


Health & Safety Policy



Reference:	HS/H&S/V2/17	Approved by Board:	26/07/17
Scope:	Housing Solutions	Date of next Review:	25/07/18
Legislation:	Health & Safety at Work Act 1974 Management of Health & Safety Regulations 1999		
Related Policies:	Health & Safety Panel Terms of Reference Major Incident Plan		
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1. Policy Statement

- 1.1 Housing Solutions Ltd recognises its obligation to meet the requirements of the Health and Safety at Work Act 1974 and all relevant regulations, approved codes of practice and guidance relevant to the Association's operations. We will also ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.
 - 1.1.1 Housing Solutions has introduced an occupational health and safety management system in accordance with OHSAS 18001 and will continually improve its safety performance in accordance with the standard.
 - 1.1.2 Under this Policy, the Association undertakes to provide a safe and healthy working environment and providing appropriate training for its employees and to safeguard the health and safety of customers, contractors, visitors and the general public that may be affected by the conduct and activities of the Association, its employees or agents.
 - 1.1.3 No employee is required to work in circumstances where there is an imminent or serious risk of injury. Where employees are concerned about any aspect of their safety they should report the matter immediately to their line manager or the Health and Safety Panel for action to be taken. Consultation with employees is undertaken through the joint consultative committee ('The Voice/Forum').
 - 1.1.4 The Health and Safety Policy, Risk Assessments and supporting documentation are kept up to date and formally reviewed by the Association's Health and Safety Panel. Copies of these documents are available at every work location and are prominently displayed on the Association's Health and Safety intranet. Relevant copies of these documents are also provided by the Association for the use of contractors, consultants, service providers and other agents engaged by the Association.
 - 1.1.5 The Association aims to implement this policy, so far as is reasonable and practical, and relies on colleagues to act in a responsible manner, in respect of their own health and safety and for that of others who work with them and at all times when on Association business. Failure to comply with the Association's Health and Safety Policy and associated procedures is a disciplinary matter.

Orla Gallagher (Signature).....
Chief Executive
Date..... 19 - 09 - 2017

2. Responsibilities

Health & Safety Chain of Responsibility HOUSING SOLUTIONS LIMITED



- 2.1 The Housing Solutions Ltd Board have overall strategic responsibility for ensuring that the Health and Safety Policy and associated procedures are implemented and that adequate risk reduction programmes are in place.
- 3.1.1 The Chief Executive has overall operational responsibility for health and safety and is responsible for ensuring that the Association complies with relevant health and safety legislation.
- 3.1.2 The Property Services Manager (Mechanical Electrical and Health & Safety compliance) is the 'competent person' for the Company in respect of health and safety issues.
- 3.1.3 The Association's Health and Safety Panel meets quarterly and provides a forum for monitoring, discussing and dealing with health and safety issues. Objectives, membership and operations are set out in The Health and Safety Panel Terms of Reference (Appendix 1) which are agreed by the Executive Team.

- 3.1.4 The Health and Safety Panel is responsible for ensuring that an annual review of the Association’s Health and Safety Policy and Service Risk Assessments is carried out and that Procedures and Guidance Notes are regularly reviewed and reported to the Executive Team and the Board.
- 3.1.5 Managers are responsible for ensuring that all relevant health and safety procedures and guidance notes are implemented and followed for areas under their control. They are also responsible for identifying the need for health and safety training of their colleagues.
- 3.1.6 All employees must read, understand and implement the Association’s Health and Safety Procedures and Guidance Notes. Where appropriate, copies of the relevant documents must be issued/made available to other organisations that either carry out work for the Association, or act on its behalf.
- 3.1.7 All employees have a responsibility to take reasonable care for the health and safety of themselves and others, to co-operate in all matters of health and safety and not to act recklessly or cause intentional misuse of assets that belong to the Association, or third parties, that they come in contact with through the course of their business activities.
- 3.1.8 Employees must ensure they report all hazards to their manager who will, when necessary, advise the Association’s Health and Safety Panel who will issue appropriate instructions.

4. Health and Safety Arrangements Framework

- 4.1 Housing Solutions Ltd follows the requirements of HSE Guidance HSG65 Successful Health and Safety Management and OHSAS 18001 which is a recognised pathway to successful health and safety effectiveness. These principles are:

OHSAS 18001 Policy Shows our identified H&S objectives and legal requirements, referring out to related safety documents where necessary. It also sets out the methodology we have adopted for risk assessments and our measurable continuous improvement targets



- 4.1.1 An annual safety plan is prepared which sets out safety performance targets for the year, a quarterly health and safety report is submitted to the Board to keep them informed of new legislation, and progress against the Association’s annual health and safety plan and associated targets.
- 4.1.2 Safety policies and procedures are available to all colleagues through the Health and Safety intranet. Hard copies can be printed off where necessary. Safety policies and procedures are reviewed every one to three years depending on identified levels of risk. If legislation or working practices change safety procedures are amended accordingly.

- 4.1.3 Copies of the Association's Health and Safety Policy and associated documents can be obtained from Human Resources, Crown House, Crown Square, Waldeck Road, Maidenhead, SL6 8BY. Telephone 01628 543100.

5. Equality & Diversity

- 5.1 Housing Solutions Ltd is committed to a policy of fair and equal treatment for all its members, customers, colleagues and applicants, regardless of religion, sexual orientation, age, class, racial origin, sex, disability or marital status as determined in the Equality and Diversity Strategy.

6. Confidentiality

- 6.1 Under the Data Protection Act 1998 and the Human Rights Act , all personal and sensitive information, however received, is treated as confidential.
- 6.2 When dealing with resident information, officers will ensure that they only involve other agencies and share information with the consent of the resident concerned, unless:
- HSL is required to by law
 - The disclosure of the information is necessary for the protection of children.

7. Review

- 7.1 This policy will be reviewed annually or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Housing Solutions Ltd policy.

Appendix 1

Housing Solutions

Health and Safety Panel - Terms of Reference

Objectives

- To ensure compliance with HSE best practice (HSG65/BS OHSAS 18001)
- To regularly review the Health and Safety Policy and associated procedures for the organisation
- To monitor the effectiveness of safety management systems to ensure the health and safety of colleagues, customers, contractors and partners
- To regularly review accident/incident statistics and near misses
- To review the implementation of risk assessment recommendations
- Members of the Panel will act as colleagues representatives, with whom colleagues can raise any issues of concern regarding health and safety within the Association

Safety Panel Members

- Group Customer Services Director
- Property Services Manager
- Head of Asset Management
- Head of HR
- Head of Housing Services
- Senior Development Project Manager
- Contracts Supervisor
- Management Accountant
- Service Area Managers
- Customer Services Supervisor
- Executive Assistant
- Maintenance/Grounds Team Supervisors
- Housing Manager – Community Services
- Customer Care Manager
- Surveying Supervisor

The Safety Panel can co-opt members from time to time, if necessary.

Quorum

To form a quorum, there must be at least 7 panel members present including the Chair.

Meetings

Four meetings are held annually. Extra meetings can be held at the discretion of the Safety Panel.

Reporting

Minutes will be taken at each meeting. The member taking minutes is responsible for circulating these once approved by the Chair to the other members of the Safety Panel.

A safety performance report will be prepared for the Executive/Management Team and the Board quarterly.