



CRAIGOWEN HOUSING ASSOCIATION

HEALTH & SAFETY POLICY

Approved by Board of Trustees: September 2022

Reviewed: January 2026

Next Review by Date: January 2029

Version V6

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HEALTH AND SAFETY POLICY

1.0 POLICY STATEMENT - Craigowen Housing Association has developed this Health & Safety Policy and Procedure as a measure to safeguard the Health and Safety of all. The Policy and Procedure Outlines CHA's responsibility to (1) protect the Health & Safety of its employees and (2) protect the Health and Safety of the wider public i.e. tenants, contractors, and any other visitors to CHA properties, taking account of the unique status of the Association and its relationship with the Camphill Community Trust (NI) as a joint management partner. The Association, via this Policy seeks to fulfil its general and specific duties of care under the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety at Work Regulations (NI) 2000, and any other relevant legislation.

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- 1.1** This document sets out the Association's policy for health and safety. The aim of the policy is to protect all parties to whom CHA has a duty of care and to meet all the relevant statutory health and safety obligations. To safeguard health and safety, good cooperation is required between CHA and all the representatives of Camphill Community Trust (NI) and the Camphill Communities. This will be kept under review in the joint management agreement, with agreed protocols in place for the effective management of health and safety issues.
- 1.2** This policy is a measure of the importance the Association places on the active prevention of accidents and ill health. Failure by staff to comply will result in disciplinary action being taken, up to and including dismissal.
- 1.3** It will be supplemented by detailed procedure notes where necessary and their implementation, and ongoing adherence by staff will be monitored closely through regular staff meetings. The issue of Health and Safety will also be monitored by the Board of Trustees and Health and Safety will be a standing item for consideration at all meetings of Craigowen Housing Association Board of Trustees.
- 1.4** The General Manager has overall responsibility for ensuring that the workplace is safe, and that Health and Safety is regarded on an equal footing with the core business. CHA will work in cooperation with Camphill Community Trust (NI) and the Camphill Communities to promote health and safety in and around CHA properties.

2.0 RELATED LEGISLATION

The information contained in this document is not intended to be exhaustive and does not, therefore, replace or diminish any of the legal requirements as follows laid down by Act of parliament or regulations:

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended in 2006)

Regulatory Reform (Fire Safety) Order 2005

The Fire and Rescues Services (NI) Order 2006 and The Fire Safety Regulations (NI) 2010

Corporate Manslaughter and Corporate Homicide Act 2007

Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (NI) 1997

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended in 2002 & 2005)

Disability and the Equality Act 2010

The Control of Noise at Work Regulations 2005

Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations COSHH (NI) 2003

Electricity at Work Regulations 1989

Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended in 2002)

Personal Protective Equipment at Work Regulations 1992 (as amended 2022)

Construction (Design and Management) Regulations 2016

The Work at Heights Regulation (NI) 2005 (as amended in 2007)

RELATED POLICIES

2.1 The following policies form part of this health and safety policy:

- The Lone Worker Policy
- The Anti-Social Behaviour Policy

2.2 This policy needs to be read in conjunction with:

The current Association Handbook.
Any health and safety procedures.

3.0 POLICY - GENERAL

3.1 Craigowen Housing Association (hereafter referred to as CHA or the Association) will, so far as is reasonably practicable (1) ensure the Health and Safety at work of all its employees and (2) ensure the Health and Safety of all other persons visiting its premises, including contractors, tenants, clients and members of the public.

PROCESSES / PROCEDURES FOR MANAGING HEALTH & SAFETY

The following sections outline the processes / procedures whereby Craigowen Housing Association addresses issues of Health and Safety: -

- (4.0) Employees
- (5.0) Fire Risk Assessment
- (6.0) Other Risk Assessments and Safety Audits
- (7.0) Lone Working
- (8.0) Safety Against Aggressive Tenants/Clients (9.0)
Safety at Work
- (10.0) Use of Mobile Phones in Vehicles (11.0)
Other (Including First Aid)

4.0 EMPLOYEES

- 4.01 CHA expects all staff, volunteers and representatives working for CCT (NI) and Camphill Communities as JMA partners to be mindful of their responsibilities and to take reasonable care of themselves and others in the course of their work and duties.
- 4.02 CHA will ensure all employees are kept aware of and are mindful of all the health and safety procedures and fire precautions and that they are aware they should report any concerns to the General Manager.
- 4.03 CHA will ensure that adequate health and safety training is given to relevant parties, including training in the use of all equipment used on the premises, including First Aid, Fire Safety equipment. Also, staff will be made aware of their responsibilities and legal obligations in relation to reporting and recording accidents, illness, incidents, near misses, dangerous occurrences as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997)
- 4.04 Every employee is entitled to a regular eye examination and eyesight test by a qualified Optician paid for by the Association. On completion of the examination, the optician will provide the employee with a two-part VDU certificate of recommendation. The certificate provides a record that the employee has had an eye examination, whether VDU corrective spectacles are required, and the date recommended for the next examination. The employee should keep one copy of this certificate and the other should be given to the General Manager for retention on the employee's staff file.
- 4.05 CHA will consult staff on matters affecting their health and safety to ascertain what measures should be taken to increase awareness of health and safety to make sure that all necessary measures are taken to make this policy effective.
- 4.06 CHA will provide staff with information, training, support, advice and safe equipment, which the Association will ensure is properly maintained. CHA will endeavour at all times to maintain safe and healthy working conditions for all staff.
- 4.07 CHA will advise staff that those who fail to comply with this policy or place themselves or others at risk may be subject to disciplinary action that could lead to dismissal.

5.0 FIRE RISKASSESSMENT

5.1 Fire safety legislation in Northern Ireland has been replaced by the Fire and Rescue Services (Northern Ireland) Order 2006 and associated regulations as of 15th November 2010. Under the new legislation workplaces will no longer need a fire certificate but must have a 'suitable and sufficient' risk assessment in place that includes all matters relating to fire safety. Employers have a legal duty under the current legislation to carry out a fire risk assessment and report the findings to their employees.

CHA, CCT (NI) and the Camphill Communities will ensure that fire risk assessment is undertaken as required by current legislation at CHA accommodation and properties. The protocol for fire risk assessment will be kept under review in the joint management agreement.

5.2 To be compliant with this order, CHA will:

- a. Entrust the General Manager with the role of the Responsible Person
- b. Ensure there is an assessment of the risk of, and from, fire undertaken for the office and for any common parts of the properties where CHA have flats and therefore shared access
- c. Ensure these assessments are written down and documented accordingly
- d. Ensure there are appropriate procedures in place that are well documented, implemented and monitored

5.3 For personal safety and the safety of others, it is essential that staff know the current procedure in the event of smoke or fire occurring:

- e. Details of fire exits, and fire assembly points are displayed at each of the Associations properties including the office. The fire exit from the office at Strand Studio is the main stairwell leading to the downstairs entrance door.
- f. If you suspect or discover a fire, activate the fire alarm, dial 999 to inform the emergency services and leave the building through the designated fire exit. Do not wait to collect personal possessions, thereby putting yourself or others at risk.
- g. The fire assembly point for Strand Studio is outside the Strand Cinema. Details of fire assembly points at the Associations accommodation is displayed at each property.

6.0 OTHER RISK ASSESSMENTS AND SAFETY AUDITS

- 6.1** The purpose of a risk assessment is to identify what an employer and employee need to comply with the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and all relevant subordinate legislation.
- 6.2** The Association will, therefore, ensure that risk assessments are carried out in respect of all work activities within its undertakings and that:
 - a. all significant findings are recorded in writing;
 - b. all measures, so far as reasonably practicable, are taken to eliminate or minimize the risk;
 - c. all persons appointed are, through training, knowledge or experience, competent to undertake risk assessments.
- 6.3** The General Manager will report the findings of all risk assessments to the board at least on an annual basis.

7.0 LONE WORKING

- 7.1** Please refer to the Lone Worker policy for detail on this policy.

8.0 SAFETY AGAINST AGGRESSIVE TENANTS/CLIENTS

- 8.1** Please see the Anti-Social Behaviour Policy.

9.0 SAFETY AT WORK

- 9.1** CHA will ensure all staff are aware of the latest prevailing safety at work legislation. CHA recognises that it has a duty of care in law to make sure its employees are not made ill by their work:
 - a. CHA will carry out risk assessments on a regular basis to ensure that staff are provided with a safe system of work, as well as ensuring staff do not work excessive hours or fail to take regular breaks, especially from VDU's and computers. Please note CHA will be guided by the European Working Time Directive.
 - b. CHA will ensure that stress is minimised in the workplace. (see Managing Stress at Work Policy).
 - c. If CHA finds that a member of staff is suffering from stress due to bullying and/or harassment, the Association will deal with the matter as per the Bullying and Harassment at Work Policy and the Disciplinary Policy.

10.0 USE OF MOBILE PHONES IN VEHICLES

10.1 The Association's policy on the use of mobile phones in vehicles, whether the vehicle is provided by the Association or is privately owned, is as follows:

- a. The use of handheld phones is not permitted whilst driving. This includes phones with microphones and earpieces.
- b. Handheld phones must only be used when the vehicle is properly parked, and the engine switched off. This does not include the hard shoulder of the motorway, stationary at traffic lights, in a traffic jam or in slow moving traffic.
- c. The phone should be switched off or switched to the message service while driving unless connected to hands-free.
- d. To send and receive text messages, the vehicle should be properly parked as with handheld phones.
- e. Employees and Managers should avoid calling staff when it is known or suspected that they may be driving.

10.2 The use of handheld mobile phones whilst driving is illegal and subject to 'on the spot' penalty fines. The Association will not accept any liability for any fixed penalty payments or fines as a result of staff being convicted.

10.3 Any staff member who does not comply with this policy will be subject to disciplinary action.

11.0 OTHER

11.1 The Association will arrange for regular inspections by suitably qualified engineers of portable electrical equipment, fire appliances/extinguishers and for any remedial work to be carried out to the insurer's satisfaction. Similarly, the Association will arrange for regular inspections and servicing to be undertaken by suitably qualified persons for the following: - lifts and lifting equipment; gas and oil-fired boilers; emergency lighting; fire alarm systems; legionella control; duct cleaning. Please note this list is not exhaustive and will be kept under review.

11.2 The Association will only permit authorised personnel to investigate or undertake any electrical work on the Association's premises.

All electrical equipment will be regularly maintained and will be checked by an electrical engineer on a yearly basis (PAT testing).

Employees should report any defective equipment and remove it from use.

Never use adaptors or extension leads. Look out for:

- Loose wires

- Blackening around the plugs and socket outlets

- Trailing flexes

- Signs of overheating

Employees are prohibited from bringing 'unauthorised' equipment in to work (e.g. electric heaters, kettles, coffee percolators, electric fans).

11.3 Where CHA plans to undertake any projects, construction work, other than demolition, that lasts 30 days or more, more than 20 workers simultaneously at any point in the project, involves more than 500-person days of work, or projects with more than one contractor the Association will abide by The Construction (Design and Management) Regulations (NI 2016) and all contractors will be expected, in accordance with these provisions, to provide their Health & Safety Plan and appropriate third part Health and Safety Management System certification. Only staff with a CSR Visitors Card are permitted on a construction site.

11.4 As per legislative requirements, an Accident Book will be maintained to record any accident or incident. Any member of staff involved in an accident or dangerous occurrence or witnessing an accident to another person on work premises during work, must immediately notify the General Manager, giving as much information as possible. Accidents will be investigated and dealt with as per the legislative requirements. Accidents will be recorded and dealt with at CHA accommodation by CCT (NI) and the Camphill Communities as per protocols in the joint management agreement.

If appropriate, those present should take suitable action to reduce risk and remedy the situation. In the event of a serious accident or incident, the emergency services should be called. It is the duty of management to promptly take action to ensure the situation was handled appropriately, and that steps are taken to avoid a reoccurrence.

11.5 First Aid

A first aid box is located in the kitchen within the office. This box is checked monthly by the appointed person to make sure it is fully equipped, and all items are useable.

All new staff will be informed of arrangements as part of their induction.

First Aid arrangements will be managed at the CHA properties by CCT (NI) and the Camphill communities as per protocols in the joint management arrangement.

12.0 REVIEW

12.1 This Health and Safety Policy will be revised every three years or amended as required should there be any change in legislation, organisation or arrangements.

13.0 Appendix 1 Definitions

CHA: Craigowen Housing Association

CCT(NI): Camphill Community Trust Northern Ireland

Contractor: A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

Employee: A person or persons employed by CHA

JMA: Joint Management Agreement

Premises: Properties owned or leased by CHA

Staff: Person or persons employed by CHA

Tenant/s: Licensees, Co-workers, Residents, Villagers, Visitors of Tenants.

VDU: Visual display Unit

Policy Ref:	CHA/H&S
For use in:	Main Office and all CHA Properties
For use by:	All Staff
Document owner:	Board
Assessed:	Board of Trustees
BOM Approval Date:	January 2026
Reviewed by:	SL
Next review:	January 2029
Document Version:	V6
Chairman's Signature:	

