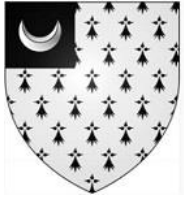


Shepton Mallet United Charities

www.alms1627.org.uk

SMUC/H&Spol/103/10.24

Health and Safety Policy



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1. Introduction

The Trustees of Shepton Mallet United Charities are committed to ensuring a safe living and working environment for all those who have lawful access to the charity's buildings and land, including residents, Trustees and staff, as well as visitors and contractors.

It is the policy of the charity to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

2. Objectives

The charity has the following objectives in respect of this policy:

- To set and maintain high standards for health, safety, and the protection of the environment in the residents' almshouses and surrounding areas.
- To identify risks and set in place programmes to remove or reduce these risks.
- To ensure that these standards are communicated to all employees, residents, and visitors: please see the Handbook for Residents, which is available on the website or via the Clerk or Warden.
- To ensure that the appropriate resources are made available to enable the policy to be implemented.

3. Responsibilities

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- Undertaking appropriate training.
- Promoting good practice within health and safety.
- Allocating necessary resources.
- Monitoring the implementation of health and safety practice.

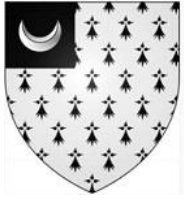
Paul Davies, Chair, authorised through the Board of Trustees, has personal responsibility for implementing and monitoring the policy and will:

- Keep this policy under review, bringing to the Trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary.
- Monitor its implementation, set targets or objectives where appropriate and report progress to the board.
- Ensure the dissemination and discussion of relevant information on health and safety.
- Report details to the Board of Trustees where an accident / incident has occurred which may result in prosecution.
- Report any accident or incident that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the HSE within the appropriate reporting timeframe for the type of incident.
- Ensure that reports to the Board of Trustees on the management of health and safety are a part of each quarterly meeting.

4. Guidance for residents

4.1 Damage

Please report any accidental damage to the Trustees as soon as possible, as well as any general concerns you may have. The Trustees will visit you in your home once a year for a general check but you can also contact



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them during the year via the Warden or the website. Please also let us know if you find anything that could be a cause for concern, such as a raised paving stone, leaking roof or something similar.

4.2 Damp

We understand the challenges of paying energy bills these days, but it is essential to keep the house warm enough to avoid damage such as mould: prolonged cold and damp spells are no good for your own health either!

4.3 Smoke alarms

Every SMUC property is provided with a smoke alarm which is wired into mains electricity. There is a battery back-up to cover power failures and when the battery fails it will tell you: we understand that this can be very annoying but please don't take the battery out and leave yourself unprotected. If you are struggling to change the battery in your smoke alarm, please ask your Warden for advice. Please be thoughtful about the contents of your almshouse: a hoarding situation can be a serious fire risk.

4.4 Do's and don'ts (from the Handbook for Residents)

Please do:

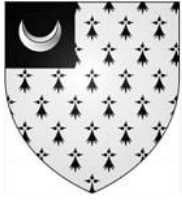
- Keep your front door locked.
- Use the spy hole and chain to identify callers before opening the door. The chain should only be used to open the door a few inches when you are identifying callers but shouldn't be kept in permanent use.

4.5 Do not:

- Smoke inside your almshouse. This is important for your own safety and the maintenance of the building.
- Allow a stranger to enter your home without proof of identity.
- Fit locks and chains without the charity's consent as they may delay helpers in an emergency. Please ask for advice if you would like alternative security arrangements.
- Have extra keys cut without first asking permission, as this could endanger security.
- Keep more cash in your home than you need for day-to-day expenses. Please don't ask the Warden to take care of money for you as this is not allowed.
- Have paraffin, oil or Calor gas heaters: these are not allowed.
 - Change the locks on your property.
 - Remove batteries from smoke alarms.
 - Install support equipment (grab handles, stair lifts etc) without seeking permission. Your property may be historic or listed, and special considerations might apply.

4.6 Please consider:

- Lifeline alarms – our Warden will visit you once a day during the week but is not able to provide care support. You may want to consider applying for a lifeline alarm: there is a charge for these pieces of kit but they can be lifesavers. Shepton Mallet United Charities has no connection with any companies providing these devices but we are happy to offer advice where we can.
- Please speak to the Trustees if you are signing yourself up for a care package so that we have this information on our records.



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If something happens unexpectedly, you are able to report it to the Trustees via your weekday visit from our Warden, June, or you can leave a message on our website <https://alms1627.org.uk/>

In an emergency, please phone 999 and follow the instructions you are given. In the event of a serious incident such as a fire, your safety is the immediate concern. You must be prepared to evacuate your property at short notice if there is a serious problem such as a gas leak or major flood.

5. Responsibilities

All employees and Trustees are required to:

- Co-operate in implementing the requirements of this policy, legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Bring to the immediate attention of the Trustees any situations or practices that are noted which might lead to injuries or ill health.
- Ensure that any equipment (including PPE) issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences and near-misses.

All contractors are required to:

- Comply with appropriate rules and regulations governing their work activities.
- Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

6. Contact details

Clerk to Trustees:

Mrs Gill Baker

gillybaker2010@hotmail.co.uk

Fir Tree House, Coxley, Wells, BA5 1QZ

Member with Responsibility for Health and Safety

Chair of Trustees, Mr P G H Davies

Mr Paul Davies

pghdavies@yahoo.co.uk Bowermead House, Whitstone Hill,
Pilton, BA4 4DT

This policy will be reviewed every two years by the Trustee Board.

Last updated: November 2024