



Health and Safety Policy

COR-POL-11

Version 10.0

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Table of Contents

- 1. Statement of Intent 3**
- 2. Background, Legislative and Regulatory framework 5**
- 3. Policy Implementation, Organisational Roles and responsibilities 7**
- 4. Our Approach..... 17**
- 5. Access Information and Collaboration 18**
- 6. Equality and Diversity 22**
- 7. Links to Other Policies, Procedures and Employee Guidance..... 22**

1. Statement of Intent

- 1.1 This Policy covers all of the organisation registered as Southway Housing Trust, its members and subsidiaries of the Group. It extends to all owned and leased properties, work activities and employees engaged by the Trust
- 1.2 Southway Housing Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Chief Executive recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe and healthy, prevent injury or ill-health and comply with all statutory requirements and codes of practice.
- 1.3 The Policy will provide a framework for setting and reviewing Health & Safety objectives within Southway Housing Trust and across all members or subsidiaries of the Group.
- 1.4 This policy sets out the Health and Safety arrangements for all our employees. It also applies to all other persons (e.g. contractors, visitors, clients, service users and members of the public) who may be affected by our acts, work activities and/or services.
- 1.5 Southway Housing Trust, so far as is reasonably practicable, proposes to pay attention to:
 - (a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - (b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce
 - (c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - (d) Making regular assessments of risks to employees
 - (e) Taking appropriate preventative/protective measures and
 - (f) Appointing Stallard Kane Associates Ltd to assist in compliance with statutory duties.

- 1.6 In order that Southway Housing Trust can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with Southway Housing Trust or anyone else concerned, to ensure that their obligations are performed or complied with.
- 1.7 All employees of Southway Housing Trust agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with Southway Housing Trust so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without warning.
- 1.8 This policy will be communicated to all personnel working under the control of Southway Housing Trust.
- 1.9 This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all employees. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.
- 1.10 Southway Housing Trust is committed to the continued improvement in health & safety management and performance and as such this policy will be reviewed periodically to ensure that it remains relevant and appropriate to the activities of Southway Housing Trust.

Signed:

Karen Mitchell
Chief Executive Responsible for Health and Safety
February 2021

2. Background, Legislative and Regulatory Framework

- 2.1 Southway Housing Trust, its members and subsidiaries of the Group, its employees, and also contractors, visitors and clients, have responsibilities under Health & Safety legislation, and a duty of care to self and others whilst carrying out their daily work within the organisation.
- 2.2 The Trust's obligations can only be met by ensuring that all employees fully understand and discharge their responsibilities.
- 2.3 The **Health & Safety at Work Act 1974** imposes a general duty on employers to ensure the health, safety and welfare at work for their employees and other appropriate parties, to provide a safe working environment and have suitable and sufficient Health & Safety arrangements.
- 2.4 Every employer is required to have a Health & Safety Policy which not only states their commitment to Health & Safety but also details their arrangements for Health & Safety.
- 2.5 Where there are five or more employees the policy must be written and every employee made aware of its contents and how to access it.
- 2.6 The **Management of Health & Safety at Work Regulations 1999** place a duty on an employer to assess and manage risks to their employees and others arising from our work activities.
- 2.7 The Trust must also make arrangements to ensure the Health & Safety of our workplaces including making arrangements for emergencies, providing H&S training, information and health surveillance for employees where identified.
- 2.8 All employees must work safely in accordance with their training and instruction and notify their manager or person responsible for Health & Safety of any serious or imminent danger or shortcoming in The Trusts Health & Safety arrangements.
- 2.9 The **Health & Safety (First Aid) Regulations 1981** place a duty on an employer to provide and train to the necessary standard and suitable number of persons for their organisational needs including cover for overtime and out of hours.
- 2.10 The **Construction (Design and Management) Regulations 2015 (CDM 2015)** focus on the management of health, safety and welfare for construction projects. It applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

- 2.11 It has been identified that at times Southway Housing Trust will undertake the duties of the roles listed below, and that appointees to these roles should be identified at the earliest opportunity and before planning commences:
- Client.
 - Domestic Client
 - Designer
 - Principal Designer
 - Contractor
 - Principal Contractor
 - Worker
- 2.12 In accordance with the definitions and guidance given within the regulations for each of the roles above The Trust will operate suitable management processes and procedures to discharge its obligations under the regulations dependent on which role The Trust is engaged in.
- 2.13 Where The Trust has chosen to nominate an external advisor to act on their behalf to undertake one of the above roles every effort will be made to ensure that they are suitably qualified, have suitable insurance and understanding of the legal implications and requirements.
- 2.14 The CDM 2015 place duties on various parties involved in the construction programme from Client to Contractors. Southway Housing Trust will fulfil the requirements of the Regulations related to its activities.
- 2.15 On contracts where Southway Housing Trust has a design responsibility, relevant hazards/risks shall be reduced in the design process.
- 2.16 Southway Housing Trust shall carry out a survey of work tasks/workplace in relation to Health & Safety and produce a plan to minimise risks prior to works being undertaken.
- 2.17 Specific advice shall be called on from Southway Housing Trust's Health & Safety Advisers as required.
- 2.18 During the course of the contract and upon its completion a "Safety File" shall be made available to relevant parties to aid with the safe running, maintenance, repair and renovation of the project.

3. Policy Implementation, Review, Organisational Roles and Responsibilities

- 3.1 Every employee has a responsibility and a duty with regard to Health & Safety. Executive Directors and managers have the responsibilities of a manager as well as those of an employee. The level of responsibility is higher as supervisory and management levels increase. The Trust has an agreed documented structure and this should be referred to for understanding the level of responsibility that the employee's role has within the organisation. Each team will have their own structure chart with names attached to enable employees to see the Health & Safety line of management responsibility. The Organisational Structure will form part of a number of supporting documents that will be held in the on line Health and Safety manual for reference purposes and updated in line with the Policy review.
- 3.2 As an employer The Trust will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, relief staff, agency staff, volunteers, contractors and visitors together with others who may be affected by our acts or omissions.
- 3.3 The Trust will provide suitable and sufficient information, instruction, training and supervision to ensure the Health & Safety of employees and volunteers.
- 3.4 The Trust will provide contractors with sufficient information to ensure that they are able to fulfil their duties and responsibilities under Health & Safety legislation.

The Southway Board

- 3.5 The role of the Board is to ensure that all health and safety legislative requirements relating to Southway Housing Trust's buildings, equipment and employees are being met. (With reference to the Health and Safety Commission's Guidance Document INDG343, Directors' Responsibilities).
- 3.6 The Board will consult with and receive assurance from the Executive Group and the Health & Safety Advisors through the Annual Health & Safety Audit Report presented to A&R and Annual Health & Safety Policy Review brought to the Parent Board in addition to interim updates where relevant.

Chief Executive

- 3.7 The Chief Executive has overall responsibility for Health & Safety within Southway Housing Trust and will ensure that adequate and appropriate resources are made available and that the management of Health & Safety

is treated as an essential part of the organisations operations by all employees.

- 3.8 The Chief Executive is responsible for the administration and implementation of the Health & Safety policy. The Chief Executive may wish to delegate duties and responsibilities to the executive or senior managers for the implementation of the policy within their respective areas, but must ensure that they have suitable training and experience, or competent persons to support them.
- 3.9 The Chief Executive shall ensure that:
- (1) Health & Safety management systems are established and maintained to assess risks and to allow for the effective planning, organisation, control, monitoring and reviewing of the preventative and protective measures necessary to eliminate and / or control identifiable risk.
 - (2) Effective training is identified, programmed and carried out regularly.
 - (3) Persons designated with specific responsibilities for Health & Safety matters are trained and competent and are provided with the resources to ensure the implementation of this policy, so far as is reasonably practicable.
 - (4) Monitoring of Health & Safety management is conducted on an on-going basis.
 - (5) They are personally aware of their Health & Safety duties and responsibilities not only as the Chief Executive but also as an Executive director, manager and employee, and that they fulfil these obligations.

The Executive Group (The Executive)

- 3.10 The Executive have the legal responsibility for the health, safety and welfare of its members, employees, service users, tenants and other relevant third parties who are connected in any way with our work activities. The Executive are responsible for ensuring that the policy enables the Trust to fulfil its legal duties and emphasises the determination to manage its activities so that standards of Health & Safety are continuously improved. They will monitor conditions and Health & Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

3.11 The Executive are responsible for their personal safety and that of all personnel within their directorate and teams including others who may be affected by the Trust's activities.

3.12 The Executive have a responsibility to ensure that:

Systems are in place to review and update this policy annually, when major staffing changes occur, when new equipment is introduced, there is an accident or Incident, and when there are changes in legislation.

- Health & Safety objectives for the Trust are set and monitored.
- Sufficient arrangements, facilities and finances are available for fully implementing this policy.
- That safety management within the Trust is suitable and sufficient.
- That due consideration is given to Health & Safety throughout the organisation.
- Adequate resources are made available to allow the effective implementation of the Trust's Health & Safety Policy.
- That due consideration is given to Health & Safety in all decisions made by the Executive and Board.
- That due consideration is given to all building compliance and safety matters in all decisions made by the Executive and Board.
- That Health & Safety is encouraged and fully supported by all Senior Managers and the Senior Management Team.
- Safe systems of work are in operation, and staff receive adequate and appropriate training.
- Appropriate financial requirements for the Trust's Health & Safety function are contained within the legal resources.
- The legal implications of relevant legislation are raised with, and understood by relevant employees.

Responsible Person for Health & Safety [The Strategic Director of Property and Development].

3.13 In addition to the above Executive duties the Director of Property and Development will be responsible for, and ensure that:

- Any decisions taken fully consider the Health & Safety impact on both employees and others that may be affected by our work or the services we provide.
- Building Compliance is managed, monitored and reviewed, with any recommended improvements being considered and actioned if reasonably practicable to do so.

- The Executive are kept informed about the organisations Health & Safety performance.
- Support the resource requirements that are necessary to ensure that we can develop and maintain a robust Health & Safety Management system.
- Provide high level support to promote a positive Health & Safety culture throughout the organisation.
- Monitor the channels for communication with our tenant's, residents, contractors and other parties who may be affected by our work with regard to Health & Safety issues.
- Ensure that the Competent Person for Health & Safety– Head of Asset Management and Compliance is given suitable Training and support to ensure that their knowledge of legislation and regulations is maintained.
- Chair the Quarterly Health & Safety Group Senior Managers Meeting.
- Provide strategic direction for the implementation of this policy.

Competent Person for Health & Safety [Head of Asset Management and Compliance].

3.14 The Competent Person for Health & Safety in addition to the Nominated Persons, Senior Management duties, is responsible for:

- Health & Safety on a day to day basis – implementation of Health & Safety procedures, precautions and controls.
- Building safety and compliance on a day to day basis implementing procedures, precautions and controls.
- Encouraging the highest possible standards of Health & Safety within the organisation by effective communication and consultation with employees.
- Monitoring standards of Health & Safety through regular Health & Safety meetings and ensure Terms of Reference and framework of meetings are reviewed and updated in line with the policy review date.
- Monitoring building safety and compliance through the reporting and framework dashboard.
- Ensuring good standards of housekeeping across all departments.
- Ensuring training and development needs of all staff is effectively managed and communicated.
- Health & Safety within their department as outlined in the Heads of Service responsibilities.
- Assessing and meeting Health & Safety training needs.
- Ensuring that all reportable accidents or dangerous occurrences are investigated and a suitable report issued.

- Providing support and guidance to the Senior Management Team.
- Providing support and communicate across The Trust at all levels.
- Managing and Monitoring the channels for communication with our tenants, residents, contractors and other parties who may be affected by our work, with regards to our approach to Health & Safety.
- Providing support to the Strategic Director Property and Development as Chair of the Quarterly Health & Safety Group Senior Manager Meeting.
- Chairing the Monthly Health & Safety operations meeting and the monthly Manager meeting for Property Services, Asset, Compliance and Environmental Managers.
- Chairing the Quarterly Building Management Safety Group
- Maintaining an up-to-date knowledge in matters of legislation and regulations as they apply to and affect the Trust and its Health & Safety Policy.
- Advising and supporting the Responsible Person for Health & Safety– The Strategic Director of Property and Development with the reporting to the Executive / Risk Panel, the Board, A&R committee, Senior Management and Managers on any related safety matters.
- Advising and supporting the Responsible Person for Health & Safety – The Strategic Director of Property and Development with the management and monitoring of building safety and compliance.
- Ensuring that suitable support is provided to The Trust, with the engagement and appointment as required of any Subject Matter Expert, Consultant or Advisory Body to assist in compliance with statutory duties.
- Advising on the application and maintenance of the Trust's Health & Safety Policy arrangements.
- Monitoring the Trust's Health & Safety status by ensuring that there are regular audits, to include but not limited to, visits to site, contractor reviews, dip sample of documentation and management processes to ensure our compliance with current legislation and our company policy and standards.
- Maintaining a close liaison with the Health & Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking.
- Assisting with strategy for implementation of the policy.
- Undertaking the investigation of serious accidents.
- Being the Trust's point of contact for the HSE and any Enforcement Officer.

Nominated Persons for Health & Safety [Senior Management within their defined service area].

- 3.15 The Nominated Persons for Health & Safety will be responsible for:
- Health & Safety on a day to day basis – implementation of Health & Safety procedures, precautions and controls within their service area.
 - Building safety and compliance on a day to day basis implementing procedures, precautions and controls within their service area.
 - Their personal safety and that of all personnel within their service area, including others who may be affected by the Trust's activities.
 - Undertaking risk assessments within their service area.
 - Giving support and guidance within their level of expertise to those they line manage, and leading by example.
 - Encouraging the highest possible standards of Health & Safety within their service area by effective communication and consultation with employees.
 - Monitoring standards of Health & Safety within their service areas.
 - Ensuring good standards of housekeeping.
 - Ensuring COSHH Risk Assessments are carried out within their service areas.
 - Risk assessments will be undertaken by Managers using the current risk assessment form, and are the responsibility of the Senior Managers. Additional assistance can be provided by the Competent Person for Health & Safety– Head of Asset Management and Compliance if required. Once completed, this information will be disseminated to relevant employees and the master filed for future reference. The provision and maintenance of suitable personal protective equipment.
 - Ensuring staff attend all Health & Safety training sessions.
 - Ensuring safety training is provided for jobs under their control. It will be incumbent upon them to ensure that 'on-the-job' training is given to new employees or those new to a job Carrying out hazard spotting checks of their service area.

The above responsibilities will be implemented in association with The Trust's 'Competent Person' for all Health & Safety matters, as defined by the Management of Health & Safety at Work Regulations 1999.

Managers, Team Leaders, and Supervisors

- 3.16 All managers, team leaders and supervisors are expected to demonstrate by example their total commitment to Health & Safety matters.
- 3.17 All managers, team leaders, and supervisors are expected to demonstrate by example their commitment to ensuring The Trust provides compliant and safety buildings' for our tenants and residents to inhabit.
- 3.18 Each manager, team leader or supervisor is responsible for their personal safety and that of all personnel under their authority, including others who may be affected by the Trust's activities.

In particular, they will:

- Understand and implement the Trust's Health & Safety Policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee is aware of their responsibilities and is equipped to play their part.
- Conduct risk assessments on activities within their service area, ensuring that the methods and systems of work are safe and ensure that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Ensure that all employees are aware of, understand and work in accordance with any risk assessment or method statement for their area of work.
- Provide written instructions of work methods, outlining potential hazards and precautions, and ensure they are complied with.
- Investigate the circumstances relating to all accidents, violent incidents, dangerous occurrences and near miss incidents. Where possible, the cause of the accident or incident should be determined and recommendations made regarding methods of preventing a reoccurrence.
- Ensure that they fully understand the Accident /Incident reporting procedure and are responsible for the initial completion of these report forms available on the intranet site.
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with accident investigations where appropriate.
- Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.

- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of appointed First Aiders are displayed and maintained in prominent locations.
- Ensure the stock levels within first aid boxes are checked at regular intervals by a nominated person and that boxes are readily available. The nominated person will be selected from the current first aiders. Special arrangements will be made to provide cover where employees work away from Trust premises.
- Ensure that all new employees in the Trust are provided with a copy of the Policy Statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this manual.
- Reprimand any employee for failing to discharge their Health & Safety responsibilities.
- Set a personal example with regard to Health & Safety matters.
- Carry out hazard spotting checks of their service area.
- Undertake risk assessments within their service area with the support, when needed, of their Line Manger or the Competent Person for Health & Safety– Head of Asset Management and Compliance.
- Ensure that all risk assessments and method statements are freely available, communicated and where needed, support given to understand these safety systems, to the personnel under their authority.
- Ensure that once the personnel have confirmed understanding of all risk assessments, method statements and other safety communications that a suitable acknowledgement is recorded.
- If called upon to do so, and as part of their role, attend the Quarterly Building Management Safety Group.

Property Services Managers & Supervisors, Asset, Compliance and Environmental Managers.

3.19 In addition to the above all will:

- Attend the Monthly Manager meeting for Property Services, Asset, Compliance and Environmental Managers.
- Advise and support the Competent Person for Health & Safety – Head of Asset Management and Compliance with the management and monitoring of building safety and compliance
- The Compliance Manager will ensure that there is a monthly partnership liaison meeting with the Fire Service to discuss Building

Safety matters, and advise the A&R committee and the Competent Person for Health & Safety– Head of Asset Management and Compliance accordingly.

- The Compliance Manager Will Chair the monthly New Build / Development Safety Group meeting and advise the Quarterly Building Management Safety Group accordingly
- The Compliance Manager will ensure that the monitoring of building safety and compliance is recorded, monitored and reviewed.

Employees

3.20 All employees are responsible for their personal safety and that of others who may be affected by the Trust's activities, such as tenants, residents and visitors.

Every employee must:

- Take reasonable care for the Health & Safety of themselves, and others who may be affected by their acts or omissions at work.
- Take reasonable care for the safety of The Trusts buildings and ensure that by their actions or omissions they do not impact on the compliance of these buildings.
- Co-operate with management with regard to agreed Health & Safety arrangements and procedures.
- Work in accordance with any method statement and / or risk assessment undertaken, or other safety communication, and provided suitable acknowledgement that they have understood these safety systems.
- Know and keep to the rules and procedures relating to their work, and report to their immediate manager or supervisor all difficulties or hazards liable to endanger themselves or other persons.
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- All accidents, violent incidents, dangerous occurrences and near miss incidents involving Trust premises, employees or other people who are affected by our operations, are to be reported by employees to their Line Manager without delay.
- Arrange for any spillage of dangerous substances or flammable liquid to be dealt with immediately, having due regard to the nature of such spillage.
- Use machinery and equipment only when authorised and properly trained to do so.

- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.
- Store all tools, equipment and personal protective equipment in the approved place after use,
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used.
- Not operate any plant or equipment unless authorised.

- 3.21 If an employee cannot put right any identified potential hazards or shortcomings in any Health & Safety arrangements then they should, where possible, report them to their Line Manager.
- 3.22 If an employee requires advice on Health & Safety matters, then they should contact their Line Manager. If they are not satisfied with the advice they receive then they should contact the Nominated Persons for Health & Safety– Senior Management within their defined service area. If this person is unable to give the employee satisfactory advice, then the matter should be escalated to the Competent Person for Health & Safety– Head of Asset Management and Compliance. Should the employee still feel dissatisfied with the advice they should ask for the matter to be escalated to the Responsible Person for Health & Safety– The Director of Property and Development.

Visitors

- 3.23 The employee responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all Health & Safety rules and procedures are followed.

4. Our Approach

- 4.1 We recognise the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.
- 4.2 Equally important is the need for constant alertness by the Nominated Person and employees in identifying and eliminating potential hazards wherever possible.
- 4.3 It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- (a) Formulate and maintain safe working systems, including work carried out during maintenance.
- (b) Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- (c) Ensure that no process, chemical, plant or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- (d) Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- (e) Encourage the closest possible liaison between managers and employees in matters relating to health and safety.
- (f) Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance.
- (g) Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - Abide by safe working systems.
 - Make use of facilities and equipment provided for their protection.
 - Refrain from any act which could endanger themselves or others.
- (h) Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare.
- (i) Report any known defect, which could endanger the health or safety of themselves or others.
- (j) Cooperate as far as is necessary to ensure that we meet our legal requirements.

5. Access, Information and Collaboration

Communication

- 5.1 In accordance with legislation The Trust will consult and collaborate with all employees, its members and subsidiaries of the Group, and with the appropriate union representation, on Health & Safety matters. The Trust has systems to ensure that every employee is consulted and has the opportunity to comment as appropriate.

5.2 The Trust will communicate on the following Health & Safety arrangements, with its members, employees and subsidiaries of the Group, and with the appropriate union representation, on the following matters including but not limited to:

- Proposed changes to existing policies and procedures.
- Development of new policies and procedures.
- Accident and incident reporting, reviews, findings, management and monitoring.
- Findings from any Accident, Incident or HSE investigation.
- Proposed changes to existing risk assessments and / or safe methods of working.
- Development of new risk assessments and / or safe methods of working.
- Audits both internal and external, reviews, findings, management and monitoring.

5.3 Will provide a framework of meetings with agreed Terms of Reference to ensure employee co-operation and understanding, The Trust will communicate information on Health & Safety by:

- Ensuring it is on the agenda for routine Management Meetings.
- Ensuring it is on the agenda for Team Meetings.
- Ensuring it is on the agenda for routine One-to-One Supervision Sessions.
- Ensuring that all Health & Safety meetings take place in accordance with the Terms of Reference for each meeting.
- Information will be displayed and shared on workplace notice boards.
- Information will be displayed and shared on the workplace intranet.
- Information will be provided as guidance in the Staff and Tenant Health & Safety Booklets.

Training

5.4 The Trust recognises that safety training is an integral and important part to ensuring the understanding of Health & Safety, and providing the tools needed by employees to work in accordance with this policy.

5.5 No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. Suitable training will be given to all Southway Housing Trust employees, its members

and subsidiaries of the Group in accordance with an agreed training matrix, developed by the Head of Asset Management and Compliance.

Risk Assessment

- 5.6 The Trust recognises the need to risk assess the work it carries out and the methods of undertaking these works. Assessments will be completed in accordance with the relevant legislations, working practices, manufacturers' guidance and other guidance associated with the task in hand.
- 5.7 The Trust will provide all necessary training to its employees, its members and subsidiaries of the Group, in accordance with the approved training matrix, to ensure that they are able to undertake, understand and work in accordance with all risk assessments.
- 5.8 Risk assessments will be provided for individual work, and provision made for point of work job specific risk assessments.
- 5.9 The Trust will review all risk assessments, if there is a change in legislation, if there is an incident relating to the assessment and / or in accordance with the date of review noted on the assessment.
- 5.10 The Risk Assessment Procedure should be referred to when assessing, completing and undertaking any assessment of risk. A full list of Risk Assessments will be made available within the Health and Safety manual with review dates and the responsible officer.

Accident & Incident Reporting

- 5.11 The Trust recognises the need to have a robust accident / incident reporting framework, to manage and monitor occurrences and to establish action plans based on learning outcomes. The format and guidance for this can be found within the Incident Reporting Investigation Procedure.
- 5.12 The Trust recognises its statutory responsibilities for the notification of accidents and dangerous occurrences, and will follow the Health & Safety Executive (HSE) guidance and requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Notifiable occupational diseases will also be reported.
- 5.13 When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident report form F2508 will be completed either on line or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are, Competent Person for Health & Safety– Head of Asset Management and Compliance, and Southway

Housing Trust's insurers via the manager with responsibility for insurance provision.

- 5.14 In the case of accidents involving employees who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.
- 5.15 Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.
- 5.16 The Trust has full guidance and documentation for the reporting and management of accidents / incidents which can be found in the Incident Reporting and Investigation Procedure.

First aid

- 5.17 The Trust has committed to provide suitably trained and appropriate numbers of first aiders. The names of these first aiders will be displayed on notice boards for the benefit of all employees and visitors, and brought to the attention of all new employees during their induction.
- 5.18 The Trusts training matrix will hold information of all Certificated first aiders and when their training is to be renewed.

Personal Protective Equipment and Plant and Materials

- 5.19 The Trust recognises its responsibility to provide suitable and sufficient Personal Protective Equipment for use by its employees, its members and subsidiaries of the Group.
- 5.20 We are committed to providing and maintaining, so far as is reasonably practicable, plant, equipment and systems of work which are safe and without risk to health, facilities for the safe handling, transport and storage of any substance which may be hazardous to health,
- 5.21 Where risk assessment or safe working method highlights the need for PPE, The Trust will provide, and the employee will wear, this equipment when carrying out the working operation.
- 5.22 Where risk assessments or safe working method highlight the need for plant equipment and / or safe systems of working, The Trust will provide and the employee will utilise these.
- 5.23 The employee must ensure that they have had the correct training and experience to operate, utilise and work with any item of plant, equipment and / or system of work safely.

5.24 Due attention should also be given to the PPE Procedure and Work Equipment Procedure.

6. Equality & Diversity

6.1 Southway Housing Trust will ensure that this policy is applied fairly and with sensitivity to the diverse needs of individuals and communities.

6.2 This policy and other related Southway Housing Trust policies and publications can be provided on request in other formats (e.g. in an alternative language, in Braille, on tape, in large print).

7. Links to Other Policies, Procedures and Employee Guidance

7.1 In addition to the information contained within this Policy all employees Southway Housing Trust, its members and subsidiaries of the Group, are required to familiarise themselves with and adhere to, the following Policies, Procedures and Guidance:

KEY	
Past Due Date	
Within 30 Days (1 Month) of Due Date	
Within 90 Days (3 Months) of Due Date	
Over 90 days (3 months) of Due Date	

Policy

Reference		Policy Name	Next Review Due (See Key)	Responsible Officer	Approval Level
HRM-POL-	01	Alcohol and Substance Abuse Policy	01/03/2020	Head of HR	CE
HRM-POL-	03	Code of Conduct - Employees	01/05/2020	Head of HR (Chief Executive)	CE
HRM-POL-	07	Home Working Policy	01/04/2021	Head of HR	CE
HRM-POL-	09	Lone Worker Policy	01/05/2020	Head of HR	CE
HRM-POL-	15	Stress Policy	01/04/2020	Head of HR	CE
HRM-POL-	16	Violence Against Staff Policy	01/04/2017	Head of HR	CE
SER-POL-	05	Asbestos Management Policy	13/10/2021	Head of Asset Management and Compliance (SD: Property and Development)	A&R
SER-POL-	38	Electrical Safety Policy	13/10/2021	Head of Asset Management and Compliance (SD: Property and Development)	A&R
SER-POL-	08	Fire Safety Policy	13/10/2021	Head of Asset Management and Compliance (SD: Property and Development)	A&R
SER-POL-	09	Gas Safety Management Policy	13/10/2021	Head of Asset Management and Compliance (SD: Property and Development)	A&R
SER-POL-	11	Legionella and Water Quality Policy	13/10/2021	Head of Asset Management and Compliance (SD: Property and Development)	A&R
SER-POL-	17	Responsive Repairs Policy	01/09/2021	Head of Asset Management and Compliance (SD: Property and Development)	Parent Board
SER-POL-	19	Safeguarding Policy	25/02/2023	SD - People & Places	A&R

Other Policies

- *Company Vehicles, Transport and Traveling for work Policy – Currently covered across a number of policies, insurance and guidance documents. Service improvement to bring these together and focus on the Health & Safety guidance.*
- *Construction ((Design & Management) CDM) Policy – Currently covered within this document under Background, legislation and regulatory framework. This is a large piece of legislation and work to split it out of the H&S policy has started to give it better focus and process mapping across the business areas (Development, Property Services and Asset & Compliance).*
- *Lifting Equipment Policy – This is currently covered within the Electrical Policy, work to split this out and provide a policy and management plan. Improved compliance management.*

Procedures

The Trust has a number of procedures and guidance documents that accompany the Policies and provide details of how we meet the commitments made within the policies. Below is a list of all company procedures that are currently in operation. A full directory will be held in an online Health and Safety Manual which will be available within the staff intranet site (SID).

- Hand Arm Vibration Procedure
- Control of Substances Hazardous to Health (COSHH) Procedure
- Covid-19 and other Transmittable Disease Infection Control Procedure
- Display Screen Equipment Procedure
- Incident Reporting Investigation Procedure
- Manual Handling Procedure
- Noise at Work Procedure
- Working at Height Procedure
- Young Person in the Workplace Procedure
- PPE Procedure
- Health & Safety Training Procedure

- Health & Safety Audit and Monitoring Procedure
- Health Surveillance Procedure
- Risk Assessment Procedure
- Work Equipment Procedure
- 1st Aid in the Work Place Procedure
- Safe Guarding Procedure

Employee Guidance

- Health & Safety Booklet (Office Staff)
- Health & Safety Booklet (Operatives)
- Tenant / Resident Guidance Document

POLICY REVIEW HISTORY				
<i>To be completed during each review</i>				
Previous versions (version number – approved by – approval date – title if different)				
Version No.	Approved by	Date Approved	Stallard Kane Issue No.	Stallard Kane Amendment Summary
1.0	Shadow Board	03/07/2007		
2.0	Board	06/09/2011		
3.0	Board	19/03/2013	1	First issue
4.0	Board	18/03/2014	2	Full annual review
5.0	Board	02/06/2015	3	Full annual review. Details of specified injuries added in line with the RIDDOR 2013 Regulations. Arrangements for the CDM 2015 Regulations added at 2.28.
6.0	Board	22/11/2016	4	Full annual review
7.0	Board	21/11/2017	5	Full annual review - Statement of intent updated to include Southway Housing Trust and all subsidiaries and group members.
8.0	Board	20/11/2018	6	Inclusion of Heads of Services as Nominated persons and Stallard Kane as overall lead.
9.0	Board		7	Head of Assets and Compliance to be overall Nominated Person for Health and Safety.
10.0	Board	TBA	8	Full annual review as listed below.
Date of last EIA:		EIA to be undertaken at March H and S Meeting		
Review lead by:		Karen Carlton with Stallard Kane Associates		

Main points or amendments made and reasons

- Standardisation of Policy to reflect changes in structure and responsibilities
- Removal of all areas which have their own Policy, Management Plans, or Procedures but with reference to these as required, to avoid duplication
- Introduction of a number of supporting documents in relation to Roles & Responsibilities, Organisational Responsibility Matrix, Training Matrix, TOR and Meeting Structures for the management of Health & Safety, Current list of standard Risk Assessments
- Review all Policy's, Management Plans and Procedures noted within this document to ensure they reflect the above changes and reference this Policy.

Next review due:	Q3 2021/22
Approval Level:	A – Parent Board