

Document reference: **K00****Health and Safety Policy**Issue: 3 Approved By: **Board of St Mungo's**

Date of Approval: 21/12/2023

1. Policy

The Board and Executive Team of St Mungo's are absolutely committed to creating a safe and healthy environment - for our staff, clients and all who have recourse to our premises - as a matter of priority above all other considerations. The Board and Executive Team recognise and fully accept the organisation's duty to:

- provide a safe and healthy working environment (as far as is reasonably practicable for all its workers, clients and other visitors to its premises under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations 1999, all other relevant legislation and common law duties of care applying to St Mungo's as both an employer and a registered social landlord; and
- take all additional and enhanced measures necessary in line with UK Health Security Agency UKHSA guidance to protect the safety of clients, staff and members in the public in the event of any public health crisis such as the Covid-19 pandemic.

2. Scope

This policy applies to all St Mungo's staff, residents, and those working or present on St Mungo's premises, or away from St Mungo's premises but on St Mungo's business including events and fundraising activities. For the purposes of this policy, locums, trainees, secondees, apprentices, volunteers and individuals in work placements will be regarded as "staff". This policy applies to all staff, including those staff who lone work.

3. Authorisation

This policy was authorised by the Board of St Mungo's on 21/12/2023.

4. St Mungo's Responsibilities

In meeting both our legal obligations and our commitment to best practice, particular attention will be given by the organisation to the need to provide:

- 4.1 Clear arrangements for the organisation, management and control of health and safety.
- 4.2 Arrangements to allow members of staff to report any concerns in relation to health and safety quickly and easily and without concern of adverse consequences as a result of doing so.
- 4.3 A safe place of work including safe means of access and exit.
- 4.4 Safe plant and equipment and safe systems of work.
- 4.5 Arrangements for the use and storage of chemicals.

K00 Health and Safety Policy

Date: 21/12/2023

Review cycle: **03**

Page 22 of 22

Issue: **3**

Next review due: 21/12/2026

- 4.6 A healthy working environment with adequate welfare facilities.
- 4.7 Protective clothing where necessary.
- 4.8 Such instruction, training, supervision and information, consultation and communication with staff (inclusive of the categories listed under Section 2 above) to promote the avoidance of hazards and enable them to contribute positively to their own health and safety at work.
- 4.9 Arrangements to undertake risk assessments for all staff and activities within the organisation.
- 4.10 High standards for the prevention of personal injury and ill health to staff at work and to members of the public with whom staff come into contact whilst undertaking their duties.
- 4.11 Services that are undertaken in a professional manner such that the health and safety of:
- tenants and users of St Mungo's properties
 - members of the public with whom the organisation has contact is not prejudiced.
- 4.12 Regular health and safety inspections and audits.
- 4.13 Enhanced measures in respect of all of the above in the event of any public health crisis or other emergency posing new and enhanced risks to the health and safety of clients, staff and the general public.

5. Board responsibilities

Final and overall responsibility for health and safety lies with the Board of Trustees, who will:

- 5.1 Ensure the Chief Executive operates robust arrangements for the management of health and safety and monitoring of compliance.
- 5.2 Approve the Health and Safety Policy and all revisions.
- 5.3 Delegate to an appropriate sub-committee of the Board the responsibility to approve the following health and safety procedures and all significant revisions:
- Asbestos
 - Gas Safety
 - Electrical Safety
 - Water hygiene
 - Fire Safety
 - Lifts
 - Damp and Mould
- 5.4 Receive regular reports on health and safety to assure the trustees that health and safety is being properly managed – both under normal operating circumstances and in the event of unanticipated public health crises or other such emergencies - and any issues of concern are raised and appropriate measures put in place to address these.

6. Staff members' responsibilities

All staff members must:

- 6.1 Take reasonable care for the health and safety of themselves and others who might be affected by their acts or omissions.
- 6.2 Co-operate with St Mungo's and any other persons to enable them to follow relevant statutory provisions.
- 6.3 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

7. Line management responsibilities

All line managers must:

- 7.1 Exercise full responsibility and accountability in relation to the health and safety of the staff reporting to them.
- 7.2 Co-operate fully with all monitoring reporting protocols to enable evidence and assurance of health and safety compliance to be presented to the Board on a regular basis.

8. Clients' responsibilities

- 8.1 Clients must co-operate with St Mungo's on matters of health and safety, including participation with fire drills.
- 8.2 Clients must not intentionally or recklessly interfere with or misuse any health and safety equipment or provision.
- 8.3 Where clients have concerns about health and safety issues they will report them to project staff. Such reports will be investigated and acted upon appropriately.

9. Details of roles and responsibilities

- 9.1 Specific responsibilities for all levels of staff are set out in the table in Appendix 1.

10. Supplementary Processes

- 10.1 Accident and near miss reporting procedures are detailed in the accident and near miss reporting procedure in the health and safety manual. Document K02.
- 10.2 Risk assessment procedure is detailed in the risk assessment procedure in the health and safety manual. Document K012.
- 10.3 There are separate procedures and supporting guidance and proformas for every aspect of landlord and workforce health and safety with which St Mungo's is required to comply, which are set out in the list below. These will be reviewed at three yearly intervals, or more frequently in the event of significant changes in circumstances or legislation.

10.4 Access to information on health and safety will be through:

- This policy document which will be placed on the St Mungo's intranet.
- A health and safety manual which will be available on St Mungo's intranet. A hard copy will be made available to any staff who do not have access to the intranet.

10.4 Additional specialised risk assessment procedures, processes and information and guidance for staff will be implemented as a matter of urgency in the event of any public health crisis or emergency situation that falls outside of normal operating circumstances.

11. Training and support

11.1 The Director of Human Resources will arrange for all staff to receive an appropriate level of health and safety training.

11.2 Supporting document K00 A1 sets out a summary of the hazards identified in St Mungo's and a summary of relevant controls.

12. Performance indicators and targets

12.1 On a quarterly basis the Health and Safety Team will produce a report to the Service Committee on:

- Number of accidents, near misses and incidents reported
- Number of fire related incidents and fires reported
- Number of Notices and Enforcement Orders received by St Mungo's and numbers complied with.
- Number of inspections completed against schedule
- Number of health and safety claims received

12.2 On a quarterly basis the Compliance and Building Safety Team will produce a report to the Service Committee on:

- Number of Fire Risk Assessments completed/reviewed within date and completion of follow-up actions
- Compliance with Fire, Gas, Water, Legionella, Electrical, Asbestos and Lift Maintenance Procedures

13. Health and Safety consultation and management of health and safety

13.1 A Health and Safety Committee consisting of management, staff, union, and health and safety team representatives will meet quarterly. The terms of reference for the Health and Safety Committee are contained at supporting document K00 A2. Agenda and minutes will be published and stored on the staff intranet. Additional special Health and Safety Committee meetings will be convened as necessary to engage fully with trade union representatives in identifying and resolving the additional health and safety challenges posed in a public health crisis or other emergency situation posing new or enhanced risks to staff and client safety.

- 13.2 A Health and Safety Steering Group consisting of the Head of Health and Safety, the Executive Directors of Client Services, the Executive Director of Housing Services, Executive Director of People, Director of Compliance and Building Safety, the Director of Assets, Head of Compliance and Building Safety, the Head of Business Insight will meet at least every 2 months.

- 13.3 New or amended health and safety procedures will be advertised through the Bi weekly Bulletin and posted on the staff intranet.

Signed Date **Joanna Killian, Chair**

This policy has been produced with reference to and with reliance on the following supporting documents

- K012 Risk assessment procedure
- K012 A1 Risk assessment form
- K012 A2 Risk assessment guidance
- K02 Accident and near miss reporting procedure
- K00 A1 Summary of Health and Safety hazards
- K00 A2 Terms of Reference Health and Safety Committee

Appendix 1

ROLES AND RESPONSIBILITIES

Whilst each tier in the organisation, and some individuals, have been assigned specific responsibilities these are in addition to the general responsibilities for health and safety that each member of staff has, irrespective of position in the organisation.

Job Title	Responsibility
The Board	<ol style="list-style-type: none"> 1. Ensure the Chief Executive operates robust arrangements for the management of health and safety. 2. Approve the Health and Safety Policy and all revisions. 3. Delegate to an appropriate sub-committee of the Board the responsibility to approve the following health and safety procedures and all revisions: <ul style="list-style-type: none"> Asbestos Gas Safety Electrical Safety Water hygiene Fire Safety Lift Safety Damp and mould 4. Receive regular reports on health and safety to assure the trustees that health and safety is being properly managed and any issues of concern are raised and appropriate measures put in place to address these, including any enhanced or special measures required in a public health crisis or other emergency situation posing new or enhanced risks to the health and safety of clients, staff and the general public.
Chief Executive	<ol style="list-style-type: none"> 1. Accountable for health and safety matters within the association. 2. Make the necessary provision for resources to be provided to allow the function to be carried out. 3. Require the senior staff team to regard health and safety as a priority issue. 4. Periodically assess the performance of the organisation in health and safety matters in the light of reports and statistics presented to him/her and take steps accordingly.
Executive Director of Client Services	<ol style="list-style-type: none"> 1. Obtain proper and appropriate advice to ensure the correct organisation of and allocation of responsibility for health and safety within St Mungo's. 2. Devise, introduce and monitor management systems for the application, review (at least annually or upon a major change in legislation or circumstances) and updating of St Mungo's Health and Safety policy. 3. Lead and co-ordinate organisation-wide action on health and safety matters. 4. Ensure that risk assessment within operations is a high priority task. 5. Convene and act as Chair of the Health and Safety Committee, ensuring that all required actions are properly minuted.

K00 Health and Safety Policy

Date: 21/12/2023

Review cycle: **03**

Page 22 of 22

Issue: **3**

Next review due: 21/12/2026

	<ol style="list-style-type: none"> 6. Convene and act as Chair of the Health and Safety Steering Group, ensuring that all required actions are properly minuted. 7. Ensure the proper briefing, training and supervision of the various managerial levels within the Client Services directorate with responsibility for health and safety as defined in this policy.
Executive Director of Housing Services	<ol style="list-style-type: none"> 1. Lead on all aspects of landlord health and safety management. 2. Provide regular health and safety assurance reports to Executive Team and the Board. 3. Ensure that risk assessment within operations is a high priority task. 4. Ensure that fire safety is a high priority and that fire risk assessments are conducted as detailed in the Fire Safety Policy and Procedure. 5. Ensure property and service-related health and safety performance is reviewed formally on a regular basis through the setting of performance targets and prioritising action on areas of special risk or particular need for senior management involvement. 6. Ensure property and service-related audits, inspections and investigations are monitored and action taken on recommendations
Director of Assets and Compliance	<ol style="list-style-type: none"> 7. Act as the operation lead for the implementation of all aspects of landlord health & safety management and compliance. 8. Provide regular health and safety assurance reports to Executive Team and the Board. 9. Ensure that risk assessments are produced and followed for all assets & compliance activities. 10. Ensure that all Policies and Procedures are produced and followed for all compliance activities. 11. Ensure property and service-related health and safety performance is reviewed formally on a regular basis through the setting of performance targets and prioritising action on areas of special risk or particular need for senior management involvement. 12. Ensure property and service-related audits, inspections and investigations are monitored and action taken on recommendations
Head of Compliance & Building Safety	<ol style="list-style-type: none"> 13. Ensure the implementation of all aspects of landlord health & safety management and compliance. 14. Provide regular health and safety assurance reports to the Director of Assets and Compliance, Executive Team and the Board. 15. Ensure that risk assessments are produced and followed for all compliance activities. 16. Ensure that all Policies and Procedures are produced and followed for all compliance activities. 17. Ensure property and service-related health and safety performance is reviewed formally on a regular basis through the setting of performance targets and prioritising action on areas of special risk or particular need for senior management involvement. 18. Ensure property and service-related audits, inspections and investigations are monitored and action taken on recommendations
Head of Assets	<ol style="list-style-type: none"> 19. Ensure the implementation of all aspects of landlord health & safety management.

K00 Health and Safety Policy

Date: 21/12/2023

Review cycle: 03

Page 22 of 22

Issue: 3

Next review due: 21/12/2026

	<ol style="list-style-type: none"> 20. Provide regular health and safety assurance reports to the Director of Assets and Compliance, Executive Team and the Board. 21. Ensure that risk assessments are produced and followed for all assets activities. 22. Ensure that all Policies and Procedures are produced and followed for all assets activities. 23. Ensure property and service-related health and safety performance is reviewed formally on a regular basis through the setting of performance targets and prioritising action on areas of special risk or particular need for senior management involvement. 24. Ensure property and service-related audits, inspections and investigations are monitored and action taken on recommendations
Director of Human resources	<ol style="list-style-type: none"> 1. Ensure that systems and frameworks are in place for the timely and accurate reporting of data relating to health and safety matters to management, the Executive Team and the Board. 2. Ensure systems exist for all employees to have access to health and safety information through induction, briefing and training. This will include all employees having access to St Mungo's Health and Safety Policy and its supporting health and safety manuals which will be available to all workplaces (Intranet).
Service Directors	<ol style="list-style-type: none"> 1. Monitor performance in health and safety matters in their area of responsibility. 2. Ensure that risk assessments are carried out and corrective action is taken where reasonably practicable to remove or minimise risks. 3. Ensure that fire risk assessments are held for each property, that they are kept up-to-date and that actions are implemented. 4. Ensure that legionella monitoring is undertaken as required by the legionella risk assessments. 5. Support the Executive Director of Client Services in the discharge of his/her responsibilities. 6. Provide support to Service Heads to ensure that health and safety is a high priority within each region. 7. Ensure the Health and Safety team is consulted in a timely manner on health and safety issues and that new services/projects are brought to the attention of the Health and Safety team. 8. Ensure that staff, managers and Service Heads attend health and safety training.
Service Heads	<ol style="list-style-type: none"> 1. Translate the Health and Safety Policy into operational action as appropriate. 2. Ensure risk assessments have been undertaken and findings implemented. 3. Ensure that FRAs are carried out, and reviewed at least annually and additionally when any relevant factors change. 4. Ensure that the requirements of legionella risk assessments are implemented, in particular routine temperature monitoring and the completion of the legionella log book. 5. Carry out inspections of each hostel, or other workplace on a regular basis.

	<ol style="list-style-type: none"> 6. Encourage the reporting of accidents and near misses by staff and residents and arrange for the appropriate level of investigation to be carried out. 7. Ensure that reported hazards are promptly dealt with. 8. Check that safe systems are maintained at all times, with particular focus on fire arrangements. 9. Ensure that staff and managers undertake all mandatory health and safety training, with particular reference to new starters.
Managers/Deputy Managers/Team Leaders	<ol style="list-style-type: none"> 1. Carry out duties in relation to health and safety as directed. 2. Undertake risk assessments, act on those assessments and review them at least annually. 3. Make an inspection of all areas of the hostel or other workplace on a weekly basis. 4. Action reported or observed hazards on site or refer to their line manager for action. 5. Ensure that all accidents and acts of violence are appropriately recorded and where necessary reported under RIDDOR, and then investigated. 6. Monitor the fire arrangements, and ensure that fire exits are kept clear of obstruction at all times. 7. Ensure that Fire risk assessments are kept up to date and that actions are recorded on completion. 8. Ensure that false alarms are reported to the Health and Safety team. 9. Ensure that all routine legionella tasks, including temperature recording, shower head cleaning and descaling and flushing of little used outlets are undertaken and are appropriately recorded. 10. Be available for consultation on health and safety matters and actively encourage all staff to participate in the maintenance of a safe environment. 11. Induct, supervise and instruct employees and arrange for training. 12. Ensure that the Health and Safety Policy is displayed in their hostel/office and that all staff are acquainted with its provisions, through the provision of a copy as part of the induction process. 13. Ensure that all new starters, including locum staff are inducted and trained in accordance with the Health and Safety Induction and Training policy.
Head of Health and Safety	<ol style="list-style-type: none"> 1. Provide health and safety advice to the Board, the Executive Team and all managers on health and safety and associated matters. 2. Ensure all Health and Safety Policies and Procedures are reviewed within appropriate time frame. 3. Provide health and safety training for all staff. 4. Ensure a comprehensive program of health and safety inspections is completed annually. 5. Carry out fire risk assessments on all properties where St Mungo's are responsible for the FRA and annual FRA reviews 6. Produce a quarterly report on health and safety for the Board, including accident and near miss reporting.
All Staff	<ol style="list-style-type: none"> 1. Make themselves familiar with the policy, abide by its provisions and undertake training as directed. 2. Observe any safety rules laid down.

K00 Health and Safety Policy

Date: 21/12/2023

Review cycle: **03**

Page 22 of 22

Issue: **3**

Next review due: 21/12/2026

	<ol style="list-style-type: none"> 3. Report any hazards observed to their line manager or deal with them themselves as appropriate. 4. Ensure that all accidents and violent incidents are reported. 5. Take reasonable care of themselves and others who may be affected by their actions. 6. Not misuse or interfere with anything provided for health and safety welfare.
Accredited Safety Representatives	<ol style="list-style-type: none"> 1. Investigate potential hazards and dangerous occurrences at the workplace (whether they are drawn to his/her attention or not) and to examine the causes of accidents at the workplace. 2. Investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work. 3. Make representations to the employer on general matters arising out of the above paragraphs. 4. Make representations to the employer on general matters affecting the health, safety or welfare at work of the employees of the workplace. 5. Carry out inspections in accordance with Regulations 5, 6, and 7 of the Health and Safety at Work Act 1974. 6. Represent the employees he/she was appointed to represent in consultation at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority. 7. Receive information from inspectors in accordance with section 28(8) of the 1974 Act. 8. Attend meetings of Safety Committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

Appendix 2

NOTE this will be updated again in the before this policy is approved and I will provide a copy.

HEALTH AND SAFETY MANUAL INDEX

Document reference: Health and safety manual index

Issue 13

21/12/2023

If reading a hard copy of a policy or procedure, please check on MungosNet as this will be the most recent version.

Reference Number	Title	Date Approved	Next Review Due
K00	Health and Safety Policy and Procedure	21/12/2023	21/12/2024
K00 A1	Workplace hazards	21/12/2023	21/12/2024
K00 A4	Managers Checklist	21/12//2023	21/12/2024
K01	Fire safety Policy	01/12/2023	01/12/2024
K01	Fire Safety Procedure	01/12/2023	01/12/2024
K01 A1	Fire Risk Assessment Keeping FRA up to date	01/12/2023	01/12/2024
K01 A2	Hostels Simultaneous Fire Evacuation Procedure	01/12/2023	01/12/2024
K01 A3	Hostels Operating a Delay and Search with No Pre alarm	01/12/2023	01/12/2024
K01 A4	Hostels Operating a Delay and Search with a Pre Alarm	01/12/2023	01/12/2024
K01 A5	Fire Evacuation Procedure for Shared Houses/Semi Independent Accommodation	01/12/2023	01/12/2024
K01 A6	Stay Put Fire Procedure	01/12/2023	01/12/2024
K01 A7	Fire Doors Guidance	01/12/2023	01/12/2024
K01 A7 B	Testing fire alarm system	01/12/2023	01/12/2024
K01 A7C	Testing emergency lighting system	01/12/2023	01/12/2024
K01 A8	Routine Fire Tests for hostels	01/12/2023	01/12/2024

Reference Number	Title	Date Approved	Next Review Due
K01 A8B	Routine Fire Tests for Semi-independent houses	01/12/2023	01/12/2024
K01 A8C	Routine Fire Tests for Self-contained flats	01/12/2023	01/12/2024
K01 A9A	Fire Drill Procedure	01/12/2023	01/12/2024
K01 A9B	Fire Drill Observation Form	01/12/2023	01/12/2024
K01 A10	Preparing for a fire officer visit	01/12/2023	01/12/2024
K01 A11	Landlord FRA process	01/12/2023	01/12/2024
K01 A12	Freeholder FRA process	01/12/2023	01/12/2024
K01 A13	Care homes	01/12/2023	01/12/2024
K01 A14	PCRA guidance	01/12/2023	01/12/2024
K01 A15	Arson risk assessment and action plan	01/12/2023	01/12/2024
K01 A16	Personal Emergency Evacuation Plan	01/12/2023	01/12/2024
K01 A17	General Emergency Evacuation Plan	01/12/2023	01/12/2024
K01 A18 A1	Staff guidance for minimising false alarms	01/12/2023	01/12/2024
K01 A18 A2	Client guidance for minimising false alarms	01/12/2023	01/12/2024
K01 A19	Cooking guidelines	01/12/2023	01/12/2024
K01 A20	Oxygen cylinders	01/12/2023	01/12/2024
K01 A21	Banned items	01/12/2023	01/12/2024

Reference Number	Title	Date Approved	Next Review Due
K01 A22	Storage of mobility scooters	01/12/2023	01/12/2024
K01 A23	Managing fire alarm systems guidance 24 hour services	01/12/2023	01/12/2024
K01 A23 A	Managing fire alarm systems guidance non 24 hour services and supported housing.	01/12/2023	01/12/2024
K01 A24	Faulty fire alarm system procedure	01/12/2023	01/12/2024
K01 A25	Temporary fire procedure-fire marshal instructions	01/12/2023	01/12/2024
K01 A26	Template letter for clients in the event of a fire alarm failure	01/12/2023	01/12/2024
K01 A27	On call manager instructions in the event of serious faulty fire alarm	01/12/2023	01/12/2024
K01 A28	Health and Safety Team instructions faulty fire alarm	01/12/2023	01/12/2024
K01 A29	Fire alarm contractor instructions in the event fire alarm cannot be repaired	01/12/2023	01/12/2024
K01 A30	Escalation process in the event that FRA actions are not completed.	01/12/2023	
K01 A31	Additional Site Information for HRB's	01/12/2023	01/12/2024
K01 A31 B	PIB logbook		
K01 A31 C	On arrival Information for the Fire and Rescue Service	01/12/2023	01/12/2024
K01 A31 D	Significant issues arising from Fire Risk Assessment.	01/12/2023	01/12/2024
K01 A32	Fire investigation form	01/12/2023	01/12/2024

K02	Accident Reporting & Near Miss Policy	01/09/2022	01/09/2025
	Accident Reporting and Near Miss Procedure	01/09/2022	01/09/2025
K02 A1	Accident Investigation Template	01/09/2022	01/09/2025
K02 A2	Regulation 4 Specified Injuries	01/09/2022	01/09/2025
K03	Control of Substances Hazardous to Health (COSHH) Policy	01/02/2023	01/02/2026
	Control of Substances Hazardous to Health (COSHH) Procedure	01/02/2023	01/02/2026
K03 A1	Identifying Hazardous Substances	01/02/2023	01/02/2026
K03 A2	Assessment of Hazardous Substances	01/02/2023	01/02/2026
K03 A3	Evaluating Risks to Health	01/02/2023	01/02/2026
K03 A4	COSHH Assessment Record	01/02/2023	01/02/2026
K04	Electrical Safety Policy MOVED AND RENUMBERED AS FOD4 (Assets and Compliance area)		
K05	Gas Safety Policy MOVED AND RENUMBERED K05 (Assets and Compliance area)		

Reference Number	Title	Date Approved	Next Review Due
K06	First aid Policy	01/09/2022	01/09/2025
	First aid Procedure	01/09/2022	01/09/2025
K06 A1	Record of the Provision of First Aid	01/09/2022	01/09/2025
K07	Food Hygiene and Catering Policy	01/02/2022	01/02/2025
K07 A1	Preparing for a Local Authority Visit Food Handling Guidelines for Staff	01/02/2022	01/02/2025
K07 A2	Kitchen Design	01/02/2022	01/02/2025
K07 A3	Cleaning and Maintenance of Extract Systems	01/02/2022	01/02/2025
K07 A4	Maintenance of Gas Safety Equipment in Kitchens	01/02/2022	01/02/2025
K07 A5	Provision and Maintenance of Kitchen Equipment-in development	01/02/2022	01/02/2025
K07 A6	Deep Cleaning Kitchens in Development	01/02/2022	01/02/2025
K07 A7	Health and Safety Inspection	01/02/2022	01/02/2025
K07 A8	Cleaning Schedule	01/02/2022	01/02/2025
K07 A9A	HACCP Form	01/02/2022	01/02/2025
K07 A9B	HACCP Form for Small Catering Operations	01/02/2022	01/02/2025
K07 A9C	Serving Sandwiches and Ready to Eat Snacks	01/02/2022	01/02/2025
K07 A10A	Food Allergen Matrix	01/02/2022	01/02/2025
K07 A10B	Ask About Allergens Poster	01/02/2022	01/02/2025

Reference Number	Title	Date Approved	Next Review Due
K07 A11	Temperature Records	01/02/2022	01/02/2025
K07 A12	Catering Daily Diary	01/02/2022	01/02/2025
K07 A13	Maintenance Log	01/02/2022	01/02/2025
K07 A14	Food Donations	01/02/2022	01/02/2025
K07 A15A	Food Gifts	01/02/2022	01/02/2025
K07 A15B	Food Gifts Leaflet	01/02/2022	01/02/2025
K07 A16	Food Hygiene Dining Rooms & Plates	01/02/2022	01/02/2025
K07 A17	Food Hygiene File	01/02/2022	01/02/2025
K07 A18	Opening and Closing Checklist	01/02/2022	01/02/2025
K07 A19	Equipment-in development	01/02/2022	01/02/2025
K07 A20	Kitchen Handover between St Mungos and Contract Caterer	01/02/2022	01/02/2025
K07 A21	Four Weekly Review	01/02/2022	01/02/2025
K07 A22	Food Complaint Log	01/02/2022	01/02/2025
K07 A23	Chilled Food Poster	01/02/2022	01/02/2025
K08	Infectious Disease Policy	01/02/2023	01/02/2026
	Infectious Diseases Procedure	01/02/2023	01/02/2026
K08 A1	Detail about diseases	01/02/2023	01/02/2026
K08 A2	Outbreak Control Procedures	01/02/2023	01/02/2026
K08 A3	Washing Bedding and Towels Guidance	01/02/2023	01/02/2026

Reference Number	Title	Date Approved	Next Review Due
K08 A4	Norovirus Outbreak Guidelines	01/02/2023	01/02/2026
K08 A5	Bed Bug Poster	01/02/2023	01/02/2026
K08 A6	Bed Bugs fact sheet	01/02/2023	01/02/2026
K08 A7	Bed Bugs pre and post treatment	01/02/2023	01/02/2026
K08 A8	Fleas Pre and post treatment advice	01/02/2023	01/02/2026
K08 A9	Pest information sheet	01/02/2023	01/02/2026
K09	Safe Handling and Disposal of Sharps Policy	01/03/2023	01/03/2026
K09 A1	SUT Needle Stick Injuries	01/03/2023	01/03/2026
K09 A2	Needle stick Booklet	01/03/2023	01/03/2026
K09 A3	Needle stick Audit Tool	01/03/2023	01/03/2026
K010	Lone working Policy	01/12/2022	01/12/2025
	Lone working Procedure	01/12/2022	01/12/2025
K010 A1	Lone Working for Volunteers	01/12/2022	01/12/2025
K010 A2	Example Lone Working Risk Assessment	01/12/2022	01/12/2025
K010 A3	Alertcom Process Guide	01/12/2022	01/12/2025
K010 A4	KPI escalation procedure	01/12/2022	01/12/2025
K010 A5 A	Lone Working Guidance for Managers	01/12/2022	01/12/2025
K010 A5 B	Compliance guidance for Managers	01/12/2022	01/12/2025

Reference Number	Title	Date Approved	Next Review Due
K010 A6	Reporting your device lost or stolen	01/12/2022	01/12/2025
	Water Safety Policy MOVED AND RENUMBERED FO6 (Assets and Compliance area)		
K012	Risk Assessment Policy	01/02/2023	01/02/2026
	Risk Assessment Procedure	01/02/2023	01/02/2026
K012 A1	Risk Assessment Form (Template)	01/02/2023	01/02/2026
K012 A2	Risk Assessment Guidance	01/02/2023	01/02/2026
	Example Risk assessments can be found in the Health and Safety section of Mungosnet		
K013	Smoking Policy	01/09/2022	01/09/2025
	Smoking Procedure	01/09/2022	01/09/2025
K014	DSE and Laptop Policy	01/12/2022	01/12/2025
	DSE and Laptop Procedure	01/12/2022	01/12/2025
K014 A1	DSE Self and managers Assessment	01/12/2022	01/12/2025
K014 A2	DSE Good Practice Guide	01/12/2022	01/12/2025
K014 A3	DSE Good Practice Guide for Laptops	01/12/2022	01/12/2025

Reference Number	Title	Date Approved	Next Review Due
K014 A4	Potential Hazards Associated with DSE & Laptops	01/12/2022	01/12/2025
K014 A5	Simple Guide for Staff who Hot Desk	01/12/2022	01/12/2025
K014 A6	Guidance on how to update DSE assessment page	01/12/2022	01/12/2025
K014 A7	DSE Frequently asked questions	01/12/2022	01/12/2025
K014 A8	Guidance when working from home	01/12/2022	01/12/2025
	Asbestos Policy MOVED AND RENUMBERED F07 (Assets and Compliance area)		
K016	The provision of Furniture Policy	01/02/2023	01/02/2026
	The provision of Furniture Procedure	01/02/2023	01/02/2026
K017	Manual Handling Procedure	01/04/2023	01/04/2025
K017 A1	Manual Handling Assessment and Checklist	01/04/2023	01/04/2025
K017 A2	HSE Manual Handling at Work Guide	01/04/2023	01/04/2025
K017 A3	Further Information Manual Handling	01/04/2023	01/04/2025
K018	Personal Protective Equipment Policy	01/12/2022	01/12/2025
	Personal Protective Equipment Procedure	01/12/2022	01/12/2025
K018 A1	PPE record sheet	01/12/2022	01/12/2025

Reference Number	Title	Date Approved	Next Review Due
K019	Safety Policy for New and Expectant Birthing Parents	01/12/2023	01/12/2026
K019 A1	Example Pregnancy Risk Assessment	01/12/2023	01/12/2026
K019 A2	Managers Guidance –uploading Pregnancy Risk Assessment to Cascade	01/12/2023	01/12/2026
K020	Working at Height Policy	01/12/2022	01/12/2025
	Working at Height Procedure	01/12/2022	01/12/2025
K020 A1	Ladder Log	01/12/2022	01/12/2025
K020 A2	Ladder Checklist	01/12/2022	01/12/2025
K021	Prevention and reduction of violence throughout St Mungo's Policy	01/06/2022	01/06/2025
	Prevention and reduction of violence throughout St Mungo's Procedure	01/06/2022	01/06/2025
K022	Office Safety Policy	01/09/2023	01/09/2025
	Office Safety Procedure	01/09/2023	01/09/2025
K023	Construction Design and management (CDM) Compliance Policy	01/12/2023	01/12/2026
K023 A1	CDM record sheet	01/12/2023	01/12/2026

Reference Number	Title	Date Approved	Next Review Due
K024	Waste Policy	01/12/2022	01/12/2025
	Waste Procedure	01/12/2022	01/12/2025
K024 A01	Definitions of waste	01/12/2022	01/12/2025
K024 A02	Sample waste risk assessment	01/12/2022	01/12/2025
K024 A03	Disposal of Hazardous Waste label	01/12/2022	01/12/2025
K025	Cycling at Work Policy	01/12/2023	01/12/2026
K026	Driving at Work Policy	01/12/2023	01/12/2026
K027	Home working Policy	01/11/2021	01/11/2024
K027 A01	Sample home working risk assessment	01/11/2021	01/11/2024
K02 A02	Supply and return of equipment provided for home working.	01/11/2021	01/11/2024
K027 A03	Checklist for home working inspections	01/11/2021	01/11/2024
K028	Infection control Policy	01/03/2023	01/03/2026
K028 A1	Infection control example risk assessment	01/03/2023	01/03/2026

Reference Number	Title	Date Approved	Next Review Due
K029	Lift Safety Policy MOVED AND RENUMBERED F08 (Assets and Compliance area)		
K030	Stress Policy	01/01/2023	01/01/2026
K030 A1	Sample Team Stress risk assessment	01/01/2023	01/01/2026
K030 A2	Example team stress risk assessment	01/01/2023	01/01/2026
K030 A3	Individual Stress Risk Assessment and Action Plan template.	01/01/2023	01/01/2026
K030 A4	Example of Individual Stress Risk Assessment and Action Plan	01/01/2023	01/01/2026
K031	Health and Safety Induction and Training Policy	Xx/04/2019	Xx/04/2022
K031 A	Health and Safety Support to New and TUPED services	01/06/2023	01/06/2025
K031 B	Preparing for a visit from Local Authority or EHO	01/06/2023	01/06/2025
K032	Slips, Trips and Falls Policy	01/12/2023	01/12/2026
K033	Pets in the Workplace Policy	01/12/2023	01/12/2026
K034	Consultation and Roll Our Process for New or Amended Health and Safety policies	01/12/2023	01/12/2026
	Damp and Mould Policy MOVED AND RENUMBERED F09 (Assets and Compliance area)		