



## **SERVITE HOUSING ASSOCIATION**

### **HEALTH AND SAFETY POLICY STATEMENT**

Servite Housing Association recognises its duty of care in complying with the Health and Safety at Work Act 1974 as amended, the Management of Health and Safety Regulations 1992 and all other allied relevant legislation as appropriate.

Servite Housing Association will, as far as reasonably practicable:

- ❖ Provide and maintain an environment within the workplace that is safe and without risk to Staff, Tenants, Visitors and Contractors.
- ❖ Provide and maintain an environment within the Association's Developments that is safe and without risk to Staff, Tenants, Visitors and Contractors
- ❖ Provide adequate resources to maintain Health and Safety Standards.
- ❖ Provide adequate welfare facilities at work.
- ❖ Provide employees with such information, instruction training and supervision as is necessary to secure their Health and Safety at work and that of others who may be affected by their actions.
- ❖ Provide and maintain systems of work that are safe and without risk to Health and Safety.
- ❖ Conduct Association activities to ensure that third parties are not exposed to Risk to Health or Safety arising from employee's activities or instructions.
- ❖ Carry out Risk Assessments and review them on a regular frequency to maintain agreed standards of Health and Safety.
- ❖ Ensure that all machinery, plant and equipment is maintained in a safe condition.

The duties of the employees are to:

- ❖ Take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- ❖ Co-operate with others in the Association to fulfil our statutory duties.
- ❖ Not misuse, wilfully damage or interfere with tools or equipment provided in the interest of Health and Safety.

To ensure that this Policy is effective Servite Housing Association will:

- ❖ Review the policy annually or on significant changes in the business.
- ❖ Maintain Procedures for communication and consultation between all levels of staff on matters of Health, Safety and Welfare through the Health and Safety Advisory Group.
- ❖ Report on an Annual basis to the Committee of Management all pertinent matters of Health and Safety and provide a Health and Safety report at all Committee of Management Meetings.

**Signed** \_\_\_\_\_

**COMMITTEE OF MANAGEMENT CHAIRMAN**

**Dated** \_\_\_\_\_ 2008

**Signed** \_\_\_\_\_

**CHIEF EXECUTIVE**

**Dated** \_\_\_\_\_ 2008



## **ACCOUNTABILITY AND RESPONSIBILITY FOR HEALTH AND SAFETY**

Servite Housing Association recognises and accepts its responsibilities as an employer to ensure the prevention of ill health and the avoidance of accidents through the promotion of safe and healthy workplaces so far as is reasonably practicable and the following responsibilities have been agreed.

### **THE COMMITTEE OF MANAGEMENT**

- ❖ The Committee of Management shall approve or otherwise the Health and Safety Policy as submitted by the Chief Executive and Management Team.
- ❖ The Committee of Management shall approve or otherwise changes to the Health and Safety Policy requested by the Chief Executive and the Management Team on behalf of the Health and Safety Advisory Group.

### **CHIEF EXECUTIVE**

- ❖ The Chief Executive has delegated responsibility from the Committee of Management to monitor the effectiveness of the policy principally through the Management Team and the Health and Safety Officer.

### **THE MANAGEMENT TEAM**

- ❖ The Management Team shall report to the Chief Executive and Committee of Management recommendations or changes to the Health and Safety Policy requested by the Health and Safety Advisory Group.
- ❖ The Management Team shall monitor the policy's implementation and set targets or objectives where required.
- ❖ The Management Team shall ensure that relevant resources are available to enable the Health and Safety Policy to be implemented.
- ❖ The Management Team shall authorise the provision of essential equipment, protective wear and training as may be required to ensure compliance with Health and Safety Regulations.
- ❖ The Management Team shall approve appropriate remedial action as required to satisfy the accidents, incidents and near miss report recommendations as submitted by the Health and Safety Officer after thorough investigation.

## **THE HEALTH AND SAFETY OFFICER**

- ❖ The Health and Safety Officer shall ensure that all Risk Assessments are reviewed on an annual basis or when an incident requires that the Risk Assessment be reassessed. Any required changes to improve or alleviate risk, will be the subject of discussion with the Health and Safety Advisory Group, prior to submission to the Management Team for the approval of the Chief Executive and the Committee of Management.
- ❖ The Health and Safety Officer shall coordinate the duties of the Health and Safety Advisory Group and arrange regular meetings to consider issues raised by The Management Team, Employees, Tenants or Visitors.
- ❖ The Health and Safety Officer shall participate in and offer advice to the Health and Safety Advisory Group and submit a quarterly report on Health and Safety to the Management Team.
- ❖ The Health and Safety Officer to be aware of new legislation and requirements with regard to Health and Safety and notify the Health and Safety Advisory Group and the Management Team of such changes and any need for reviews of the Health and Safety Policy.
- ❖ The Health and Safety Officer shall liaise with Fire, Accident Prevention and Health and Safety Personnel to ensure that the Health and Safety Policy and Procedures are correctly interpreted to satisfy legislation.
- ❖ The Health and Safety Officer shall arrange Training and Presentations as required to increase employee awareness of Health and Safety matters relevant to company operations.
- ❖ The Health and Safety Officer shall be available to all employees to discuss matters regarding organisational, departmental or individual issues relevant to Health and Safety.
- ❖ The Health and Safety Officer shall ensure that all accidents, incidents and near misses are thoroughly investigated and reports submitted to The Health and Safety Advisory Group, The Management Team, The Chief Executive and The Committee of Management.
- ❖ The Health and Safety Officer shall ensure that subject to Management Team approval appropriate remedial action is taken to satisfy the accidents, incidents and near miss report recommendations if required.
- ❖ The Health and Safety Officer shall ensure that copies of all accident and reportable incidents reports are passed to the Corporate Services Officer for inclusion in the Accident File.

## **THE HEALTH AND SAFETY ADVISORY GROUP**

The Health and Safety Advisory Group shall consist of:

- Four Scheme Managers preferably one from each designated area
  - Two Committee Members
  - One Member of Head Office Staff
  - Health and Safety Officer
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- ❖ The Health and Safety Advisory Group has the responsibility to monitor the Associations Corporate Health and Safety Policies and Procedures and report their findings to the Management Team through the Health and Safety Officer.
  - ❖ The Health and Safety Advisory Group shall discuss issues regarding changes in Legislation, Annual Risk Assessments, Training or issues of importance raised by employees, tenants or visitors and through the Health and Safety Officer report findings and recommendations to the Management Team.
  - ❖ The Health and Safety Advisory Group shall discuss all accidents, incidents and near misses and ensure that full investigations have been carried out and appropriate remedial action taken where necessary.
  - ❖ The Health and Safety Advisory Group shall normally meet on a quarterly basis.
  - ❖ The Health and Safety Advisory Group shall submit an annual report to the Committee of Management regarding Health and Safety Matters in March each year. The report shall be approved by the Chief Executive prior to submission

## **THE EMPLOYEES**

An integral part of Servite Housing Associations efforts to promote Health and Safety in its operations is that all employees have a part to play. Health and Safety is not just a matter for Senior Management or indeed employees who have been specifically identified as having Health and Safety duties.

All Employees are required to

- ❖ Cooperate in implementing the requirements of all Health and Safety, Environmental Legislation, Related Codes of Practice and Safety Instructions.
- ❖ Refrain from actions that constitute a danger to themselves or others.
- ❖ Immediately bring to the attention of their line manager any situation or practices that they consider may lead to injury or ill health and cannot immediately be addressed in a safe and satisfactory manner.
- ❖ Ensure that any equipment issued to them or for which they are responsible, is correctly used and properly stored.
- ❖ Be responsible for good housekeeping in the areas they work and maintain clear walkways and fire evacuation routes, good cable management and safe storage.
- ❖ Report all accidents, incidents, dangerous occurrences or near misses to their line manager.
- ❖ Participate in any training defined as necessary to assist in complying with the Health and Safety Policy

## **CONTRACTORS**

- ❖ All Contactors should have in place their own Health and Safety Policy.
- ❖ All contractors working on or in Servite Housing Association properties are required to comply with appropriate rules and regulations governing their work activities.
- ❖ Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner so as not to place at risk any other person.

## **CORPORATE HEALTH AND SAFETY**

Supplementary to this general policy, there are specific policy statements and procedures describing in detail the Health and Safety Provisions and arrangements relating to each part of the organisation's undertakings in the Risk Assessment Health and Safety Manual for each Servite Housing Association Development.



**SERVITE HOUSING ASSOCIATION HEALTH AND SAFETY ADVISORY GROUP**

**ORGANISATION AND REPORTING CHART**

