

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Health and Safety Compliance Register – Key Areas of Legislation (not an exhaustive list)

Legislation	Specific Responsibility	Current Arrangements	Actions required and Date	Review cycle Last reviewed
The Health and Safety at Work Act 1972 Section 2	Duty of care to employees Including lone working	Health and Safety Policy and Procedures Lone Working Policy and Procedures incl Lone Working Risk Assessment		Annually: last October 2014 Three yr review: last June 2014 Annual – October 2014
The Health and Safety at Work Act 1972 Section 2	Slips, trips and falls	Daily checks on common areas Wet floor sign Procedure for safe access to LH in the event of snow / ice		Annually – September 2014 October 2014
Health and Safety (Display Screen Equipment) Regulations 1972 Reg 4		- office based workers Work Station Risk Assessment		Completed with all new employees during Induction & change in workspace All complete @ September 2014
The Manual Handling Operations Regulations 1992 (as amended)	- moving furniture		Provide written guidance. PM to investigate training/guidance & action with approval from MC – Dec 2014	
Control of Substances Hazardous to Health (Amendment) Regulations 2004	Storage and use of hazardous material	-Household cleaners including bleach and drain unblockers kept in locked store room. -Protective gloves for cleaner		Annually

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Electricity at Work Regulations 1974	Safety of Electrical equipment	-PAT testing annually of portable equipment including residents equipment -Rules on what residents can use in rooms -New kettles and extension socket for each resident / room		Annually – July 2014 October 2014 Upon induction of each new resident
Work at Height Regulations 2005	Step ladders	-Small ladder with attached instructions provided -Storage in locked storeroom with no heavy items on top shelf		Annually
Management of Contractors	Management of directly employed contractors	-fit and proper persons employed – references taken - most contractors employed by LHA -volunteer handyman	As new employees start. LHA have been asked to confirm	DBS completed for volunteer handyman 27.4.13
Regulatory Reform (Fire Safety Order) 2005	Requirement to carry out fire risk assessment	Previous annual Fire Risk Assessments on file including completion dates for any actions.	Actions and completion dates on file from last assessment. Next Assessment due August 2015	Annually - August 2014

NB Detailed arrangements can be found in risk specific risk assessments and job descriptions