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## **Health and Safety Policy**

**COR-POL-11**

**Version 13.2**

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**Date approved: 17 June 2025**

**To be Approved by: Parent Board**

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**Table of Contents**

- 1. Statement of Intent ..... 3**
- 2. Background, Legislative and Regulatory Framework ..... 5**
- 3. Policy Implementation, Review, Organisational Roles and Responsibilities6**
- 4. Our Approach..... 15**
- 5. Access, Information and Collaboration ..... 16**
- 6. Equality & Diversity ..... 20**
- 7. Links to Other Policies, Procedures and Employee Guidance..... 20**

## **1. Statement of Intent**

- 1.1 This Policy applies to Southway Housing Trust and its subsidiaries. It covers all owned and leased properties, work premises, activities and employees engaged by Southway. 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.
- 1.2 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. Southway will ensure 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 provides a framework for setting and reviewing Health & Safety objectives within Southway Housing Trust and its subsidiaries of the Group.
- 1.4 Southway Housing Trust, so far as is reasonably practicable, will ensure:
- (a) The provision and maintenance of a safe place of work, safe systems of work, safe appliances for work, and a safe and healthy working environment, with appropriate preventative/protective measures
  - (b) The provision information and instruction for the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - (c) The safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - (d) Employee risks are regularly assessed Specialist advice is sought from external agencies to assist in compliance with statutory duties as appropriate.
- 1.5 To achieve those objectives, employees have a 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.
- 1.6 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 to enable it to carry out its duties towards them.

- 1.7 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 We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.
- 1.9 Southway Housing Trust is committed to the continued improvement in health & safety management and performance and as such this policy will be reviewed annually to ensure that it remains relevant and appropriate to the activities of Southway Housing Trust.

Signed:



**Matthew Maouati**  
**Officer Responsible for Health and Safety**

## 2. Background, Legislative and Regulatory Framework

- 2.1 Southway Housing Trust has primary duties under Health and Safety Legislation. The **Health & Safety at Work Act 1974** imposes a general duty on Trust 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.
- 2.2 Southway Housing Trust is required to have a Health & Safety Policy which not only states their commitment to Health & Safety but also details the arrangements they have in place.
- 2.3 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.
- 2.4 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 their work activities. Southway Housing Trust will ensure that suitable and sufficient risk assessments are carried out for the work activities carried out by the organisation and that the content is communicated to the relevant staff.
- 2.5 Southway must also ensure the Health & Safety of our workplaces including making arrangements for emergencies, providing H&S training, information and health surveillance for employees where identified.
- 2.6 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.
- 2.7 The **Construction (Design and Management) Regulations 2015 (CDM 2015)** focus on the management of health, safety and welfare for construction projects. They apply to all building and construction work and include new build, demolition, refurbishment, extensions, conversions, repair and maintenance.
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- 2.8 **The Building Safety Act 2022 (BSA 2022)** has introduced a rigorous new building safety regime for certain residential buildings, imposing more onerous requirements on those buildings identified as “higher-risk buildings” It has established in law a framework for building safety from design and construction to occupation and on-going maintenance. It covers new build, refurbishment, extensions, conversions, repair and maintenance.

### **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.
- 3.2 Southway has an agreed documented structure that should be referred to for understanding the level of responsibility for each employee within the organisation. The Organisational Structure will form part of the supporting documents and updated in line with the Policy review.
- 3.3 As an employer Southway 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.
- 3.4 Southway will provide suitable and sufficient information, instruction, training and supervision to ensure the Health & Safety of employees and volunteers.
- 3.5 Southway will provide contractors with sufficient information to ensure that they are able to fulfil their duties and responsibilities under Health & Safety legislation.
- 3.6 Southway will provide everyone who occupies space within buildings owned by Southway, suitable and sufficient information to ensure that they are able to fulfil their duties under Health and Safety legislation.

#### **The Southway Board**

- 3.7 The role of the Board is to ensure that all health and safety legislative requirements are being met. (With reference to the Health and Safety Commission's Guidance Document INDG343, Directors' Responsibilities).
- 3.8 The Board will consult with and receive assurance from the Executive Group and Audit and Risk Committee. They will receive an annual Health & Safety Policy Review.
- 3.9 Audit and Risk Committee will monitor officer delivery of Health and Safety policy and procedures, receiving updates at least annually.

**Chief Executive.**

3.10 The Chief Executive has overall responsibility to the Board for the successful delivery of all Southway's objectives and may delegate duties and responsibilities to the executive or senior managers for their implementation.

**Assistant Director of Corporate Services (ADCS)**

3.11 ADCS is the responsible person 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 organisation's operations by all employees.

3.12 They are responsible for the administration and implementation of the Health & Safety policy. They 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) 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.
- (6) 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.
- (7) The Executive are kept informed about the organisations Health & Safety performance.
- (8) There is sufficient resource to ensure that we can develop and maintain a robust Health & Safety Management system.
- (9) a positive Health & Safety culture is promoted throughout the organisation.

- (10) Channels for communication with our tenant's, residents, contractors and other parties who may be affected by our work regarding Health & Safety issues are effective and monitored.
- (11) Ensure that the Competent Person for Health & Safety– the Health and Safety Manager is given suitable Training and support to ensure that their knowledge of legislation and regulations is maintained.
- (12) Chair the Quarterly Health & Safety Group Senior Managers Meeting.
- (13) Provide strategic direction for the implementation of this policy.
- (14) They take responsibility for Health & Safety within their department as outlined in the Assistant Director/ Heads of Service responsibilities.
- (15) They are personally aware of their Health & Safety duties and responsibilities not only as the Responsible Person but also as a manager and employee, and that they fulfil these obligations.

### **The Executive Group (The Executive)**

- 3.13 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.
- 3.14 The Executive will monitor conditions and Health & Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.
- 3.15 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 Southway's activities.
- 3.16 The Executive have a responsibility to ensure that:
  - Health & Safety objectives for Southway are set and monitored.
  - Sufficient arrangements, facilities and finances are available for fully implementing this policy.
  - That safety management within Southway 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 Southway'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 Southway's Health & Safety function are contained within the legal resources.
- The legal implications of relevant legislation are raised with and understood by relevant employees.

### **Competent Person for Health & Safety - Health and Safety Manager**

3.17 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.
- 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.
- Ensuring good standards of housekeeping across all departments.
- Ensuring the training and development needs of all staff is effectively managed and communicated.
- 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 communicating across Southway 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 Quarterly Health & Safety Group Senior Manager Meeting.

- Chairing Health & Safety operational meetings for Property Services, Asset, Compliance and Environmental Managers.
- Maintaining an up-to-date knowledge in matters of legislation and regulations as they apply to and affect Southway and its Health & Safety Policy.
- Advising and supporting the Responsible Person for Health & Safety– with the reporting to the Executive / Risk Panel, the Board, A&R committee, Senior Management and Managers on any related safety matters.
- Ensuring that suitable support is provided to Southway, 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 Southway’s Health & Safety Policy arrangements.
- Monitoring Southway’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 Southway’s point of contact for the HSE and any Enforcement Officer.

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

3.18 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.
- Their personal safety and that of all personnel within their service area, including others who may be affected by Southway’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 Risk Assessments are carried out within their service areas using up to date documentation, filing and disseminating the findings as appropriate.
- 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 Southway'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**

- 3.19 All managers, team leaders and supervisors are expected to demonstrate by example their total commitment to Health & Safety matters. Ensuring Southway provides compliant and safe buildings for our tenants and residents to inhabit.
- 3.20 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 Southway's activities.

They will:

- Understand and implement Southway'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 Southway 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 about 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–
- 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, Building Compliance and Environmental Managers.**

3.21 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 –with the management, monitoring and compliance with building safety.
- The Building 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 Health and Safety and Building Compliance accordingly.
- The Building Compliance Manager Will Chair the monthly New Build / Development Safety Group meeting and advise the Quarterly Building Management Safety Group accordingly

The Building Compliance Manager will ensure that the monitoring of building safety and compliance is recorded, monitored and reviewed.

**Employees**

3.22 All employees are responsible for their personal safety and that of others who may be affected by Southway’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 Southway’s 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.
- Report without delay all accidents, violent incidents, dangerous occurrences and near miss incidents involving Trust premises, employees or other people who are affected by our operations,
- 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.

If an employee cannot put right any identified potential hazards or shortcomings in any Health & Safety arrangements then they should, report them to their Line Manager.

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. 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–

## **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 Nominated Persons and employees in identifying and eliminating potential hazards wherever possible.
- 4.3 We will:
- (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 Southway will consult and collaborate with all employees, its members and subsidiaries of the Group, and with the appropriate union representation, on Health & Safety matters. Southway has systems to ensure that every employee is consulted and can comment as appropriate.
- 5.2 Southway will communicate on the following Health & Safety arrangements, with its members, employees and subsidiaries of the Group, and with the appropriate union representation, on
  - 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 Southway will provide a framework of meetings with agreed Terms of Reference to ensure employee co-operation and understanding, Southway 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.

- Displaying information on workplace notice boards, staff intranet and staff and tenant handbooks as applicable.

### **Training**

- 5.4 Southway recognises the importance of safety training so that employees understand Health and Safety and comply with this policy.
- 5.5 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 Assistant Director-Corporate Services
- 5.6 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.

### **Risk Assessment**

- 5.7 Southway 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.
- 5.8 Southway 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.
- 5.9 Risk assessments will be provided for individual work, and provision made for point of work job specific risk assessments.
- 5.10 Southway 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.
- 5.11 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**

- 5.12 Southway 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.

- 5.13 Southway 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.
- 5.14 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 online or directly by telephone (0845 300 99 23). Others to be notified as soon as possible are, Competent Person for Health & Safety–, and Southway Housing Trust’s insurers via the manager with responsibility for insurance provision.
- 5.15 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.
- 5.16 Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.
- 5.17 Southway 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**

- 5.18 Southway 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.
- 5.19 Southway’s 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**

- 5.20 Southway recognises its responsibility to provide suitable and sufficient Personal Protective Equipment for use by its employees, its members and subsidiaries of the Group.
- 5.21 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,

- 5.22 Where risk assessment or safe working method highlights the need for PPE, Southway will provide, and the employee will wear, this equipment when carrying out the working operation.
- 5.23 Where risk assessments or safe working method highlight the need for plant equipment and / or safe systems of working, Southway will provide then and the employee will utilise them.
- 5.24 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.
- 5.25 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-section to be updated**

- 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:
- Alcohol and Substance Abuse Policy
  - NHF Code of Conduct – Employees
  - Agile Working Policy
  - Safe Working Policy
  - Staff Wellbeing Policy
  - Violence Against Staff Policy
  - Asbestos Management Policy
  - Electrical Safety Policy
  - Lifting Equipment Safety Policy
  - Fire Safety Policy
  - Gas Safety Management Policy
  - Legionella and Water Safety Policy
  - Responsive Repairs Policy
  - Safeguarding Policy

## **Procedures**

Southway 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
- Dust and Fume Control 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 Workplace Procedure
- Welfare Procedure
- Managing Contractors Procedure
- Safeguarding Procedure
- Construction ((Design & Management) Regulation 2015 Procedure
- Asbestos Management Procedures

## **Employee Guidance**

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

<b>Policy Review History</b>			
<i>To be completed during each review</i>			
Version No.	Approved by	Date Approved	Amendment Summary
1.0	Shadow Board	03/07/2007	
2.0	Board	06/09/2011	
3.0	Board	19/03/2013	First issue
4.0	Board	18/03/2014	Full annual review
5.0	Board	02/06/2015	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	Full annual review
7.0	Board	21/11/2017	Full annual review - Statement of intent updated to include Southway Housing Trust and all subsidiaries and group members.
8.0	Board	20/11/2018	Inclusion of Heads of Services as Nominated persons and Stallard Kane as overall lead.
9.0	Board	19/11/19	Head of Assets and Compliance to be overall Nominated Person for Health and Safety.
10.0	Board	19/11/20	Full annual review as listed below.
10.1	Board	07/12/21	Policy updated to ensure all third parties occupying space within Trust owned buildings are provided with all necessary information to meet H/S Legislation.
11.0	Board	06/12/22	Policy updated to ensure that all new procedures are included.
12.0	Board	05/12/23	Arrangements for the Building Safety Act added.
13.0	Board	03/12/23	AD-Corporate Services added as responsible person Stallard Kane removed Text reordered and policy shortened

13.1	Board	3/12/24	<ul style="list-style-type: none"> <li>▪ Implications of the new Building Safety Act added.</li> <li>▪ Reference to Health and Safety Manual and Operation and Maintenance Manual at 2.17</li> <li>▪ Policy review dates updated</li> </ul>
13.2	Board	17.6.25	<ul style="list-style-type: none"> <li>▪ Detail on CDM and Building Safety reduced as these now have their own individual policies.</li> </ul>

<b>Date of last EIA:</b>	December 2024
<b>Review lead by:</b>	Matthew Maouati
<b>Main points or amendments made and reasons</b>	
▪	
<b>Next review due:</b>	<b>Q1 2026/27</b>
<b>Approval Level:</b>	<b>A – Parent Board</b>