

# Health and Safety Policy



<b>Reference:</b>	HS_POL_ASM_HAS_3.0	<b>Author:</b>	Ben Lancaster
<b>Scope:</b>	Housing Solutions	<b>Approved by:</b>	Board
<b>Legislation:</b>	Health & Safety at Work Act 1974 Management of Health & Safety Regulations 1999 Regulatory Reform (Fire Safety) Order 2005.	<b>Date of approval:</b>	23/01/2019
<b>Related Policies:</b>	Health & Safety Panel Terms of Reference Major Incident Plan	<b>Date of next review:</b>	January 2020

## 1. Policy Statement

- 1.1 Housing Solutions 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.
- 1.2 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.
- 1.3 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.
- 1.4 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 Forum').
- 1.5 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 section of the intranet. Relevant copies of these documents are also provided by the Association for the use of contractors, consultants,

\* Housing Solutions will migrate to ISO 45001 the replacement to OHSAS 18001 during the transition

service providers and other agents engaged by the Association.

- 1.6 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**..... 11 / 3 / 2019 .....

## 2. Responsibilities

### Health & Safety Chain of Responsibility HOUSING SOLUTIONS





- 2.1 The Housing Solutions 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.
- 2.2 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.
- 2.3 The Property Services Manager (Health & Safety compliance) is the 'competent person' for the Company in respect of health and safety issues.
- 2.4 The Association's Health and Safety Panel meets quarterly and provides a forum for monitoring, discussing and dealing with health and safety issues.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 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.

### **3. Health and Safety Arrangements Framework**

- 3.1 Housing Solutions 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\* *Housing Solutions will migrate to ISO 45001 the replacement to OHSAS 18001 during the transition*



- 3.2 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.
- 3.3 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.
- 3.4 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. Website: [www.housingsolutions.co.uk](http://www.housingsolutions.co.uk).

#### 4. Equality & Diversity

- 4.1 HS recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy, the Human Rights Act 1998, and Equalities Act 2010. HS works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. HS will record, analyse and monitor information on ethnicity, vulnerability and disability. Housing Solutions will also provide an interpreter as required.

#### 5. Confidentiality

- 5.1 Under the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Human Rights Act 1998, all personal and sensitive organisational information, however received, is treated as confidential. This includes:
- anything of a personal nature that is not a matter of public record about a resident, client, applicant, staff or board member
  - sensitive organisational information.

HS employees will ensure that they only involve other agencies and share information where there is a legal basis for processing the information.

## **6. Review**

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