



Index to Policies & Procedures

Summary

The Health & Safety Manual contains the following sections:

- Section 1 : Roles and Responsibilities
- Section 2 : Managing Risk
- Section 3 : Health & Safety Monitoring
- Section 4 : Monitoring

Health Safety Procedures

Risk Assessments Guidance (RAG's). These should be communicated to all staff completing the activity as they identify what controls need to be put in place.

Health Safety Procedures (HSP's). Where a subject requires additional information to clarify requirements a HSP will be produced. These are primarily written for the Manager to understand what needs to be in place to successfully manage the activity. All the documents will undergo a formal detailed review every 3 years which will be recorded on the documents. The next review is scheduled in January 2024.

Document history

Code	Subject Title	Issue	Issue date	Last review	Next Full review	Removal date
HSP 00	Business Continuity Plan	2.0	Mar 2019	06/01/2021	01/01/2024	
HSP 01	Accident Reporting & Investigation	5.0	Feb 2019	06/01/2021	01/01/2024	
HSP 02	Workstation DSE Assessment	3.0	Mar 2016	06/01/2021	01/01/2024	
HSP 03	Lone working	2.0	Mar 2016	06/01/2021	01/01/2024	
HSP 04	Young persons	3.0	Feb 2016	06/01/2021	01/01/2024	
HSP 05	New expectant mothers	4.0	Aug 2015	06/01/2021	01/01/2024	
HSP 06	Driving for work	3.0	Jan 2018	06/01/2021	01/01/2024	
HSP 07	First Aid	4.0	July 2019	07/01/2021	01/01/2024	
HSP 08	Bringing Pets into the home	3.0	Feb 2017	07/01/2021	01/01/2024	
HSP 09	Management of Coronavirus	2.0	July 2020	13/01/2021	01/01/2021	
HSP 11	Fire	3.0	Jun 2017	13/01/2020	01/01/2024	
HSP 12	Water Hygiene	3.0	Nov 2017	13/01/2021	01/01/2021	
HSP 13	Falls from windows	4.0	Aug 2015	13/01/2021	01/01/2024	
HSP 14	Asbestos	3.0	Aug 2015	13/01/2021	01/01/2024	
HSP 15	Chemicals	4.0	July 2017	13/01/2021	01/01/2024	
HSP 16	PPE	2.0	Oct 2020	13/01/2021	01/01/2024	
HSP 21	Moving and Handling	2.0	Feb 2019	13/01/2021	01/01/2024	
HSP 22	Use of oxygen	3.0	Aug 2015	13/01/2021	01/01/2024	
HSP 23	Management of Waste	3.0	Nov 2017	13/01/2021	01/01/2024	
HSP 24	Preventing falls from beds	2.0	Feb 2019	13/01/2021	01/01/2024	
HSP 26	Temporary Residents heating	2.0	Mar 2020	13/01/2021	01/01/2024	
HSP 51	Social events	2.1	Aug 2015	13/01/2021	01/01/2024	
HSP 61	Management of Contractors	1.0	Jan 2021	13/01/2021	01/01/2024	
HSP 62	Electrical Safety	3.0	Jan 2017	13/01/2021	01/01/2024	
HSP 63	Management of lifting equipment	2.0	Jan 2018	13/01/2021	01/01/2024	