



# Health and Safety at Work Policy

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This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate.

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# 1. Introduction

This policy sets out the health and safety arrangements for all New Gorbals Housing Association (NGHA) employees and also applies to all other persons who may be affected by NGHA's acts, work activities and services including tenants, service users, contractors and members of the public.

The policy is intended to demonstrate NGHA's commitment to planning, organising and managing health and safety; to achieve acceptable standards; reduce accidents; and demonstrate to all employees that NGHA is fully committed to their health, safety and welfare.

## 2. References

### External

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992

### Internal

- NGHA Health and Safety Statement of Intent
- NGHA Health and Safety Control Manual

## 3. Statement of General Policy

NGHA recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974, the Corporate Manslaughter and Corporate Homicide Act 2007 and associated legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work and the health and safety of any other person who may be affected by its actions, work activities or provision and delivery of services.

The Management Committee, supported by the Director, Depute Director and Senior Management Team is responsible for the business activities of NGHA.

All operating or subsidiary companies must ensure that they meet or exceed all applicable legislative arrangements and also meet the common basic standards for health, safety and welfare at work as defined in this Policy.

The Health and Safety at Work Act imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of NGHA to ensure, so far as is reasonably practicable, that responsibilities for safety and health are suitably allocated, understood and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and welfare of all employees and to conduct the business in such a way that the health and safety of any other persons that might be affected by our undertakings at any premises under our control, are not put at risk.

It is the intention of NGHA, to ensure that:-

- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
- The Health and Safety Policy Statement will be reviewed at least annually and endorsed by the Chairperson of the Management Committee and the Director.

NGHA will bring the policy statement with any revisions to the notice of all existing and new employees and remains fully committed to continuous improvement of our health and safety management systems. This will be achieved through regular assessment and review of our organisational arrangements and working practices.

## **4. Responsibilities**

NGHA and its employees at all levels have a responsibility for the successful application of the health & safety policy. The health and safety ethos and culture comes from the actions, attitude and commitment at every level of the organisation.

Key areas of responsibility for individuals or groups of individuals in relation to health and safety are described as follows:

### **4.1. Management Committee**

The Management Committee have a collective role for championing health, safety and welfare standards and providing governance on health and safety matters.

Whilst not actively involved in the day to day running of NGHA, the Management Committee has shared responsibility with the Director, Depute Director and Senior Management Team for the conduct of NGHA's business activities. This includes monitoring compliance with the health and safety management systems and associated health and safety policies to continuously driving forward improvements in Health and Safety.

In order to achieve this, the Management Committee will endorse the Health & Safety Policy and review health and safety performance on a regular basis to ensure that any issues of significant risk are actioned appropriately. The Chairperson will review and endorse the Health and Safety Policy statement with the Director on an annual basis.

## **4.2. Director**

The Director is ultimately responsible for the control and implementation of this Policy at all levels of the organisation and the provision of adequate resources to meet health and safety requirements. The Director will:

- Accept responsibility throughout NGHA and at all places of work to provide and maintain the standards required by the Health and Safety at Work Act and other relevant acts and statutory provisions,
- Undergo adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively,
- Provide leadership to create a positive Health and Safety culture by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times,
- Ensure, with the support of the Health and Safety Manager, that responsibility for the implementation of, and compliance with, this Policy is properly allocated, understood and fulfilled by the Management Committee, Senior Management Team and all managers and employees under their control as detailed in the Policy and Organisation section of the NGHA Health and Safety Control Manual,
- Appoint competent health and safety representatives to co-ordinate health and safety matters within NGHA,
- Review their personal Health and Safety responsibilities as detailed in the NGHA Health and Safety Control Manual at least annually.

## **4.3. Depute Director & Head of Finance**

The Depute Director will, with the Director, hold ultimate responsibility for day to day implementation of NGHA's Health and Safety policy, procedures and arrangements.

The Depute Director will also hold joint responsibility with the Head of Finance to take all appropriate action to improve safety performance and help reduce the risks to Health & Safety of employees arising from NGHA's business undertakings.

The Depute Director, with the Head of Finance, will:

- Report on safety performance, funding requirements, safety failures and other Health & Safety related issues at Management Committee and Sub Committee meetings on a regular basis, as well as to make available all internal and external audit reports to relevant Committees,
- Provide fully justified requests to be made to the Management Committee for any resources, support or funding required for Health & Safety purposes,

- Appoint an adequate number of competent persons to achieve and maintain legal compliance with the duties set out in the Management of Health and Safety at Work Regulations 1999, as amended,
- Implement and review NGHAs Health and Safety policy and control manual in conjunction with the Health and Safety Manager,
- Undergo adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively,
- Take active participation in NGHAs Health & Safety Committee, raising pertinent issues for consideration by the Committee and the reporting of Committee concerns to the Management Committee, Director / Senior Team and other staff as may be appropriate,
- Monitor the effectiveness of NGHAs Health and Safety Policy and associated procedures,
- Consult with employees on the effectiveness and application of the policy,
- Provide direction by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times,
- Review their personal Health and Safety responsibilities as detailed in the NGHAs Health and Safety Control Manual at least annually.

#### **4.4. All other NGHAs Managers (inc Senior Management Team, Operational Managers, all line managers and employees in supervisory positions)**

Due to the 'managerial' function and responsibilities it is recognised that all NGHAs managers may be held liable where Health & Safety offences are committed with their consent or connivance or as a result of their negligence.

All Managers within NGHAs are responsible in their particular sphere of operation for:

- Understanding the Health and Safety Policy and Control Manual along with their responsibility for the health, safety and welfare of staff, tenants, service users and members of the public,
- Implementing all relevant Health and Safety policies, procedures and arrangements within their department, as required by the Health and Safety Policy, Control Manual, the Health & Safety Committee and Senior management team,
- Creating a safe environment and conditions of work by ensuring suitable measures and procedures are in place after consultation with their Line Manager or the Health and Safety Manager,
- Undergoing adequate health and safety training to ensure they can undertake their health and safety responsibilities effectively,
- Ensuring staff understand and comply with prescribed health and safety procedures and guiding those who neglect or fail to carry out their health and safety responsibilities effectively,
- Ensuring that all departmental staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.

- Encouraging staff to suggest ways and means of eliminating hazards and of improving the health and safety culture, ethos and procedures by ensuring that adequate communication channels exist throughout their department to allow Health & Safety issues to be dealt with effectively in a timely manner,
- Ensuring regular safety checks of the environment, equipment and procedures are in place at all workplaces (offices and developments) ensuring all hazards and defects are reported and repaired as soon as possible,
- Reviewing existing safety measures regularly to ensure that they remain valid and consulting with the Health and Safety Manager on specific issues when specialist advice is required,
- Reporting all work-related accidents, incidents and dangerous occurrences to the Health and Safety Manager as soon as possible after the incident,
- Advising the Director, Depute Director and the Health and Safety Manager immediately by telephone in the event of a fatality or serious injury,
- Identifying the need for further Health and Safety related training or other form of risk control for departmental staff and reporting the issue without undue delay to the Health & Safety Committee or Depute Director,
- Highlighting any deficiencies and unsafe conditions in the workplace and ensuring these are corrected timeously,
- Taking appropriate action, where any significant breach of Health & Safety procedures has been identified, to reduce the risk in the short term, and reporting the issue to the Senior Management Team without undue delay,
- Providing direction by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times,
- Reviewing their personal Health and Safety responsibilities as detailed in the NGHHA Health and Safety Control Manual at least annually.

#### **4.5. Health and Safety Manager:**

The function of the Health and Safety Manager is by definition to provide advice to the Director, Depute Director and Managers, on all matters pertaining to health and safety to ensure NGHHA complies with its statutory obligations.

The Health and Safety Manager will be fully supported in the “management” of Health and Safety by the Director, Depute Director, Senior Management Team and all relevant line managers and supervisors within NGHHA.

The Health and Safety Manager will:

- Monitor the implementation and effectiveness of NGHHA’s Health & Safety policies, practices and procedures in line with current legislation, codes of practice and best practice safety standards, notifying the Director, Depute Director and other senior staff of any required changes,
- Maintain contact and liaise with representatives and officers of other bodies regarding health and safety matters such as the Health & Safety Executive, local authorities’ officers and Fire and Rescue Services,

- Advise and report on any “significant concerns” regarding the maintenance of health and safety standards within NGHHA to the Director, Depute Director, and Senior Management Team responsible for the function/service concerned and relevant Manager, as appropriate,
- Investigate accidents, incidents and dangerous occurrences; advising and taking action as necessary to avoid recurrence; maintaining records and reporting such occurrences internally to senior management and, where required, external to statutory and regulatory bodies,
- Actively support, advise and participate in NGHHA’s Health and Safety Committee and Forum by arranging meetings, preparing agendas and subsequent minutes for distribution,
- In conjunction with the Senior Management Team and relevant line managers/supervisors support the delivery of all Health and Safety related training to increase the skills, experience and knowledge of employees and their ability to apply safe practices when performing work related tasks,
- Provide assistance and support to person(s) carrying out General Risk Assessments, monitoring the quality and content of risk assessments and ensuring all employees have access to relevant workplace risk assessments,
- Ensure all necessary General and Fire Safety Risk Assessments are carried out by NGHHA and remain current,
- Ensure fire precautions and procedures in the event of a fire or fire drill are clear, current and relevant,
- Ensure that internal codes of practice and safe systems of work are developed and monitored and, where necessary, assist managers at all levels in their implementation,
- Review and revise, where necessary, the Health and Safety Policy and Health and Safety Control Manual,
- Advise managers and other employees on health and safety related matters and promote a positive health and safety culture,
- Provide direction by setting a positive personal example in health and safety and encouraging employees to be safety conscious at all times,
- Review their personal Health and Safety responsibilities as detailed in the NGHHA Health and Safety Control Manual at least annually.

#### **4.6. All employees shall be responsible for:**

- Fulfilling their duty under the Health and Safety at Work Act to safeguard their own health and safety and that of other people who may be affected by their acts or omissions at work (including colleagues, tenants, service users and members of the public),
- Cooperating with NGHHA management on all health and safety matters so far as is necessary to ensure compliance with any statutory duty imposed on the employer, or any other person(s),
- Familiarising themselves with NGHHA’s Health and Safety Policy and Control Manual and any associated guidelines relevant to their area of work,
- Attending health and safety training, as deemed necessary by NGHHA to ensure they can carry out their work activities in a safe manner,

- Following any training or instructions they have received to carry out their health and safety responsibilities effectively when performing work activities or using any work equipment provided by NGHA,
- Making proper use of all equipment provided by NGHA and not intentionally or recklessly interfering with or misusing anything provided in the interests of their health, safety or welfare,
- Complying with the instructions, safety measures and procedures, issued from time to time, for safe working and the safety of service users, tenants and members of the public,
- Familiarising themselves with all workplace Fire and Emergency procedures and participate in any emergency evacuation drills carried out at their place of work,
- Reporting to their line manager any defects in property, plant, equipment or safety procedures which come to their notice or any unsafe conditions in working or residential premises in order that such defects may be repaired within an appropriate timescale,
- Promptly reporting of any work related accidents, incidents or hazards which have led or might lead to injury or damage and cooperating with any subsequent investigation which may be undertaken,
- Making suggestions to their line manager on ways of eliminating workplace hazards and of promoting safe working practices or conditions to be passed onto Senior Managers and the Health and Safety Committee,
- Proactively seeking information, where required, on health and safety measures and procedures,
- Setting a positive personal example in health and safety.

## **5. Policy Review**

The Health & Safety Policy will be reviewed initially on an annual basis and thereafter every three years or sooner should legislation or best practice guidance dictate.