

**MHA Communities Premises, Facilities and Equipment Policy**

MHAC03 MHA Communities Policies

June 2024

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1. Introduction
   1. MHA Communities members, volunteers and colleagues enjoy participating in activities or working in an environment that is safe, well maintained, and appropriate to their needs.
2. Scope and Purpose
   1. All MHA Communities colleagues and volunteers will respect the environment in which they work or assist.
3. Premises, Facilities, and Equipment
   1. When MHA Communities provides an activity for members, this is not usually within premises owned by MHA.
   2. The MHA Communities Local Manager must ensure that all colleagues understand their role in the regard to Health & Safety and how this links to the facilities and the equipment within the Scheme.
   3. It is the responsibility of the manager, or the employee with lead responsibility for the running of the activity to ensure on each occasion the premises are suitable for use.
   4. To help fulfil this responsibility, the venue should be checked with Premises Daily Checklist on each day it is used, to be completed for each venue, each day an activity takes place. If there are multiple groups per day in the same venue, once per day is appropriate. General hazard awareness should continually be in place. Retain the completed check for 1 month in case and if no issues arise, destroy. If issues arise, retain for 3 year
   5. Where a venue is used on a daily or weekly basis. To be completed for each venue for up to five days within a week. If there are multiple groups per day in the same venue, once per day is appropriate. General hazard awareness should continually be in place. Retain for 1 month in case and if no issues arise, destroy. If issues arise, retain for 3 years.
   6. Where defects or concerns are identified, these must be reported to the MHAC Local Manager, and to the controller of premises. Examples may include:
   * maintenance concerns
   * premises or equipment being a factor in an accident or near miss
   * problems which may create risks in the general environment - e.g. pest infestation, poor hygiene / cleanliness
   1. All colleagues must be mindful that, if a serious premises defect is identified, the premises may need to be abandoned for the day or a longer duration, and alternative arrangements made. The MHA Communities regional Manager must be informed and will support any decision making required.
   2. If equipment is defective, this must be taken out of use immediately, and clear warnings given to all members, colleagues, and volunteers to this effect.
   3. The MHA Communities Local Manager and other colleagues must make sure they understand their roles and responsibilities in regard to risk assessment in relation to this policy. They must also ensure that risk assessments are comprehensively and fully documented, reviewed and updated as required.
   4. The MHA Communities Local Manager must know about, and action possible additional reporting required where equipment may be faulty or unsafe, through RIDDOR or accident / near miss reporting).
4. Roles and Responsibilities

| Role | Responsibilities |
| --- | --- |
| **All Colleagues and Volunteers** | * Ensure risk assessment control measures are followed as directed by the Scheme/Communities Manager * Report any issues arising to the MHAC Local Manager or if out of hours, by utilising the out of hours on call arrangements |
| **MHAC Local Manager** | * Ensure that the premises specification has been followed when sourcing new premises * Ensure that Risk assessments, daily and weekly premises checks are in place and appropriate control measures are documented * Ensure all colleagues and volunteers have had sight of and are working to these documents * Ensure any accidents or near misses are reported, where required and the MHAC Regional Manager is informed * Ensure that any issues arising with premises are indicated to the premises controller and that you remain updated until resolved |
| **MHAC Regional Manager** | * Support MHAC Local manager with decision making and appropriate control measures, where indicated sign off risk assessments |

1. Training and Monitoring
   1. Compliance is assessed through direct observation, monitoring, and supervision of our colleagues and volunteers.
2. Communication and Dissemination
   1. This policy is disseminated and implemented within all MHA services through MHA’s channels of communication.
   2. Each colleague’s line manager must ensure that all teams are aware of their roles, responsibilities.
   3. This policy will be made available to the people we support and their representatives in alternate formats, as required.
   4. Any review of this policy will include consultation with our colleagues, review of support planning, incident reports, quality audits and feedback from other agencies.
   5. Queries and issues relating to this policy should be referred to the Standards and Policy Team [policies@mha.org.uk](mailto:policies@mha.org.uk)
3. EDI Impact Assessments
   1. Equality, Diversity, and Impact Assessment to be confirmed.
4. Resources
   1. **MHA policy documents, procedures, and guidance:**
   * Premises Daily Checklist Form [MHAC03a]
   * Premises Weekly Checklist Form [MHAC03b]
5. Version Control

| Version | Version Date | Revision Description / Summary of Changes | Author | Next Review Date |
| --- | --- | --- | --- | --- |
| 5 | June 2024 | * Regular compliance review. | * Head of MHA Communities * MHA Communities Regional Manager (South-East) and Regional Manager (South-West) * Standards and Policy Manager | June 2027 |