

Health and Safety Policies Easy Read

We take Health and Safety very seriously.

Everyone needs to know about the Health and Safety Policy. This is an easy read version.



Health and Safety Policy

The management is responsible for:

- making sure that all the places that people work are safe,
- making sure that people have information about Health and Safety,
- Checking regularly that places are safe.



Our staff at are responsible for..

- keeping themselves safe,
- keeping all their colleagues safe,
- following the Health and Safety instructions,
- reporting any problems that might cause an accident or illness.



Risk Assessments



A risk assessment is a report about any new place or activity.

It looks at what the dangers might be, and how to keep everyone safe and healthy.

Our organisation has to write a risk assessment for everything that it does. This is the law.

First Aid and Medical

First aid kits have been provided, and many of the staff have been trained in First Aid At Work.

All accidents need to be reported and written in the Accident book.



Fire Safety

Everybody must find out about Fire Safety and follow the Fire Safety rules.



There must be..

- Fire Doors,
- Fire escape routes,
- Fire wardens,
- Fire Drills.



Fire Doors stop the fire from spreading. Fire doors must not be wedged open.

Fire escape routes are the easy ways out if there is a fire. They must not be blocked.



There should be Fire Wardens at every place of work. They are responsible for making sure that people are safe from fire and that fire extinguishers are kept up to date.

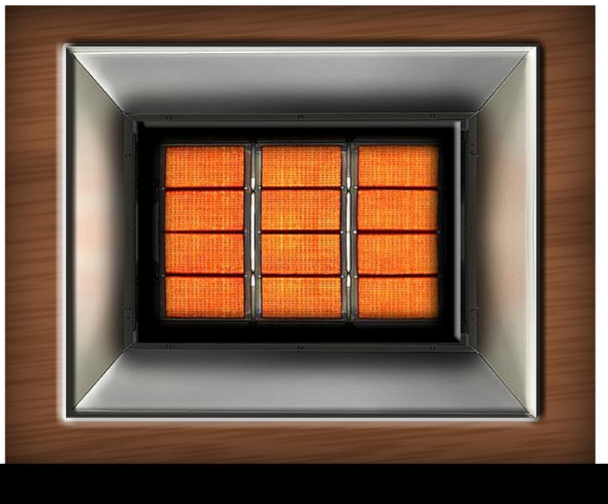
The Wardens should organise regular Fire Drills, so that everybody knows what to do if there is a fire, and how to get out.

Gas Safety

Our organisation will make sure that anyone who works on any gas fire, heater, or cooker, is properly trained.

There must be regular checks on the safety of all gas appliances.

There must be safety notices telling people what to do if there is a leak or any problem.



Any problems with any gas appliance must be reported to the Heating Service Manager.

Asbestos

Asbestos is a material that used to be used a lot in buildings because it was strong, it could keep buildings warm and it would stop fires from spreading.

But in the last century it was discovered that Asbestos can cause serious health problems, including cancer. It is now banned from all new buildings.



There is still asbestos in many buildings and it is fairly safe if it is hidden away. But if it is damaged or open to people - then it is dangerous and must be reported.



Partner housing associations will look at buildings and write a report on any asbestos present.

They will decide whether any urgent action needs to be taken.

They will keep a check on it and make sure that anyone working on the building knows about any asbestos present.



Management of Health and Safety

1. Health and Safety Manager

There is a Health and Safety Manager who advises on everything to do with Health and Safety in our organisation.



2. Safety Representatives

Some staff will be asked to be Safety Representatives.

They will get extra training so that they can investigate any safety or health problems and recommend changes to the Management.

They make regular reports to the Health and Safety Committee.

3. Health and Safety Committee

There are Health and Safety Committees that keep a check on Health and Safety issues.

They will look at reports from any accidents, and make sure that all safety checks are kept up-to-date. It will include representatives from the Management, and the Safety Representatives.



Who do I speak to?

Please find out who you need to contact to report any problems:

My Safety Representative is:

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My First Aider is:

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The Heating Service Manager is:

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My Fire Warden is:

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The Health and Safety Manager is:

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