

MOORHAVEN VILLAGE MANAGEMENT COMPANY

HEALTH AND SAFETY POLICY STATEMENT

Introduction

This is a statement of policy by Moorhaven Village Management Company about its organisation and arrangements for ensuring the health, safety and welfare of the Company's employee(s), residents, visitors and contractors (stakeholders) whilst in the village.

The policy has been prepared in conjunction with an independent Health and Safety Consultancy, RCES (UK) Ltd <http://www.rces-ltd.com/>

Statement of Intent

The Company will, so far as is reasonably practicable, comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate by:

- providing and maintaining a healthy and safe environment
- consulting with stakeholders regularly to ensure the effectiveness of this policy and to offer opportunities for their views on changes required
- expecting stakeholders to co-operate in carrying out this policy and to ensure that so far as is reasonably practicable, they do not create risk to themselves or others
- providing appropriate training as required
- identifying and reducing risks wherever possible
- regularly reviewing this policy in the light of changing best practice and information gathered from monitoring performance.

The Company is collectively responsible for health and safety matters on company land and will implement, monitor and review this policy. The Company has appointed the Chairman to sign and date this policy on their behalf.

Responsibilities

To ensure the prevention of ill health, the avoidance of accidents and the promotion of a safe and healthy village environment, the following responsibilities have been established.

Chairman

The Chairman has established the overall health and safety policy and has responsibility, collectively with the Management Board, for implementing and monitoring the policy. He/she is also responsible for:

- keeping the policy under review and ensuring that it is revised when necessary
- ensuring that health and safety is a standard item on the agenda of the committee meetings
- ensuring that activities, amenities and land for which the company is responsible in the village are subject to risk assessments, regular inspections and audits
- ensuring that all accidents, incidents, near misses and potentially dangerous situations are reported, fully investigated and appropriate remedial action taken where necessary
- ensuring that all stakeholders are aware of their responsibilities under the Health and Safety at Work Act
- ensuring the relevant resources are made available to enable the policy to be implemented.

Board Member responsible for Health and Safety

The Chairman and Committee have delegated the following responsibilities to the Board member responsible for health and safety:

- to undertake an annual audit of the estate to assess risk and report to the Board.
- develop an action plan arising from the audit
- regularly review health and safety matters on behalf of the Board
- ensuring that any equipment owned by the Board is tested at the required intervals

- communicating health and safety issues to stakeholders
- report to the Board at monthly meetings.

Individual Board Member's Responsibilities

- Cooperate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions
- Refrain from doing anything that constitutes a danger to themselves or others
- Be responsible for a positive attitude towards health and safety and intervene when required.
- Ensure that any contractors working in the village are using safe working practices.
- Health and safety issues discussed at Board meetings which are relevant to the stakeholders will be communicated via Minutes and the village website. All Board members will be expected to read and sign that they have read this policy and agree to act within the spirit of it.

Contractors

All contractors working on behalf of the Management Company must comply with the appropriate health and safety rules governing their work activities. Contractors are responsible for ensuring that their work is carried out in a safe manner. When work is commissioned to be carried out by an external contractor the company will require a copy of its Health and Safety Policy. The external contractor will also be furnished with a copy of the requirements of the Company of its contractors.

Policy Detail

Insurance –The Management Company hold a valid current insurance policy of a combination type appropriate for the business. The certificate is posted in the Administrators office complying with the Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998.

Reporting of accidents - all accidents must be recorded and in the case of serious ones, reported to the relevant authorities under the Reporting of Injuries, disease and dangerous occurrences Regulations 1995 (RIDDOR).. Should an accident occur to a contractor working on the premises, a decision about reporting responsibility will be made with the employer concerned.

An Accident Book is held in the workshop and should be completed as soon as possible after any accident or 'near miss'. Accidents or 'near miss' incidents will be investigated by the Board member responsible for Health and Safety to identify lessons learned and to implement action to reduce or eliminate the risk.

Fire – The Management Company has a responsibility for the buildings under its ownership. To this extent, responsibility exists only for the wooden construction in the top car park which houses the Administrator's office and the adjacent workshop.

The Management Company has a responsibility to undertake a fire risk assessment for this building under the Regulatory Reform (Fire Safety) Order 2005. Since 1st October 2008 it was required in all places of work. (Appendix A)

Street lighting - a system is in place and the lights are tested at regular intervals.

Emergency Procedures/Action Plan - there is an emergency action plan to give guidance to staff on how to deal with an emergency. This is included within Appendix A.

Inappropriate behaviour to employees and contractors - this is unacceptable and may well be reported to the police. Stakeholders are requested to comply with the Complaints Procedure if relevant, but no member of the Board or anyone acting on its behalf should be subject to inappropriate behaviour.

Electricity - all electrical items are tested at regular intervals by a competent person using a portable appliance

tester. All users should check items before use for obvious safety risks such as loose wires and if there is a problem put the machine out of use and report it. A record of checks, faults and repairs to electrical equipment held by the company will be held in the main office. Every 5 years the fixed electrical system is checked for the integrity of the earth.

First Aid – A First Aid kit is available in the office and workshop.

Hazardous materials –There are COSHH regulations in respect of hazardous materials. No hazardous substances are held by the Management Company. However, the maintenance contractor uses and stores such substances in the workshop adjacent to the Company Office. As such they fall within the remit of the Management Company and require compliance with COSHH regulations.

Physical safety – The Company has a responsibility to provide a safe physical working environment and employee(s) should not be expected to undertake any tasks that may carry a physical risk.

Review

Periodic inspections of the whole site should take place quarterly, recording actions required with dates when the action has been implemented. This should be published within the minutes of Directors meetings.

This document should be reviewed annually to ensure its currency.

Signed by the Chairman on behalf of the Board.

J Meehan.

6th July 2009