

Workplace and Environmental Conditions Policy

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Department	Business Support and Transformation
Author	Health, Safety and Wellbeing Manager
Reason for Policy Creation/Revision	Regular review
Data Protection	This policy conforms to Hanover's Data Protection Policy and Procedure
Equalities	No impact
Sustainability	No impact
Proof Read By	Business Support Manager
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Approved By	Director of Business Support and Transformation
Next Review Due	6 July 2026
Audience – Training and Awareness Approach	All employees will be notified by email of this updated policy
Effective Date	11 July 2023
Internal References – Policies & Procedures (<i>Located on The Hub</i>)	<p>Safety Inspections Records</p> <p>General Risk Assessments</p> <p>New office risk assessment</p> <p>Accidents, Incidents and Near Misses Policy</p> <p>Display Screen Equipment Policy</p> <p>Personal Protective Equipment Policy</p>
External References	<p>Health and Safety at Work etc. Act 1974</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Workplace (Health, Safety and Welfare) Regulations 1992</p>

WORKPLACE AND ENVIRONMENTAL CONDITIONS POLICY

1. Policy Purpose

- 1.1 To ensure that all premises classified as 'workplaces' occupied by Hanover comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and provide a safe and healthy working environment

2. Policy Scope, Explanations or Requirements

- 2.1 This policy covers all offices used by Hanover employees.

3. Employee Responsibility

- 3.1 Employees are responsible for ensuring their workplace is kept tidy, free from hazards and any faults or defects are reported to their manager.

4. Environmental conditions

- 4.1 The following environmental conditions should be considered for our office premises:
- 4.2 **Maintenance** - All workplaces, equipment, devices and systems will be maintained in efficient working order, and in good repair. Where appropriate, they will be subject to a suitable system of maintenance ie Portable Appliance testing (PAT testing) Electrical Inspections (ECIR) Gas safety checks (Communal Gas boilers)
- 4.3 **Ventilation** - All workplaces will be provided with an adequate supply of fresh or purified air, sufficient to reduce stale, contaminated, hot and humid air, without causing discomfort.
- 4.4 **Temperature** - A reasonable temperature (not less than 16°C after the first hour of working) will be maintained within all premises during work times. The upper level is not determined by legislation but will be maintained at a reasonable level. A sufficient number of thermometers will also be distributed around the workplace to allow employees to measure ambient temperature.
- 4.5 **Lighting** - Suitable and sufficient levels of lighting will be provided, utilising natural light where possible. Emergency lighting will be provided where failure of normal lighting would pose a significant risk.
- 4.6 **Cleanliness** - Workplaces and furnishings will be kept sufficiently clean. There is a personal responsibility to ensure the desk you are working at is left clean and tidy. All waste materials should be disposed of using the appropriate recycling bins/containers. The waste bins are emptied on a regular basis so that there is not a build-up of waste materials in the office.
- 4.7 **Space** - Work areas will have sufficient floor area, height and unoccupied space. The "Air Space" provided for each employee will not be less than **eleven** cubic metres.
- 4.8 **Workstations** - Workstations will be suitable for the employee and the work being undertaken. A suitable seat will be provided where necessary. Each employee who work on a PC for more than 1 hour per day will be required to complete a display screen equipment risk assessment, which will be eLearning and an assessment using the Workrite system. Refer to the DSE Policy for further information.

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- 4.9 **Floors** - Floors will be suitable, not uneven or slippery and unlikely to present a safety risk. They will be kept free from obstructions likely to cause a trip, slip or fall. Handrails will be provided on staircases, except where they would obstruct traffic.
- 4.10 **Falls and Falling Objects** - Suitable and sufficient measures will be taken to prevent people falling or being struck by falling objects. An accidents, incidents or near-misses caused by falls or falling objects must be reported as per the Accidents Incidents and Near Misses Policy using the Accident Management System.
- 4.11 **Windows** - Windows and transparent / translucent surfaces will consist of safe materials; will be clearly marked; and will remain safe when they are open. Windows large enough to allow a person to fall out will be so-designed (or modified) to prevent such falls. Consideration will be given to glazing full glass doors and patio windows with toughened or safety glass.
- 4.12 **Doors** - Doors and gates will be suitably constructed and will comply with relevant specifications, (i.e. Building Control guidelines etc).
- 4.13 **Toilets and Washing Facilities** - Suitable and sufficient, well ventilated and lit sanitary conveniences and washing facilities will be provided at readily accessible places. Hot and cold, or warm, running water and a supply of towels, soap and waste bins will be provided. Adequate provision will be made for employees, customers and visitors, including those with disabilities.
- 4.14 **Water** - An adequate supply of wholesome drinking water, and recyclable cups, will be readily accessible and clearly marked. In the event that cold water taps do not deliver mains water which is safe for drinking, they will be clearly marked as 'not drinking water'.
- 4.15 **Clothing** - Suitable and sufficient accommodation for clothing will be provided, as well as changing facilities where specific protective clothing is worn as per the Personal Protective Equipment Policy.
- 4.16 **Rest Areas** - Suitable and sufficient rest facilities will be provided at readily available accessible places. In the office environment, employees' desks will suffice as rest areas and areas at which meals may be eaten, with the exception of locations at which excessive disturbance (e.g. contact with the public) is likely. Suitable facilities will also be provided for pregnant or nursing employees to rest, and for employees to eat meals.
- 4.17 **Kitchen Area** - Facilities will be provided for preparing or obtaining a hot drink. All kitchen equipment will be kept clean and in good repair and will be subject to inspection and maintenance as appropriate.
- 4.18 **Housekeeping** - High standards of general housekeeping will be maintained to minimise the level of risk in the workplace. Employees must pay particular attention to ensure there are no trailing cables (in appropriate use of extension leads), obstacles in corridors /walkways, clean-up of spills, etc.
- 4.19 **Health & Safety Law poster** - a poster will be displayed in the development office or in a visible area in all offices.

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4.20 **First Aid Kit** – a HSE standard or equivalent first aid kit for 1-10 persons will be kept in the development office or other named suitable place in the area offices as per the first aid policy.

5. Monitoring & Evaluation

5.1 A health & safety audit is carried out twice a year by the Housing Officer/ Care Operations Managers at the developments and this will also cover numerous categories above.

5.2 This policy will be monitored and evaluated by the Health, Safety and Wellbeing Manager.

6. Reporting Requirements

6.1 The Health & Safety Audits carried out by the Housing Officers / Care Operations Manager cover numerous categories/ checks listed above and these audits are now being reported as a KPI to SMT on a monthly basis.

7. Review

7.1 This policy will be reviewed every three years or earlier as required.