Committee Approver	Operations Committee
Stakeholder Consultation	Executive Team, Leadership Team, JCC, Health and Safety
Date Approved	September 2026
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Workplace Conditions Policy
Revision Date	August 2026
Revised by	Executive Team, HRM & Health & Safety Advisor
Next Revision Date	August 2029
Related Documents	H&S Policy
Location of Electronic Copy	V:\Policies and Procedures Shared\Policies\Corporate

1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy working environment for all employees and recognises the need to protect them from risk.

This policy will demonstrate Viewpoints commitment to ensure, so far as is reasonably practicable, the safety of all Viewpoint's employees.

2. Purpose

The purpose of this policy is to ensure that Viewpoint provides a safe and healthy working environment for all employees.
The implementation of this policy will demonstrate the organisations compliance with all relevant legislation, namely the Workplace (Health Safety and Welfare) Regulations 1999.

3. Definitions

"Workplace" – any premises or part of premises made available as a place of work including outdoor areas and temporary sites.
Domestic premises are excluded from these regulations. The regulations do however, apply to care homes and landlords who manage common areas,

"Employee" – includes any person who conducts work on behalf of Viewpoint. It includes temporary employees, persons gaining work experience, agency workers, bank workers, as well as those in direct employment.

"Person with disabilities" – The Equality Act 2010 defines a person with disabilities as 'someone with a mental or physical impairment which as a substantial and long-term adverse effect on their ability to carry out day-to-day activities,

The Workplace (Health, Safety and Welfare) Regulations 1999

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety, and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations 1999 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work. The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;

- Sufficient workspace with suitable workstations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

Viewpoint will ensure, so far as is reasonably practicable, that suitable arrangements are in place to cover these provisions.

Full details and arrangements are within Viewpoints Workplace Conditions Procedures which support this policy.

In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

The responsibility for building and equipment maintenance lies with the Assets Team and any building or equipment defects or hazards should be reported to them.

4. Legislation/related policies

This policy should be read alongside the following legislation, guidance and related internal procedures:

Workplace (Health, Safety and Welfare) Regulations 1992, as amended
Health & Safety at Work etc. Act 1974
Management of Health & Safety at Work Regulations 1999, as amended
Health & Safety Information for Employees Regulations 1989
Health & Safety (Miscellaneous Amendments) Regulations 2002
INDG244 Workplace Health, Safety and Welfare – A short guide for managers
Equality Act 2010
Viewpoints Workplace Conditions Procedure

5. Scope

This Policy applies to any person who carries out work on behalf of Viewpoint. It includes temporary employees, persons gaining work experience, agency

workers, pool workers, as well as those in direct employment.

The regulations make it clear that the workplace environment should be suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, including in particular, doors, passageways, stairs, showers, washbasins, lavatories and workstations, should be made accessible for disabled people.

6. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The Executive and Leadership Teams are responsible for ensuring this policy and its supporting procedures, documentation and arrangements are implemented across Viewpoint.

They must ensure effective procedures are in place, relevant managers and team members understand their responsibilities, and any required training is completed.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

7. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident reports.