICY (continued)

- e. The Company shall implement reasonable measures to maintain or replace as necessary any Personal Protective Equipment so that it remains effective at all times.
- f. Suitable storage shall be provided where necessary to protect Personal Protective Equipment from damage or to prevent cross-contamination with other clothing.
- g. No charge of any kind shall be made to any employee for the provision of any item of Personal Protective Equipment, except that if an employee is permitted to specify an item of Personal Protective Equipment that is more expensive than the item that is standard issue, and the item that is standard issue would have been suitable to prevent harm and would have been suitable for use by that employee, the employee shall be asked to contribute the cost difference between the specified item and the item that is standard issue.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Personal Protective Equipment Regulations 1992
- c. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS20 "Statement of Use of Personal Protective Equipment"

HEALTH & SAFETY POLICY

19 - SMOKING

1. PRINCIPLES

- a. Research from a variety of sources indicates that there is an increased risk of lung cancer, heart disease and chronic respiratory illnesses in non smokers who regularly breathe in other people's smoke.
- b. Ashfield Homes Ltd is committed to providing a safe and healthy place to work, in which all employees are free from increased risks of poor health through passive smoking.

2. PURPOSE

- a. The purpose of this policy is to protect employees from the effects of tobacco smoke, and to promote a healthier and more pleasant working environment

3. POLICY

- a. This policy will prevent smoking in all Ashfield Homes' Offices in all Company rooms, corridors, toilets, rest rooms and food preparation areas, lifts, phone kiosks, meeting rooms, store/file rooms, first aid rooms and meeting rooms.
- b. Smoking during working hours is not permitted for any employee.
- c. During lunch breaks, employees are requested not to smoke adjacent to Company premises and curtilages and, in any case, not outside entrances to offices and the gates of the Northern Depot.
- d. Smoking is not permitted in Company vehicles. Smoking will not be allowed when dangerous chemicals/liquids are being transported or stored.
- e. Candidates for posts within the Company will be notified of the Smoking Policy at the interview stage, and in recruitment advertisements.
- f. Reference to the Company's Smoking Policy will be included in the appointment documentation and the induction programme for all new employees.

HEALTH & SAFETY POLICY

19 - SMOKING

3. POLICY (continued)

- g. Departmental Managers will be responsible for ensuring that all employees are aware of the Smoking Policy and that it is implemented within their areas of responsibility.
- h. Employees who wish to stop smoking will be provided with all appropriate support in which to help them stop.
- i. Employees shall not work in tenants' homes where there is a significant level of tobacco smoke. This policy permits employees, in consultation with their Line Manager, to refuse to work in such areas if the tenant, or any other person, continues to smoke or does not allow the immediate area to be ventilated.

4. LEGAL REQUIREMENTS

- a. Health Act 2006
- b. Health and Safety at Work etc Act 1974
- c. Workplace (Health, Safety and Welfare) Regulations 1992
- d. Smoke-free (Premises and Enforcement) Regulations 2006
- e. Smoke-free (Signs) Regulations 2007

5. RELATED POLICIES & PROCEDURES

- a. Recruitment and Selection Procedure
- b. Disciplinary Procedure

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- Not Applicable

HEALTH & SAFETY POLICY

20 - ALCOHOL & DRUGS

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises the need to prevent people from working while under the influence of alcohol or other substances that could render them incapable of performing their work satisfactorily and would be likely to cause them to become a danger to themselves or other persons while at work.
- b. Ashfield Homes Ltd. also recognises that it may be necessary for employees to take prescribed drugs at work that may detrimentally affect the employee's performance or their ability to work safely.
- c. Ashfield Homes Ltd. also recognises that there may be occasions when employees are required to act as host or attend as guests at hospitality events at which alcohol is served and employees may by convention be expected to consume alcohol.

2. PURPOSE

- a. To prevent the risk of harm caused by the abuse of alcohol or drugs at work.
- b. To ensure that any consumption of alcohol or taking of medication that may impair performance or safety at work is controlled and authorised.

3. POLICY

- a. The Company's employees are expected to ensure that any consumption of alcohol outside working hours neither impairs their performance at work nor undermines public confidence or credibility to their position as representatives of the Company.
- b. Employees may not consume alcohol during working hours in any circumstances other than at an official Company function that has been approved by the Chief Executive Officer.

HEALTH & SAFETY POLICY

20 - ALCOHOL & DRUGS

3. POLICY (continued)

- c. Employees whose work involves driving, operating plant or potentially dangerous machinery or equipment or who perform duties that in any way involve the health and safety of themselves or others, must not consume alcohol, or take drugs or other substances which will impair work performance either during their working hours or sufficiently close to working hours to risk the same effect.

- d. Employees who need to take prescribed, performance impairing drugs during working hours must inform their Line Management, who may make reasonable alterations to their work in accordance with the Company's employment procedures.

- e. Employees at work under the influence of alcohol or any intoxicating drug except in the circumstances above may be subject to disciplinary procedures.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999

5. RELATED POLICIES & PROCEDURES

- a. Capability Procedure
- b. Disciplinary Procedure

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS08 "Risk Assessment Reviews to Meet Individual Needs"

HEALTH & SAFETY POLICY

21 - STRESS

1. PRINCIPLES

- a. Ashfield Homes recognises that Work Related Stress (WRS) can be a cause of ill health, and can lead to a loss of productivity and absence from work.

2. PURPOSE

- a. To reduce the occurrence of stress and its associated ill health effects.

3. POLICY

- a. The Company shall actively manage and reduce stress at work through its employment policies and procedures.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Employment Rights Act 1996
- c. Protection from Harassment Act 1997
- d. Disability Discrimination Act 1995
- e. Management of Health and Safety at Work Regulations 1999
- f. Working Time Regulations 1998
- g. Workplace (Health, Safety and Welfare) Regulations 1992

5. RELATED POLICIES & PROCEDURES

- a. Communications Policy
- b. Whistle-blowing Policy
- c. Capability Procedure
- d. Disciplinary Procedure
- e. Flexible Working Arrangements
- f. Grievance Procedure
- g. Recruitment & Selection Procedure
- h. Sickness Notification & Monitoring Procedure
- i. Performance & Development Review Procedure

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- Not Applicable

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HEALTH & SAFETY POLICY

22 - OCCUPATIONAL DISEASE

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its duty to ensure that employees are aware of common occupational diseases relevant to their work, and to implement reasonable measures to protect employees from exposure to such diseases.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the prevention, control and reporting of occupational diseases.
- b. To improve employee awareness about relevant occupational diseases.
- c. To prevent or reduce any occurrence of occupational diseases amongst employees.

3. POLICY

- a. Ashfield Homes Ltd. shall identify groups of employees who are, by the nature of their work, at risk of exposure to occupational diseases, and shall implement reasonable measures to prevent or reduce such risk.
- b. At-risk groups shall be provided with information regarding the risks of exposure to, consequences of and preventative and protective measures against such exposure.
- c. The Company shall encourage at-risk employees to be vaccinated against occupational diseases if such vaccination is available. The Company shall arrange for such vaccinations to be available free of charge to at-risk employees.

HEALTH & SAFETY POLICY

22 - OCCUPATIONAL DISEASE

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"
- b. AHL HS04 "Reporting and Investigating Health & Safety Incidents"
- c. AHL HS20 "Statement of Use of Personal Protective Equipment"

HEALTH & SAFETY POLICY

23 - MANUAL HANDLING

1. PRINCIPLES

- a. Manual handling accounts for around a third of injuries reported to the enforcement authorities, approximately half of which are injuries to the back. Such injuries can often result in lost time at work and considerable pain and suffering to the injured party.
- b. Ashfield Homes Ltd. recognises its statutory duty to prevent or control the risk of harm to employees arising from the manual handling of loads at work.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the prevention and control of manual handling risks.
- b. To prevent or reduce any harm, suffering and lost time caused by manual handling injuries.

3. POLICY

- a. Ashfield Homes Ltd. shall identify the groups likely to be harmed by the manual handling of loads at work, and shall implement reasonable measures to prevent or control the risk of harm to those groups.
- b. Where risk reduction measures include team handling or rest and recuperation periods, sufficient labour and time shall be allocated to the task for this purpose.
- c. Whenever information relating to the weight, centre of gravity and preferred handholds for a load has been made available to the Company, that information shall be passed on to any employee who is assigned to handle the load unless the load has been so divided or distributed that the information provided is no longer relevant.
- d. The Company shall provide suitable manual handling training to all groups of employees at a level commensurate with the extent of risk of harm to each group.

HEALTH & SAFETY POLICY

23 - MANUAL HANDLING

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at work Regulations 1999
- c. Manual Handling Operations Regulations 1992
- d. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- Not Applicable

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS01 "Assessment of Health & Safety Risks"
- b. AHL HS11 "Health & Safety and Fire Safety Training and Information"

HEALTH & SAFETY POLICY

24 - NOISE & VIBRATION

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duties to prevent or reduce the risk of harm to its employees as a result of exposure to excessive noise or vibration at work.
- b. Ashfield Homes Ltd. recognises that noise and vibration can be an unwelcome nuisance to tenants and other persons, and shall take reasonable steps to prevent or reduce any such nuisance caused by its work activities.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the prevention and control of the risk of harm caused by exposure to excessive noise or vibration.
- b. To prevent or reduce any harm, suffering and lost time caused by exposure to excessive noise or vibration.

3. POLICY

- a. Ashfield Homes Ltd. shall ensure through its purchasing procedures that any plant or equipment purchased or hired for use at work does not generate unreasonable levels of noise and vibration.
- b. Plant and equipment that may generate harmful levels of noise or vibration shall be maintained in good working order so as to reduce the likelihood of noise and vibration levels increasing significantly through wear and tear.
- c. Ashfield Homes Ltd. shall carry out surveys as necessary to establish which employees are likely to be exposed to levels of noise or vibration that are likely to cause harm, and shall implement suitable measures to reduce such exposure to a reasonable level.
- d. The Company shall introduce a programme of health surveillance in consultation with employees and a registered medical practitioner for employees who are shown through surveys to be regularly exposed to harmful levels of noise or vibration, or who have been diagnosed as having symptoms of harm caused by exposure to noise or vibration.

HEALTH & SAFETY POLICY

24 - NOISE & VIBRATION

3. POLICY (continued)

- e. The Company shall provide relevant employees with information regarding the significant results of any relevant surveys, the methods available to reduce risk, the nature of Noise Induced Hearing Loss (NIHL) and Hand-Arm Vibration Syndrome (HAVS), including causes, symptoms and effects, the results of any health surveillance, and the course of action to take should symptoms become apparent.
- f. When working in tenant's homes, the occupier's needs shall be taken into account before commencing work likely to cause disturbance.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Control of Noise at Work Regulations 2005
- d. Control of Vibration at Work regulations 2005

5. RELATED POLICIES & PROCEDURES

- a. Recruitment & Selection Procedure
- b. Redeployment Procedure
- c. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS04 "Health & Safety and Fire Safety Training and Information
- b. AHL HS11 "Reporting and Investigating Health & Safety Incidents"
- c. AHL HS16 "Purchasing or Hiring Plant and Equipment for Use at Work"
- d. AHL HS20 "Statement of Use of Personal Protective Equipment"

HEALTH & SAFETY POLICY

25 - ASBESTOS

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to prevent or reduce the risk of harm to its employees caused by exposure to asbestos fibres in the air.
- b. Ashfield Homes Ltd. recognises its statutory duty to manage asbestos in non-domestic properties under its control so as to prevent or reduce the risk of asbestos fibres being released into the air.

2. PURPOSE

- a. To comply with the Company's statutory duties relating to the management of asbestos and work with asbestos.
- b. To prevent or reduce any harm, suffering and lost time caused by exposure to airborne asbestos fibres.
- c. To provide information to relevant persons regarding the location of asbestos containing materials.

3. POLICY

- a. Ashfield Homes Ltd. shall not knowingly expose its employees or any other persons to harmful levels of airborne asbestos fibres.
- b. The Company's employees are not permitted to knowingly work on any asbestos-containing material in such a way as is likely to result in the uncontrolled release of asbestos fibres into the air.
- c. Any asbestos containing material that has to be removed to prevent or reduce the risk of harm shall be removed and disposed of by a licenced contractor.
- d. The Company shall take all reasonable measures to co-operate with the owners of properties occupied by its employees or tenants so as to allow them to comply with their duties under relevant legislation.

HEALTH & SAFETY POLICY

25 - ASBESTOS

3. POLICY (continued)

- e. The Company shall keep and maintain information relating to the location of known asbestos containing materials in non-domestic areas, and shall make such information available to persons who are likely to have cause to disturb such materials.

- f. The Company shall periodically examine the condition of materials in non-domestic areas so as to ensure that such materials are not allowed to degrade to a condition whereby asbestos fibres are likely to be released into the air.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Control of Asbestos Regulations 2006
- c. Hazardous Waste Regulations 2005
- d. Site Waste Management Plans Regulations 2008

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS07 "Permit to Work for Contractors"
- b. AHL HS21 "Managing Asbestos"

HEALTH & SAFETY POLICY

26 - LEGIONELLA

1. PRINCIPLES

- a. Ashfield Homes Ltd. understands its responsibility to prevent or reduce the risk of the proliferation of legionella bacteria in stored water systems in premises managed by the Company to the level that harm may be caused to persons using the stored water supplies.

2. PURPOSE

- a. To comply with the Company's responsibilities relating to the management legionella.
- b. To prevent or reduce any harm caused by exposure to airborne legionella bacteria.

3. POLICY

- a. Ashfield Homes Limited shall implement reasonable measures to prevent or control the risk of legionella proliferation in premises managed by the Company.
- b. Company employees who specify new or replacement hot water systems (other than like-for-like replacements) in domestic properties under the Company's management shall, where reasonably practicable, specify new or replacement systems that do not use stored water supplies.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Control of Substances Hazardous to Health Regulations 2002

5. RELATED POLICIES & PROCEDURES

- a. Document Retention Policy

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS22 "Managing Legionella"

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HEALTH & SAFETY POLICY

27 - WELFARE FACILITIES

1. PRINCIPLES

- a. Ashfield Homes Ltd. recognises its statutory duty to provide reasonable working conditions and welfare facilities for employees while they are at work.
- b. Ashfield Homes Ltd. recognises the link between the provision of good working conditions and improved morale, attendance and quality of work.
- c. Ashfield Homes Ltd. recognises that promoting good hygiene and providing suitable welfare facilities will significantly contribute to the good health of its workforce.

2. PURPOSE

- a. To comply with the Company's responsibilities relating to the provision of reasonable working conditions and welfare facilities.
- b. To provide working conditions that promote employee morale and contribute to their wellbeing.

3. POLICY

- a. Ashfield homes Ltd. aims to provide excellent working environment and rest facilities at all its permanent workplaces.
- b. The Company shall ensure through its Management Team that employees at permanent workplaces have reasonable access to:
 - clean, well lit and ventilated washing facilities with soap, hot and cold running water and hand-drying facilities.
 - drinking water with cups or drinking water fountains.
 - where necessitated by the nature of their work, showers, changing areas and clothes drying facilities.
 - comfortable rest areas for the consumption of food.
- c. Indoor lighting, temperatures, humidity and ventilation shall be maintained at suitable levels depending on the type of work performed there except in extraordinary circumstances which are outside the Company's control.

HEALTH & SAFETY POLICY

27 - WELFARE FACILITIES

3. POLICY (continued)

- d. In the interests of good hygiene, the Company shall so far as is reasonably practicable provide mobile hand washing facilities for the use of peripatetic trade employees.

4. LEGAL REQUIREMENTS

- a. Health and Safety at Work etc Act 1974
- b. Management of Health and Safety at Work Regulations 1999
- c. Workplace (Health, Safety and Welfare) Regulations 1992
- d. Health and Safety (Miscellaneous Amendments) Regulations 2002

5. RELATED POLICIES & PROCEDURES

- Not Applicable

6. HEALTH & SAFETY DOCUMENTS AND PROCEDURES

- a. AHL HS03 "Health & Safety and Fire Safety Inspections"

HEALTH & SAFETY POLICY

INDEX OF HEALTH & SAFETY PROCEDURES

<u>Reference</u>	<u>Title</u>
AHL HS 01	Assessment of Health & Safety Risks
AHL HS 02	Health & Safety Committee Constitution
AHL HS 02A	Employee Health & Safety Consultation Meeting Constitution
AHL HS 03	Health & Safety and Fire Safety Inspections
AHL HS 04	Reporting and Investigating Health & Safety Incidents
AHL HS 05	Managing Safety at Events
AHL HS 06	First Aid Provision
AHL HS 07	Permit to Work for Contractors
AHL HS 08	Risk Assessment Reviews to Meet Individual Needs
AHL HS 09	Static and Mobile Personal Alarms
AHL HS 10	Employee Protection Register
AHL HS 11	Health & Safety and Fire Safety Training and Information
AHL HS 12	Protection from Verbal Abuse at Work
AHL HS 13	Controlling Hazardous Substances and Emissions
AHL HS 14	Inspecting Portable Electrical Equipment
AHL HS 15	Risk Assessments for Computer Users
AHL HS 16	Purchasing or Hiring Plant and Equipment for Use at Work
AHL HS 17	Inspecting Lifting, Handling and Access Equipment
AHL HS 17A	Inspecting Ladders and Access Equipment
AHL HS 18	Checking Driver Documentation
AHL HS 19	Work at Height
AHL HS 20	Statement of Use of Personal Protective Equipment
AHL HS 21	Managing Asbestos
AHL HS 22	Managing Legionella