



WELLINGTON MILLS HOUSING CO-OPERATIVE LIMITED

Health and Safety Policy Statement

1. Safety Policy

- 1.1 It is the policy of the Co-operative to ensure that all reasonable measures are taken to eliminate or reduce risk to employees, residents and others.
- 1.2 The Co-operative is committed to providing and maintaining a safe and healthy living and working environment by:
 - 1.2.1 the use of practical and safe systems of work;
 - 1.2.2 the provision of information, instruction and training to enable employees to perform their work safely;
 - 1.2.3 the identification of hazards, assessments of risks and formulation of safety arrangements in the Health and Safety Policy Statement;
 - 1.2.4 regular estate inspections to identify areas of risk and to take the necessary preventative measures;
 - 1.2.5 regular consultation with employees and contractors on health and safety matters;
 - 1.2.6 revision of the Co-operative's Health and Safety Policy Statement as necessary in consideration of future developments and experience.
- 1.3 All employees will receive a copy of the Health and Safety Policy Statement which has been formally approved by the Management Committee.
- 1.4 Copies of the most relevant sections of the Statement will be circulated to residents and contractors to ensure that the content of the Health and Safety Policy Statement is brought to the attention of all concerned.
- 1.5 All employees are expected to co-operate with the Management Committee in the implementation of the safety arrangements detailed in this Statement.

2. Responsibility for Safety

The Management Committee

- 2.1 The main responsibility under the Health and Safety at Work etc. Act 1974 for ensuring the health and safety of workers and for reducing risks to others affected by work activities, including members of the public, rests with the employer (the Management Committee).
- 2.2 The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' (the Management Committee) to carry out a fire risk assessment, to remove or reduce the risks identified and to decide on the nature and extent of fire precautions.
- 2.3 The Management Committee is also responsible for:

- 2.3.1 a commitment collectively and individually to continuous improvement in health and safety performance;
- 2.3.2 addressing the health and safety implications of all committee decisions;
- 2.3.3 ensuring effective risk management, monitoring and reporting of health and safety performance;
- 2.3.4 reviewing this Health and Safety Policy Statement to reflect changes;
- 2.3.5 appointing the Safety Co-ordinator and the Safety Officer and ensuring appropriate training and support.

Safety Co-ordinator

- 2.4 The Safety Co-ordinator is the Assistant Secretary or another delegated member of the Management Committee.
- 2.5 The Safety Co-ordinator is responsible to the Management Committee for:
 - 2.5.1 supervising and supporting the Estate Manager in her role as Safety Officer; advising her Line Manager of her training needs and ensuring they are met;
 - 2.5.2 ensuring that accidents and other incidents are investigated and that appropriate action is taken;
 - 2.5.3 organising monthly safety inspections and other related activities;
 - 2.5.4 undertaking safety inspections both regular and occasional (unannounced);
 - 2.5.5 agreeing the format and monitoring health and safety records (including the Accident Book) maintained by the Estate Manager;
 - 2.5.6 reporting and making recommendations on health and safety matters to the Management Committee;
 - 2.5.7 advising the authors of reports to the Management Committee or the General Meeting about related health and safety issues to be considered;
 - 2.5.8 keeping informed about health and safety regulations, advice and information;
 - 2.5.9 promoting good ideas and writing general publicity on health and safety issues for residents;
 - 2.5.10 liaison (where Management Committee involvement is required) with the Council, the emergency services or other external authorities;
 - 2.5.11 assisting with the orderly evacuation of residents in an emergency, if present.

Safety Officer

- 2.6 The Safety Officer is the Estate Manager. On Health and Safety matters overall he or she is responsible to the Safety Co-ordinator but acts with autonomy day to day or as directed by his or her Line Manager.
- 2.7 The Safety Officer is responsible for:

General

- 2.7.1 close liaison with the Safety Co-ordinator;
- 2.7.2 taking account of Health and Safety issues and considering risk at all times;
- 2.7.3 taking any necessary action in an emergency;

The Estate

- 2.7.4 responding to hazard reports by residents;
- 2.7.5 twice weekly general inspections of the estate with estate staff;
- 2.7.6 regular inspections of the fabric of the estate with or without advisers;
- 2.7.7 maintaining the estate free of hazards wherever possible and removing or controlling any which exist;

- 2.7.8 maintaining the office and lifts as no smoking areas;
- 2.7.9 controlling or reducing vermin and pests.

Staff and Contractors

- 2.7.10 supervising estate staff and contractors having particular regard to Health and Safety;
- 2.7.11 ensuring that estate staff (whether directly employed or contracted) are appropriately trained and that equipment fit for the purpose is available to them;
- 2.7.12 undertaking simple, on-the-job training where capable;

Equipment and Services

- 2.7.13 ensuring that all estate equipment and services, including the first aid kit, are properly maintained (whether by the Co-operative or by the Council) and that manufacturers' data sheets are available;
- 2.7.14 ensuring that the office (including his/her work area) is free of hazards wherever feasible and regularly cleaned;
- 2.7.15 ensuring that office equipment and lighting is fit for the purpose;
- 2.7.16 ensuring that hazardous chemicals are properly used and stored;
- 2.7.17 ensuring that fire exits, the fire alarm and fire fighting equipment are fully operational and conform to requirements;

Personal

- 2.7.18 taking steps to minimise his or her own stress and reporting concerns to her Line Manager and/or the Safety Co-ordinator;
- 2.7.19 keeping informed about Health and Safety regulations, advice and information;

Communication

- 2.7.20 maintaining records of all actual or potential hazards or incidents in a manner agreed with the Safety Co-ordinator;
- 2.7.21 maintaining the Accident Book, reports of advisers and any similar records;
- 2.7.22 supplying data for regular monitoring reports by the Safety Co-ordinator to the Management Committee;
- 2.7.23 making reports and recommendations to the Management Committee in conjunction with the Safety Co-ordinator;
- 2.7.24 day to day liaison with the emergency services, the Council and other authorities;
- 2.7.25 liaison with paid advisers as agreed with the Management Committee;
- 2.7.26 informing residents about specific hazards which relate to them; providing advice where appropriate.

3. Statutory Duties of Employees

- 3.1 The Safety Health and Welfare at Work Act of 1989 places several duties on employees while at work.
- 3.2 Failure to comply with these duties may result in a prosecution of the employee by the Health and Safety Authorities.
- 3.3 These duties mean that you must:
 - 3.3.1 take reasonable care for:
 - 3.3.2 your own safety, health and welfare;
 - 3.3.3 the safety, health and welfare of anyone else who may be affected by the work you do or leave undone;

- 3.3.4 co-operate with the Management Committee to enable the Co-operative to comply with Health and Safety legislation;
- 3.3.5 use any clothing or equipment provided and follow approved working methods for securing safety, health and welfare;
- 3.3.6 report any defects which might endanger safety, health or welfare to the appointed Safety Officer or Safety Co-ordinator (or in their absence a member of the Management Committee), without delay;
 - for example, defects may occur:
 - anywhere on the estate or inside the flats or office;
 - in appliances and equipment;
 - at the location where you are working;
 - in the way in which you are working.
- 3.4 If the defect relates to a Council responsibility, such as the structure of the building or the presence of dangerous asbestos, the Estate Manager must report it to the Council immediately.
- 3.5 The Act also states that ‘no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or other work related material’.

4. General Rules for Employees (directly employed and contract staff)

- 4.1 As an employee, you must:
 - 4.1.1 be aware of the duties imposed by the Safety Health and Welfare at Work Act 1989 (see 3.3 above) and understand that failure to comply with the provisions of that Act may result in prosecution by the Health and Safety Authority;
 - 4.1.2 understand that if you fail to comply with the safety procedures detailed in this Safety Statement, you will be subject to disciplinary procedures;
 - 4.1.3 undertake any training required by your employer;
 - 4.1.4 report any accident, minor incident or dangerous occurrence to the Safety Officer, or if you are the Safety Officer, to the Safety Co-ordinator in the manner agreed;
 - 4.1.5 maintain a good standard of tidiness and control in your work area, complying in full with the safety procedures detailed in section 5-7 below;
 - 4.1.6 take particular care when working near children or vulnerable residents;
 - 4.1.7 ensure that any visitors or contractors for whom you have responsibility are safely escorted from the office in the event of an emergency;
 - 4.1.8 not engage in dangerous behaviour, practical jokes or rushing around the estate;
 - 4.1.9 pay particular attention to minimising fire hazards by:
 - 4.1.10 safe disposal of cigarette ends if smoking is permitted;
 - 4.1.11 switching off electrical appliances after use and particularly at the end of each day’s work;
 - 4.1.12 keeping fire check doors closed;
 - 4.1.13 complying with fire evacuation procedures.

5. Accident Reporting

- 5.1 All accidents, minor incidents, near misses and dangerous occurrences are to be reported to the Safety Officer.
- 5.2 The Safety Officer must complete an Accident Report and make whatever enquiries are considered necessary.

- 5.3 Details of accidents, incidents, first aid administration etc., are to be recorded in the Accident Book.

6. Action in the Event of Fire

6.1 On Discovering a Fire

- 6.1.1 RAISE THE ALARM immediately via a fire alarm call point if available or shout 'fire fire'.
- 6.1.2 CALL 999 – ask for the Fire Service.
- 6.1.3 ALERT others in the area as you leave the building.
- 6.1.4 VISITORS - ensure that your visitor is escorted safely from the premises.
- 6.1.5 TACKLE outbreak of fire with fire extinguisher ONLY IF IT IS SAFE TO DO SO.
- 6.1.6 EVACUATE the building without fail. Close doors behind you. If you encounter smoke, stay close to the floor, crawl if necessary. DO NOT DELAY by collecting personal possessions.
- 6.1.7 DO NOT USE LIFT to evacuate, use stairway only.
- 6.1.8 STAY OUT - DO NOT RE-ENTER the building until advised that you can do so by the Emergency Services.
- 6.1.9 Liaise with the Emergency Services on their arrival.
- 6.1.10 Inform your line manager.
- 6.1.11 Don't leave the area unless you are no longer required by the emergency services or a line manager releases you.

7. Action in the Event of an Accident or Medical Emergency

7.1 If there is an Accident or Medical Emergency:

- 7.1.1 CALL 999 – ask for the Ambulance Service.
- 7.1.2 STAY with the injured person.
- 7.1.3 If possible, SEND somebody to guide the Emergency Services back to the injured person.
- 7.1.4 DO NOT MOVE the injured person.

7.2 First Aid

- 7.2.1 A First Aid kit is provided in accordance with the First Aid Regulations 1993. It is kept in the kitchen of the Office.
- 7.2.2 You must call 999 for any accident requiring more than first aid treatment.
- 7.2.3 Details of all first aid treatment provided must be recorded in the Co-operative's Accident Book.

8. Hazard Identification and Risk Assessment

- 8.1 The following hazards and risks on the estate have been identified and are subject to the control procedures below.

8.2 These hazards and risks will be re-assessed from time to time by the Safety Co-ordinator and the Safety Officer following HSE guidelines and/or with professional advice if appropriate.

8.3 Risks are assessed as HIGH, MEDIUM or LOW based on the following definitions:

8.3.1 Hazard: 'A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).' A hazard is anything which might cause you or someone else harm.

8.3.2 Risk: 'Risk is the likelihood of potential harm from that hazard being realised'. The extent of the risk will depend on:

- 'the likelihood of that harm occurring' including the frequency of exposure to the hazard;
- 'the potential severity of that harm' such as any resulting injury or adverse health effect;
- 'the population that might be affected by the hazard', that is the number of people at risk;
- the probable financial loss.

9. Work-related Stress

9.1 Stress arises when the demands on the individual exceeds his or her capacity to cope. Stress is caused by many different factors.

9.2 Risk Assessment: HIGH for office work; LOW for outdoor work.

9.3 Safety Precautions

9.3.1 If you are suffering from undue work-related stress or if your work is affected by external problems, bring it to the attention of your line manager. All discussions will be treated with the strictest confidence.

9.3.2 You can reduce stress if you:

- manage your time sensibly;
- prioritise your work;
- take breaks during the day and all your annual leave;
- recognise excessive stress;
- complain if you feel bullied or harassed;
- discuss problems with someone you can trust;
- think about what really matters;
- slow down and breathe deeply;
- drink water during the day;
- eat healthily with no extremes of dieting, bingeing or drinking;
- do not use drugs;
- relax with friends or family;
- take regular exercise.

9.4 Resources

- Regular assessment of extent of stress by Line Manager or Safety Co-ordinator.

- Management supervision and support.
- Work environment and equipment suitable for work activity.

10. Slips, Trips and Falls

10.1 Slips, trips and falls are the most common hazard in offices accounting for approximately 40% of all office accidents.

10.2 Slips, trips and falls may result in serious injury.

10.3 The cause of such accidents is usually:

- bad housekeeping (e.g. failing to remove files from floors);
- obstructions;
- poor maintenance;
- poor or ineffective lighting;
- loose floor coverings;
- wet floors following cleaning or caused by spillages;
- dangerous or unsuitable seating;
- loss of balance especially on stairs;
- running or rushing.

10.4 Contributing factors are footwear, health, age and carrying loads.

10.5 Risk Assessment: HIGH

10.6 Safety Precautions

10.6.1 Take care when:

- moving around the office and the estate, particularly when using stairs;
- gaining access to objects at high levels or beyond your reach;
- using hot water taps, standing in a congested area or walking around with cups of hot liquid;
- you or someone else could walk round blind corners or open doors quickly;

10.6.2 Do not:

- use a chair to stand on;
- leave filing on access routes to and from your desk;
- leave the bottom drawer of filing cabinets open;
- leave tools and other objects around the estate;
- leave cables or leads trailing;
- read when walking.

10.7 Report any hazardous obstructions to your Safety Officer/Co-ordinator.

10.8 Resources

- Stepladder or kick step for access to objects at high levels.
- Uncongested work areas and access routes.
- Good standard of lighting and ventilation.

- Safe floor coverings.
- Regular cleaning and removal of waste from premises.
- Management supervision.
- Regular inspections of workplace.

11. Fire

11.1 Fire is potentially one of the most serious hazards in our homes and offices.

11.2 In extreme circumstances it can cause serious personal injuries or death if employees are unable to escape from a building in an emergency.

11.3 Common causes of fire in offices are:

- overloading electrical connections;
- unsafe disposal of cigarette ends e.g. dropping them into wastepaper bins/ plastic sacks;
- misuse of flammable liquids, e.g. printing inks.

11.4 Risk Assessment: HIGH because of the potentially serious consequences.

11.5 Safety Precautions

11.5.1 For detailed Fire Risk Control arrangements refer to Section 6 above.

11.5.2 Do not:

- leave electrical appliances switched on at end of the working day;
- leave lighted cigarettes anywhere on the estate;
- smoke AT ANY TIME in the Office or lifts.

11.5.3 Know the location of all fire extinguishers, fire blankets and break glass units on the estate. See information notices displayed in the Office.

11.6 Resources

- Fire extinguishing equipment and training in its use.
- Regular inspection of electrical installations in the office and across the estate.
- Introduction and maintenance of a no smoking policy.

12. Manual Handling (Back Strain)

12.1 Employees regularly lift loads such as files, office or maintenance equipment and building supplies.

12.2 If unsafe lifting techniques are used or if the load is in excess of an individual's lifting ability, lifting can result in muscular, nerve or disc injuries.

12.3 Risk Assessment: MODERATE with the exception of HIGH RISK occasions when heavy loads, such as furniture or building supplies, are moved.

12.4 Safety Precautions

- 12.4.1 Do not attempt to lift a load which is in excess of your personal lifting capacity.
- 12.4.2 Reduce the weight of the load to a minimum, for example by breaking it into smaller parts.
- 12.4.3 If heavy loads, such as a desk, large boxes of files or building supplies, must be lifted, use a trolley or suitable mechanical device;
- 12.4.4 Practise the following safe lifting guidelines:
 - Keep your feet slightly apart with your leading foot in the direction of travel to allow follow-through and to prevent having to reach out with your hands.
 - Keep your arms and elbows close to your body so the load is as close to your body as possible.
 - Get a firm grip on the load with the palms of both your hands;
 - Raise your head and keep your chin in.
 - Bend both your knees to crouch, keeping your back straight before lifting the load.
 - Take particular care if you are lifting from one level to another, for example loading or unloading from a van or from a desk to the floor.

12.5 Resources

- Training for all staff.
- Lifting equipment, such as trolleys.
- Risk assessment of identified hazards.
- Management supervision.

13. Electric Shock

- 13.1 Electric equipment and appliances are constantly utilised in the office and on the estate.
- 13.2 If misused, they can cause electric shock and burns or fire and explosion resulting in severe or fatal injuries and extensive damage to property.
- 13.3 Risk Assessment: HIGH because misuse has potentially serious consequences.
- 13.4 Safety Precautions
 - 13.4.1 Electrical equipment must be switched off at the end of each working day (unless continuous operating is necessary).
 - 13.4.2 Electric heaters, photocopiers and fans should not be left on when the office is unattended.
 - 13.4.3 Do not attempt to carry out electrical repairs yourself.
 - 13.4.4 Refer any damaged or faulty electrical equipment including cables and leads to the Safety Officer or, if the Safety Officer to the Safety Co-ordinator.
 - 13.4.5 Ensure that no-one can come into contact with such equipment until repaired.

- 13.4.6 Avoid trailing or loose cables and leads across access routes inside the office and on the estate wherever possible.
- 13.4.7 Consult the Safety Officer about eliminating the hazard by removing the cable or ramping over it.
- 13.4.8 Place a visible warning notice over or close to the hazard on the estate, for example for short periods when pressure washing.
- 13.4.9 Do not use adaptors or overload sockets.
- 13.4.10 Never touch electrical equipment with wet hands.
- 13.4.11 Do not bring personal mains electrical equipment onto Co-operative premises.

13.5 Resources

- Inspections by the Safety Officer and the Safety Co-ordinator.
- Adequate socket outlets.
- Hazard signs.

14. Display Screen Equipment (VDUs)

- 14.1 Display Screen Equipment is not in itself hazardous.
- 14.2 Unsafe methods of using the equipment can result in physical (musculoskeletal) problems such as back pain, an upper limb disorder such as repetitive strain injury (RSI), visual fatigue and mental stress.
- 14.3 Any ill effects are likely to be of a temporary nature provided that you:
 - 14.3.1 seek advice from a medical practitioner if you suspect RSI which is usually manifested by tingling or numbness in one or both hands or arms;
 - 14.3.2 have regular eye tests;
 - 14.3.3 follow the tips for reducing stress at 9.3.2 above.
- 14.4 Risk Assessment: LOW
- 14.5 Safety Precautions
 - 14.5.1 If you experience any discomfort, either visual or muscular, speak to your line manager and the Safety Co-ordinator without delay; this information will be treated in confidence.
 - 14.5.2 Understand how to operate a VDU safely; there are guidelines on the Council's Intranet.
 - 14.5.3 Ensure you are properly trained to operate the hardware and software you are expected to use. Inform your line manager/the Council if this is not the case.
 - 14.5.4 Always take your full lunch break away from VDU operation.
 - 14.5.5 Note that changes in work routine, that is time spent on tasks not involving the VDU, have been shown to be more effective in relieving visual fatigue than formal rest breaks.
 - 14.5.6 If you cannot change your routine, follow the following tips about rest breaks.
 - 14.5.7 Rest breaks should be:

- taken before you feel tired not in order to recuperate;
- taken when performance is at a maximum before productivity reduces;
- short and frequent rather infrequent longer breaks;
- taken away from the screen if possible;
- if not possible, the VDU should be switched off.

14.6 Resources

- 14.6.1 VDUs with detachable keyboards and tilt/swivel facilities for screens.
- 14.6.2 Immediate servicing if the operator reports unstable images.
- 14.6.3 Work desk or surfaces with a sufficiently large, low-reflective surface.
- 14.6.4 Area in front of keyboard sufficient to provide support for the hands of the operator.
- 14.6.5 Desks and VDU screens arranged to avoid glare on the screen where possible.
- 14.6.6 Wheeled, adjustable typist's chairs which conform to health and safety standards.
- 14.6.7 Printers and other noisy equipment positioned away from VDU work stations.
- 14.6.8 The provision of equipment to support VDU use such as foot rests.
- 14.6.9 Training in the use of hardware, software and seating position.

15. Photocopiers

- 15.1 The hazards associated with photocopiers relate to toner dust, ozone, light and ultraviolet light.
- 15.2 Modern machines and supplies have reduced risks to a minimum.
- 15.3 Operators are advised not to change the toner if they have asthma, bronchitis or impaired lung function.
- 15.4 Stress resulting from noise, particularly from fast machines with collators, can be avoided by taking breaks (see 14.5.5 onwards above).
- 15.5 Risk Assessment LOW
- 15.6 Safety Procedures
 - 15.6.1 Ensure that the photocopying machine is:
 - in a dedicated room – where this is not possible, it is essential that the room is well ventilated;
 - properly maintained with regular servicing including a change of ozone filter as recommended by the manufacturer;
 - 15.6.2 The operator must take care to:
 - change the toner without spillage, placing the old cartridge in a sealed bag and disposing of it as instructed;
 - keep the cover closed or, if this is not possible, look away from the light source;

- avoid operating the machine for long periods.

16. Lighting

- 16.1 Poor lighting or glare in the office environment is hazardous and may cause impairment of eyesight and headaches or slips, trips and falls.
- 16.2 Ineffective estate lighting is a hazard as described above and can also compromise community safety by creating an environment where crime is more likely to be committed.
- 16.3 Fluorescent tubes contain mercury and are classified by the Environment Agency as hazardous waste. They are used in flats as well as the Office.
- 16.4 Fluorescent tubes can be mixed with household waste but if so, it should be declared as mixed waste.
- 16.5 Risk Assessment: LOW
- 16.6 Safety Precautions
- 16.6.1 Report any faulty lighting to your Safety Officer.
- 16.6.2 Switch off fluorescent tubes if they are not working properly.
- 16.6.3 Dispose of them as instructed and do not break the tube when doing so.
- 16.6.4 Renew fluorescent tubes when preparing void flats for occupation.
- 16.6.5 Only use light bulbs which are the recommended wattage.
- 16.6.6 Do not place paper, such as files, near light bulbs.
- 16.7 Resources
- 16.7.1 Adequate lighting.
- 16.7.2 Regular estate inspections to identify spent bulbs and faulty lighting.
- 16.7.3 Regular changing of fluorescent tubes.

17. Obstructions (resulting from Untidiness or Poor Housekeeping)

- 17.1 The hazards of untidiness or poor housekeeping which can cause an accident include:
- 17.1.1 blocking access routes or walkways;
- 17.1.2 careless storage of files or goods;
- 17.1.3 leaving bottom drawer of filing cabinets open are all hazards any of which could cause an accident.
- 17.2 Risk Assessment HIGH because of the number of people, frequency and consequences.
- 17.3 Safety Precautions
- 17.3.1 Keep each item in its designated place and return it if removed.
- 17.3.2 Place all rubbish in waste bins provided (with the exception of cigarette ends) or dispose of as instructed.

- 17.3.3 Ensure that work on the estate is carried out in a tidy manner and that all tools and materials are removed and safely stored.
- 17.3.4 Keep all files off floors and ensure that the area around desks is tidy both during and after work hours.
- 17.3.5 Keep all access routes, walkways, staircases and the office clear of obstruction.
- 17.3.6 Take prompt action to notify residents who obstruct communal areas that they must remove the obstruction.
- 17.3.7 Keep all doors, especially emergency exit doors, clear of obstacles at all times.

17.4 Resources

- 17.4.1 The orderly arrangement of operations and equipment.
- 17.4.2 The provision of a definite place for each object.
- 17.4.3 Adequate disposal of waste and surplus materials.
- 17.4.4 Cleanliness of buildings and equipment.
- 17.4.5 Unobstructed access routes, walkways, staircases and car park.
- 17.4.6 Regular and occasional inspections.

18. Hazardous Substances (including Chemical Solvents)

- 18.1 Cleaning, maintenance and gardening supplies and chemicals have the potential to cause skin burns and damage to the eyes, and poisoning if ingested.
- 18.2 Risk Assessment LOW
- 18.3 Safety Procedures
 - 18.3.1 Use personal protective equipment (gloves, glasses) if handling chemical solvents.
 - 18.3.2 Be familiar with the safety precautions detailed in the material data safety sheets.
 - 18.3.3 Keep chemicals in childproof, marked containers in appropriate locked storage located outside the office.

18.4 Resources

- 18.4.1 Material data safety sheets for any chemical solvent used on the premises.
- 18.4.2 Personal protective equipment provided if necessary.
- 18.4.3 Least hazardous chemicals used.
- 18.4.4 Supervision.

19. Hazardous Machines and Equipment

- 19.1 Machinery and equipment can cause various types of injuries such as entrapment, entanglement, cuts and abrasions.
- 19.2 Machinery or equipment with the potential to cause injuries (such as a lawn mower) is described here as hazardous.
- 19.3 Risk Assessment LOW.

19.4 Safety Precautions

- 19.4.1 Hazardous machines or equipment must never be used if guards or safety devices are removed or out of order.
- 19.4.2 Hazardous machines must be switched off and unplugged before guards or safety devices are removed.
- 19.4.3 Hazardous machinery and equipment must be stored in secure, locked areas when not in use.
- 19.4.4 Machinery and equipment requiring repair or servicing must be reported to the safety officer.
- 19.4.5 Maintenance must only be carried out by qualified and competent person.
- 19.4.6 Manufacturers' recommendations and instructions must be complied with.
- 19.4.7 Any defect must be immediately reported to the Safety Officer.

19.5 Resources

- 19.5.1 All hazardous machinery and equipment is suitably guarded in accordance with recognised standards.
- 19.5.2 All hazardous machinery and equipment is stored in secure, locked areas when not in use.
- 19.5.3 Maintenance records are kept.

Amendments approved by the Management Committee 2011; amended to incorporate advice from Lambeth Living's Fire Adviser, 2013. Health and Safety instructions for residents (Leaflet 7 Welcome Pack) approved by the General Meeting January 2013.