



## **HEALTH, SAFETY and WELFARE POLICY**

### **1.0 INTRODUCTION**

- 1.1 The Health and Safety at Work etc. Act 1974 places on Almond Housing Association Limited (AHA Ltd.) as the employer the following duties:
- to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees;
  - to prepare, and as often as may be appropriate, to revise a written statement of its general policy with respect to the health and safety at work of its employees, and the organisational arrangements for carrying out that policy;
  - to bring the statement and any revision of it to the notice of all its employees.
- 1.2 This document describes AHA Ltd.'s general policy relating to health and safety at work, and the organisational arrangements for carrying out that policy.
- 1.3 This policy is supported by detailed procedures and a Health & Safety Manual covering the relevant health and safety issues arising from the Act and all current statutory regulations. The policy and procedures also reflect our responsibilities under the Corporate Manslaughter & Corporate Homicide Act 2007.

### **2.0 POLICY STATEMENT**

- 2.1 AHA Ltd. will, in accordance with Section 2 of the Act, seek to provide safe and healthy working conditions for all employees and will, so far as is reasonably practicable:
- provide equipment, facilities and systems that are safe and without risk to health, and will continue to maintain them in that condition;
  - provide, train employees in the use of, and maintain free of charge any equipment, protective clothing etc. necessary to ensure the health and safety of any employee exposed to risks at work, where that risk cannot be adequately controlled by any other means;
  - provide the information, training and supervision necessary to ensure the health and safety of all employees at work;
  - ensure that any place under our control and where our employees work, is kept in a safe condition and does not pose a risk to health;
  - ensure the health and safety of our employees' working environment, covering such items as heating, lighting, ventilation and noise, ergonomics and cleanliness;
  - provide adequate arrangements for the welfare at work of our employees, including such facilities as sanitary, washing and rest.

- 2.2 A copy of this policy will be made available to all new employees as part of their initial induction arrangements. It will be reviewed from time to time and revised and/or supplemented as necessary. Any revisions will be issued and explained to all employees.

### **3.0 RESPONSIBILITIES**

#### **3.1 Board of Management**

- To ensure that there is in place a comprehensive Health, Safety and Welfare policy that complies with all current legislation, guidance and good practice.
- To ensure that appropriate management and staffing arrangements are in place so that AHA Ltd. complies with its health and safety obligations.
- To monitor the implementation of the policy through the receipt of reports.

#### **3.2 Management**

- Chief Executive: Overall responsibility for ensuring that the policy is communicated to all employees and that it is implemented throughout the organisation.
- Head of Asset Management: Responsible for the day-to-day implementation of the policy and procedures, for arranging any training required, and for advising the Board, senior colleagues and all employees on health & safety matters.
- Heads of Section: Responsible for implementation of the policy and procedures within their Section, for ensuring that any accidents/incidents are recorded, and for ensuring that any follow-up action required following an accident/incident is completed.

#### **3.3 Employees**

- To ensure they have read the policy and procedures, and that they implement them and comply with all local safety rules as required in the course of their work.
- To take reasonable care of their own health and safety and that of any other persons who may be affected by what they do or fail to do at work.
- To report any accidents or incidents and/or potential hazards promptly so that the required action may be taken.

### **4.0 ORGANISATIONAL ARRANGEMENTS**

- 4.1 The organisational arrangements for implementing this policy and the supporting procedures are detailed in Appendix 2.

- 4.2 The Asset Management Officer is AHA Ltd.'s Safety Officer, who is responsible for:

- providing each new employee with the relevant information on our policy and procedures as part of the individual's induction arrangements;
- co-ordinating the drafting, issuing, reviewing and revising as required of all the procedures required to fulfil our responsibilities under the Act;
- investigating accidents and incidents in association with the relevant Head of Section;
- ensuring that all accidents and occurrences are correctly recorded and that reporting regulations such as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are complied with;

- undertaking risk assessments in accordance with all relevant procedures, recording and disseminating the findings as required and ensuring that any follow-up action necessary is taken by the person responsible;
- co-ordinating regular fire alarm testing and fire evacuation exercises.

## 5.0 IMPLEMENTATION AND REVIEW

- 5.1 The Head of Asset Management will ensure that this policy is reviewed at least every five years, and that any amendments are submitted to the Board of Management for approval.
- 5.2 The Head of Asset Management will ensure that an annual report on the implementation of this policy, including summary information on accidents recorded and on any training provided, is submitted to the Board.

<b>FIRST APPROVED IN</b>	<b>JANUARY 1997</b>
<b>CURRENT VERSION 4.0 APPROVED IN</b>	<b>DECEMBER 2014</b>
<b>NEXT REVIEW DUE BY</b>	<b>DECEMBER 2019</b>

[**Note:** Policy updated January 2016 to reflect change in management responsibilities for Health & Safety from Corporate Services to Asset Management, and reference to new Health & Safety Manual.]

**APPENDIX 1****HEALTH & SAFETY PROCEDURES****Title**

- HS01/01 Blood, Body Fluid & Sharps
- HS01/02 CDM Regulations
- HS01/03 Control of Substances Hazardous to Health
- HS01/04 Fire Precautions & Fire Prevention
- HS01/05 First Aid
- HS01/06 Manual Handling
- HS01/07 Noise at Work
- HS01/08 Potentially Violent Tenants
- HS01/09 Protective Equipment & Clothing
- HS01/10 Provision of Spectacles
- HS01/11 Reporting of Injuries, Diseases & Dangerous Occurrences
- HS01/12 Risk Assessments
- HS01/13 Safe Operation of Display Screen Equipment
- HS01/14 Safe Use of Electrical Appliances
- HS01/15 Safety in the Office
- HS01/16 Staff Personal Safety
- HS01/17 Welfare at Work

The Health & Safety Manual can be read at: s:\3 – Information for Staff\\_Health & Safety Manual

A paper copy of the Manual is available in the Staff Room.

# SAFETY STAFFING STRUCTURE

