



## CARE HOUSING ASSOCIATION HEALTH & SAFETY POLICY

<b>Implementation Date</b>	<b>October 2016</b>
<b>Created/Reviewed By</b>	<b>Matthew Eddisford</b>
<b>Last Review Date</b>	<b>07/11/2022</b>
<b>Next Review Date</b>	<b>November 2025</b>

### 1. Purpose

Care Housing Association (Care) is committed to managing health and safety in all aspects of its work and to implementing reasonably practicable measures to safeguard the health, safety and welfare of employees, tenants, directors and any other persons that may be affected by its work.

So far as is reasonably practicable, Care will:

- Ensure all our properties are maintained in a safe condition and any risks to our tenants have been fully considered and addressed. Care is aware that some of our tenants have very specific health and safety considerations.
- Provide adequate and maintained welfare facilities and a healthy working environment.
- Ensure all places of work are maintained in a safe condition, without risks to health.
- Encourage employees to report incidents to allow greater analysis of risks.
- Ensure incidents are investigated thoroughly and promptly to identify immediate, root and underlying causes and, where possible, to ensure measures are implemented to reduce or eliminate recurrence.
- Ensure employees are trained in general health and safety awareness and receive job specific training instruction, information and supervision relating to hazards and safe practices.
- Ensure risk assessments are undertaken for hazardous work activities and reviewed regularly, including asbestos surveys, fire risk assessments, and legionella assessments.
- Ensure that safe systems of work are implemented for hazardous activities.
- Ensure that contractors (and sub contractors) and suppliers are committed to achieving and adhering to the standards of health and safety detailed in this Policy.
- Ensure that the Health and Safety is considered at all Board meetings.
- Encourage tenants and other interested parties to participate in health and safety leadership.
- Carry out quarterly health and safety audits of our properties and ensure communication of health and safety issues is effectively relayed to our contractors, partners, tenants and representatives.

All employees have a duty to co-operate in the operation of this Policy by:

- Taking reasonable care of their own safety and that of their colleagues, tenants, employees, members of the public and contractors by complying with this Policy and those policies and procedures relevant to their role.
- Not interfering with, misusing or wilfully damaging anything provided by Care in the interests of health and safety.
- Reporting incidents that have led, or may lead, to injury/damage to people, property, plant or equipment.
- Attending training courses appropriate to their role and responsibilities as and when necessary.

To ensure this Policy is effective, Care will:

- Review it at regular intervals and when significant changes are made to health and safety legislation, guidance, related policies and procedures or within the organisation.
- Present any changes to the Policies and Procedures Committee.
- Make amendments known to employees.
- Produce this Policy and related procedures in alternate formats as and when necessary.

## **2. Scope**

Care recognises the requirement to comply with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and all other associated legislation, Approved Codes of Practice and guidance. Care's Health and Safety Policy details how Care will achieve and demonstrate its commitment to occupational health and safety and establishing and implementing suitable and sufficient safety arrangements. The ultimate aim of the Policy is to ensure the safety of employees, tenants, members of the public and contractors.

In addition to this policy, there are specific policies relating to:

- Fire Safety
- Asbestos Safety
- Safeguarding
- Electrical Safety
- Water Safety Management
- Gas Safety
- Incident Reporting
- Lone Working

## **3. Accountability and Responsibility**

### **3.1 Chief Executive**

The Chief Executive is ultimately responsible for the control and implementation of this Policy. The Chief Executive will:

- Provide leadership to encourage employees to be safety conscious at all times
- Oversee staff health and safety related training
- Appoint competent health and safety representatives to co-ordinate health and safety matters within Care, including fire risk assessments and legionella assessments in Care's properties.

### **3.2 Employees at all levels of the organisation**

In addition to the duties outlined in the Health and Safety Policy, all employees will:

- Familiarise themselves with this Policy and all health and safety policies, procedures, risk assessments and method statements relevant to their role and workplace
- Attend mandatory health and safety training courses as and when necessary;
- Report all accidents, incidents, near misses, dangerous occurrences and hazards to their manager as soon as is practicably possible
- Contribute and co-operate with Care on all matters of health and safety.
- Be aware of the effects of their work on colleagues, tenants, members of the public and contractors and ensure they do not create or compound hazards or endanger others by their actions. For example, by taking part in or promoting horseplay
- Carry out their duties using safe working practices, with regard to themselves, their colleagues, tenants, members of the public and contractors.
- Report any matters they consider to be a danger to health and safety to their line manager as soon as is practicably possible.
- Not to interfere, tamper or misuse any item provided for health, safety or welfare purposes
- Use only the tools, equipment and plant they are trained to use and that which is appropriate to the task
- Refrain from using, and report to their line manager, any defective or damaged tools, plant or equipment.
- Report any health condition that affects their ability to work safely to their line manager as soon as is practicably possible
- Use safe systems of work for tasks relating to electricity, gas installations, the handling of chemicals, the use of dangerous equipment, manual handling and repetitive tasks and any other activities that present a significant risk to health and safety
- Drive safely at all times whilst undertaking company business
- Immediately liaise with their line manager if they are faced with a conflict between health and safety and the demands of their job.

#### **4. Equality and Diversity**

Care are committed to respecting diversity in all aspects of our work and we will not tolerate any form of discrimination.

We recognise that there is the potential for impact across the characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

Where we are made aware of or identify customers with specific needs, we will be proactive in targeting our communication and support appropriately and consider any specific needs individually.

#### **5. Commitment and Review**

Care will formally review this policy at least every three years.