

**Annual Health and Safety Self-Assessment
2025/26**

Review completed in compliance with Health and Safety Policy of relevant legislation, duties and responsibilities for LRHA.

Area	Requirements	Compliant?	Actions
Governance & Legal			
Health and Safety Policy	Written H&S Policy in place?	Policy in place. Approved by Operations Committee (February 2026)	Policy and Statement to be signed for 2026/27 at Board meeting in January.
	Reviewed annually and signed by Chair and Chief Executive?	Signed Policy Statement is displayed in Markime House office	
	Clear roles and responsibilities defined?	Policy defines key responsibilities for Health & Safety Advisor, Approved Contractors, Staff, Managers, Chair and Health and Safety Lead.	
	Competent professional appointed for H&S advice	BrightSafe is the appointed consultant	
	Employers Liability Insurance in place (certificate displayed / accessible)	Insurance cover in place with via Marsh Limited	
	HSE Law Poster displayed in main office	Poster is displayed at Markime House	
	Access to competent external advice (if needed)	Specialist advice is available from Wilkin Chapman Rollit LLP, BrightSafe consultancy, and Cope Safety Management.	
Risk Assessment Framework	Standard risk assessment template including severity and impact rating	BrightSafe system used for completing risk assessment using standard template.	
	General risk assessment for office activities	General office risk assessment in place, also manual handling, lone working and accident reporting for office based staff	
	Specific risk assessments are in place for: Maintenance / repairs work Driving for role Lone working Working at height Manual handling Accident reporting	Risk assessments are in place for each specific risk area identified.	Review completed and identified these are needed: Asbestos Containing Materials Policy and Management Plan Confined Spaces Risk Assessment Driving Safety Policy Statement, Risk Assessment and Controls Management of Approved Contractors (PQQ) Gas and Oil Safety Risk Assessment Health and Safety Handbook Update PPE Risk Assessment Unvented Hot water Cylinders Policy Statement
			Asbestos Containing Materials Policy and Management Plan - in process of development with approved consultant BSP Ltd. Issue ACM inspections for 2026 to BSP Ltd - thirty five plus any for the decarbonisation project.
			Eight ACM inspections for PM works programme at Browne-Wilkinson Walk, Holbeach St Marks.
	Risk assessments reviewed and updated regularly	Risk assessments are scheduled for review using the BrightSafe system.	
	Risk assessments and control measures communicated to Staff	The BrightHR system is used to communicate and retain receipts to confirm staff understanding, PMS operatives have folders with hard copies in their vehicles (no personal data in the folders)	
	Staff understand the risks relevant to their roles	Property Maintenance Service meet regularly and a standing agenda item is H&S to review risk assessments. All staff complete mandatory training annually. They are encouraged to report near misses, and to feedback on any area of their role where a risk is identified.	
Safe Systems of Work (Property Maintenance Service)	Method statements for key tasks	Risk assessments and controls measures are communicated to PMS staff. PMS operatives are encouraged to feedback any information relating to H&S at One-to-One meeting and / or Repairs Team meetings.	Identify new approved contractor with coverage across Lincolnshire.
	Risk assessment checklist for major / repair works	Hard copy and I-Auditor version available To be returned to the Housing Repairs Officer or Property Maintenance Officer	
	Specific control measures for higher risk areas e.g. Confined spaces	Available on BrightSafe and communicated to staff via BrightHR.	
	Tools and equipment are recorded, maintained and inspected	Annual review of PMS tools on vehicle, PAT test is completed, staff are instructed to visually check equipment to verify safety before use.	
	PPE provided, suitable for tasks and used	All PPE is checked weekly and before each use	
	COSHH assessments completed for all chemicals on PMS vehicles	Each chemical is assessed and record retained. Chemicals on PMS vehicles are checked against the records held regularly.	
	Emergency procedures are understood by all staff	Instruction to staff of what to do in case of an emergency or accident. PMS operatives have emergency first aid training. Staff have read and confirmed understanding of the Accident and Reporting Procedures.	Accident Reporting and Investigation procedure to be added to BrightHR and circulated to all staff.
Housing Specific Compliance	Gas safety and servicing checks are completed (CP12)	Certificates are retained, process is managed via spreadsheet by the Housing Repairs Officer. Components are recorded on the Capita OpenHousing system. Process will be transferred to the Rubixx Housing Management system in October 2026. Sufficient approved, experienced and competent contractors are retained. Reported to the Management Team, Operations Committee, Audit & Risk Committee and Board of Management.	
	Electrical safety checks (EICR every 5 years and at change of tenancy)	Components are recorded on the Capita OpenHousing system. Process will be transferred to the Rubixx Housing Management system in October 2026. Sufficient approved, experienced and competent electrical contractors are retained. Reported to the Management Team, Operations Committee, Audit & Risk Committee and Board of Management.	
	Fire Risk Assessment for communal areas	Only Markime House office requires a Fire Risk Assessment. Experienced and competent advisor - Graham Almack Fire Safety Services - is retained to undertake any FRA's required.	
	Asbestos Register and Management Plan	Yes - in place Subject to review and update currently	
		Current Register	

**Annual Health and Safety Self-Assessment
2025/26**

Area	Requirements	Compliant?	Actions
	Legionella risk assessment	Yes, in place and testing completed on Markime House nu Executive Support	
	Smoke and CO alarms are installed and maintained	Components are recorded on Capita OpenHousing	
	Contractor pre-qualification questionnaire as part of an approval process	PQQ process is in place for all new contractors to ensure professionalism and competence.	
Office and Workplace Safety	Office risk assessment completed	Yes - available on BrightSafe Travel path completed for site - Monthly	
	Workstations assessed	DSE assessments completed with each member of staff annually	
	Electrical equipment tested		
	Fire Risk Assessment completed	Markime House assessed by Graham Almack Fire Safety Services	
	Fire drills are completed	Yes - Responsibility of Executive Support	
	Fire doors are inspected	Annual inspection completed	Instruct 2026 inspections to FireStop Ltd
	First Aid provision	Yes - kit in kitchen of Markime House Two staff are emergency first aid at work trained to provide cover during working hours and account for holiday, sickness, remote working cover	Certificates to be uploaded to BrightHR Maternity cover for 2026 - additional two staff to complete the EFAW course Review and update first aid procedures document
	Accident and Near Miss Books	Accident Book in kitchen of Markime House - Fully completed for any accidents, logged on BrightSafe. Near Miss Book - to capture events likely to have resulted in an accident - these are recorded and reviewed at Repairs Team meetings and any new procedures are communicated to staff Reporting of accidents and near misses to Operations Committee RIDDOR reporting process in understood and included in procedures Investigations are carried out where needed and reported to the Management Team and Operations Committee	
	Driving	Pool car available Driving Safely training on Staff Skills portal Checks of driving licences of staff completed and retained Insurance check completed Company insurance in place Restricted to staff aged over 25 years Serviced regularly and checked before use Lone working procedures cover for drivers	Check PPE in pool car is available
Mental Health and Wellbeing	Stress risk for staff considered	Staff Handbook has a section Section on bullying and harassment Risk assessment required Regular catch up meetings	Complete risk assessment, method statement and procedures for staff stress risk
Approved Contractors and Supply Chain	Vetting process	Pre-Qualification process for Contractors, Suppliers and Consultants	Complete review of PQQ process and forms Review documentation for all approved contractors
	Induction for contractors	Induction completed covering safeguarding and quality procedures, vulnerable residents	Complete inductions and retain record for 2026
	Monitoring of contractor performance	Main contractors have quarterly meetings Resident review of contractor performance undertaken and reported to the Repairs Team and reported to the Management Team	
	Clear responsibilities defined for LRHA and contractor	Contract in place for main contractors Contractor Standards agreed and signed	
Documentation and Record Keeping	Risk assessments documented and accessible to staff	Available on BrightHR, PMS operatives have a hard copy in folder in LRHA vehicle Communicated to Repairs Team at quarterly meetings, and catch up meetings, and via updates to all staff members	
	Training records	All courses are hosted on the Staff Skills portal, and recorded on BrightHR Detailed annual training course for all staff	
	Staff feedback	Health and safety is a standing agenda item with staff feedback sought PMS operatives give input and review risk assessments and control procedures for any maintenance related areas.	
	Regular audits	Internal checks are completed by Head of Operations	
	Board and Committee oversight	Report to Management Team (monthly), Operations Committee (three times per year) with day to day management activity and Audit & Risk Committee with risk related report (three times per year) Annual report to Board of Management	
Awaab's Law (Phase 1 & 2)	Phase one introduced 27 October 2025. The law currently focuses on significant damp and mould hazards and all emergency hazards, with further hazard types planned for expansion in 2026.	Policy and procedures in place for the management of damp mould and condensation Procedure in place and all members of staff have completed initial and annual refresher training on it Reporting to Management Team and Operations Committee on DMC cases and outcomes.	Purchase DMC surveying equipment for 2026/27 Annual refresher training to be organised for Repairs Team in February
	Phase two of Awaab's Law, scheduled for implementation in October 2026, expands mandatory repair deadlines for social landlords to include a broader range of significant hazards. It is currently being consulted on		Risk assess and devise procedures for each of the hazards on the HHSRS in preparation for Awaab's Law Phase 2
	Phase three is due to be introduced in 2027 with the law will be extended to all remaining HHSRS hazards (apart from overcrowding)		Risk assess and devise procedures for each of the hazards on the HHSRS in preparation for Awaab's Law Phase 3.