

Pembroke Street Estate Management Board Ltd Health and Safety Policy

1. Statement of Intent

Pembroke Street Estate Management Board Ltd (hereafter "Pembroke") is committed to ensuring the health, safety, and welfare of all employees, volunteers, tenants, visitors, and contractors involved in housing management, maintenance, and youth and community work, including the management of community meeting rooms.

We aim to:

- Provide a safe and healthy working environment.
- Comply with all relevant health and safety legislation, including the **Health and Safety at Work Act 1974**, **Management of Health and Safety at Work Regulations 1999**, and other applicable laws.
- Identify, assess, and manage risks associated with our operations.
- Promote a culture of continuous improvement in health and safety practices.

This policy will be reviewed annually and updated as necessary.

2. Responsibilities

2.1 Management Responsibilities

Pembroke's management is responsible for:

- Ensuring compliance with health and safety legislation.
- Providing adequate training and resources to employees and volunteers.
- Conducting regular risk assessments for housing maintenance and community work activities.
- Implementing and monitoring safe systems of work.
- Ensuring the reporting and investigation of accidents, incidents, and near misses.
- Maintaining up-to-date records of health and safety procedures.

2.2 Employee and Volunteer Responsibilities

All employees and volunteers must:

- Take reasonable care of their own health and safety and that of others.
- Comply with all health and safety policies and procedures.
- Report hazards, accidents, and near misses to management.
- Use personal protective equipment (PPE) where required.

- Attend health and safety training as required.

2.3 Contractors and Visitors

All contractors and visitors must:

- Comply with Pembroke's health and safety policies and procedures.
 - Follow safe working practices while on Pembroke premises.
 - Report any concerns or hazards to management.
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3. Risk Assessment and Management

- Regular risk assessments will be carried out for all housing maintenance tasks, community work activities, and the use of community meeting rooms.
 - Identified risks will be recorded, and control measures will be implemented.
 - Staff and volunteers will be trained to identify and mitigate potential hazards.
 - Specific risk assessments will be conducted for high-risk activities such as working at height, manual handling, and electrical work.
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4. Safe Working Practices

4.1 Housing Management and Maintenance

- Maintenance activities must follow safe working procedures.
- PPE must be worn as required for specific tasks (e.g., gloves, eye protection, high-visibility clothing).
- Electrical work must only be carried out by qualified professionals.
- Hazardous substances must be stored and handled safely.

4.2 Youth and Community Work

- Activities involving children and young people must comply with safeguarding policies.
- First aid provisions must be available during youth activities.
- Emergency evacuation procedures must be in place for community spaces.

4.3 Community Meeting Rooms

- Fire safety procedures, including clear exits and alarm systems, must be maintained.
 - Rooms must be kept clean and free from trip hazards.
 - Users of meeting rooms must comply with Pembroke's safety guidelines.
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5. Fire Safety

- Fire risk assessments will be conducted regularly.
- Fire extinguishers, alarms, and emergency lighting will be maintained.

- Fire evacuation drills will be carried out annually.
- Staff and volunteers will receive fire safety training.

6. Accident Reporting and First Aid

- All accidents, incidents, and near misses must be reported and recorded in the accident book.
- Serious incidents must be reported to the Health and Safety Executive (HSE) in compliance with **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**.
- First aid kits must be available in all work locations, including community meeting rooms.
- Designated first aiders will be appointed and trained.

7. Training and Communication

- Health and safety training will be provided to all employees and volunteers.
- Regular briefings and updates on health and safety policies will be conducted.
- Contractors and visitors will receive relevant safety information.

8. Monitoring and Review

- This policy will be reviewed annually or following significant changes in legislation or operations.
- Health and safety audits and inspections will be carried out regularly.
- Feedback from staff, volunteers, and stakeholders will be used to improve safety practices.

Policy Approved by: Will Watts

Position: Manager

Date: 14/02/25

Version Control

Date	Notes	Staff Name
14/02/25	Revised Policy	Will Watts