Health and Safety Policy

Policy Owner	Executive Director of People and Governance
Approval Level	Board
Resident Input	N/A
Policy Review Due	October 2027
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Linked strategies/policies	Exposure to Vibration Policy Manual Handling Policy Work at Height Policy Lone Working Policy and Procedure Wellbeing Strategy/Policy Building Safety Policy Domestic and Passenger Lift Management Policy Electrical Safety Management Policy Fire Safety Management Policy Gas Maintenance and Safety Management Policy Property Compliance Policy Water Management Policy

	Asbestos Management Policy
Version	1.0
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1. Policy Statement

1.1 Southway Wythenshawe Homes accepts its legal duties under Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant laws.

1.2 As a business meeting applicable law is the minimum requirement. We will do everything reasonably possible to protect the health, safety and welfare of colleagues, residents, customers, contractors, agency workers, volunteers, consultants, visitors and anyone else carrying out, or affected by our work.

1.3 Good health and safety management helps Southway Wythenshawe Homes run efficiently, provide reliable services, protect employees and maintain the confidence of residents and customers. We will ensure that there is a positive health and safety culture and safe working practices and that all colleagues understand the importance of this and that they all play a part in the successful delivery of Health and Safety.

1.4 Health and Safety will be given equal standing with all other areas of the business, with full support of the leadership team. We will never compromise on Health and Safety to achieve objectives. Instead, we will make sure that it is integrated and complementary to every activity we carry out.

1.5 To ensure compliance with the legislation and good practice, we will:

- Provide and maintain safe workplaces, homes, equipment and systems of work that prevent work-related injury and ill health.
- Identify hazards, assess risks and apply effective controls.
- Provide sufficient information, instruction, training, supervision, time and resources to ensure Health and Safety best practice.
- Consult colleagues, recognised trade unions and customers and other people and groups affected.
- Record, report and investigate accidents, incidents, near misses and dangerous occurrences.
- Learn from performance data, complaints, investigations and audits.

- Appoint competent specialist staff and advisors and maintain effective governance. and raising serious issues arrangements.
- Make health and safety information accessible and take account of differing needs.
- Review performance, set objectives and maintain a programme of continuous improvement.

Signed (Chair) Signed (CE)

2. Who this policy applies to

2.1 This policy applies to all Southway Wythenshawe Homes Board members, employees, temporary and agency workers, apprentices, trainees, volunteers, contractors, consultants and anyone else working for Southway Wythenshawe Homes, who are required to read, understand and abide by it.

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2.2 It also applies, where relevant, to residents, customers, visitors, leaseholders, business tenants and members of the public who may be affected by our work.

2.3 The policy covers every type of work and every work location. This includes offices, sites, mobile and home working, customers' homes, shared areas, building and maintenance sites, depots, vehicles and buildings Southway Wythenshawe Homes owns, rents, occupies or manages.

2.4 The policy will be made accessible on Southway Wythenshawe Homes's website. A copy will be made available upon request.

3. Regulation and Legal Requirements

3.1 This policy supports compliance with the following regulations and legal requirements.

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Building Safety Act 2022
- Construction (Design and Management) Regulations 2015
- Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Gas Safety (Installation and Use) Regulations 1998
- Electricity at Work Regulations 1989
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Work at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Health and Safety (First-Aid) Regulations 1981
- Health and Safety (Consultation with Employees) Regulations 1996
- Safety Representatives and Safety Committees Regulations 1977
- Workplace (Health, Safety and Welfare) Regulations 1992

3.2 This list is not exhaustive. The Organisation will apply current legislation, approved codes of practice and relevant regulatory or industry guidance as requirements change.

4. Health and Safety Principles

4.1 To ensure the successful delivery of this policy Southway Wythenshawe Homes has adopted the following principles.

Safety first

No task, target or deadline is so important that work should proceed without suitable controls.

Shared responsibility

Everyone must take reasonable care, cooperate with agreed arrangements and contribute to a safe environment.

Visible leadership

Leaders must demonstrate through decisions, behaviour and resource allocation that health and safety is a core organisational value.

Prevention before reaction

Hazards should be eliminated where possible and risks reduced before harm occurs.

Learning and openness

Reporting concerns, incidents and near misses is encouraged so that weaknesses can be identified and corrected.

Resident and customer safety

The safety of residents and customers will be considered in the design and delivery of services and in the management of homes and buildings.

Continuous improvement

The Organisation will monitor outcomes, test controls, apply learning and improve the management system.

5. Responsibilities

5.1 The responsibilities for Health and Safety at Southway Wythenshawe Homes are set out below.

5.2 **The Group Board** will

- Approve this policy and set the expected culture and standards.
- Understand major health and safety risks and ensure they are reflected in strategic decision-making.
- Receive an annual health and safety report on how well controls are working and review the effectiveness of the management system.
- Seek additional assurance where performance, incidents or control weaknesses indicate concern.

5.3 **The People and Governance Committee** will

- Monitor the KPIs for compliance with legal, regulatory and policy targets and standards in for the health and safety and well-being of colleagues.
- Work collaboratively with the audit & risk committee in ensuring that its responsibilities for overseeing and providing assurance to the group board on legal and regulatory compliance.

5.4 **The Chief Executive** will

- Be ultimately accountable for Health and Safety at Southway Wythenshawe Homes.
- Make sure responsibilities are clear and resources are available.
- Ensure that anyone with delegated responsibility for Health and Safety is competent and suitably qualified. See section 6 for more detail.
- Provide Board with performance information and raise and address any serious concerns.

5.5 **The Executive** will

- Integrate health and safety into strategic and operational decisions, set objectives, monitor directorate performance and support a positive culture.
- Ensure all business decisions reflect the corporate health and safety policy.
- Ensure arrangements are in place for consultation with colleagues and customers on health and safety matters.

5.6 **Managers** will

- Encourage the participation of all colleagues to achieve a safe and healthy workplace.
- Ensure there are systems in place to enable their departments to comply with the health and safety policy and guidelines.
- Ensure suitable and sufficient documented risk assessments are maintained.
- Regularly inspect their workplace.
- Inform the Competent Person of any specific training needs in their teams and ensure that all mandatory training is completed.
- Liaise with the Competent Person to ensure that regular internal audits are carried out, inspected and acted upon.
- Participate in accident investigations.
- Keep up to date with changes in legislation standards and good practice.
- Visibly demonstrate their commitment to continual improvement in health and safety performance.
- Ensure level of supervision is commensurate with the severity of risks identified.
- Lead by example in all matters relating to health and safety.

5.7 **Colleagues will**

- Work safely, efficiently and without endangering the health and safety of themselves or other work colleagues, members of the public, or others in the course of their work.
- Adhere to Southway Wythenshawe Homes's safe working practices and comply with advice and instructions given by those with responsibility for health and safety and as set out in Southway Wythenshawe Homes's health and safety policies.
- Report all accidents, unsafe or hazardous conditions to their manager or the Competent Person.
- Wear safety and protective clothing, use protective equipment and appropriate safety devices as required, and where these are provided for use at work (in accordance with any training or instructions provided).
- Use machinery, equipment or substances, transport equipment and safety devices in accordance with training / instructions provided.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health and safety.
- Attend all required health and safety training courses provided.
- Work in accordance with the health and safety guidance for their job and their work instructions.
- Assist with the risk assessments relevant to their job and work in accordance with them.

5.8 **Contractors** will

- Cooperate with Southway Wythenshawe Homes, comply with applicable law and meet the standards set out in contracts, specifications and site rules.

- Provide competent people, suitable risk assessments and method statements, appropriate supervision and prompt reporting of incidents or material changes.
- Report accidents, incidents and near misses promptly.

5.9 Serious or repeated non-compliance may result in work being stopped, corrective action, raising serious issues under the contract or removal from approved arrangements.

6. Competent Person

6.1 Southway Wythenshawe Homes will appoint one or more people with the right qualifications and experience to help it meet health and safety laws. The lead Competent Person, normally the Health and Safety Manager, must have enough authority, independence, time and access to senior leaders to give advice, challenge poor practice and carry out checks. Managers remain responsible for decisions and for putting controls into practice.

6.2 The Competent Person will be within the management line of the Executive Director of People and Governance, who will be the lead Executive for Health and Safety.

6.3 The Competent Person's specific responsibilities will include

- Formulating and developing the health and safety policy and monitoring its effectiveness.
- Ensuring Compliance with all relevant legislation and regulations.
- Planning for health and safety including setting objectives and deciding priorities;
- Implementing, monitoring and advising on strategic health and safety management systems.
- Developing, co-ordinating, implementing and monitoring safe working systems and processes, including maintaining ISO 45001 accreditation;

- Advising on identifying hazards and risks, and identifying suitable control measures;
- Promoting a positive health and safety culture.
- Developing and implementing training plans so all colleagues receive training necessary to ensure compliance;
- Managing, developing and implementing continual improvement practices;
- Ensuring that data is effectively captured and analysed to enable improvement plans to be developed.
- Highlighting areas of poor practice and significant risk and developing remedial plans
- Providing support and guidance on legal and technical issues as required.

7. How we will manage Health and Safety

7.1 We will use a clear Health and Safety Management System based on recognised good practice and the principles of ISO 45001.

7.2 The management system will define competence, communication, document control, procurement, contractor controls, management of change, emergency arrangements and operational standards. Procedures will be suited to the level of risk and accessible to those expected to apply them.

7.3 Performance will be evaluated using internal indicators, incident data and the outcomes of external assurance reviews. Any areas for improvement will be tracked until they are completed.

7.4 All relevant activities will have an accompanying risk assessment. Risk assessments will identify the hazard, who could be harmed and how, the controls already in place, any further action needed, who will take that action and the risk that remains. A person with the right knowledge and experience must complete the assessment.

7.5 Risk assessments will be reviewed following an accident, incident or near miss; a change in legislation, equipment, process, staffing or location;

evidence that controls are ineffective; the introduction of new activities; or the scheduled review date

7.6 We will maintain specific arrangements for fire, structural, gas, electrical, water hygiene, asbestos, lifts, damp and mould, construction and other property-related risks. Compliance information will be accurate, accessible and subject to quality assurance.

7.7 There will be specific arrangements in place for managing hazardous substances, manual handling, display screen equipment, noise, vibration, work equipment, driving, lone working, violence and aggression, stress, fatigue, health surveillance and other occupational health risks. Occupational health advice will be obtained where appropriate.

7.8 We will provide simple ways to report accidents, incidents, work-related ill health, dangerous events, near misses, hazards and safety concerns. Information from reports will be used to prevent the same problem happening again and to improve controls.

7.9 Investigations will be proportionate to actual and potential severity and will consider immediate, underlying and root causes. Actions will address causes rather than symptoms, be assigned to named owners and have realistic completion dates.

7.10 We will notify the Health and Safety Executive (HSE) of any RIDDOR events, or any other relevant incidents or accidents and co-operate with any instructions or directions they issue.

8. Construction (Design and Management)-CDM

8.1 We will manage all construction and maintenance work in line with the **Construction (Design and Management) Regulations 2015 (CDM)**. We will consider health and safety throughout the design, construction, maintenance and use of our buildings. Where a project meets the statutory notification requirements, Southway Wythenshawe Homes will ensure that

the **Health and Safety Executive (HSE)** is notified before the construction phase begins.

8.2 Where Southway Wythenshawe Homes is the **Client** under CDM, we will

- appoint appropriate duty holders;
- provide sufficient time and resources;
- prepare and provide relevant information to those who need it; and
- make sure the Principal Designer and Principal Contractor carry out their duties.

8.3 **Principal Designers and Designers** will be required to identify, eliminate, reduce or control foreseeable health and safety risks during the design and pre-construction stages and provide relevant information to other duty holders.

8.4 **Principal Contractors and Contractors** will be required to plan, manage, monitor and coordinate construction work so that it is carried out safely. This will include appropriate construction phase planning, cooperation between contractors, suitable site inductions, controls over unauthorised access and consultation with workers.

8.5 **Workers** must take reasonable care of their own health and safety and that of others, report anything that could cause harm and cooperate with their employer and other CDM duty holders.

8.6 We will maintain a detailed CDM procedure that explains how we apply these requirements. Compliance with CDM will be monitored by our Health and Safety Team, supported by external assurance when required.

9. Training and Development

9.1 We recognize the importance of safety training so that colleagues understand Health and Safety and comply with this policy.

9.2 Suitable training will be given to all Southway Wythenshawe Homes colleagues, and anybody else subject to this policy in accordance with an agreed training matrix. Training will include corporate induction, manager responsibilities, mandatory core topics, role-specific technical competence, refresher requirements and specialist qualifications where necessary.

9.3 Completion of training alone will not be treated as proof of competence where practical capability is required. Training and authorisation records will be maintained, monitored and reported.

9.4 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.

10. Health, Wellbeing and Welfare

10.1 We want our colleagues to be safe, healthy and happy in their work and recognise the connection between physical health, mental health, wellbeing and performance.

10.2 Work-related health risks will be assessed and managed using prevention, early support and appropriate professional advice. We will:

- Provide access to occupational health advice and health surveillance.

- Assess and manage work-related stressors and support reasonable workplace adjustments.
- Maintain suitable first-aid personnel, equipment and information.
- Provide and maintain suitable workplace welfare facilities.
- Support return to work following illness or injury through proportionate assessment and adjustments.
- Monitor and act upon trends while respecting confidentiality and data protection requirements.

11. Consultation and Feedback

11.1 We will consult colleagues, recognized trade unions and customers where appropriate and encourage active participation in health and safety arrangements. Consultation will occur before significant changes where reasonably possible.

12. Monitoring and Reporting

12.1 The Health and Safety policy will be reviewed by our Group Board every three years, or after any relevant changes in legislation or regulation. The next review date for this policy is shown on the cover sheet.

12.2 The People and Governance Committee will receive regular performance reports on Health and Safety Management, and these will inform an annual summary report to the Group Board.

12.3 The Executive Director-People and Governance will be responsible for performance reporting to the Executive Group.

13. Equality and Diversity

13.1 This policy will be applied fairly and consistently. Risk assessments and services will take account of people's different needs, including vulnerability,

disability, language, literacy, pregnancy, age and other relevant protected characteristics.

13.2 This policy can be provided on request in other formats (e.g. in an alternative language, in Braille, on tape, in large print).

13.3 Equality impact assessment will support policy review An Equality Impact Assessment (EIA) was completed 09/09/2026. There were no actions arising from this.

14. Glossary

Word	Definition
Accident	An unplanned event that results in injury, ill health, damage or loss.
Audit	A formal review used to assess compliance with policy, legal requirements and management arrangements.
Competent Person	A person with the qualifications, knowledge, training and experience needed to provide health and safety advice and support.
Continuous improvement	The ongoing process of reviewing performance, applying learning and improving health and safety arrangements.
Dangerous occurrence	A specified serious work-related event that may need to be reported under RIDDOR, even where no injury occurs.
Hazard	Anything with the potential to cause injury, ill health or harm.
Health and Safety Executive (HSE)	The regulator responsible for enforcing workplace health and safety law in Great Britain.
Health and Safety Management System	The framework used by the Organisation to manage health and safety responsibilities, risks, procedures and performance.
Health surveillance	Ongoing health checks used where work may expose a person to a specific health risk.
Incident	An unplanned event that causes, or could cause, injury, ill health, damage or loss.
ISO 45001	An internationally recognised standard for occupational health and safety management systems.

Near miss	An event that did not cause injury, ill health or damage but had the potential to do so.
Occupational health	Professional advice and support about the effect of work on health and the effect of health on a person's ability to work.
Reasonable workplace adjustments	Changes made to remove or reduce a disadvantage experienced by an individual at work.
Risk	The likelihood that a hazard will cause harm, together with the severity of the possible outcome.
Risk assessment	The process of identifying hazards, considering who may be harmed and deciding what controls are required.
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which require specified work-related events to be reported to the HSE.
Safe working practices	Agreed ways of working that reduce health and safety risks.
Training matrix	A record identifying mandatory, role-specific, refresher and specialist training requirements.
CDM	The Construction (Design and Management) Regulations 2015, which set out health and safety requirements for the design and management of construction work.
Client	The organisation or person for whom a construction project is carried out and who is responsible for making suitable arrangements for managing the project.
Principal Designer	The person or organisation appointed to plan, manage, monitor and coordinate health and safety during the pre-construction phase of a project.
Principal Contractor	The contractor appointed to plan, manage, monitor and coordinate health and safety during the construction phase of a project.