



Health and Safety Policy (V1 - March 2024)

1 Policy declaration

1.1 Transom Trust:

- declare our commitment to health and safety across all of the Trust's operations and supported accommodation;
- pledge our adherence to health and safety laws and principles, including the Health and Safety at Work Act 1974 and subsequent related regulations. In summary, we commit to:
 - providing a safe place of work;
 - providing safe equipment;
 - ensuring staff and volunteers are properly trained;
 - carrying out risk assessments;
 - providing proper facilities;
 - and appoint a competent person to oversee health and safety – ie: our Housing Manager in relation to accommodation, and the Operations Manager in relation to volunteers;
- aim to detail how we meet the health and safety requirements across all:
 - the properties the Trust uses for supported accommodation;
 - other Trust operations, including how the Trust's pastoral support team support our residents, and what is required of residents as set out in their supported housing licence;
- commit to informing staff, volunteers, residents and contractors about:
 - their health and safety responsibilities;
 - the need to prioritise their health and safety and that of their team-mates and fellow residents;
 - being proactive about training and keeping everyone adequately skilled for tasks/equipment;
- put the responsibility for the policy with the Trustees, who will:
 - seek external advice/support where necessary;
 - review the policy every 2 years, or earlier if necessary (eg: when an incident occurs which causes the policy to be reviewed).

2 Responsibilities

2.1 Housing Manager

The Housing Manager is responsible for the day-to-day management of all health and safety matters across all Transom Trust properties. Responsibilities comprise:

- working with Green Pastures CBS Ltd (the Trust's national partners who own the properties the Trust lease and manage for supported accommodation) and the Housing Standard

departments of the relevant local authorities to ensure any new property which the Trust takes on meets all health and safety requirements and is fit for purpose to accommodate supported residents;

- making new residents aware of all the facilities in their accommodation, and showing them how to use appliances and equipment safely (as needed);
- carrying out weekly inspections of all Trust properties to ensure all properties remain healthy and safe places to live in. This includes:
 - the inspection of the building, appliances, equipment and furniture;
 - liaising with our residents to ensure they are meeting the health and safety requirements set out in their supported housing licence;
- responding, as quickly as possible, to requests from the Operations Manager and Pastoral Support Team – ie: to deal with any health and safety issues that arise as a result of supporting residents;
- reporting to the Trustees and Operations Manager any health and safety issues, using the Trust’s Accident/Incident report form (Oct22) (as needed);
- identifying any additional training or equipment that is needed for the Transom Trust team or residents;
- working with the following bodies to ensure all properties remain healthy and safe places to live in:
 - Green Pastures – see para 3 below;
 - contractors to complete any work required to ensure health and safety standards are upheld.

2.2 Operations Manager

The Operations Manager is responsible for the supporting the team of pastoral support volunteers to provide one-to-one support for each of our residents. Responsibilities comprise ensuring all volunteers:

- receive relevant induction and training (ie: on Homelessness Awareness, and Dealing with Difficult people and situations);
- fully understand the Trust’s Lone Working policy (including Lone-Working Generic Risk Assessment) and Professional Boundaries policy, which set out how volunteers can protect and ensure their own health and safety when supporting residents;
- have a copy of the Risk Assessment for each resident. This is set out in a document, which is:
 - based on information in their Referral form;
 - agreed with the resident when they complete their new resident paperwork before they start their supported housing license;
- fully understand the Trust’s Safeguarding Vulnerable Adults policy, which sets out how volunteers can safeguard our residents;

- are aware of any health and safety issues reported by the Housing Manager.

2.3 Pastoral Support volunteers

Pastoral Support volunteers are responsible for providing one-to-one support for each of our residents. Responsibilities comprise:

- completing relevant induction and training (ie: on Homelessness Awareness, and Dealing with Difficult people and situations);
- adhering to the Trust's [Lone Working policy](#) (including [Lone-Working Generic Risk Assessment](#)) and [Professional Boundaries policy](#);
- being aware of the Risk Assessment for each resident;
- adhering to the Trust's [Safeguarding Vulnerable Adults policy](#);
- reporting to the Housing Manager, any health and safety concerns and issues that arise during their contacts with/visits to residents;
- advising residents on any health and safety issues reported by the Operations Manager.

2.4 Residents

Residents are responsible for ensuring they and their visitors meet the health and safety requirements set out in their supported housing licence – Your Responsibilities and Schedule 4 (House Rules). Failure to meet these or any licence requirements will result in the Trust taking the appropriate warning or notice to quit action with the resident in line with The Trust's non-compliance policy.

2.5 Contractors

Contractors are responsible for:

- liaising with the Housing Manager over any health and safety issues arising from their work, which relate to the accommodation and residents;
- ensuring the health and safety of residents and their visitors while the work is carried out at Trust properties.

3 **Working with Green Pastures**

3.1 As Green Pastures own the properties used by Transom Trust, they are ultimately responsible for ensuring the accommodation is a healthy and safe place to live for supported residents.

3.2 Green Pastures discharge their responsibility via the following set of procedures and checklists/forms (available via their website Partner page: partners.greenpastures.co.uk):

- [Annual Inspection Report](#) – an annual report for each property;
- [Health and Safety Inspection Checklist](#) – the checklist that the Trust uses to ensure our properties meet health and safety standards;


- [Property Safety Certificates](#) – a list of all the electrical, fire, gas and other safety tests and certificates that the Trust needs to complete and secure;
- [Fire Safety Documents](#) including:
 - Fire Safety Risk Assessment and Template;
 - Resident Fire Safety leaflet;
 - Furniture Fire Safety
- [Property Maintenance Procedures](#) – procedures which the Trust needs to follow with all of our properties;
- [HSE Legionnaires Guidance](#) – guidance on how to prevent Legionnaires disease in Trust properties;
- [Legionella Risk Assessment](#) – self-explanatory.

3.3 The Trust's Housing Manager is required to follow the above procedures, and complete and return the related checklists and forms, to Green Pastures within a set timetable (as controlled by Green Pastures).

Policy to be reviewed every 2 years.

Approved at Trustees meeting on: 07/03/2024

Signature (on behalf of Sue Worthing, Chair of Trustees):



Next review date: 07/03/2026