

at home with...



Health and Safety Policy

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Contents

Section	Page
Introduction	3
Legal Framework	3
Health and Safety Policy Statement	4
Responsibilities - Overview	5
Health and Safety Organisational Chart	5
Responsibilities – Board of Management	6
Responsibilities – Chief Executive	6
Responsibilities – Directors/Managers	7
Responsibilities – Colleagues	7
Responsibilities – Health and Safety Administrators	8
Related Policies, Procedures and Further Reference	8
Performance Management	8
Review	8
Further Support and Advice	8

1. Introduction

- 1.1 This policy sets out the health, safety and welfare arrangements for all colleagues working for Fife Housing Group. It also applies to every other person who may be affected by our work activities, acts and services, including tenants, contractors, visitors and members of the public.
- 1.2 This policy is consistent with the Regulatory Code of Governance published by the Scottish Housing Regulator, which is based on the requirement that “the governing body and senior officers have the skills and knowledge they need to be effective”.

2. What we are looking for

2.1 Legal Framework

The Health and Safety at Work Act 1974

Under this Act, Fife Housing Group has a duty to prepare and revise a written statement of health and safety policy and details of the organisation and arrangements for carrying out the policy.

In this policy, we detail our organisation and arrangements, and in associated procedures and guidance documents we detail the specific operational processes which create a complete health and safety management framework.

2.2 The Management of Health and Safety at Work Regulations 1999

Under these regulations, we must make appropriate arrangements to manage health and safety and make sure that we exercise suitable and sufficient control of these arrangements through effectively planning and organising our activities, managing the process, and by monitoring and auditing our preventative and protective measures.

These regulations also mean we have to appropriately and sufficiently assess the risks colleagues may face whilst at work. This includes assessing the risks to others arising from our work activities. We can achieve this by:

- analysing our activities and work areas to establish where we need to assess risks;
- developing an inventory of activities and work areas, and creating risk management processes, to facilitate a programme of risk assessments of all entries on the inventory;
- making sure we have enough trained and competent people to carry out those risk assessments; and
- analysing the outcomes of risk assessments and taking appropriate remedial action to address uncontrolled risks, including review of the process within our strategic management objectives.

3. Health and Safety Policy Statement

3.1 The Board of Management at Fife Housing Group is responsible for the conduct of the business of the Group.

The *Health and Safety at Work etc. Act 1974* imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of Fife Housing Group so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Group; that all practicable steps are taken to manage the health, safety and welfare of all colleagues; to conduct the business in such a way that the health and safety of visitors and contractors, to any premises under our control, is not put at risk. It is the intention of the Group, so far as is reasonably practicable, to ensure that:

- a) the working environment of all colleagues 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.
- b) the provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to colleagues, contractors and any other person who may be affected with regard to any premises or operations under our control.
- c) arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- d) 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.
- e) colleagues are provided with such information, instruction, training and supervision as is necessary to secure their health and safety.
- f) the Health and Safety Policy will be reviewed annually. Communication of any such changes will be made to all colleagues.

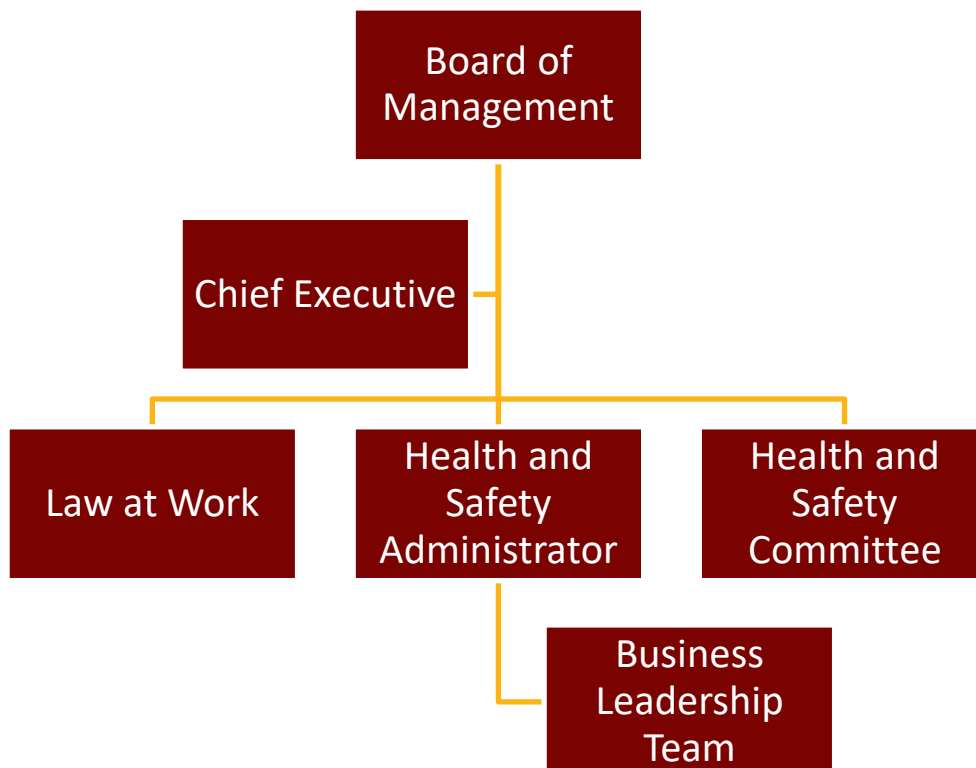
It is the duty of all colleagues at work to ensure:

- a) that 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.
- b) co-operation with the Board of Management so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

4. Responsibilities - Overview

- 4.1 We recognise that all individuals within the organisation have a responsibility to ensure their own safety and that of others. Consequently, all colleagues will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons.
- 4.2 The following sections set out the principal Health and Safety related responsibilities of individuals within the organisation.
- 4.3 The rather unique management structure of housing associations differs from the traditional business organisation where a board of directors, owner/manager or senior management board clearly runs the undertaking. Care has, therefore, been taken to determine realistic responsibilities of the Board of Management and Chief Executive in particular.
- 4.4 The management responsibilities defined within this policy should ensure that adequate and appropriate managerial control is exercised over health and safety issues.

5. Health and Safety Organisational Chart



6. Responsibilities – Board of Management

- 6.1 The Board of Management, headed by a chairperson, comprises 'lay persons' from the local community, acting as a body to oversee the operations carried out by the Group.
- 6.2 It is recognised that the Board of Management, while not actively involved in the day to day running of the organisation, is collectively responsible for providing leadership and direction on health and safety, and in particular the Chief Executive shall be responsible for implementing the Board of Management's plan for health and safety.
- 6.3 The Board of Management will place 'health and safety' as an agenda items reported on an annual basis. This will allow the Chief Executive to report on safety performance, funding requirements, safety failures and other health and safety related issues. The Board of Management will give all such issues due consideration and will make available all reasonable funding and support as may be required.

7. Responsibilities – Chief Executive

- 7.1 The Chief Executive is responsible for the general day to day running of the Group. It is recognised that this function incurs the overall responsibility for health and safety management within the organisation
- 7.2 The Chief Executive will endorse and sign the Health and Safety policy.
- 7.3 The Chief Executive will hold ultimate responsibility for the implementation of the organisation's policy, procedures and arrangements. They will appoint an adequate competent person to achieve and maintain legal compliance. This service is currently provided by Law at Work.
- 7.4 The Chief Executive will receive a report quarterly from the Health and Safety Committee on safety performance, funding requirements, safety failures and other health and safety related issues. Justified requests will be made to the Board of Management for resources, support or funding required for health and safety purposes.
- 7.5 The Chief Executive will be responsible for maintaining an adequate programme of colleagues training in health and safety issues, ensuring that all colleagues are given appropriate instruction, information and training.
- 7.6 The Chief Executive will ensure that adequate communication channels exist throughout the entire organisation to allow health and safety issues to be dealt with timeously and effectively.
- 7.7 The Chief Executive will ensure that all significant safety failures are fully investigated and reported to the Board of Management.
- 7.8 The Chief Executive will give due consideration to all health and safety related requests from the Health and Safety Administrator, Heads of Departments and all other

colleagues, taking appropriate action where necessary and requesting support/ approval from the Board of Management where required.

8. Responsibilities – Heads of Departments

- 8.1 Heads of Departments will take an active participation in the Health and Safety Committee. This will involve the identification of health and safety concerns within their departments.
- 8.2 Heads of Departments will implement all relevant policies, procedures and arrangements within their departments in order to comply with the aims of this policy and the expectations of the Health and Safety Committee. .
- 8.3 Heads of Departments will ensure that adequate communication channels exist throughout their departments to allow health and safety issues to be dealt with timeously and effectively.
- 8.4 Heads of Departments will ensure that all departmental colleagues adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc.
- 8.5 Where Heads of Departments identify the need for further training or any other form of risk control for departmental colleagues, the issue will be reported to the Health and Safety Committee.

9. Responsibilities – Colleagues

- 9.1 Colleagues will comply with the policies, procedures and arrangements set out in the Health and Safety Policy or issued to support the policy and with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe working practices will be properly used.
- 9.2 Colleagues will report to their Manager or other member of the leadership team any identified breaches of health and safety procedures, accidents or safety related incidents.
- 9.3 Colleagues are encouraged to inform their Line Manager, where they believe that further training or other risk control measures would be beneficial. Tasks should not be carried out where the employee believes significant risk to be present.
- 9.4 Colleagues will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and will actively implement any control measures identified as being required.

10. Responsibilities – Health and Safety Administrator

- 10.1 The Health and Safety Administrator will undergo suitable training, and instruction in the implementation of the policies, procedures and arrangements.
- 10.2 The Health and Safety Administrators will maintain the Health and Safety policy and related procedures. This will include the dissemination of all updates.
- 10.3 The Health and Safety Administrator will comply with his/her duties as set out in the control manual and will report the findings of any inspections, audits and other information gathering exercises to the Health and Safety Committee.
- 10.4 The Health and Safety Administrator will provide assistance to the Chief Executive, Health and Safety Committee and Directors/Managers of Departments in the undertaking of risk assessments, control implementation, policy development, etc. This will involve liaison with Law at Work.

11. Related Policies, Procedures and Further Reference

- 11.1 Our Health and Safety Policy and all supplementary procedures and guidance documents are held within the Health and Safety Compliance File.

12. Performance management

- 12.1 Any concerns regarding the adherence to this policy will be reported to the Board.

13. Review

- 13.1 This policy is due to be reviewed annually - or earlier if a material change requires this.

14. Further Support and Advice

- 14.1 Further support and advice on all health and safety matters can be obtained by contacting the Health and Safety Administrator Caroline O'Donnell, Director of Operations either by e-mail: caroline.odonnell@fifehg.org.uk or by telephone on 01383 608131.

To support this Policy please refer to the Safety Procedures filed separately in Cascade under Health and Safety or on Policy Drive in Health and Safety folder.