Health and Safety Policy

# Introduction

* 1. The policy outlines the way in which Medway Council (the Council) Housing Services will develop and embed Health and Safety procedures for staff and residents within Homes for Independent Living Schemes.

# Purpose

* 1. This policy provides residents, staff and scheme visitors with a clear statement of Medway Council Housing Services commitment to Health and Safety within the Homes for Independent Living Schemes.

# Scope

* 1. Health & Safety Policy applies to all staff and residents within Homes for Independent Living Schemes.

# Legislation and Guidance

* 1. Internal
     1. Scheme specific risk assessments and procedures
     2. Medway Council Health and Safety Policy
     3. HRA Management of Fire Risk in Communal Areas Policy
     4. Homes for Independent Living Handbook
  2. External
     1. Health And Safety At Work Act 1974
     2. Housing Act 2004
     3. The Care Act 2014
     4. NFCC Specialised Housing Guidance 2017c

# Policy

* 1. The Scheme Support Officer carries out various Health and Safety checks within the schemes including but not limited to:
     1. Checking first aid and spillage kits comply,
     2. Regularly testing scheme alarms such as pull cords and fire call – points.
     3. The Scheme Support Officer ensures the following activities are carried out in line with the yearly checklist as outlined in appendix one.

## Residents Responsibilities

* 1. Residents are not permitted to fit extra door locks or chains to their front door. This is in case the Scheme Support Officer or emergency services need to gain urgent access to the property if an emergency occurs.
  2. No open flames such as candles are permitted in individual dwellings or communal areas of the scheme. More information can be found in the Homes for Independent Living Handbook.
  3. The communal cooking facilities can only be used when a Scheme Support Officer is present onsite.
  4. For their own health & safety and the safety of other residents, tenants are discouraged from using oil chip pans as a form of deep frying. There are various other safer options available for tenants to use which are thermostatically controlled.
  5. Whoever takes charge of the communal kitchen on the day is required to hold a Basic Food Hygiene Certificate if food is being prepared for sale.
  6. BBQs are only permitted if a Scheme Support Officer is present. Charcoal barbeques (no gas) can only be used in communal gardens and the barbeques must be placed in the safest and furthest point away from the building.
  7. Residents must make sure the barbeque is correctly extinguished before leaving the communal gardens.
  8. Safety precautions such as sand must be available to use whilst the barbeque is being used.
  9. Residents must not leave any belongings in communal areas of the scheme to avoid obstruction of exit/entrances of the building as outlined in the [Management of fire risks in communal areas policy](https://www.medway.gov.uk/downloads/file/3319/management_of_fire_risks_in_communal_areas_policy).
  10. Residents must be vigilant in reducing the causes of fire. Examples may be by making sure cigarettes are fully extinguished.

# Role, responsibilities and authority

* 1. The Assistant Director RCET retains the overall responsibility for the implementation of this policy.
  2. Chef Housing Officer is responsible for the operational delivery of this policy and the associated procedures. This includes responsibility for monitoring and review, staff awareness and training, policy development and communication to customers.

# Monitoring, review and evaluation

* 1. This policy will be reviewed on a biennial basis or in line with legislative or regulatory changes.

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