

Health and safety at work policy

Policy details:

Approval date	March 2023
Review Date	March 2028

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1.0 INTRODUCTION

- 1.1. The purpose of this policy is to provide information on the health and safety arrangements at New Gorbals Housing Association (NGHA), and to demonstrate the Association's commitment to planning, organising and managing health and safety to its' employees, tenants, contractors and others affected by its' work activities.
- 1.2. The Association is Health and Safety Statement of Intent and the Health and Safety Control Manual support the policy.

2.0 LEGISLATION AND REFERENCES

2.1 External

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

2.2 Internal

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

3.0 STATEMENT OF GENERAL POLICY

- 3.1 The Health and Safety at Work etc. Act 1974, the Corporate Manslaughter and Corporate Homicide Act 2007 and associated legislation, imposes statutory duties on employers and employees. These extend to 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 the Association's actions, work activities or provision and delivery of services.
- 3.2 To enable these statutory duties to be carried out, it is the policy of New Gorbals Housing Association to ensure that responsibilities for safety and health are assigned, accepted 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.
- 3.3 The Association will, so far as is reasonably practicable, seek to ensure that:
 - 3.3.1 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.
 - 3.3.2 The provision and maintenance of machinery, 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.
 - 3.3.3 Arrangements for use, handling, storage and transportation of articles and substances for use at work are safe and without risks to health.

- 3.3.4 Adequate information is available with respect to machinery, equipment and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be
- 3.3.5 Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.

- 3.4 The Association will also require that all NGHHA employees at work are aware of their responsibility to ensure:
 - 3.4.1 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
 - 3.4.2 Co-operation with NGHHA 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.

- 3.5 All operating or subsidiary companies will be required to demonstrate 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.

4.0 OBJECTIVES

- 4.1 The overall aim of the Health and Safety Policy is to strive for continual improvement in all areas of health, safety and welfare through the development of effective and practical health and safety management systems. This will be achieved by ensuring that the Association communicates with staff and others who may be affected by the work activities undertaken, in an open and transparent manner.

- 4.2 The key objectives of the policy and associated procedures and safe working protocols are to ensure, as far as is reasonably practical:
 - 4.2.1 The health, safety and wellbeing of all employees and others who may be affected by the Association's actions or work activities as determined by the Health and Safety at Work etc. Act 1974 and all other relevant Health and Safety legislation and Approved Codes of Practice.
 - 4.2.2 The properties for which the Association have a responsibility are constructed, maintained and managed to a standard that avoids any health and safety risk to employees, tenants, contractors, and visitors
 - 4.2.3 That all services either provided directly or commissioned by the Association are provided in a way that takes into account provision of health and safety duties.
 - 4.2.4 The encouragement and promotion of continuous improvement in health, safety and wellbeing matters.
 - 4.2.5 That all Management and staff understand their roles and responsibilities under health and safety and undergo such training as is necessary to ensure

they can undertake these responsibilities effectively and deliver high standards of compliance.

5.0 RESPONSIBILITIES

5.1 The health and safety ethos, culture and responsibility for the successful application of the health & safety policy across the Association comes from the actions, attitude and commitment of its Management and Staff at all levels. Key areas of responsibility for individuals or groups of individuals in relation to health and safety are described as follows:

5.2 Management Committee

5.2.1 The Management Committee comprises up to 15 members who are the non-executive Board Members responsible for the good governance of the Association. .

5.2.2 The Director and Senior Management Team are responsible to the Board and responsible for implementing the Association's health and safety management plan.

5.3 Director:

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

5.3.2 The Director may delegate day-to-day duties and responsibilities to heads of department and managers within their respective areas.

5.4 Senior Management Team:

5.4.1 The Senior Management Team, led by the Director, is responsible for the strategic and resource management of the Association, setting Health and Safety policy, objectives and targets for the Association; ensuring that services are delivered safely in each of their areas of responsibility and providing leadership to help 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.

5.4.2 In addition to the Director, the Senior Management Team comprises of the Depute Director, supported by the Head of Finance, the Head of Development, The Head of Maintenance and the Head of Housing Management.

5.4.3 The Depute Director and Head of Maintenance have particular responsibility, as representatives of the Senior Management team, for chairing the Association's Health and Safety Forum, raising pertinent issues for consideration by Forum representatives and reporting any concerns

raised by the Forum to the Director, Senior Management Team, and other staff as may be appropriate.

5.5 All other Association Managers (inc Operational Line Managers, Senior Officers and all other employees in supervisory positions):

- 5.5.1 Employees with managerial or supervisory responsibilities have delegated duties that carry a level of responsibility for checking day-to-day compliance with the policy and to implement any health and safety arrangements as they apply within their department or section. Managers and supervisors are accountable to the Senior Management Team for the application of the Association's Health and Safety Policy
- 5.5.2 Managers and supervisors are responsible for leading by example, positively promoting high standards of health and safety in all aspects of their day-to-day operational role. Due to the managerial and supervisory function and responsibilities, managers may be held accountable where Health & Safety offences are committed with their consent or connivance or as a result of their negligence.

5.6 Health and Safety Manager:

- 5.6.1 The function of the Health and Safety Manager is primarily to provide competent advice and assistance to the Management Committee, Director and Senior Management team at NGHA in the preparation, development, implementation and reviewing of policies and procedures on all matters pertaining to health and safety within the Association.
- 5.6.2 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 the Association.

5.7 All NGHA employees (inc Permanent, Temporary, Seconded, Agency or Volunteers staff):

- 5.7.1 It is the responsibility of each NGHA employee to taking reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions whilst at work.
- 5.7.2 Employees must familiarise themselves with the Association's Health and Safety Policy, related procedures and the systems of work relevant to their area of work, job role and responsibilities and cooperate with the Association on all Health and Safety matters, so far as is necessary, to ensure compliance with any statutory duty imposed on the Association, or any other person(s).

5.8 Health and Safety Forum:

- 5.8.1 NGHA's Health and Safety Forum comprises of Senior Management and staff members from each section of the Association. The purpose of the Forum is
- 5.8.2 To establish collective responsibility for health and safety matters as these apply to all employees of the Association.
- 5.8.3 To fulfill NGHA's legal obligations to involve staff in the consultation and implementation of Health and Safety related policies and procedures.
- 5.8.4 To create a strong Health and Safety culture across the Association, where Health and Safety is seen as a basis for good workplace practices.
- 5.8.5 To help deliver these objectives, forum members, assisted by the Management Team, are asked to actively participate in forum meetings, circulate minutes to colleagues and to ensure the flow of information on Health and Safety related issues is maintained to all areas of the Association.

6.0 TENANT AND RESIDENT SAFETY

- 6.1 In line with NGHA's strategic and operational risk management, the Association recognises its regulatory obligations in relation to the management and maintenance of the residential properties under its' control, and the importance of ensuring its procedures satisfactorily meets legislative, regulatory and best practice guidance in meeting tenant and resident safety requirements.
- 6.2 The Scottish Housing Regulator (SHR) has identified six priority areas to be managed by Housing Associations, these are:
 - Asbestos
 - Water Hygiene (legionella)
 - Electrical Safety
 - Passenger Lifts
 - Fire
 - Gas Safety
- 6.3 NGHA will establish and maintain all management and maintenance systems, including relevant policies, procedures and working practices that contribute towards compliance with its legal duties on tenant and resident safety and undertake a routine appraisal of these arrangements, to help ensure we maintain the highest quality and safety standards possible for our tenants, residents and staff in line with regulatory standards, statutory obligations and best practice guidance. These include assurances and systems that the Association will take prompt action to address any non-compliance.
- 6.4 A staff working group, headed by the Director or Depute and supported by the Health and Safety Manager, is being established to ensure compliance with all aspects of tenant and resident safety,

7.0 POLICY REVIEW

- 7.1 The Health & Safety Policy will be reviewed every five years or sooner should legislation or best practice guidance dictate.
- 7.2 The Health and Safety Policy Statement of Intent will be reviewed at least annually and endorsed by the Chairperson of the Management Committee and the Director.