

Health and Safety Requirements

Self Employed Contractors, Suppliers and Service Providers

Salvation Army Housing Association employs a Health and Safety Policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and self-employed people working on our behalf and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Our Health and Safety Policy is available on our website
<https://saha.org.uk/about/health-and-safety/>

As a self-employed person, we need you to confirm that you take responsibility for safety matters and in particular make arrangements to implement your own safety policy.

Your safety policy and procedures need to be kept up to date, particularly as the business changes in nature and size. Please confirm the following

RESPONSIBILITIES

1. That you take overall and final responsibility for health and safety when providing your services for The Salvation Army Housing Association
2. That you and your employees are instructed to keep a healthy and safe workplace and to take reasonable care of themselves and others.
3. Whenever you or one of your staff notices a health or safety problem which you are not able to put right, you must tell the appropriate person
4. That you receive adequate safety training for yourself and provide adequate safety training for staff
5. That you carry out any safety inspections for all areas of your work
6. That you report any accident or near misses in your own accident report book
7. That you investigate any accident or near misses and report these in your accident book and follow any RIDDOR legislation.

GENERAL ARRANGEMENTS ACCIDENTS

That you keep and maintain:

- Accident record book
- Fully stocked first aid kit

WORK EQUIPMENT

That you maintain and operate your own work equipment to the highest standards of safety

PERSONAL PROTECTIVE EQUIPMENT

That you provide and use all suitable protective equipment appropriate to the tasks and services you provide.

GENERAL FIRE SAFETY

That you are responsible for knowing and informing staff of:-

- Fire Prevention Rules
- Escape routes
- Use of fire extinguishers
- Use of fire alarms

Employees should receive all the fire training necessary to ensure that they are able to do their job safely.

HOUSEKEEPING

That you operate high standards in the following areas:

- Cleanliness
- Waste disposal
- Safe stacking and storage

HAZARDS / RISK ASSESSMENTS

That you provide risk assessments for any areas of work that are potentially hazardous and that details relating to hazard information (risk assessments) are available to all employees at all times. In particular assessments are needed for the following areas:

- Manual Handling
- Control of Substances Hazardous to Health (COSHH)
- Working at Heights
- Gas Safety
- Electrical Equipment
- Young Persons
- Slips, Trips and Falls

Free Risk Assessment Templates can be obtained from:

http://www.officesafety.co.uk/login_downloads/

Signed..... **Print Name**.....

Company Name..... **Date**.....