

Health and Safety Policy

1. Statement and aims

- 1.1. SHAL HA has statutory and moral responsibilities for the health, safety and wellbeing of employees, residents and others who may be affected by our work activities. This document sets out SHAL HA's policy and commitment to fulfilling these responsibilities.
- 1.2. SHAL HA's aim is to comply with all relevant health and safety legislation and to implement accepted good practice and associated guidance, so as to operate both within the spirit and the letter of the law.
- 1.3. SHAL HA's key objective is to ensure that effective arrangements are in place to manage and reduce health and safety risks so far as is reasonably practicable, with the ultimate aim of preventing death, injury and ill-health.
- 1.4. SHAL HA will do this by:
 - 1.4.1. complying with essential statutory requirements as an employer and landlord and implementing best practice standards wherever possible;
 - 1.4.2. exercising proper control and management of contractors working on our behalf to ensure the safety of SHAL HA staff, residents and the public;
 - 1.4.3. taking a proactive approach to identifying, assessing and acting to reduce health and safety risks. This includes taking into account diversity and the particular requirements of some workers and residents, ensuring their specific needs are identified and responded to;
 - 1.4.4. integrating health and safety considerations into standard business practice and decision-making as far as possible;

- 1.4.5. consulting with and providing information to employees, residents and other persons as appropriate on matters affecting their health and safety, informing them of any key changes;
- 1.4.6. ensuring that equipment, materials, workplaces and procedures for employees are suitable and safe;
- 1.4.7. providing employees with instruction, training and supervision as appropriate to ensure they are competent to do their work safely;
- 1.4.8. reviewing this Policy, related operational procedures and health and safety performance data at regular intervals reflecting changes in legislation, best practice and guidance and findings from risk assessments and adverse incidents, inspections and audits;
- 1.4.9. Implementing a robust performance management reporting system covering landlord and colleague health and safety matters which is overseen by the Executive, the Health and Safety Committee and the Board.

2. Key requirements

2.1. Legislation

- 2.1.1. SHAL HA has a legal duty to put in place suitable arrangements to manage for health and safety. The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. This includes:
 - a a written health and safety policy;
 - b assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by SHAL HA's activities – and record the significant findings in writing (if you employ five or more people). Any risk assessment must be 'suitable and sufficient';

- carrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment;
- d access to competent health and safety advice;
- e providing employees with information about the risks in the workplace and how they are protected;
- f instruction and training for employees in how to deal with the risks; g ensuring there is adequate and appropriate supervision in place;
- h consulting with employees about their risks at work and current preventive and protective measures.

2.1.2. The Health and Safety Executive (HSE) provides detailed guidance on these issues on their website and these documents are referenced – where appropriate - in Appendix A.

2.1.3. The Workplace (Health, Safety and Welfare) Regulations 1992 also cover a wide range of basic health, safety and welfare issues and apply to most workplaces and includes an Approved Code of Practice and guidance. This is to help employers understand the regulatory requirements on issues such as ventilation, temperature, lighting, cleanliness, room dimensions, workstations and seating, floor conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, escalators, sanitary conveniences and washing facilities. See <http://www.hse.gov.uk/pubns/priced/l24.pdf> for more detail.

2.2. The Regulator of Social Housing

2.2.1. The Regulator of Social Housing expects that all Boards comply with legal and regulatory requirements. This includes:

- a adhering to all relevant law
- b ensuring that an effective risk management and internal controls assurance framework is in place

and this includes health and safety.

2.3. RIDDOR -Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

2.3.1. RIDDOR puts duties on employers, the self-employed and people in control of work premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specific dangerous occurrences (near misses).

2.3.2. RIDDOR requires deaths and injuries to be reported only when:

- a there has been an accident which caused the injury
- b the accident was work-related
- c the injury is of a type which is reportable
- d The detail is outlined at <http://www.hse.gov.uk/riddor/key-definitions.htm>

3. Application and assorted policies

3.1. Detailed arrangements relating to the implementation of this policy are contained in operational documentation such as procedures, risk assessments and guidance notes. Procedures covered include:

3.2. Landlord responsibilities to residents:

- 3.2.1. Gas, Oil and Solid Fuel Safety
- 3.2.2. Fire Safety, including emergency evacuation plans
- 3.2.3. Water Safety
- 3.2.4. Mechanical and Electrical Safety
- 3.2.5. Control of Substances Hazardous to Health (COSHH)

3.3. Employer/workplace responsibilities:

- 3.3.1. Lone Working and Personal Safety
- 3.3.2. First Aid Guidance and Risk Assessment
- 3.3.3. Manual Handling
- 3.3.4. Driving at Work
- 3.3.5. Display screen equipment (DSE)

- 3.3.6. Slips and trips
- 3.3.7. Personal Protective Equipment (PPE)
- 3.3.8. Accident, Assault, Near Miss, Work Related ill Health & Incident
Reporting:
- 3.3.9. Environmental incidents
- 3.3.10. Sharps/Needle stick
- 3.3.11. Young Persons at Work and New Expectant Mothers.
- 3.3.12. The details and associated guidance are contained in Appendix 1.

4. Roles and responsibilities

4.1. The Board

- 4.1.1. The Board have ultimate responsibility to ensure the health, safety and welfare of all employees and others affected by the Company's operations. The performance of that duty is delegated to the Chief Executive.
- 4.1.2. The Board will ensure that the Chief Executive is provided with the resources and assistance required for the legal duty to be performed.

4.2. Executive

- 4.2.1. Responsibility for corporate health and safety service sits with the CEO who has strategic and operational responsibility for:
 - a the provision of competent advice to management and colleagues;
 - b the co-ordination of the health and safety management system;
 - c promoting implementation of the Health & Safety Policy and health-and-safety-related operational procedures;
 - d a range of operational duties such as providing health and safety inductions and training, conducting inspections and audits as well as maintaining SHAL's HA's accident book.

4.3. Employees

- 4.3.1. Health and safety is a shared responsibility between the company and individual colleagues. SHAL HA expects colleagues to take reasonable

care of themselves and of any other person who may be affected by their actions and to cooperate and comply as required by law with the protective measures put in place by the company and must use any safety equipment provided.

- 4.3.2. All employees are responsible for:
 - a adhering to company policies and procedures by working safely in accordance with instructions and training;
 - b reporting any injuries, ill health, near misses or health and safety concerns promptly as per SHAL HA's Health & Safety Incidents: Immediate Response and Reporting Procedure. See appendix 4 for the form.

5. Delivering effective management arrangements

5.1. Management arrangements

5.1.1. SHAL HA use the HSE's 'Plan, Do, Check, Act approach' to managing health and safety, noting that it can rarely be achieved by one-off interventions and a sustained and systematic approach is necessary. (see Appendix 2), further detail can be found at

<http://www.hse.gov.uk/pubns/indg275.pdf>

5.1.2. Plan, Do, Check, Act helps SHAL HA achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

5.2. Risk Assessments

5.2.1. In order to manage health and safety in the workplace, all employers with over 5 employees must conduct a risk assessment. This is done by considering what might cause harm to people and decide whether reasonable steps to prevent that harm are being taken.

5.2.2. Risk assessment is about identifying sensible measures to control the risks in your workplace. Findings are based on the HSE's guidance and

risk assessment template see

<http://www.hse.gov.uk/risk/resources.htm>. Further guidance is outlined at <http://www.hse.gov.uk/pubns/indg163.pdf>. See Appendix 3 for the HSE's proposed template.

- 5.2.3. We also review risk assessments when they may no longer be valid or need to be enhanced e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities.

6. Measure of success

- 6.1. SHAL HA monitors health and safety performance and compliance using a variety of quantitative (factual) and qualitative (subjective) measures such as:
 - 6.1.1. provision of health and safety training;
 - 6.1.2. existence of up-to-date operational documentation;
 - 6.1.3. findings from health and safety audits;
 - 6.1.4. employee and resident surveys;
 - 6.1.5. key performance indicators relating to health and safety including incident statistics, including near misses etc;
 - 6.1.6. an end-of-year annual Health and Safety report to the Executive and Board

7. Value for Money

- 7.1. SHAL HA's effective management of its duty of care to employees to keep them safe will ensure that we are not subject to litigation and the award of damages for a breach of duty.
- 7.2. Accident and incident prevention and a safe working environment will ensure that no employees are injured at work and have to be absent as a result.

8. Owner

8.1. Chief Executive Officer

9. Version and Revisions

9.1. This policy will be reviewed every 1 year(s)

9.2. Revisions

New version	Date	Revision details