



**SHETTLESTON
HOUSING
ASSOCIATION**



Health and Safety Policy

**Approved: February 2019
V.04 (Code: HS 01)**

Health & Safety Policy

The Purpose

The purpose of this Health & Safety Policy is to set out the general approach and commitment together with arrangements in place for managing health and safety for Shettleston Housing Association in compliance with the Health & Safety Executive.

1. Introduction

Shettleston Housing Association operates in accordance with;

- Statutory requirements,
- The standards set down in the Scottish Social Housing Charter,
- The requirements of the Scottish Housing Regulator, in the formulation and implementation of all its policies.

SHA seeks to fulfil its Corporate Aims through the development and implementation of its policies and all SHA's policies operate to achieve its Strategic Objectives as set out in its Internal Management Plan.

2. Equalities and Diversity

SHA is committed to providing equality of opportunity to all persons or groups within its area of operations in every aspect of its activities.

In operating this policy SHA will endeavour to ensure, equality of opportunity for all, at all times, and in all circumstances. The potential impact of this policy, either positive or negative, on any protected characteristics, was considered when developing this policy. This Equality Impact Assessment is attached to the policy. In line with this commitment to equality, this policy, and any summary or information leaflet, can be made available, free of charge, in a variety of formats including; large print, translation into another language or audio tape.

3. Access to Policy Information

SHA will ensure that its policies are made fully available to all tenants, applicants, members, persons or groups within its areas. Every effort will be made by SHA to support access and promote awareness of its policies by posting these on its website, developing summaries, and guidance and information leaflets as appropriate.

4. Tenant Involvement and Consultation

SHA is committed to meet the requirements of the Housing (Scotland) Act 2010 in all of its policies and to meet the requirements of the Scottish Social Housing Charter.

SHA will involve tenants in the development of its policies and seek feedback in appropriate circumstances. It will ensure that any material change to services affecting tenants in this and other policies will be the subject of consultation.

5. Policy Monitoring

SHA is committed to ensure that adequate monitoring of the implementation of its policies is undertaken. This will be achieved through regular review by the Management Committee, customer/tenant feedback surveys, and regular consultation with tenant/resident groups.

6. Risk Management and Assessment

SHA has a detailed Risk Management Policy in place and it will assess the risks to the Association in the implementation of each of its policies as part of its risk management strategy.

7. Procedures

SHA will develop a detailed set of procedures identifying actions, roles and responsibilities in the implementation its policies. These procedures will be subject to regular review and audit.

8. Training

SHA will ensure that its staff are properly trained in terms of their knowledge and understanding of statutory requirements and the requirements of the Scottish Social Housing Charter pertaining to its policies. It will ensure that appropriate staff are kept up to date with all procedures pertaining to the implementation of policies. The Management Committee will have access to training to ensure that it can maintain appropriate control and overview of the policy and procedures.

9. Policy Statement

9.1 It is the policy of Shettleston Housing Association Limited to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. Shettleston Housing Association accepts the aims and provisions The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 and aims to comply with all relevant statutory obligations.

Shettleston Housing Association acknowledges that successful health and safety management contributes to its overall performance, and is therefore committed to:

- Develop a positive health and safety culture in all undertakings, which secures the commitment and participation of all employees.

- Assessing the risks to the health and safety of its employees and to anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable.
- Making arrangements for the effective planning, organisation, control, monitoring and review of the preventative measures identified as being necessary by risk assessments.
- Providing information, instruction, training and supervision to employees and others as necessary to implement and maintain high standards of health and safety.
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable
- The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work; so far as is reasonably practicable
- Developing systems of joint consultation with employees e.g. staff meetings, emails to staff providing updates in health and safety legislation when required.

Shettleston Housing Association has developed an Operational Safety Manual which details the requirements under law to which Shettleston Housing Association will comply.

This is the overall responsibility of the Chief Executive Officer and administered by HR & Organisational Development Manager and Health & Safety Administrator.

10. Organisational Arrangements

10.1 In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

a) Overall Responsibility

The Chief Executive Officer has overall responsibility for all matters, including health, safety and welfare.

b) HR & Organisational Development Manager Responsibilities

HR & Organisational Development Manager is responsible for ensuring that the Policy on Health and Safety is implemented. The HR & Organisational Development Manager along with the Health & Safety Administrator must assess risks within the workplace to ensure safe conditions are maintained.

Where risks are identified, the HR & Organisational Development Manager or Health & Safety Administrator will ensure that these are rectified, so far as is reasonably practicable. Where any concern exists, advice to be sought from EVH or the Health & Safety Executive.

The HR & Organisational Development Manager in liaison with the Health & Safety Administrator will provide adequate training, information, instruction and supervision to ensure work is conducted safely. New staff will receive a health and safety induction as part of the full new employee inductions process.

c) Heads of Departments Responsibilities

Heads of Departments shall ensure that employees, contractors and visitors are aware of safety procedures. (Refer to the Health & Safety Procedures attached to this policy.

d) Health & Safety Administrator Responsibilities

The Health & Safety Administrator will establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

The Health & Safety Administrator will take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.

The Health & Safety Administrator will bring to the attention of the HR & Organisational Development Manager or Chief Executive Officer any health and safety issue that requires their attention.

The Health & Safety Administrator will ensure that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine casual factors

The Health & Safety Administrator will maintain safe access and egress from the workplace at all times.

e) Employee Responsibilities

All employees must:

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons

- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements to the Health & Safety Administrator or HR & Organisational Development Manager without delay
- Do not undertake any task for which authorisation and/or training has not been given
- Report all incidents, including near-misses.
- Attend and participate in any training courses arranged for them.
- Keep floors, stairs, passageways, fire exits and routes free from obstruction at all times, to avoid tripping hazards or blockage of emergency routes.

11. Health and Safety Manual

- 11.1** Shettleston Housing Association Limited adopted the Health & Safety Manual which is revised twice per year as advised by ACS on the recommendation of EVH. The Health & Safety Manual is available on the shared drive under Health & Safety that all staff can access. There is also a hard copy of the Manual located within Technical Services area.

The Chief Executive or HR & Organisational Development Manager will ensure that all amendments to the Health & Safety Manual are passed to the Health & Safety Administrator when received for insertion into the Manual timeously and passed to all staff where appropriate.

12. Health and Safety Assistance

- 12.1** Competent staff have been appointed to assist in meeting our health and safety obligations. The staff appointed have sufficient knowledge and information to ensure that statutory provisions are met and that the Health and Safety Policy is being adhered to. Shettleston Housing Association recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of appropriate advisors will be obtained.

13. Disciplinary Procedures

- 13.1** Disciplinary procedures may be initiated against employees' who knowingly violate safety rules or standards for their safety and that of any others on site.

14. Health and Safety Working Procedures

- 14.1** To comply with The Management of Health & Safety Regulations 1999 (Regulation 3 Risk Assessment and Regulation 4 Principles of Prevention) Shettleston Housing Association has developed a number of 'safe working procedures' covering specific work activities and these will be updated as and when required.

15. Health and Safety Policy Arrangements/Standards

- 15.1** A range of Health & Safety standards have been developed and are included in Shettleston Housing Association's Operating Safety Manual. These standards cover many of the arrangements detailed in this Policy and outline Shettleston Housing Association's measures for complying with specific health and safety requirements.

Policy arrangements will be updated and added to as and when necessary to ensure legal compliance.

16. Review

- 16.1** This Policy will be reviewed within a minimum of 3 years or less should there be changes to legislation.

Health & Safety Procedures

Introduction

As per the Association's Terms and Conditions under Section B1 it states: - *Health & Safety Legislation imposes duties on both employers and employees. To enable these duties to be carried out, it is the policy of the Association (so far as is reasonably practicable) to ensure best practice is followed.*

Shettleston Housing Association will ensure employees have a safe environment in which to work and is committed to the health and safety of its employees.

Shettleston Housing Association will provide training and guidance about working in a safe environment. It is the responsibility of every employee to adopt these procedures to ensure a safe workplace.

Shettleston Housing Association is committed to work in conjunction with EVH and their Health and safety team and experts.

1. Health and safety procedures

There is a range of procedures 31 in total contained within the Health & Safety Operational Safety Manual ranging from Good Housekeeping, to Lone working etc. which staff can access via the Shared Drive Policies and Procedures.

2. Risk Assessments

All above 31 procedures have risk assessments for each operation.

Job specific risk assessments for job roles within the organisation are also contained within the operational Health and safety manual.

3. Accident Near Misses

There are blank forms kept in the OSM which staff are required to complete in if there is an accident or near miss forms and be returned to Health and Safety administrator

4. Accident book

The Association's Accident book is kept on a shelf within the Technical Services department. It is the responsibility of staff to complete an 'Accident Report' which should be returned to the Health and Safety Administrator when the form completed. These reports are stored within employee's personnel records

5. Health and Safety Notice Board

The Health and Safety Notice board is located on the ground floor behind reception. Staff should always check the notice board which contains useful information with regards to Health and safety issues.

6. Staff Induction

All new employed staff will receive a full Induction which includes health and safety matters. The new employee will then be given a folder with all relevant health and safety data.

7. Health and safety training

Shettleston Housing Association will carry out a bi-annual health and safety awareness training course for all employee's to attend.

Regular training courses for our Technical staff are carried out in relation asbestos and legionella.

NOTE : All Committee are also subject to bi-annual Health and Safety awareness training.

8. DSE Checks

The organisation is legally required to carry out yearly DSE's (Display Screen Equipment) self-assessment forms which should be returned to the Health & Safety Administrator.

The Assessments are then checked by the Health & Safety Administrator and HR & Organisational Development Manager. If an individual member of staff identifies issues within the assessment the member of staff will be advised as to what changes will be made to ensure their workstation is appropriate for them.

9. COSSH

All materials are scrutinised and must have Health and Safety Data sheets. These Records are retained in the ground floor Cleaners cupboard.

10. Office Health and Safety checks

Fire and panic alarm test is carried out at 10 am every Wednesday. Daily checks are carried out on all three floors will be carried to ensure all fire exits are clear. Monthly Legionella checks are carried out on all hot and cold water supplies.

11. Responsibilities

- Responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association.
- All practicable steps are taken to manage the health, safety and welfare of all employees.
- Business is conducted in such a way to ensure that the health and safety of visitors, to any premises under our control, is not put at risk.

12. Duty of Employees

It is the duty of all employees at work to ensure:-

- Reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- They co-operate with the HR & Organisational Development Manager and Health & Safety Administrator so far as it is possible to ensure compliance with any duty or requirement imposed on the employer, or any other person, under relevant statutory duties.
- Ensure any visitors to section staff are made aware of our health and safety procedures in case of an emergency.

Failure for an employee to breach health and safety within the office may lead to disciplinary action.

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