

# Health and Safety

## Policy for Offices and Staff

unipol

the home of student housing

**Approved by the Unipol Board  
November 2018**

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## Part A - Introduction

This health and safety policy applies to all of Unipol's Offices and Staff and codifies Unipol's commitment to provide and maintain a safe and healthy working environment for its staff and comply with the relevant health and safety regulatory requirements.

The policy also outlines where staff training and awareness is undertaken as part of creating an ongoing culture and awareness of good health and safety practices and attitudes.

Unipol employs approximately 55 staff, including many part time staff who are students and who are often being placed in a structured working environment for the first time. Unipol's offices contain areas which are open to the public (the Housing Hub , reception areas and help desks for tenants) and the Leeds offices are also used as a central point for contractors and others visiting Unipol for meetings or to gain access to properties. A wide variety of occupants can therefore be found within the offices.

Unipol has its central office in Leeds on Woodhouse Lane and a number of smaller offices in Nottingham, Bradford, Bradford College together with a number of offices that service particular tenant groups located within developments at Mill Street, Carlton Hill, Royal Park Flats, Grayson Heights and Doris Birdsall, Bradford

The health and safety aspects of this policy affecting offices relates, unless otherwise stated, to those offices that Unipol has direct control over (the central office and the offices at the developments and from April 2013 the Nottingham Housing Hub ). The other offices in Bradford and Bradford College fit within the health and safety policies and regimes of that institution: one office in Bradford is the responsibility of Bradford College and the other the University of Bradford. Unipol ensures that the health and safety regimes in the areas within which its staff work meet the necessary requirements. The Housing Team Leader writes to the Institutions to confirm this on an annual basis. All responses are kept by the Housing Manager – Compliance and logistics.

Unipol's policies relating to staff relate to all staff, wherever they work. Some staff also undertake home working and home working issues are also addressed.

This is an operational policy and is reviewed annually by the Health and Safety Review Board and Unipol's Board reviews this policy annually.

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# 1. GENERAL

## **WORKPLACE, HEALTH SAFETY AND WELFARE**

Unipol provides a working environment that is comfortable and where recognisable risks have been minimised. In undertaking these obligations, the organisation provides good quality lighting, effective heating systems (avoiding extremes of temperature) adequate ventilation and sufficient space for efficient and safe working, all of which acknowledge that deficiencies in these areas are contributor factors to occupational health and accidents.

Unipol recognises its employees right to consultation on any matters affecting their health and safety at work under the Health and Safety (Consultation with Employees) Regulations 1996 and Unipol employees have the right to establish a Health and Safety Committee to provide a forum for communication and consultation if they wish.

Unipol has two main Health and Safety Policies, the *Health and Safety Policy for Housing* and the *Health and Safety Policy for Offices and Staff*. These are at the centre of the organisation's health and safety regime and detail the commitments and operational requirements in this area across the whole organisation.

The Assistant Chief Executive - Housing has overall strategic responsibility for both policies and for periodically reviewing them to ensure that they are working well operationally and are fit for purpose. They are assisted by, and oversee, the Housing Manager, who has the central role in the operation of both policies, co-ordinating and verifying that all systems are being properly followed and recorded and who, in turn, supervises others who have direct responsibilities for fulfilling designated tasks under the *Health and Safety Policy for Housing*.

The Housing Team Leader who, under the *Health and Safety Policy for Offices and Staff* is responsible for the day to day operation of the policy and will draw to the attention of the Housing Manager any operational difficulties that occur in administering the policy

The Health and Safety Review Board, currently chaired by a Unipol Board member, ensures that both policies (and all risk assessments made) are kept under review and formally reviewed annually following input from the Assistant Chief Executive - Housing. Any significant policy changes are required to be reported to Unipol's Board and approved by them.

The current membership of that Review Board is, Unipol Trustee (Chair), the Deputy Chief Executive, the Housing Manager Compliance and Logistics, the Assistant Chief Executive - Housing, the Development Manager, the two Housing Team Leaders and the Senior Housing Management Officer Nottingham

The Assistant Chief Executive - Housing has a key role within that Review Board and will annually review:

- all operational aspects of the Health and Safety Policy for Housing
- raise any difficulties encountered in that operation
- suggest any improvements or changes that need to be made.

### **Compliance**

The Workplace (Health, Safety & Welfare) Regulations 1992

## **RISK ASSESSMENT**

In line with current legislative and policy development Unipol's approach to Health and Safety (whilst maintaining its statutory legal obligations) relies on a risk based health and safety method which identifies hazards, apportion risks to those hazard outcomes and seeks, wherever possible, to minimise those risks within the bounds of practicability.

Risk assessments of all the offices have been, and are, carried out by the Housing Team Leader and are reviewed annually by the Health and Safety Review Board. Records of all risk assessments, and the responses made to issues identified, are maintained by the Housing Team Leader and held in a central record maintained by the Housing Manager.

Staff are encouraged to identify and report any hazards they perceive to their line managers who, in turn, report these, for action, to the Development Manager and a note is maintained of the matter raised and the response made to it.

### **Compliance**

Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

## **INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

Staff are given basic Health and Safety training at commencement of employment and are walked through the building to familiarise them with fire escape procedure. All staff complete the University of Leeds Health and Safety E-learning Platform in Fire Safety, Manual Handling and Use of Display Screen Equipment at the time of their induction.

Refresher courses are undertaken by all staff, Fire Safety is undertaken annually and Manual Handling and Use of DSE, every two years. Records are kept by the Deputy Chief Executive, who will notify staff of refresher dates. Staff should complete Health and Safety training within two weeks of being notified.

### **Compliance**

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

## **MONITORING AND VERIFICATION**

Monitoring and verification are conducted as outlined in this document.

**Compliance**The Management of Health & Safety at Work Regulations 1999

## **2. - SYSTEMS**

### **FIRE PRECAUTIONS**

Fire Risk Assessments have been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005

#### **Woodhouse Lane, Leeds Office**

The accommodation at 155/157 Woodhouse Lane is arranged over five floors; Basement, Ground, First, Second and Third. The office was refurbished in 2004 to meet current Building Regulations and a single storey extension was added to the Basement in 2008. Both comply with current Building Regulations including fire safety requirements therein.

The offices are designed and maintained to minimise the chance of a fire starting and if it did, to detect the fire as soon as possible, and to enable safe evacuation through a combination of methods to prevent the spread of fire and to assist safe evacuation by the suppression of that fire. In the event of a fire it is likely that the smoke detection system in the building will cause the fire alarm to be activated, which in turn will activate the sprinkler system. In the event of the fire alarm not being automatically activated, staff may raise the alarm by breaking the glass of a Manual Call Point.

Fire safety equipment provided includes a hard wired automatic Fire Detection System to LD2 Grade A linked to a Sprinkler System BS 9521: 2005, which is monitored for activation by specialist contractor, Fire action notices, a system of Compartmentalisation and Fire extinguishers. Fire safety equipment is checked and tested in accordance with appropriate Regulations and records kept. In brief, this includes weekly activation test of the FDS and inspection of fire equipment such as doors, extinguishers and sprinkler system and that escape routes are clear and final exits are unlocked. The FDS is serviced every six months. The sprinkler system is serviced every 12 months. Emergency lighting is checked monthly and subject to a full discharge test annually by qualified electrical contractor. Fire extinguishers are inspected annually.

The sprinkler system is designed to standard BS 9521: 2005, which is the standard for residential dwellings. Taking into account the layout of the office, Unipol has gained approval from Leeds City Council Building Control for the installation of this particular sprinkler system design.

Weekly checks of the fire safety equipment are carried out by the Housing Team Leader who records the check and results. Any faults found are repaired as soon as possible and staff are notified of any extra precautions which may need to be taken in the meantime.

Servicing and testing is carried out by appropriate contractor and records kept by the Housing Team Leader and Housing Manager.

### **Shakespeare Street, Nottingham Office**

The accommodation at 28 Shakespeare Street is a single storey ground floor retail unit, located within a residential development. The building was constructed in 2011 to meet current Building Regulations. The Unipol office was fitted out in 2013 to comply with current Building Regulations.

The offices are designed and maintained to minimise the chance of a fire starting and if it did, to detect the fire as soon as possible and to prevent the spread of that fire. In the event of a fire it is likely that the smoke detection system in the building will cause the fire alarm to be activated. In the event of the fire alarm not being automatically activated, staff may raise the alarm by breaking the glass of a Manual Call Point.

Fire safety equipment provided includes a hard wired automatic Fire Detection System to LD2 Grade A which is monitored for activation by specialist contractor, Fire action notices, a system of Compartmentalisation and Fire extinguishers. Fire safety equipment is checked and tested in accordance with appropriate Regulations and records kept. In brief, this includes weekly activation test of the FDS and inspection of fire equipment such as doors, extinguishers and that escape routes are clear and final exits are unlocked. The FDS is serviced every six months. Emergency lighting is checked monthly and subject to a full discharge test annually by qualified electrical contractor. Fire extinguishers are inspected annually.

Weekly checks of the fire safety equipment are carried out by the Senior Housing Management Officer who records the check and results. Any faults found are repaired as soon as possible and staff are notified of any extra precautions which may need to be taken in the meantime.

Servicing and testing is carried out by appropriate contractor and records kept by the Housing Team Leader and Housing Manager.

### **Bradford College office and Bradford University Hub**

The above offices are situated within buildings maintained by their respective universities and fire precautions are provided and maintained by them.

### **Compliance**

Regulatory Reform (Fire Safety) Order 2005  
Building Regulations BS 5839  
BS 5266

### **EVACUATION PROCEDURES**

Unipol recognises the importance of evacuating the building of all staff and visitors. In the event of fire the safety of life shall override all other considerations.

Each member of staff is given fire evacuation procedures and plans on induction and signs accordingly. Staff complete an on-line training course in Fire safety at their induction followed by an annual refresher, using the University of Leeds E-Learning Platform. Fire Action Notices give on the spot instructions.

### **Woodhouse Lane, Leeds, Office**

When the alarm sounds as part of the fire evacuation procedure staff are trained to leave the building and convene at notified points. A member of staff working in the Housing Hub is designated to stand outside the Housing Hub front door to ensure no-one enters the building until the Fire and Rescue Service take over.

In the event of a fire, staff in the Accommodation Housing Hub are responsible for ensuring all visitors leave and in the event of a public event taking place in the Board Room the Conference and Visits Co-ordinator and the event Chair will ensure that all visitors leave the building in accordance with the Fire Action Notice displayed in the Board Room.

Planned evacuations take place annually. Records of these evacuations and any unplanned evacuations together with follow up action are recorded by the Housing Team Leader. Fire evacuation procedures are located next to the Manual Call Points in each building and show the escape route and assembly point where staff should await further instructions.

### **Shakespeare Street, Nottingham Office**

When the alarm sounds as part of the fire evacuation procedure staff are trained to leave the building and convene at notified points. A member of staff working in the Housing Hub is designated to stand outside the Housing Hub front door to ensure no-one enters the building until the Fire and Rescue Service take over. In the event of a fire, staff are responsible for ensuring all visitors leave and in the event of a public event taking place in the Meeting Room, Housing Hub Staff will ensure that all visitors leave the building.

Planned evacuations take place annually. Records of these evacuations and any unplanned evacuations together with follow up action are recorded by the Senior Housing Management Officer. Fire evacuation procedures are located next to the Manual Call Points in each building and show the escape route and assembly point where staff should await further instructions.

### **DISABILITY, MOBILITY IMPAIRMENT AND EVACUATION**

Evacuation is swifter and easier from the basement and ground floor areas of the building as these have level or ramped access. In the event of a fire those with a disability or mobility impairment could leave the building in the normal way as part of the evacuation procedure.

There is also lift access between the basement, ground, first and second floors. In the early stages of a fire those with a disability or mobility impairment can use the lift to leave the building as part of the normal evacuation procedure. In the event that the lift could not be used then the affected person/s would stay put on the lobby on their current level and would need rescuing by the fire and rescue authorities attending the incident.

The third floor of the building has no lift or ramped access and both access and evacuation to that level of the building is difficult. No member of staff with a disability or mobility impairment should be present on the third floor of the building. The building contains sufficient facilities on other floors to allow access to all the amenities and facilities needed by staff and visitors without having to visit the third floor.

At present Unipol does not employ any staff with a disability or mobility impairment that would in any way hamper them from leaving or moving about the building. In the event that such a person was employed, a personal risk assessment would be carried out in co-operation with the University of Leeds that would identify any special procedures or equipment needed to minimise risk.

#### Evacuation chair

An Evac+Chair has been installed at 155 / 157 Woodhouse Lane Offices to assist with the safe evacuation of the office building in the unfortunate event of an emergency. This is located on the attic landing. It is inspected monthly as a part of the Housing Team Leader responsibilities.

There is a monthly requirement for trained staff to test the chair. A number of staff have received appropriate training on the safe use of this equipment. Key members of staff from each team are cascade-trained so they are able to perform safe evacuations. Only those staff that receive the relevant training can safely operate this equipment.

As a Class 1 Medical Device, an Evac+Chair should be regularly serviced and maintained to ensure its safe operation. This requirement is included within the PUWER Regulation. (Provision and Use of Work Equipment Regulations 1998)

Servicing and testing is carried out by appropriate contractor and records kept by the Housing Team Leader and Housing Manager.

### **Bradford College office, Bradford University Hub**

The above offices are situated within buildings maintained by their respective universities and fire evacuation procedures are provided and maintained by them.

### **Mill Street, Grayson Heights, Royal Park Flats, Carlton Hill and Doris Birdsall**

Evacuation is in accordance with the procedure for the development.

### **Compliance**

Fire Precautions Workplace Regulations 1997

### **MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999SAFETY SIGNS AND NOTICES**

The Housing Team Leader ensures that all relevant safety signs and notices are placed in all buildings as applicable throughout the workplace. Wherever possible Staff Information will be placed on a staff notice board or made available if no space for a notice board within each office, upon which the following information will be displayed.

- Health & Safety Law poster – what you should know.
- Local Fire Evacuation Procedures
- Employers Liability Insurance certificate
- Details of First Aider and location of First Aid box.

### **Compliance**

The Health & Safety (Safety Signs and Signals) Regulations 1996

### **GAS SAFETY**

The annual testing and approving of all gas appliances and installations (cookers, gas heaters, gas fires, hot water and heating boilers and associated pipe work) is set out within a regulatory framework. All such equipment is tested annually for gas safety purposes in accordance with the Gas Safety (Installation and Use) Regulations 1994.

Following satisfactory inspection, the pass certificates are returned to Unipol where they are kept on file.

Each gas safety certificate is completed and signed by a Gas Safe registered engineer and the certificate displays the Gas Safe Register logo and registration number of the engineer clearly. Certification details are logged in a Health and Safety Database to ensure that all relevant properties comply with these requirements.

Unipol does not allow the use of portable gas appliances.

### **Compliance**

Gas Safety (Installation and Use) Regulations 1994

### **ELECTRICAL SAFETY**

The predominant regulations affecting electrical safety and standards are the current Institution for Electrical Engineers Wiring Regulations, BS7671: 2008 (as updated), the Electricity at Work Regulations 1989 and the Health & Safety at Work Act 1974.

Electrical installation and testing has to be carried out by a Part 'P' registered Competent Person.

There is a statutory requirement that offices must have their mains installation inspected at intervals no greater than five years by a person qualified to undertake such inspection and testing and a certificate provided by that person specifying the results of the test.

Unipol ensures that it meets the regulatory requirements for electrical safety in a number of ways:

a) All new electrical installations are undertaken in compliance with the 17th Edition of the IEE Wiring Regulations (BS 7671:2008) which came into effect on the 1st July 2008 and by NICEIC registered contractor and an Electrical Installation Certificate (compliant with BS 7671) is handed over by the contractor within 12 weeks of any work being completed. The certificates are kept in the Unipol central office.

b) Periodic Inspection and Testing takes place every five years and updated certification obtained (unless a Report recommends a shorter interval in which case the recommended interval is used for the next inspection). The certificates are kept in the Unipol central office.

c) Following certain alterations to existing electrical wiring within the offices a Minor Works Certificate to BS 7671 is obtained and filed in the Unipol central office.

d) Unipol also assesses electrical safety as part of carrying out its inspection routine of its offices. Staff use the inspections to check the following:

- visual evidence of cracking, damage, scorching etc to socket outlets and switches
- visual evidence of any damage to light fittings and free standing lamps
- evidence of unsafe practices by staff

Staff discovering damage to the wiring installation should report it to the Housing Team Leader who will arrange prompt repair. Staff are informed that they must not tamper with or try to fix an electrical appliance.

Unipol's offices have Residual Current Devices (RCDs) on power circuits. These trip out when damage, deterioration or use of an unsafe appliance result in a short circuit and are re-settable once the problem has been resolved. RCD's protect against electric shock to users and damage to the building by fire. All electrical certification is filed and maintained by the Procurement Officer.

#### Portable Appliance Testing (PAT)

Unipol undertakes portable appliance testing on all electrical equipment that requires this every two years. The Housing Team Leader maintains a list of testable equipment. Where PAT is required certification details are logged in a Health and Safety Database.

Visual checks on all electrical appliances are undertaken systematically on an annual basis by the Housing Team Leader, a log is maintained of the visual inspection and any concerns or issues are noted and acted upon.

#### Components and Appliances

All appliances are installed in accordance with the manufacturers' instructions and function in accordance with manufacturers' operational limits and are capable of being operated in a safe manner. Appliances are regularly visually inspected for wear and tear and any defects remedied

Unipol does not purchase reconditioned or second hand appliances, although appliances can be relocated within the portfolio for reuse. When replacing fridge/freezers those appliances meet the A or B rating on the EU Energy Label system which primarily shows energy efficiency.

#### **Compliance**

The Electricity at Work Regulations 1989

#### **WINDOWS**

When replacing windows and doors, Unipol complies with current thermal performance standards and ensure a certificate is obtained from FENSA or Local Authority Building Control. FENSA enables companies that install replacement windows and doors to self-certify compliance under these Building Regulations without the need for a separate assessment from Building Control.

In order to comply with this obligation, Unipol will only use FENSA registered window fitters where window replacement is undertaken. Where full property refurbishment takes place, applications are likely to be made with Building Control and as such FENSA certification is not essential.

The FENSA scheme does not cover the following and work should be notified to the local authority:

- New build dwellings
- New domestic extensions
- Any glazing work in commercial and industrial buildings
- Listed buildings or those in conservation areas
- Doors with less than 50% glazing
- Room conversions e.g. bathroom converted into bedroom, new loft conversions
- Communal areas for flats

For the sake of clarity these requirements are not applicable when repairing existing windows, for example. repairing handles, replacing broken or damaged glazing or fitting or adjusting hinges.

#### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) are designed to protect workers against the risks arising from exposure to substances hazardous to health. A substance is hazardous if it has a potential cause of harm and may be Chemical or Biological. Unipol ensures that exposure of employees to substances hazardous to health is either prevented or adequately controlled.

Products which can be bought for home use and which are not marked as being Hazardous may be used without restriction.

Safety data Sheets are obtained as appropriate. Where approved, the product is being stored and used in accordance with the safety data sheet. The Housing Manager maintains a file of Safety Data Sheets.

Broken glass is a non-chemical hazardous substance. It is disposed of by sealing into a container which is strong enough to resist being cut by the glass or crushed in transit, thereby reducing the chance of injury through casual handling.

### **Compliance**

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Control of Asbestos at Work Regulations 2002

### **SECURITY, GENERAL AND PERSONAL**

Unipol takes reasonable steps to reduce the likelihood of injury to staff and theft or malicious damage to both Company property and personal possessions. Staff who work outside the office are issued with mobile phones and white boards to record visit details.

#### **Woodhouse Lane, Leeds, Office**

The Public areas are separated from the private areas and a door entry system is in place.

The office is equipped with CCTV. The systems are checked weekly by the Assistant Chief Executive - Housing Hub Services to ensure that cameras are operating properly. Technical staff check all systems monthly to ensure that all technical systems, including recording devices, are functioning correctly.

In order to increase awareness of CCTV coverage and to encourage faults to be reported as soon as possible flat screens are positioned in key areas showing the signals from all CCTV camera, thus raising awareness of this facility and encouraging the early identification of non-working cameras.

Security shutters or grilles are fitted to external doors and all windows accessible without the use of access equipment, Window grilles remain closed when accommodation is unoccupied and it is the responsibility of the user of an area to ensure grilles and shutters are secure. Shutters on external doors are kept open during office hours and can be opened from the inside, with the exception of the ground floor front door shutter, which is only closed when the building is unoccupied.

An intruder alarm is fitted and is serviced every six months. The alarm is split into two sections, Main Office and Boardroom, enabling an unoccupied area to be alarmed whilst the other remains occupied. A panic button is incorporated.

#### **Nottingham Office**

The office is equipped with CCTV. The systems are checked weekly by the Housing Hub Manager to ensure that cameras are operating properly.

Security shutters or grilles are fitted to external doors and all windows accessible without the use of access equipment, Window grilles remain closed when accommodation is unoccupied and it is the responsibility of the user of an area to ensure grilles and shutters are secure. Shutters on external doors are kept open during office hours and can be opened from the inside,

An intruder alarm is fitted and is serviced every six months.

#### **Bradford College office, Bradford University Hub**

The Bradford office is situated close to the Bradford university security centre, which is manned 24 hours a day

#### **Mill Street, Grayson Heights, Royal Park Flats, Carlton Hill and Doris Birdsall Residences**

Offices are covered by CCTV. An intruder alarm is installed at Carlton Hill and Doris Birdsall.

Staff are allowed to work outside regular office hours, which may result in them working alone. The above measures provide adequate security for this.

### **Compliance**

Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health & Safety at Work Regulations 1999

## **AIR CONDITIONING**

Health and Safety risks associated with Air Conditioning include spread of legionella bacteria and release of ozone depleting Fluorinated Greenhouse (F) Gas.

The Woodhouse Lane office has 7 air conditioning units; two in the Boardroom (2009), one in the first floor meeting room (2010), one in the second floor server room (2008) and two in the ground floor server room (2012) and 2 units in the attic (2013).

The Nottingham Office has 2 units (2013).

Unipol ensures that no Air Conditioning equipment contains F gas.

Unipol ensures that air conditioning units are serviced and cleaned six monthly to maintain the unit's efficiency and air quality and to minimise the risk of Legionella Bacteria being produced and spread. The Housing Team Leader is responsible for commissioning this work. Maintenance certification is stored by the Housing Manager.

### **Compliance**

Health & Safety at Work Act 1974

The Control of Substances Hazardous to Health Regulations 199 (COSHH)

Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Third edition) HSE Books 2000 ISBN 978 0 7176 1772 2

## **LIFTS**

Unipol's main office at 155 Woodhouse Lane, Leeds, has a lift and it is maintained on contract with the manufacturer.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) contains the requirements for the safe provision and use of lifting equipment. Regulation 9 of LOLER requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals. In the case of Unipol's lifts, all of whom carry people, the requirement is that the lifts are examined at least twice a year.

As the duty holder of the lifts Unipol is legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:

- maintaining the lift so that it is safe to use
- selecting and instructing the competent person;
- ensuring that the lift is examined at statutory intervals (every 6 or months) by a competent person;
- keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment
- making relevant documentation available to the competent person, e.g. manufacturer's instructions and maintenance records
- acting promptly to remedy any defects;
- ensuring that all documentation complies with the Regulations
- record keeping.

It is important that the thorough examination is sufficiently independent and impartial to allow an objective assessment of the lift to be made. It is therefore important that the same company who performs routine maintenance is *not* used to carry out the thorough examination because they would then be responsible for assessing their own work.

Unipol uses an external Company (accreditation by the United Kingdom Accreditation Service to the relevant standard BS EN 45004) to carry out the twice yearly examination. The examination is carried out in the presence of the Housing Team Leader, who ensures that such an examination takes place as well as overseeing the maintenance contracts for those lifts.

After each examination a report is produced which is delivered to the Housing Team Leader who takes action, as directed by the report, and records that action on a report response. It is a legal requirement that reports of thorough examination are kept available for consideration by health and safety inspectors for at least two years. Unipol keeps all of its reports to provide a history of each lift's operation in any event and the reports are kept by the Housing Manager.

It is a condition of Unipol's insurers that they receive a copy of the reports and this is undertaken by the Finance Manager.

### **Compliance**

Lifting Operations and Lifting Equipment Regulations 1998 and amendments, 2002.

### **WORKING AT HEIGHT**

A number of staff undertake work at height as part of their regular duties. In particular, this would include Housing Management staff who change light bulbs and large development staff who may need to inspect repair works at height.

Unipol is aware of its duty to train all staff that use ladders or access equipment for their work purposes. A competent person should carry out any such training and records will be kept on employee's personnel records. Training is carried out by the Housing Team Leader.

Kick stools and ladders are provided and maintained for staff use. Damage to these are reported to the Housing Team Leader for repair or replacement.

Working at heights greater than 3m would generally be considered a task for a contractor with specialist equipment. Staff must not access roofs without training and must wear harness and lanyard if appropriate. Anchor points and harnesses are certified prior to use.

### **Compliance**

Provision and Use of Work Equipment Regulations (PUWER) 1998

The Management of Health & Safety at Work Regulations 1999

Work at Height Regulations 2005

### **SAFE SYSTEMS OF WORK / WORK PERMITS**

Unipol recognises its duty to ensure that in instructing repair and maintenance works to its properties, no person, be that staff or contractor is exposed to unnecessary risk by those works. Contractors remain responsible for their own safety.

In order to minimise the risk, the Development Manager maintains a list of Approved Contractors. Contractors must complete an agreed procedure before being added to the list, including provision of adequate insurance cover and demonstrations of competence.

Staff normally use the Approved Contractors for their day to day repairs. Repairs of a more specialised nature may require the employment of a contractor who is not a member of the list, in such instances, the Development Manager will agree their use subject to satisfactory references and liability insurance and with a greater degree of control during works.

All contractors carry identification.

Where repairs are to be undertaken which involve structural repair, work at height, exposure to dangerous substances or high voltages, contractors are required to prepare and submit risk assessments and method statements to the Housing Team Leader for approval before works can commence.

Where specialist safety equipment is required, contractors must provide that and be able to demonstrate it is in safe condition by submitting appropriate certification.

Contractors are asked to sign-in prior to commencement of work at offices and when hot work is anticipated, they must complete a Hot Work Permit in agreement with the Housing Team Leader.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999

Health & Safety at Work Act 1974

## **WATER COOLERS**

Where coolers are provided they are installed by the supplier and maintained by appropriately qualified contractor via an annual service contract which includes six monthly filter changes and sanitation of the cooler.

Water coolers are installed at Woodhouse Lane, Mill Street and the Nottingham office. Coolers are plumbed - in type which reduces risk by removing a) a manual handling task and b) the possibility of using out-of-date water.

Any cooler which is turned off for more than 48 hours is drained, sterilised and refilled. Spilt water is not allowed to accumulate in drip trays. The Housing Team Leader monitors drip trays weekly and will arrange the cleaning and sterilising of any found to be wet or dirty.

### **Compliance**

Water supply (Water Fittings) Regulations 1999

Water regulations Advisory Scheme

## **PLANNED PREVENTATIVE MAINTENANCE (PPM)**

Unipol's Nottingham office at 28 Shakespeare Street, Nottingham, is serviced and maintained on a Service and Maintenance Agreement.

The scope of the agreement encompasses the following tasks:

- Annual 3hr emergency lighting test and inspection
- Bi-annual AC service including external high level units
- F-Gas Test and Inspection
- Annual roller shutter test and service including force test
- Disabled Alarm Testing
- Cleaning, replacement and flushing out of all water coolers
- Ventilation fan inspections
- Service and test of both the intruder alarm test and panic buttons
- Inspection and service of water heater
- Full fire alarm test and inspection
- RCD testing
- PAT (every 2 years - next: August 2015)

Unipol's office at 155/157 Woodhouse Lane, Leeds, is serviced and maintained on a three year Service and Maintenance Agreement..

The scope of the agreement encompasses the following tasks:

- Annual 3hr emergency lighting test and inspection
- AC service including external high level units
- F-Gas Test and Inspection
- Annual roller shutter test and service including force test
- Sump pump inspections and run test
- Cleaning, replacement and flushing out of all water coolers
- Fire Extinguisher servicing
- RCD testing
- Ventilation fan inspections
- Shower Head Cleaning
- Water temperature monitoring
- Portable Appliance Testing
- Sprinkler tank inspections including float valve

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Unipol will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees, who work with PPE.

Unipol acknowledges that Health and Safety hazards will have been identified if this equipment is used. It is the intention of the Company to ensure through the proper use of this equipment, that any risks are reduced to a minimum.

The implementation of this policy requires the full co-operation of all members of management and staff.

### **Compliance**

The Personal Protective Equipment at Work Regulations 1992

## **FOOD SAFETY**

### *Office areas*

Unipol does not provide food or facilities for the preparation of hot food for staff. Fridges are provided for the storage of cold food.

### *Board Room*

Hot food is served to staff and visitors at training or conference events.

Unipol has a comprehensive 'Food Safety Document' which details all aspects and related risks. The Food Safety Document is available from the Housing Manager.

### *Mill Street*

Cold food is served to tenants from the Reception area of the building. Refrigerated food is kept in the refrigerator in the staff kitchen. Regardless of the low risk, all staff handling food have been trained in Food Hygiene Safety

### **Compliance**

Food Safety Act 1990

General Food Regulations 2004

## **BOMB THREATS / RISK OF ARSON**

Unipol's existing security and access control arrangements minimise the risk of attack.

Should information be received that the threat of malicious action is increased, Unipol will act on advice as appropriate. This will be done by the Development Manager in consultation with whichever authority advises of the risk and these will remain in place until such time as Unipol is advised of removal of the threat.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999

## **NOISE**

The vast majority of staff will not be exposed to excessive noise levels during their working day. Where the daily personal noise exposure levels are 80dB(A) (Lower Exposure Level) and 85dB(A) (Upper Exposure Levels) or above, noise assessments will be carried out in order to comply with the Noise at Work Regulations 1989.

Management have the responsibility for controlling noise and where necessary requesting a Noise Assessment to be carried out.

### **Compliance**

The Control of Noise at Work Regulations 2005  
Noise at Work regulations 2006

## **3 - STAFFING**

### **HOMEWORKING**

Home working is where staff agree, as part of their hours of work within their contract of employment, to undertake a certain part of their work or some of their working hours, at home. All staff who work at home in this capacity carry out a risk assessment of their home working conditions and this is assessed by the Housing Team Leader who undertakes any required action. The assessment and the action is retained on a central file.

Some staff choose to work at home, from time to time and this is a matter for them.

### **Compliance**

Workplace (Health, Safety and Welfare) Regulations 1992  
The Management of Health & Safety at Work Regulations 1999

### **DISPLAY SCREEN EQUIPMENT**

All staff are given instruction in use of Display Screen Equipment at commencement of employment and complete the University of Leeds Health and Safety E-learning Platform training mentioned above.

Employers are obliged to provide eye tests for staff who are defined as regular users, under the Health and safety (Display Screen Equipment) regulations 1992, ie, those who use DSE for more than one hour continuously per day.

Unipol meets its obligations by ensuring staff have initial and refresher training. Staff requesting an eye test first have a work station risk assessment carried out by the Housing Team Leader, which is passed to the Deputy Chief Executive for approval. Eye Tests are then undertaken by ophthalmic opticians.

### **Compliance**

The Health & Safety (Display Screen Equipment) Regulations 1992 as amended to include the Miscellaneous Amendments Regulations 2002

### **MANUAL HANDLING**

Regulations require Unipol to carry out a suitable and sufficient assessment of all activities, which involve manual handling to determine the level of risk. The Regulations also require a company to avoid the need for hazardous handling activities, as far as reasonably practicable.

Unipol endeavours to eliminate or reduce manual handling hazards as far as reasonably practicable through design of workplace, staff training and provision of mechanical handling aids.

All staff are given instruction in manual handling at commencement of employment and complete the University of Leeds Health and Safety E-learning Platform training mentioned above.

### **Compliance**

The Manual Handling Operations Regulations 1992

## **SMOKING**

Unipol is committed to the health, safety and well-being of its staff, students and visitors. It recognises that it has both a moral and legal duty to ensure that staff and visitors to its offices have the right to work, study or visit without being exposed to tobacco smoke. The issues involved concern the comfort, health and safety of all those working, studying or visiting Unipol. Unipol's obligations are further enhanced by the Health Act 2006, which effectively bans smoking in workplaces and enclosed public places.

Unipol aims to:

- protect staff and visitors from the harmful effects of second hand tobacco smoke
- ensure that Unipol complies with legislation
- provide help and support to those who want to give up smoking
- Smoking is strictly prohibited within all Unipol offices, at entrances to buildings, including doorways and covered walkways and in vehicles owned, leased or otherwise operated by Unipol or where personal transport is being used by others connected with business use.
- An external smoking area has been established near the Board Room for visitors and staff as a place where smoking can be undertaken and cigarette bins and seating is provided at that point.
- No Smoking' signs are clearly displayed at entrances to and within premises and on Unipol vehicles.
- Failure to adhere to this policy potentially puts Unipol in breach of legislation and staff who repeatedly flout the policy may therefore be subject to disciplinary action.
- Unipol accommodation becomes the workplace for both members of staff and contractors during inspection and maintenance visits. For this reason, access letters to tenants include a paragraph advising tenants of the law and requesting they do not smoke whilst staff or contractors are in their home.

### **Help to give up smoking**

Unipol has an arrangement with the University of Leeds and help is available to encourage staff to give up smoking wherever possible.

### **Responsibility and Enforcement**

In addition to the signage throughout the buildings, the Development Manager ensures that staff and visitors are made aware of this policy and that they comply with its requirements.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999

The Health Act 2006 (and associated Smoke-free Regulations in particular The Smoke-free (Exemptions and Vehicles) Regulations 2007)

## **STRESS**

Unipol takes reasonable steps to reduce work related stress. Return to work interviews are carried out with staff on their return to work. Staff are encouraged to speak to their manager or the HR department regarding any stress related issues.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999

## **DRIVING AND VEHICLES USED FOR WORK**

Unipol recognises that a number of staff require the use of a vehicle to carry out their work and provides a vehicle (or vehicles) for staff use as appropriate to the task, which may be transport of staff, equipment or members of the public between its offices and properties. The Finance Manager will insure Unipol provided vehicles and the Housing Team Leader will ensure they are maintained to established standards of roadworthiness.

In addition, weekly checks are undertaken to identify damage or faults as they may arise. Staff are instructed to report any damage or faults they may identify to the Housing Team Leader who will arrange repairs. Records of checks are kept by the Housing Team Leader.

The Finance Manager maintains a list of drivers insured to use Unipol vehicles and ensures staff have appropriate qualification and driving license. Staff are not allowed to drive Unipol vehicles until these arrangements are in place.

At times demand for transport means staff use their own vehicles. Those likely to do so are advised to insure for business use.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999  
Health & Safety at Work Act 1974  
See "The Highway Code" for further regulations

## **MACHINERY AND EQUIPMENT**

All equipment provided by Unipol for staff use is maintained as appropriate to its use and age and according to manufacturer's recommendations. Where possible, service agreements with the manufacturer are entered into.

It is the duty of every employee to report any defective work equipment immediately to his / her manager and /or Housing Team Leader, who will take appropriate action.

### **Compliance**

Provision and Use of Work Equipment Regulations (PUWER) 1998  
The Management of Health & Safety at Work Regulations 1999

## **FIRST AID**

Unipol follows HSE recommendations regarding the provision of First Aid Facilities, in both First Aid trained staff and equipment. The recommendation from the HSE for 25-50 staff at any one location is for at least one first aider trained at Emergency First Aid at Work level. Unipol will maintain this level of provision as a minimum and currently has four members of staff trained in First Aid, to meet the basic Emergency First Aid at Work (one day) course or exceed by attending the First Aid at Work (three day) course. Certification lasts three years and records of training and expiry dates are maintained by the Housing Team Leader and a central record is maintained by the Deputy Chief Executive.

Details of qualified First Aiders are displayed on the Staff Notice Boards and in First Aid Kits. First Aid kits are provided at Woodhouse Lane, Mill Street, Grayson Heights, Royal Park Flats, Carlton Hill and the Nottingham office

A First Aid Risk Assessment is stored by the Housing Manager Compliance and Logistics and is reviewed annually by the Health and Safety Review Board.

### **Bradford College office, Bradford University hub**

Offices at Bradford and Nottingham utilise the First Aid resources of the host university and the arrangement is confirmed annually by the Housing Team Leader

### **Compliance**

Health & Safety (First Aid at Work) Regulations 1981  
Management of Health & Safety at Work Regulations 1999

## **ACCIDENTS**

Unipol recognizes the importance of gathering information on all causes of work accidents and near misses to assist in risk assessment and future accident prevention. Advice regarding safe working practises and contact information for the Enforcing Authority, Medical Advisory Service and Responsible Person is passed to staff through display of approved posters.

A numbered accident book is provided with each first aid kit and is completed in the presence of the injured person. The Accident Report sheet is then passed to the Housing Team Leader who takes any action required and reports this where appropriate to the University of Leeds or the Health and Safety Executive. They also confirm what action has been taken to the injured person and the Deputy Chief Executive and keep the report on file for three years.

Unipol complies with a statutory requirement to report serious accidents at work to the Enforcing Authorities. Reportable incidents or occurrences include Death or Major injury, Injury resulting in incapacity of at least three days or contraction of a Communicable Disease.

Information on serious accidents will be reported to the University of Leeds who jointly employ all Unipol staff. The Housing Team Leader reports incidents at each meeting of the Health and Safety Review Group so that any resulting actions can be discussed and if appropriate, investigated.

### **Compliance**

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).  
Health & Safety (First Aid) Regulations 1981.  
Health and Safety (Information for Employees) Regulations 1989

## **WORKING TIME**

Staff are subject to the Working Time Regulations which defines an average of 48 hours a week taken over a span of time as reasonable.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999  
Workplace (Health, Safety and Welfare) Regulations 1992  
The Working Time Regulations 1998

## **LOOKING AFTER EMPLOYEES HEALTH**

Unipol has a general duty of care towards its employees and will identify any concerns in the work place in health-related areas. Unipol has access to the occupational health facilities and experts within the University of Leeds who advise on matters where health may be affecting capability or where illness or recuperation may require a short term change in duties.

No consumption of alcohol by staff is allowed on the office premises. In the case of a reception or event that specifically includes alcohol the organiser and staff servicing the events cannot consume alcohol on these occasions.

Some staff drive regularly in the course of their duties and their driving skills, and the absence of restrictions caused by poor driving is important to Unipol as part of assessing their suitability to fulfil the contractual aspects of their employment.

### **Compliance**

The Health & Safety at Work etc Act 1974  
Workplace (Health, Safety and Welfare) Regulations 1992

## **MOBILE PHONES**

Staff who regularly visit Unipol properties or who may need to be contacted out-of-hours are issued with mobile phones.

Staff are instructed not to use their phone whilst driving which may result in prosecution or invalidate the car insurance in case of an accident.

### **Compliance**

The Management of Health & Safety at Work Regulations 1999

## **4 - SPECIAL GROUPS**

### **YOUNG PERSONS**

It is the Unipol policy that no one under the age of 16 years shall be employed or given work experience.

Should young people (between the ages of 16 and 18) be engaged in any capacity, their duties will not involve risk greater than those of other staff as detailed in this policy.

#### **Compliance**

The Management of Health & Safety at Work Regulations 1999

### **EXPECTANT MOTHERS**

Pregnancy may alter the role the member of staff concerned is expected or able to undertake through a reduction in manual activity or increases sensitivity to potentially harmful substances and as such, staff should inform the Deputy Chief Executive of a pregnancy as early as possible. Unipol takes the advice of the University of Leeds in these matters and this may involve an individual risk assessment for the member of staff.

Further information and advice can be found on the University Health and Safety Policy website (details on P11).

#### **Compliance**

The Management of Health & Safety at Work Regulations 1999

The Sex Discrimination Act 1995

### **DISABLED PERSONS**

Unipol recognises that disabled persons may have cause to visit the offices and endeavours to comply with the Disability Discrimination Act 1995, within the constraints of the building layout.

Level access at the rear of the building (basement) and ramped access at the front (ground floor) allow unaided entry and exit by disabled persons. A lift gives access to the basement, ground, first and second floors. The third floor of the building has no lift or ramped access and both access and evacuation to that level of the building is difficult. No member of staff with a disability or mobility impairment should be present on the third floor of the building. The building contains sufficient facilities on other floors to allow access to all the amenities and facilities needed by staff and visitors without having to visit the third floor.

Unipol does not currently employ any staff with a disability or mobility impairment that would in any way hamper them from leaving or moving about the building. In the event that such a person was employed, a personal risk assessment would be carried out in co-operation with the University of Leeds that would identify any special procedures or equipment needed to minimise risk.

Emergency evacuation of disabled persons is dealt with under the heading FIRE PRECAUTIONS AND EVACUATION PROCEDURES.

#### **Compliance**

The Health & Safety at Work Etc Act 1974

Disability Discrimination Act 1995

### **VISITORS**

Unipol has a duty of care to visitors to the premises, and takes all reasonably practicable steps to ensure their safety. Where visitors may be exposed to risk, adequate information on the risk is provided.

This policy applies to all staff responsible for inviting visitors onto the premises, escorting them at different times or of maintaining parts of the premises in order that visitors are safe.

#### **Compliance**

The Management of Health & Safety at Work Regulations 1999

## Part C Policy Responsibilities

### Unipol Health and Safety Policies and Responsibilities

#### Overview

Unipol has two main Health and Safety Policies, the Health and Safety Policy for Housing and the Health and Safety Policy for Offices and Staff. These are at the centre of the organisation's health and safety regime and detail the commitments and operational requirements in this area across the whole organisation. Overall responsibility for both policies is with the Chief Executive who reviews those policies annually in a formal Health and Safety Review Board. The Board of Unipol is responsible for monitoring and approving any changes to the policies and the policies will be presented to the Board annually for reaffirmation.

The Health and Safety Review Board, currently chaired by a Unipol trustee ensures that both policies (and all risk assessments made) are kept under review and formally reviewed annually following input from the Assistant Chief Executive - Housing. Any significant policy changes are required to be reported to Unipol's Board and approved by them.

The current membership of that Review Board is, Unipol trustee (Chair), the Deputy Chief Executive, the Housing Manager Compliance and Logistics, the Assistant Chief Executive - Housing, the Development Manager, both Housing Team Leaders and the Senior Housing Management Officer, Nottingham

#### Health and Safety Responsibilities in Job Descriptions

All Senior Managers have a responsibility for the effective implementation of the Health and Safety policy and for proactive health and safety management and some other members of staff have specific responsibilities.

Relevant extracts of job descriptions:

#### Chief Executive

The Chief Executive of Unipol has ultimate responsibility for the running and development of the organisation, which includes certain legal responsibilities under both Company and Charity law and the Memorandum of Association which governs the Charity. The Chief Executive is responsible to the Board for the day to day management of the Charity. The Chief Executive ensures that the Charity operates within the relevant legislation and that trustees are kept up to date as to their own obligations as trustees.

The Chief Executive has responsibility for all staff working within Unipol.

The Chief Executive consults on a regular basis with Unipol staff who themselves have first line responsibilities and in doing so determines areas of responsibility between these staff and ensures these staff act within the authority given to them.

#### Deputy Chief Executive

The Deputy Chief Executive has responsibility for human resource matters including training and maintaining staff records. Particular attention should be paid to ensuring:

- that all line managers have received appropriate training in health and safety matters
- the dissemination of information on health and safety issues is taking place properly within Unipol
- that new members of Unipol, including temporary staff, volunteers and consultants on the premises, are made aware of Health and Safety policy and standards, assisted by the Housing Team Leader and Housing Manager who deliver the training

## **The Assistant Chief Executive - Housing**

The Assistant Chief Executive - Housing has overall strategic responsibility for the *Health and Safety Policy for Housing and the health and Safety Policy for Offices and Staff* and for periodically reviewing them to ensure that they are working well operationally and are fit for purpose

## **Housing Manager – Compliance & Logistics**

The Housing Manager - Compliance and Logistics Head is the central point for ensuring (including enforcement) that all operational aspects of *the Health and Safety Policy for Offices* are being followed and verifiable records are properly kept and properly filed as part of those procedures.

## **Housing Team Leader**

The Housing Team Leader who, under the *Health and Safety Policy for Offices and Staff* is:

- responsible for the day to day operation of the policy and will draw to the attention of the Housing Manager any operational difficulties that occurs in administering the policy
- has the important task of disseminating information on matters raised in the health and safety policy to all staff within Unipol and for building a strong culture of health and safety awareness and compliance and undertaking in-house training (including induction and refresher training) so that staff are informed about and understand the policy, the obligations it places on them and what they must do as a result of the policy
- assists the Deputy Chief Executive to maintain a record of staff training and ensure that Unipol has an adequate number of staff trained in first aid procedures, fire procedures, fire testing and fire evacuation procedures and the servicing and training related to the evac chair and drawing any shortfall to the Housing Manager
- assists in the undertaking and reviewing of health and safety risk assessments for all of Unipol's offices
- maintains a working knowledge of relevant legislation
- ensures that the health and safety content on Unipol's website is correct and up to date (receiving assistance from the Assistant Chief Executive - IT and Communications in this respect).

The Housing Team Leader also has first line responsibility for:

- undertaking a weekly check of all aspects of health and safety in Unipol's main offices in Leeds and a quarterly check of all offices outside of Leeds and log those checks in the log kept by the Housing Manager for that purpose
- organising, implementing and recording an annual fire evacuation drill for 155-157 Woodhouse Lane Offices and recording any unplanned evacuations
- ensure that pool car and other hire vehicles are maintained to established standards of roadworthiness. In addition, weekly checks are undertaken to identify damage or faults as they may arise and keeping up to date records of checks.
- ensuring that a risk assessment of necessary activities, processes, and use of equipment has been carried out and is readily accessible and current
- ensuring a high standard of housekeeping within the offices buildings, including enforcing good practice in the storage of equipment and consumables and reporting any difficulties in this area to the Housing Manager
- ensuring that adequate and suitable protective clothing and equipment is available for use by staff and visitors

- undertaking working at home risk assessments with relevant staff in co-operation with the Deputy Chief Executive
- operating Unipol's procedures if an accident to staff or visitors should occur including :
  - arranging for the prompt reporting of accidents, in accordance with Unipol's procedures
  - investigating accidents and in the case of any serious accidents to jointly investigate these with the Deputy Chief Executive
  - investigating and reporting on any “near miss” incidents
  - reporting all significant issues arising from accidents and incidents to the Deputy Chief Executive

In order to operate the Health and Safety Policy for Offices and Staff the Housing Team Leader needs to take responsibility for, and fulfil, a number of specific duties including ensuring and checking that:

- the first aid boxes regularly and keeping supplies kept up to date and ahead of their “use by” dates
- the certification of electrical appliances (including portable appliance testing), ensuring that certification is up to date and verification records are kept readily accessible at all times
- all fire extinguishers are maintained and serviced in the offices
- all air conditioning units are serviced, as required by regulation and policy
- all energy performance certification is undertaken as required by legislation
- emergency lighting is working and regularly tested
- all water coolers are operational and properly serviced
- the lift has been properly serviced and all matters attended to
- the kitchen, other food preparation areas, the fridge, dishwasher and service areas meet the highest standards of hygiene (and capable of being maintained by others)
- they test the fire alarms required, completing fire testing logs with exactitude, ensuring fire alarms are serviced and maintaining records of that servicing, rectifying any problems experienced in fire testing and servicing

### **Housing Team Leader**

The Housing Team Leader assists the Housing Manager in respect of a number of important health and safety matters and routines, both in their administration and in raising and dealing with any concerns or issues relating specifically to staff safety or property safety. The Housing Team Leader, under the direction of the Housing Manager arranges safety checks of gas equipment, electrical testing and fire systems and equipment at Unipol offices.

The Housing Team leader will have first line responsibility for undertaking any portable appliance testing necessary, will be trained in this area and will maintain a verifiable record of tests made. They also co-ordinate an annual visual check of all electrical appliances and shall ensure that a verifiable record of checks made is held centrally and that any remedial work needed is undertaken.

### **Undertaking the Day to Day Management of the Leeds Office**

The Housing Team Leader has responsibility for the day to day management and maintenance of the Leeds office which includes:

- being the point of contact for all repairs reported from staff
- undertaking repairs and routine maintenance
- proactively inspecting the building periodically to ensure no disrepair occurs
- maintaining the building in good decorative order
- maintaining the fabric of the building
- ensuring efficient use of energy throughout the building
- maintaining the heating systems throughout the building
- ensuring the security of the building and the full operating order of all security related systems in the

- building (alarms, gates, locks and lights)
- overseeing the cleaning contract and monitoring that standard of cleaning undertaken
- ensuring that the Unipol garages by the office are kept in good repair and are secure.

The building is in constant use throughout the year and houses a training facility which is used by delegates to a variety of income generating training events. In undertaking works every consideration must be given to keeping disruption in these areas (when in use) to a minimum and close co-operation with the Training and Events Officer about proposed works affecting these areas is essential.

### Senior Housing Management Officer (Nottingham)

The Senior Housing Management Officer will provide support and assistance for the Housing Manager by maintaining a health and safety culture and awareness amongst staff and visitors who work in the Nottingham Office and taking some first line responsibilities for specific areas of health and safety under Unipol's health and safety policy for offices and staff

- undertake systematised monitoring of planned preventative maintenance contracts and certain servicing routines

The Senior Housing Management Officer will work closely with the Housing Manager and Housing Team Leader on matters relating to health and safety in the Offices and will also has first line responsibility for:

- undertaking a weekly check of all aspects of health and safety in Unipol's main offices in Nottingham and assist the Senior Housing Management Officer with quarterly check
- organising, implementing and recording an annual fire evacuation drill for 28 Shakespeare Street and recording any unplanned evacuations
- ensuring that a risk assessment of necessary activities, processes, and use of equipment has been carried out and is readily accessible and current
- ensuring a high standard of housekeeping within the building, including enforcing good practice in the storage of equipment and consumables and reporting any difficulties in this area to the Housing Manager
- ensuring that adequate and suitable protective clothing and equipment is available for use by staff and visitors
- operating Unipol's procedures if an accident to staff or visitors should occur including:
  - arranging for the prompt reporting of accidents, in accordance with Unipol's procedures
  - investigating accidents and in the case of any serious accidents to jointly investigate these with the Deputy Chief Executive
  - investigating and reporting on any "near miss" incidents
  - reporting all significant issues arising from accidents and incidents to the Deputy Chief Executive

In order to operate the *Health and Safety Policy for Offices and Staff* the Senior Housing Management Officer will assist the Housing Team Leader who takes responsibility for, and fulfils, a number of specific duties including ensuring and checking that:

- the first aid boxes regularly and keeping supplies kept up to date and ahead of their "use by" dates
- the certification of electrical appliances (including portable appliance testing), ensuring that certification is up to date and verification records are kept readily accessible at all times
- all fire extinguishers are maintained and serviced in the offices
- all air conditioning units are serviced, as required by regulation and policy
- all energy performance certification is undertaken as required by legislation
- emergency lighting is working and regularly tested
- all water coolers are operational and properly serviced
- the kitchen, other food preparation areas, the fridge and service areas meet the highest standards of hygiene (and capable of being maintained by others)
- test the fire alarms required, completing fire testing logs with exactitude, ensuring fire alarms are serviced and maintaining records of that servicing, rectifying any problems experienced in fire testing and servicing.
- will have first line responsibility for undertaking any portable appliance testing necessary, will be

trained in this area and will maintain a verifiable record of tests made. The Officer will also co-ordinate an annual visual check of all electrical appliances and shall ensure that a verifiable record of checks made is held centrally and that any remedial work needed is undertaken.

*Helping to put in place and undertaking systematised monitoring of planned preventative maintenance contracts and certain servicing routines*

The Senior Housing Management Officer will:

- assist with undertaking regular monitoring and quality assessment of any PPM contracts in the Office and maintaining a record system that verifies these checks have been made
- assist with the maintenance and regular testing of the burglar alarm systems
- liaise with the Housing Manager in respect of any concerns or issues relating specifically to staff safety.

## **Nottingham Services Manager**

### Staffing and Training

The Nottingham Services Manager:

- has responsibility for ensuring that staff know and adhere to Unipol's Health and Safety and security procedures within the working environment

### **Assistant Chief Executive Housing Hub Services - Bradford College Office, Bradford University Hub and Nottingham University office**

The **Assistant Chief Executive Housing Hub Services** ensures that:

- Housing Hub staff adhere to Health and Safety procedures.
- any concerns regarding health and safety matters in their respective offices are brought to the attention of the development manager without delay.

### **Assistant Chief Executive - Housing, Finance Manager, Assistant Chief Executive - IT and Communications**

Each of these senior positions assists in the administration of the *Health and Safety Policy for Offices and Staff* by ensuring it is followed by their respective staff.

Ends.

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