



INQUILAB HOUSING ASSOCIATION
Health and Safety Policy

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Section 1

General Statement of Policy

Inquilab Housing Association (IHA) is committed to ensuring the health and safety of everyone who works for them, also everyone who may be affected by their activities. When considering health and safety, Inquilab will give equal regard to the environment, health and safety, facilities, services, quality and cost.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation.

- Inquilab will ensure, so far as is reasonably practicable, that:
- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving work areas, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided
- This policy can only be successful with the active cooperation of employees who have responsibility for taking care of themselves and others, following safe working Policies and reporting any safety issues as soon as possible.
- Each employee of IHA has a mandatory duty to co-operate by:
- Using any protective equipment provided
- Adhering to IHA Rules
- Reporting incidents or hazards which could possibly lead to injury or damage
- Attending all safety courses, we may ask employees to attend

Gina Amoh
Chief Executive

July 2017

Section 2

Health and Safety Roles and Responsibilities

The Chief Executive

The Chief Executive is ultimately responsible for the health, safety and welfare of employees and everyone else who may be affected by Inquilab's activities, including the public.

The Chief Executive will:

- Enforce the Health and Safety Policy
- Appoint a Responsible Person who should be an adequately trained
- Report to each Board Meeting Health and Safety matters including numbers of accidents, incidents
- Ensure that the Health and Safety Policy is reviewed yearly and following changes in legislation, good practice or incidents.
- Ensure provision of adequate resources

Director of Operations

When IHA are a client, the Director of Operations will appoint a Competent Person who will be responsible for co-ordinating the health and safety aspects of the project.

The Director of Operations will:

- Be responsible for the Joint Visits Register and for inclusions and deletions to the register
- Review the Joint Visits Register at least once in a 12 month period for any cases that can be deleted from the register
- Identify and implement Risk Assessments required to adequately cover the employees in their work activities within all departments
- Carry out any Health and Safety duties as delegated by the Chief Executive
- Be aware of and comply with any Policies within the Health and Safety Policy that relate to them as an individual whilst working on behalf of IHA.
- All relevant information regarding health and safety about the premises or site where construction is to be carried out, known to IHA, are made available.
- Develop a suitable 'construction-phase' health and safety plan before construction begins.
- Ensure that all Contractors working for and on behalf of IHA are Health and Safety Compliant and aware of the Policies within the Health and Safety Policy that apply to them.
- Be aware of and comply with any Policies within the Health and Safety Policy that relate to them as an individual whilst working on behalf of IHA.

Employees

Employees who have responsibility for taking care of themselves and others, following safe working Policies and reporting any safety issues as soon as possible.

Employees will:

- Comply with Inquilab's safety policy, risk assessments and other documented policies.
- Co-operate with managers and follow reasonable instructions.
- Report any accident, dangerous occurrence or condition to their line manager or the responsible person.
- Take all reasonable steps to ensure their own safety and that of others.
- Avoid improvised arrangements and suggest safe ways of reducing risks.
- Observe all warning notices and follow instructions.
- Wear appropriate clothing, footwear and PPE conducive to the work.

- Raise any Health and Safety concerns with their manager or health and safety representative.
- Inform the health and safety representative if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks.

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action may be taken.

The Responsible Persons (Appointed by the Chief Executive)

The responsible person will:

- act as the Health and Safety Officer for IHA.
- establish appropriate Health and Safety training and first aid.
- arrange for the investigation of accidents and dangerous occurrences.
- delegate day to day responsibilities for Health and Safety as appropriate.
- ensure employees are aware that for all accidents, incidents and near misses must be recorded.
- to ensure appropriate and sufficient risk assessments are undertaken.
- to ensure VDU Work Station Assessments are undertaken and appropriate records kept.
- to ensure safety lighting checks are carried out and that the appropriate certifications are kept.
- to ensure adequate evacuation drills are carried out.
- to ensure that fire exits are kept clear and that rubbish and debris from offices and corridors is disposed of safely.
- to ensure tests of electrical equipment (PAT Testing) are carried out.
- induct new employees to ensure employees are made aware of health and safety policies during Induction Training and that health and safety training needs are identified during regular supervision sessions with Line Managers employees safety.
- ensure an induction record sheet is completed.

Monitoring and Review of Health and Safety Policy

- The Responsible Person(s) will review the policy annually to ensure that all parts of the policy are still valid and obtained advice to ensure the policy remains compliant with legislation. Any updates or amendments will be brought to the attention of all employees, and information, instruction and training provided where necessary. A review of risk assessments will be undertaken on an annual basis or if there are any changes. Separate **Management plans** are to be used for more detailed information.

Appointed First Aider

It is the policy of Inquilab to comply with the Health and Safety (First Aid) Regulations 1981.

The Chief Executive is responsible for ensuring that there is a current Appointed First Aider and display details of the current Appointed First Aider. No fewer than two First Aiders will be appointed at any one location to allow for absence due to annual leave, sickness etc.

The appointed first aider will:

- be responsible for First Aid as required.
- be responsible for First Aid Box(s) and related supplies.
- ensure that the First Aid Box is kept to the required standard (e.g. adequate supplies). and that supplies are in date – check to be carried out on a quarterly basis.
- ordering new supplies as required.
- ensuring no contents other than those listed are stored in the box.
- ensuring that no drugs or unauthorised substances are stored in the box.

On discovering or being called to a First Aid situation the Appointed First Aider will:

- address any immediate danger to himself / herself.
- assess the situation and condition of the casualty.
- respond appropriately to injury or illness.
- decide if an Ambulance should be summoned.
- report Accidents and Incidents to the HSE.

In the case of a major accident or dangerous occurrence which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) the first aider will ensure that the HSE Incident Contact Centre is notified by phone/fax/web immediately and a report submitted within 10 days to the HSE using the F2508 form. The phone number is 0845 300 9923 and the fax number is 0845 300 9924.

The F2508 form can also be completed online and submitted via website <http://www.hse.gov.uk/riddor/report.htm>

Inquilab accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

Section 3 **Induction and Safety Training**

Induction

All new employees will receive induction training when they join the Association. As part of the induction process employees will receive a Health and Safety briefing and be informed about the contents of this policy and other Health and Safety documents (ie risk assessments).

The employee Health and Safety briefing will include key aspects of the Health and Safety Policy as well as emergency Policies, "Dos and Don'ts", safe systems of work, instructions of safe lifting techniques and other key Health and Safety information.

Employees will also receive information when:

- There are changes to work Policies or working patterns
- There are changes as a result of new or revised legislation

Employees will be encouraged to read the Health and Safety Law posters in the areas in which they work. The poster provides key information about employer's responsibilities and employee's rights.

Safety Training

All new employees will be given induction training in the following:

- Fire and emergency evacuation Procedures in the premises.
- Arrangements for First Aid.
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements.

Inquilab will use a standard induction checklist that will be signed by the employee and retained in the personal files in the office.

Employees are encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

Records of training will be recorded within individuals HR files.

Employees Induction

During their first day employees will be notified of:

- The Appointed Person/First Aider
- The Fire Marshall(s)

They will be shown the locations of:

- all emergency exits
- fire fighting equipment
- emergency evacuation points
- toilets
- eating areas.

Section 4

Risk Assessments

It is the policy of Inquilab to comply with the statutory requirement for risk assessment as set out in the Management of Health and Safety at Work Regulations 1999.

Inquilab will carry out suitable risk assessments for all tasks undertaken in Inquilab and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The Responsible Person is responsible for ensuring that risk assessments are undertaken.

The risk assessment will identify:

- Individual Work Station Assessments.
- Lone- workers risk.
- Handling & Lifting.
- Working at height (if applicable).
- Possible hazards.
- who may be harmed and how.
- whether existing precautions are adequate.
- action plans to implement any further precautions required.

Review of Risk Assessments

The results of the Risk Assessments will be recorded and maintained on file by the contract manager. The Chief Executive will be responsible for reviewing the Health and Safety Policy following risk assessments to ensure that adequate Policies and guidelines are included. Employees will be involved in the risk assessment and informed of the risk assessments results. Training will

then be provided as required.

Risk assessments will be reviewed:

- At an agreed review date, normally annually.
- When there are any changes to equipment or Policies.
- When there are changes as a result of new or revised legislation.
- Following any accident or incident.

Individual Work Station Assessments (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 aim to protect the health of people who work with DSE. The Regulations were introduced because DSE has become one of the most common kinds of work Equipment.

Inquilab HA complete an assessment for every member of staff. It doesn't mean that DSE work is risky – it isn't. Staff are to follow effective practice and set up their workstations properly and take breaks during prolonged use. By just taking simple precautions, work DSE can be more comfortable and productive. Inquilab HA and employees have a joint responsibility to ensure that the process and guidance is followed by individuals especially with Agile Working and working from home.

Manual Handling

Employees should be aware on how to correctly move loads without risk to Health and Safety.

Any manual handling carried out by Inquilab employees should conform to the requirements of the Manual Handling Operations Regulations 1992. The Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

It is expected that employees will move loads infrequently, if employees are expected to lift loads on a more frequently basis then this need will be identified with their managers and appropriate manual handling training course(s) will be provided

Regulations apply to all employees, visitors and contractors who will:

- avoid all unnecessary handling operations which may involve a risk to Health and Safety
- check the load characteristics: are they sharp edged, hot or cold?
- Is the centre of gravity central to the load?
- be aware of your own capabilities, taking into account your age, strength, fitness, general health and any disabilities
- be aware of any environmental conditions through which you and the load need to travel e.g. uneven slippery floors, inadequate lighting, extremes of temperature or humidity, any obstacles etc.
- if necessary use protective personal equipment e.g. gloves etc.
- always ask for assistance if necessary.
- If two or more people are lifting, assess the load to be moved, its new destination and the best method of moving it
- plan the route to avoid hazards.
- where possible, break the load down into smaller units and use mechanical aids as much as possible to minimise effort.

Working at Height/Fall Restraint Systems

Work at Height Regulations apply to all employees, visitors and contractors where there is a risk of a fall liable to cause personal injury.

Under Regulation 2 of the Working at Height Regulations 2005, a place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

IHA envisage that Employees will only have to work at heights infrequently as would be expected in an office environment. (e.g. retrieving files).

The Regulations require employees and contractors to ensure:

- all work at height is properly planned and organised.
- all work at height takes account of weather conditions that could endanger health and safety.
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected. Including Fall restraint systems.
- the risks from fragile surfaces are properly controlled.
- the risks from falling objects are properly controlled.

Useful website: HSE's Falls from height website: www.hse.gov.uk/falls

Section 5 **Visitors/Contractors at Kew Bridge**

Visitors

All visitors/contractors will report to reception and sign the visitor's book when they enter Kew Bridge and sign out when they leave. The visitor's book will be used for a roll-call in the event of an emergency evacuation.

Visitors/contractors will be informed about any specific health and safety requirements for the area they are visiting, particularly if they are unaccompanied. IHA accepts that it has a responsibility for the Health and Safety of any contractor working on premises owned and/or managed by IHA, on their behalf.

IHA will:

- provide a copy of the Health and Safety Policy statement and any relevant Policies applicable to their work

Contractors must:

- supply a letter stating that they comply with Health and Safety legislation
- provide information of any risks associated with the work they undertake e.g. Control of Substances Hazardous to Health Regulations 2002 and its amendments.

Whilst working on behalf of IHA contractors are subject to the Health and Safety Policies of IHA.

Section 6 **Accidents / Incidents / RIDDOR**

Injuries

If there is an accident connected with work, the first aider or the responsible person must carry out a first aid book entry and, if necessary, report to RIDDOR as described in section 2 of this Policy under: On discovering or being called to a First Aid situation the Appointed First Aider will:

Injuries which would need to reported to RIDDOR

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body.
 - causes significant damage to the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours.

If there is an accidental death connected with work (including as a result of physical violence); or a member of the public is killed or taken to hospital, the Central Operations Manager must telephone the enforcing authority without delay on 0845 300 99 23 & report submitted within 10 days to the HSE using the F2508 form. The F2508 form can also be completed online and submitted via website <http://www.hse.gov.uk/riddor/report.htm>

Aftercare Following an Incident

IHA recognises that following any Health and Safety incident there may be a need for aftercare.

Employees harmed physically or psychologically by violence need support. Experience has shown that the immediate care may limit or even prevent altogether any serious long term effects.

It is the duty of all employees, and especially the senior management, to give, both in the short and medium term, whatever support appears necessary to a colleague who has experienced violence.

Aftercare Policies

It is important to support a colleague first and foremost. Later, but as soon as possible, the worker should be encouraged to discuss the incident with the relevant manager and agree whether any changes to working practices are needed, either short term or long term. They should:

- complete an incident report form
- complete a RIDDOR report form where there has been physical injury or the employee is absent for more than seven days
- decide whether or not to involve the police.

Inquilab should:

- provide friendly support for the employee and report
- provide immediate support
- be sensitive – some employees may want time alone in a safe place
- inform other colleagues about the incident to avoid rumours and reduce anxiety
- refer to Occupational Health if necessary.

Useful contact details:

Workforce Wellness – an Employee assistance programme offering advice, information and counselling

Tel: 0800 083 7400

The Samaritans

Tel: 08457 90 90 90

Victim Support – London Region
Tel: 0845 450 3936

Victim Support – Nationally
Tel: 0845 30 30 900

Support Line
Tel: 01708 765200

Section 7 **Fire Alarm and Evacuations**

The responsible person is responsible for ensuring that an evacuation plan is in operation for all Association premises where IHA employees are based. Practice evacuations shall be undertaken at least twice a year.

New members of staff at induction will be advised of:

- the evacuation Policies,
- location of emergency exits
- the location of the employees assembly point(s)
- who the Inquilab Fire Marshalls are.

Emergency Evacuation

In the event an evacuation becomes necessary, and the alarm being sounded, all employees and visitors must leave the building immediately by the nearest signed available exit route.

- **DO NOT:-**
- stop to collect personal possessions
- attempt to tackle the emergency unless trained to do so
- if in a building with a lift – **do not use the lift.**

If it is safe to do so, close all windows and doors behind you as you exit the premises. This will prevent the fire from spreading quickly. When opening a closed door, feel its temperature by placing the back of your hand against it. The back of your hand is a sensitive area and you will be able to feel if there is a fire behind the door. Do not open a door with fire behind it; the flames will enter the room you are in extremely quickly due to the higher oxygen levels.

- stay close to the ground. Smoke rises leaving clean air closer to the floor
- stay calm.
- Proceed to the assembly point and do not leave the assembly point until you have been instructed to do so by the Fire Marshall(s).

The Fire Marshall will need to take a register or a head count to make sure no one is missing. If there is a missing person under no circumstances should you re-enter a burning building, wait for help to arrive.

Evacuation is always necessary. If a fire is close to your building, still evacuate as fire can spread very quickly if it is not controlled. Once evacuated stay out of the building in the designated safe zone until the fire brigade have given you the all clear.

Responsibilities of the Fire Marshall(s)

In the event of an emergency an appointed person will be in charge.

- Ensure Emergency Services are contacted
- Ensure all employees and visitors vacate the building and assemble at the correct location
- Account for all personnel at the assembly point
- To act as liaison officer with the Emergency Services
- To arrange for the removal, if possible of any vehicles blocking the emergency vehicle access to the building

Assembly Point

In the event of an evacuation the assembly point will be at the rear of the building in the garden to the left of the drive. Wait at the assembly point until instructed otherwise. Employees should not wander off e.g. to the shop as this may cause confusion as to whether all employees are accounted for and may put the rescue services in danger when trying to find the 'missing' employee.

Fire Fighting Equipment

Inquilab will ensure:

- adequate fire fighting equipment is available to all employees
- that the fire fighting equipment is regularly serviced and in good order
- that all employees are suitably trained as appropriate in the use of fire fighting equipment.

Section 8

Workplace Regulations

It is Inquilab's policy to comply with the Workplace Regulations 1992.

(please see separate office procedures as part of your induction pack)

Inquilab will take all reasonable steps to ensure that employees are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping. Floors, paths, stairs, doors, access routes and storage systems will be regularly inspected and maintained in good condition. The premises will be cleaned every other day by contract cleaners.

Cleaning products will be kept in the cleaning cupboards and must not be used by anybody other than those undertaking cleaning. Employees will be instructed to report any problems with toilets or other welfare facilities to the Health and Safety Coordinator who will decide what further action to take.

Noise at Work

The company will comply with the requirements of the Noise at Work Regulations 1989.

It is possible that some activities in the premises will produce noise above the first action level of 85 dB(A) over an 8 hour working day.

Inquilab will issue employees with suitable hearing protection where the noise levels are likely to exceed 85 dB(A) over a working day. Where noise levels are unknown, employees will be advised to wear hearing protection in any environment where people have to shout or have difficulty in being heard clearly by somebody more than 2m away, or where the noise levels are subjectively

uncomfortable.

Lone Working

Inquilab HA requires staff to be agile and visiting residents and stock, for efficiency this is completed as a lone worker. This then increases risks (accidents, aggression/violence), which Inquilab HA and staff must accept joint responsibility for the safety of employees whilst working away from the office. Lone working Devices are issued as part of PPE and must be used and monitored by managers.

Essential car users also come under this umbrella but in addition must hold;

- a valid driving licence and
- appropriate insurance for those duties, this to be provided annually on renewal of insurance.
- Ensure that details of their journeys are entered in accordance with Working Remotely

Section 9 **Personal Protective Equipment (PPE)**

It is the policy of Inquilab to comply with the Personal Protective Equipment at Work Regulations 1992. If PPE is issued, then it must be utilised and worn correctly.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment (PPE). PPE, (including Lone working Devices) will always be considered as a last resort or as a back-up to other control measures.

Employees will be required to use PPE as required by the risk assessments.

All employees who are required to use personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment.

Employees will be instructed to report any defects with personal protective equipment and not use until replacement personal protective equipment has been issued.

A record of PPE issued to employees will be retained by the Human Resources Department. It is the responsibility of the Chief Executive or delegated person to ensure that all PPE must be properly used, maintained, cleaned, stored and replaced when appropriate.

Employees are required to follow instructions on the use of PPE and report any defects or problems to their Supervisor or manager.

The responsible person will keep an inventory of all PPE used by IHA.

Section 10 **Control of Hazardous Substances**

It is the policy of Inquilab to comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

A COSHH assessment will be conducted on work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and Inquilab's knowledge of the work process. The findings of the COSHH assessment will be held by the health and safety representative.

Inquilab will take all reasonably practicable steps to ensure that exposure to hazardous substances is minimised and adequately controlled in all cases.

Employees who come into contact with hazardous substances will receive information and training on the safe handling, use and storage of the hazardous substance.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Section 11 **Substance Misuse**

Alcohol, drugs and prohibited substances

IHA is clear that the use of illegal drugs whether deliberate or unintentional will not be tolerated from any member of employees, or other person whilst on company premises or in connection with company business. If it is suspected that any member of employees is under the influence of alcohol, drugs or prohibited substances

The Chief Executive will be informed, following which the employee will be:

- offered medical assistance
- asked to leave the work base or work activity
- Depending on the circumstances leading to the incident, disciplinary action may follow.
- The incident will be recorded in the Accident/Incident Book.

If an employee suspects that there is evidence of other people being under the influence of, drugs and prohibited substances, and likely to therefore be a risk to their (the employees) own Health and Safety, then the employee should:

- leave the premises
- inform the relevant manager
- record the incident in the accident / incident book
- record the incident on the tenants file (if the other person is a tenant).
- Report the incident to the Director of Housing Services to identify whether an approach of joint visits should be implemented.

Section 12 **Environmental Policy**

It is the policy of Inquilab to ensure that its work and processes do not contribute to environmental pollution. Inquilab will therefore comply with the requirements of the Environmental Protection Act 1990 and all relevant regulations when it is practicable to do so.

Inquilab will encourage employees to avoid harming the environment and to report any potential environmental hazards. We will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal, particularly paper. When disposal is necessary Inquilab will ensure that waste is disposed of safely by using licensed contractors.

Inquilab will regularly audit Inquilab's operations from an environmental standpoint and set out standards for improvements.

When purchasing new plant, transport and equipment Inquilab will take into account its energy efficient properties. Inquilab will also ensure that all plant, transport and equipment are regularly maintained to minimise pollution.

COMPLIANCE

Inquilab Housing Association also has legal responsibilities to its residents, the property and its services provided. The following sections cover all aspects of risk.

Section 13 **Asbestos**

Inquilab Housing Association are responsible as Duty Holders to adhere to the regulations set out in The Control of Asbestos Regulations 2012 (CAR), The procedures set out the actions taken within the premises to manage Asbestos Containing Materials (ACMs). The policy and processes recognise that Inquilab HA has a duty to its staff, residents, contractors and visitors to all buildings, owned, leased or managed by it, or other locations which may be utilised by it at any time. This policy must also be read with the procedures which define the Asbestos Management Plan.

Survey Reports

All properties pre 2000 have a requirement for survey to be undertaken to identify any ACMs within its structure. Inquilab provide additional assurance by undertaking surveys pre 2002, which ensures any products that may have been used within the construction of those properties that were in possible storage due to bulk purchasing pre 2000. The surveys are to be used to provide information to manage the risks from asbestos-containing materials throughout all premises (communal and domestic), which in turn protect all parties from exposure to harmful levels of airborne asbestos fibre.

Maintenance and Planned Repairs

All work orders that are raised are to include confirmation of any ACM's. Where surveys have come back as suspected ACM's an addition order is to be raised to test if the works are associated to the

area or proposed works are likely to uncover ACM. Planned programmes are also to ensure detailed surveys are reviewed for all programme in accordance with CDM regulations.

Removal of ACM's is not always required at point of survey and may require further monitoring or removal at point of refurbishment, Inquilab will continue to plan to remove ACMs dependent on survey recommendations and Priority.

Competence and Records

All contractors and staff will be trained with regards Asbestos Awareness and only qualified contractors will be engaged to survey and remove all ACM.

Inquilab will maintain and monitor via the IT databases that contains records of the location, condition and extent of known or suspected ACM's. We will pass relevant information to staff and contractors and residents. The latter will also be communicated at Tenancy Annual Audit Visit.

Where any systems are within a managed environment evidence will still be monitored with the same process. All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant communal UPRN.

Section 14

Electrical Safety

Inquilab Housing Association adheres to all compliance related electrical services as listed within. Following legislation and best practice to ensure that our properties are safe homes and are then inspected and maintained in a safe condition. This policy must also be read with the procedures which define the Electrical Safety Management Plan.

Electrical Condition Reports (periodic inspections)

Inquilab's properties require a valid Electrical Condition Report. These reports issued after a satisfactory test/inspection. New build properties are provided with an Installation Certificate which Inquilab equates to it not requiring a further Condition Report for a maximum of the first 5 years of its life or sooner upon a tenancy or fault. (New Installation's recommendations are 10 years but Inquilab provide assurance of best practice by reducing this to 5 years). Inquilab will undertake an Electrical Condition Report of the electrical installations of its stock at varying durations as follows:

- Tenanted properties- at least once every 5 years.
- At change every change of tenancy. (Void & mutual Exchange)
- Common areas of blocks- at least once every 5 years.
- Offices, community centres, welfare facilities etc- at least once every 5 years.
- Upon major Electrical component replacement.
- After any electrical system is penetrated by water.

On completion of a test, a condition report will be issued. This will make recommendations which will be reviewed by a competent person and the necessary remedial works prioritised accordingly.

Additional assurance is provided via a 10% audit of completed inspections from an independent provider. Inquilab will ensure that all electrical installations, for which it is responsible, meet the current statutory and non-statutory requirements.

PAT testing- (portable appliance testing)

Inquilab will be responsible for any portable appliances that we own or are provided to residents or schemes.

Inquilab will ensure that portable appliances are safe when first supplied, and then on an annual basis co-ordinate testing of all relevant appliances. All equipment is to be labelled with the date and ID number. All testing of equipment will be undertaken in accordance with the Electrical Equipment (Safety) Regulations 1994 and Electricity at Work Regulations 1989.

A schedule is maintained by Inquilab of all portable appliance testing for all equipment it owns and any new items purchased are added, as well disposed items are removed.

Inquilab will discourage employees from using their own electrical equipment for work activities.

PAT testing is also carried out where supply white goods and other electrical equipment as part of tenancies. For example Intermediate rental and HMO's.

Lightning Protection

In accordance with the BS EN 62305 ACOP, Inquilab test lightning protection systems every 11 months by doing so over a 12 year period it will guarantee that the system has been monitored under all seasonal conditions. The inspection is exhaustive and complete in the first year and less elaborate visual inspections in subsequent years.

All tests and any subsequent repairs ensure that the structures are safe from the impact of a lightning strike.

Electronic Gates

All automated gates (whether swing, sliding, bi folding or a rising arm barrier) must comply with the Machinery Directive 2006 /42/EC. Inquilab achieve compliance by undertaking a full risk assessments and service schedules. In addition to fulfilling the requirements of the product standards each manufacturer or installer should also create a technical file for the finished gate. This technical file should contain the following described documents and be kept by the manufacturer or installer for a minimum period of 10 years.

Competence and records

Across all aspects of Electrical works Inquilab only use NICEIC registered electrical contractors to carry out all works. on the electric installations that it is responsible for.

Inquilab will ensure that all documents are recorded using the relevant IT and all actions will be tracked accordingly.

Where any systems are within a managed environment evidence will still be monitored with the same process.

All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant communal UPRN.

Section 15

Fire Safety

Inquilab Housing Association has a general responsibility for the fire safety in its premises, both as an employer and as a housing landlord. This policy covers all properties including offices, general needs accommodation and accommodation for groups with special needs. Persons managing premises on behalf of IHA are responsible for ensuring that this policy and the incorporating procedures are fully implemented. This policy must also be read with the procedures which define the Fire Safety Management Plan

Fire Risk Assessments

The Responsible Person must ensure that fire risk assessments are carried out for all appropriate communal areas within residential blocks and offices where employees of IHA work. They are to be reviewed externally bi-annually and if high risk annually or after any incident that may affect the property, This will co inside with internal estate inspections.

All Fra's will be contracted to a qualified/registered provider, assurance is also given by a 10% review of the FRA's carried out per year again by an independent external provider. All FRA's and remedial works shall be raised, tracked and recorded via the IT databases. All records will be checked and monitored by the Competent Person.

Where any systems are within a managed environment evidence will still be monitored with the same process.

Emergency Lighting

All emergency lighting is to be serviced every six months and on the second visit a full 3 hour discharge test is to be completed IAW BS5266. These tests are completed by a qualified contractor. All tests and remedial works shall be raised, tracked and recorded via the IT databases. All records will be checked and monitored by the Competent Person.

Where any systems are within a managed environment evidence will still be monitored with the same process.

Fire Alarm Systems

All systems are to receive an annual test/service IAW BS5839. These tests are completed by a qualified contractor. All tests and remedial works shall be raised, tracked and recorded via the IT databases. All records will be checked and monitored by the Competent Person.

Inquilab HA in addition to communal areas, our tenanted properties shall have at least one hard wired smoke detector on each storey. The regular testing of these devices are to be completed by the resident as is battery replacement. As part of the 5 year Electrical condition survey these units and circuit will be tested.

Where any systems are within a managed environment evidence will still be monitored with the same process.

Dry Risers

Dry or Wet Risers are to have a six monthly service and pressure test IAW BS5306 and/or BS9990. All tests and remedial works shall be raised, tracked and recorded via the IT databases. All records will be checked and monitored by the Competent Person.

Where any systems are within a managed environment evidence will still be monitored with the same process.

Personal Evacuation Plans & Stay Put policies

Inquilab HA provides Fire Evacuation Policies dependant on building design and specification. These notices are then published for staff and residents, all communal areas have the plans displayed. As part of the tenancy annual audits Personal Evacuation Plans are a 360 degree discussion with all residents confirming what their understanding is on what do in case of emergencies. The documents are then recorded on CRM.

Section 16 **Gas**

This legislation requires landlords to ensure that all gas appliances, flues and associated pipework, in rented accommodation, are checked for safety within 12 months of being installed and thereafter at least every 12 months by a competent engineer. Inquilab Housing Association (IHA) operates a three year Three Star Gas Servicing contract, to meet its responsibility as a landlord under the Gas Safety (Installation and Use Regulations 1998).

Maintenance responsibilities

Inquilab HA employ a Gas Servicing Contractor to undertake the servicing and provide a 24 hour, 365 day repair service for all properties. The contract covers heating and hot water equipment, including hot water pipework and gas fires.

Assurance

To provide additional assurance with regards Gas compliance Inquilab employ a Gas Management Consultant who:

- Administer the Gas Contract.
- Check Landlord's Gas Safety Records (LGSR/CP12).
- Monitor the service programme.
- Carry out pre and post inspections of installations.
- Advise on replacements.
- Check invoices.
- Provide monthly compliance and maintenance reports.

Maintenance and service records for Gas

Inquilab will ensure that all maintenance/servicing/repairs are recorded using the relevant IT and all actions will be tracked accordingly.

Where properties are within a managed environment evidence will still be managed with the same process, (some properties in this scenario have commercial boilers).

All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant UPRN as a chargeable job.

Section 17 **Legionella**

Inquilab Housing Association complies with its legal duties relating to Legionella, it takes reasonable steps to prevent the development and spread of Legionella in the water systems for which it is responsible to ensure it protects its residents, employees, contractors and others affected by its work activities; from the ill health associated with Legionella. This does not include leaseholders' properties, unless they are affected by a shared water system that Inquilab is responsible for. This policy must also be read with the procedures which define the Water Safety Management Plan.

Risk Assessments

In accordance with the Approved Code of Practice, Inquilab Housing Association will conduct Legionella Risk Assessments for all the premises it owns, including domestic dwellings, community resources for blocks with a shared water supply. The findings from these assessments will, where necessary be communicated to residents to what steps it requires them to take to minimise Legionella bacteria in their home and expects them to share this information with all members of their household.

Inquilab will use the following principles as the basis for controlling risk from Legionella:

- Identify and assess the risks.
- Prevent and control the risk where possible.
- Implement, manage and monitor precautions.
- Keep thorough records.
- Appoint qualified people to manage the risk.

All Risk Assessments will be reviewed in line with legislation or more frequently if there are changes to the water system provision, recorded incidents or near misses. The information passed to residents will also be refreshed at Tenancy annual audit visits.

Testing/sampling/repairs/maintenance

All annual testing/sampling to all communal water systems to a qualified contractor who is UKAS accredited. All types of works are recorded using the relevant IT and all actions will be tracked accordingly.

Building Works and Alterations

When Inquilab plans any building or alteration works, it will give due consideration to water safety matters. All building or alteration works will be conducted in line with BS6700. If a whole new water system is to be designed/constructed it will commission the system in line with Water Supply Regulations 1999.

Maintenance Records for Legionella

Inquilab will ensure that all maintenance/servicing/repairs are recorded using the relevant IT and all actions will be tracked accordingly.

Where properties are within a managed environment evidence will still be managed with the same process.

All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant communal UPRN.

Section 18

Lifts/Stair lifts & Hoists.

Guidelines on how Inquilab Housing Association plans to maintain the lifts to its properties, following relevant Legislation. Inquilab Housing Association will use qualified Lift engineers to carry out regular maintenance, servicing and break down service provision. This policy must also be read with the procedures which define the Lift Management Plan.

Service, Repairs and Maintenance visits

The contractors will visit as per the below schedules;

- Six routine Maintenance Service a year on passenger lifts.
- Two routine services on disable hoists/stair lifts.
- Two insurance inspections a year for passenger lifts only.
- As required for breakdown calls.
- As required for Entrapments.

The lift contractor will carry out this work in accordance with the terms of their maintenance contract agreement and will control the required ensuring service and maintenance records are forwarded to the Property Services team.

All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant communal UPRN.

There will be an annual test carried out in line with recommendations set out by SAFED and will be for a supplementary test. The test will be carried out by the lift maintenance contractor(s) in accordance with the terms of their maintenance contract.

Maintenance Records for the lifts

Inquilab will ensure that all maintenance/servicing/repairs and Insurance Inspections are recorded using the relevant IT and all actions will be tracked accordingly. Contract meetings will take place six monthly to discuss performance.

Where lifts are within a managed environment evidence will still be managed with the same process.

All records will be checked and monitored by the Competent Person. All adhoc repairs are to be raised and recorded using SDM against the relevant communal UPRN.

Reports

Inquilab will ensure that they monitor the insurance report. Where a problem is identified, the report will be passed to the maintenance contractor by email and an appropriate works order will be raised and the contractor(s) will be required to complete the works within an agreed timeframe.

Inquilab will ensure that the works are completed before the next visit from the competent person.

APPENDIX 1
ROLES

SECTION	Responsible person	Competent Person	Other STAFF involved
HEALTH & SAFETY	DIRECTOR of OPERATIONS	CONTRACT MANAGER	HRBP
H&S TRAINING & INDUCTION	HRBP	CONTRACT MANAGER	HODS
RISK ASSESSMENTS INC DSE	DIRECTOR of OPERATIONS	CONTRACT MANAGER	HRBP
ACCIDENTS, INCIDENTS, RIDDOR	CONTRACT MANAGER	HRBP	HODS FIRST AIDERS
FIRE ALARM & EVACUATIONS	CONTRACT MANAGER	HRBP	FIRE MARSHALLS
WORKPLACE REGULATIONS	DIRECTOR of OPERATIONS	CONTRACT MANAGER/HRBP	ALL STAFF
PPE, COSH, ENVIROMENT	CONTRACT MANAGER	HRBP	CONTRACTORS ALL STAFF

PROPERTY COMPLIANCE

ASBESTOS	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF
ELECTRICAL SAFETY	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF
FIRE SAFETY	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF
GAS	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF
LEGIONELLA	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF
LIFTS/STAIRLIFTS & HOISTS	DIRECTOR of OPERATIONS	CONTRACT MANAGER	CONTRACTORS ALL STAFF

APPENDIX 2 **TRAINING**

Inquilab will ensure that an appropriate level of training is provided to staff according to their requirements. A clear matrix will be maintained alongside the Management plans and will clearly identify the level and frequency of training required for each relevant position within Inquilab. Below is the minimum levels required for staff and contractors (evidence to be sought & held for the latter).

PROPOSED TRAINING	RELEVANT AUDIENCE	FREQUENCY	DELIVERANCE
Health & Safety in the Workplace.	All Staff	Induction / Annual refresher	INQUILAB & E LEARNING
Health & Safety in the Workplace for Responsible person. (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Persons	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
Risk Assessments, Manual Handling, Working at Height.	Neighbourhood Management Team, Inquilab Staff	Induction / Annual refresher	INQUILAB & E LEARNING
Risk Assessments, Manual Handling, Working at Height. for Responsible person. (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Persons	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
Fire Alarms, Evacuation, Extinguishers, <i>Fire Marshall, First Aid.</i>	Neighbourhood Management Team, Inquilab Staff	Induction / Annual refresher <i>Accreditation</i>	INQUILAB & E LEARNING
Fire Alarms, Evacuation, Extinguishers, Fire Marshall, First Aid for Responsible person. (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Persons	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK

PROPERTY COMPLIANCE

PROPOSED TRAINING	RELEVANT AUDIENCE	FREQUENCY	DELIVERANCE
Water Safety Awareness (Internal Overview)	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
Water Safety Awareness for Responsible person. (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
Lift Safety Awareness	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
Lift Safety Awareness for Responsible person (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION

Competency Checks	Service Providers and Contractors	Annually	CHECK
Electrical Safety Awareness	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
Electrical Safety Awareness for Responsible person (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
Fire Safety Awareness	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
Fire Safety Awareness for Responsible person (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
Asbestos Safety Awareness	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
Asbestos Safety Awareness for Responsible person (IOSH, NEBOSH, OTHER)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK
CDM 2015 Awareness	Neighbourhood Management Team, Inquilab Staff	Induction / bi annually	INQUILAB & E LEARNING
CDM 2015 Awareness for Responsible Person. (CSCS)(CITB)	Duty Holder & Competent Person	5 yearly or regulation change	EXTERNAL CONSULTANT & ACCREDITATION
Competency Checks	Service Providers and Contractors	Annually	CHECK