



**TRUST HOUSING ASSOCIATION**

<b>Title of policy:</b>	HS007 - Health & Safety at Work
<b>Date of adoption or last review:</b>	June 2017
<b>Lead officers:</b>	Director of Asset Management Health, Safety & Wellbeing Adviser
<b>Date of next review:</b>	June 2020
<b>Performance standard:</b>	GS1.2 Policies and Procedures: We have high quality written policies and procedures to guide our actions.  GS4.4 Risk Management: We identify and appraise the most important risks we face, and we take a prudent approach to managing them.

# Trust Housing Association Ltd

## Health & Safety at Work Policy

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## **1. Introduction**

This policy sets out the health and safety arrangements for all Association employees and also applies to all other persons who may be affected by the Association's acts, work activities and services including tenants, service users, contractors and members of the public.

The policy is intended to demonstrate the Association's commitment to planning and managing health and safety; to achieving acceptable standards; to reducing accidents; and to demonstrate to all employees that the Association is fully committed to their health, safety and welfare.

## **2. Statement of General Policy**

The Association recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Corporate Manslaughter and Corporate Homicide Act 2007 and associated legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work and the health and safety of any other person who may be affected by the Association's actions, work activities or provision and delivery of services.

The Board, supported by the Executive Team of Trust Housing Association is responsible for the conduct of the business of the Association.

All operating or subsidiary companies must ensure that they meet or exceed all applicable legislative arrangements and also meet the common basic standards for health, safety and welfare at work as defined in this Association Policy.

The Health and Safety at Work Act imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of Trust Housing Association so far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and welfare of all employees and to conduct the business in such a way that the health and safety of any other persons that might be affected by our undertakings at any premises under our control, are not put at risk.

It is the intention of the Association, so far as is reasonably practicable, to ensure that:-

- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.

- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
- The Health and Safety Policy Statement will be reviewed at least annually and endorsed by the Chairperson of the Board and the Chief Executive.

The Association shall remain fully committed to continuous improvement of our health and safety management systems by regular assessment and review of our organisational arrangements and working practices on an ongoing basis and will bring the policy statement and any revision of it to the notice of all existing and new employees.

### **3. Responsibilities**

The Association and its employees in all positions have a responsibility for the successful application of the health & safety policy. The health and safety ethos and culture comes from the actions, attitude and commitment at every level of the organisation.

Key areas of responsibility for individuals or groups of individuals in relation to health and safety are described as follows:

### **3.1 Board**

The Board of Management is responsible for the conduct of the Association's business; this includes monitoring compliance with the health and safety management systems and associated health and safety policies to continuously driving forward improvements in Health and Safety within the Association.

The Board has a collective role for championing health, safety and welfare standards within the Association and, whilst not actively involved in the day to day running of the Association; has shared responsibility for providing leadership and direction on health and safety matters to the Chief Executive and Executive Team.

The Board of Management shall ensure:

- that safety management within Trust Housing Association is suitable and sufficient;
- that due consideration is given to health and safety throughout all of Trust Housing Association's operations;
- that due consideration is given to health and safety in all decisions made by the Board;
- that health and safety is encouraged and fully supported by all Senior Managers.

In order to achieve this, the Board will endorse the Health & Safety Policy and review health and safety performance on a quarterly basis to

ensure that any issues of significant risk are actioned appropriately. The Chairperson will review and approve the Health and Safety Policy statement with the Chief Executive on an annual basis.

### **3.2 Chief Executive**

The Chief Executive is ultimately responsible for the control and implementation of this Policy at all levels of the organisation and the provision of adequate resources to meet health and safety requirements.

The Chief Executive will:

- Accept responsibility throughout the Association and at all places of work to provide and maintain the standards required by the Health and Safety at Work Act and other relevant acts and statutory provisions;
- Undergo adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively.
- Provide leadership to create a positive Health and Safety culture by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times;
- Ensure that responsibility for the implementation of, and compliance with, this Policy is properly assigned and accepted by the Board, Executive and Leadership Teams, managers and employees under their control throughout the Association;
- Appoint competent health and safety representatives to co-ordinate health and safety matters within Trust Housing Association.
- Review their personal Health and Safety responsibilities at least annually.

### **3.3 Director of Asset Management:**

The Association has appointed the Director of Asset Management as the 'Director accountable for Health and Safety.' In essence, the Director of Asset Management will, with the Chief Executive, hold ultimate responsibility for the implementation of the Association's policy, procedures and arrangements.

The Director of Asset Management will also take all appropriate action to help reduce the risks to Health & Safety arising from the business undertaking and to improve the Association's safety performance. The Director of Asset Management will:

- Report on safety performance, funding requirements, safety failures and other Health & Safety related issues at Board of Directors meeting on a quarterly basis, as well as to make available all internal and external audit reports to the Board. Fully justified requests will be made to the Board for any resources, support or funding required for Health & Safety purposes.
- Appoint an adequate number of competent persons to achieve and maintain legal compliance with the duties set out in the Management of Health and Safety at Work Regulations 1999, as amended.
- Implement and review the Association's Health and Safety policy and control manual in conjunction with the Health, Safety & Wellbeing Adviser;
- Undergo adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively.

- Take active participation in the Association's Health & Safety Committee, raising pertinent issues for consideration by the Committee and the reporting of Committee concerns to the Board, Chief Executive / Executive Team and other staff as may be appropriate.
- Monitor the effectiveness of the Association's Health and Safety Policy;
- Consult with employees on the effectiveness and application of the policy;
- Provide leadership by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times;
- Review their personal Health and Safety responsibilities at least annually.

**3.4 All other Association Directors and Managers (inc Executive Team, Leadership Team, Management Team, Operational Line Managers and all other line managers and employees in supervisory positions)**

Due to the "directorial" or 'managerial' function it is recognised that all directors and managers may be held liable where Health & Safety offences are committed with their consent or connivance or as a result of their negligence.

Each Director or Manager within the Association is responsible in their particular sphere of operation for:

- Understanding the Health and Safety Policy of the Association and accepting responsibility for the health, safety and welfare of staff, tenants, service users and members of the public;
- Implementing all relevant Health and Safety policies, procedures and arrangements within their department, as required by the Health and Safety Policy, Control Manual, the Health & Safety Committee and Senior management;
- Creating a safe environment and conditions of work by ensuring suitable measures and procedures are in place after consultation with their Line Manager or the Health, Safety & Wellbeing Adviser;
- Undergoing adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively.
- Ensuring staff understand and comply with prescribed health and safety procedures and guiding those who neglect or fail to carry out their health and safety responsibilities effectively;
- Ensuring that all departmental staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.
- Encouraging staff to suggest ways and means of eliminating hazards and of improving the health and safety culture, ethos and procedures by ensuring that adequate communication channels exist throughout their department to allow Health & Safety issues to be dealt with effectively in a timely manner;
- Ensuring regular safety checks of the environment, equipment and procedures are in place at all workplaces (offices and

- developments) ensuring all hazards and defects are reported and repaired as soon as possible;
- Reviewing existing safety measures regularly to ensure that they remain valid and consulting with the Health, Safety & Wellbeing Adviser on specific issues when specialist advice is required;
  - Reporting all work-related accidents, incidents and dangerous occurrences to the Health, Safety & Wellbeing Adviser as soon as possible after the incident;
  - Advising the Chief Executive, Director of Asset Management and the Health, Safety & Wellbeing Adviser immediately by telephone in the event of a fatality or serious injury;
  - Identifying the need for further Health and Safety related training or other form of risk control for departmental staff and reporting the issue without undue delay to the Health & Safety Committee or Director of Asset Management.
  - Highlighting any deficiencies and unsafe conditions in the workplace and ensuring these are corrected timeously;
  - Taking appropriate action, where any significant breach of Health & Safety procedures has been identified, to reduce the risk in the short term, and reporting the issue to the Director of Asset Management without undue delay.
  - Provide leadership by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times;
  - Review their personal Health and Safety responsibilities at least annually.

### **3.5 Health, Safety & Wellbeing Adviser:**

The function of the Health, Safety & Wellbeing Adviser is, by definition, to provide advice on all matters pertaining to health and safety within the Association.

The Health, Safety & Wellbeing Adviser will be fully supported in the “management” of Health and Safety by the Chief Executive, Executive team, Director of Asset Management, Leadership Team, Management Team and all relevant managers within the Association.

The Health, Safety & Wellbeing Adviser will:

- Monitor the implementation and effectiveness of the Association’s Health & Safety policies, practices and procedures in line with current legislation, codes of practice and best practice safety standards, notifying the Director of Asset Management and other senior staff of any required changes;
- Maintain contact and liaise with representatives and officers of other bodies regarding health and safety matters such as the Health & Safety Executive, local authorities’ officers, Fire and Rescue Services and the Care Inspectorate;
- Advise and report on any “significant concerns” regarding the maintenance of health and safety standards within the Association to the Director of Asset Management, members of the Executive or Leadership Team responsible for the function/service concerned and relevant Manager, as appropriate;
- Investigate accidents, incidents and dangerous occurrences; advising and taking action as necessary to avoid recurrence; maintaining

records and reporting such occurrences internally to senior management and, where required, external to statutory and regulatory bodies;

- Actively support, advise and participate in the Association's Health and Safety Committee by arranging meetings, preparing agendas and subsequent minutes for distribution;
- In conjunction with the Director of Asset Management and Human Resources Officer (Training and Development); support the delivery of all Health and Safety related training to increase the skills, experience and knowledge of employees and their ability to apply safe practices when performing work related tasks.
- Provide assistance and support to person(s) carrying out General Risk Assessments; monitoring the quality and content of risk assessments; and ensuring all employees have access to relevant workplace risk assessments;
- Ensure all necessary General and Fire Safety Risk Assessments are carried out by the Association and remain current;
- Ensuring fire precautions and procedures in the event of a fire or fire drill are clear, current and relevant;
- Ensure that internal codes of practice and safe systems of work are developed and monitored and, where necessary, assist managers at all levels in their implementation;
- Review and revise, where necessary, the Health and Safety Policy and Health and Safety Control Manual;
- Advise managers and other employees on health and safety related matters and promote a positive health and safety culture within the Association;

- Provide leadership by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times;
- Review their personal Health and Safety responsibilities at least annually.

### **3.6 All employees shall be responsible for:**

- Fulfilling their duty under the Health and Safety at Work Act to safeguard their own health and safety and that of other people who may be affected by their acts or omissions at work (including colleagues, tenants, service users and members of the public);
- Cooperating with the Association on all health and safety matters so far as is necessary to ensure compliance with any statutory duty imposed on the employer, or any other person(s);
- Familiarising themselves with the Health and Safety Policy and Control Manual of the Association and any associated guidelines relevant to their area of work;
- Undergoing adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively and to follow the training they have received when using any work items the Association has provided.
- Making proper use of all equipment provided by the Association and not interfere with, or misuse, anything provided for their health, safety or welfare;
- Complying with the instructions, safety measures and procedures, issued from time to time, for safe working and the safety of service users, tenants and members of the public;

- Familiarise themselves with all workplace Fire and Emergency procedures and participate in any emergency evacuation drills carried out at their place of work;
- Reporting to their line manager any defects in property, plant, equipment or safety procedures which come to their notice or any unsafe conditions in working or residential premises in order that such defects may be repaired within an appropriate timescale;
- Promptly reporting of any work related accidents, incidents or hazards which have led or might lead to injury or damage and cooperating with any subsequent investigation which may be undertaken;
- Making suggestions to their line manager on ways of eliminating workplace hazards and of promoting safe working practices or conditions to be passed onto Senior Managers and the Health and Safety Committee.
- Proactively seeking information, where required, on health and safety measures and procedures.
- Setting a positive personal example in health and safety.

#### **4. Equal opportunities**

4.1. The Association will ensure that it complies with the Equalities Act 2010.

As such, when dealing with requests under this policy no one will be treated differently or less favourably than others because of any of the protected characteristics as listed in the Equality Act 2010:

- age
- disability

- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

4.2. Upon request, the Association will make information on Health and Safety at Work available in alternative formats, such as large print, audio, Braille, and community languages.

## **5. Anti-Bribery**

5.1. The Association is committed to the highest standards of ethical conduct and integrity in all its activities and, in order to ensure compliance with the Bribery Act 2010, it has introduced an Anti-Bribery policy and procedures. These must be adhered to by all employees, Board Members and associated persons or organisations acting for or on behalf of Trust when undertaking any action referred to in this policy.

## **6. Policy Review**

6.1. This policy will be reviewed on a three yearly basis as a matter of procedure unless key changes are required in response to new legislation or best practice. The review will assess the effectiveness of the policy and any accompanying procedure, and identify any changes which may be required.