



TAI CANOLBARTH CYMRU MID-WALES HOUSING

Yn barod **amdani** **Equal** to the challenge

Health & Safety Policy

Strategic Aim:	To ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.
Reference No:	Health & Safety Policy V3 March 2019
Date Of Issue:	March 2019 - DRAFT
Next Review Date:	March 2022
Departments Affected:	All Departments
Approved By/Date:	Board of Management March 2019
Lead Officer:	Sian Howells - Director of New Business
Statutory Compliance:	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999

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HEALTH & SAFETY POLICY

1. Introduction

It is the policy of the Mid Wales Housing Group to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The Group will take all necessary steps to ensure that its statutory duties are met at all times.

Linked to this policy are a series of associated policies and procedures which constitute our specific health and safety arrangements.

2. Scope

2.1 This policy applies to all staff members, including employees, contractors and other staff working on behalf of Mid-Wales Housing Association (MWHHA) or who are at MWHHA's locations. In addition, the policy will also outline arrangements and considerations that affect the safety of others who might be affected by our activities, i.e. tenants, volunteers, contractors and the general public.

2.2 This policy also applies to its subsidiary, Care & Repair in Powys (CRP).

3. What is not covered by the policy?

Risks arising out of, or in connection with, the activities of our employees or other persons who are not engaged in work either for or on behalf of Mid-Wales Housing Group.

4. Health & Safety Reporting

As well as providing regular updates in Pentana, a summary report covering the status of all Health & Safety matters will be presented to each Audit & Scrutiny Committee.

In addition, the respective Boards of Management will receive a similar six-monthly update, (September/March), prior to any budget setting process, to ensure sufficient financial provision is made to cover any H&S works or training required in the year ahead.

5. Definitions

- Employer – one who has engaged or hires the services of another.
- Employees – an individual who works under a contract of employment as being an employee and related expressions shall be construed accordingly.
- Self-employed person - an individual who works for gain or reward otherwise than under a contract of employment, whether or not they themselves employ others.
- Manufacturer - any person who designs, manufactures, imports or supplies any article for use at work.
- MWHHA Group – refers to Mid Wales Housing Association (MWHHA) and Care & Repair in Powys (CRP).
- Supplier - supplies any article for use at work or substance for use at work by ourselves under a hire-purchase agreement, conditional sale agreement or credit-sale agreement.
- Work - means work as an employee or as a self-employed person:
 - a) an employee is at work throughout the time when they are in the course of

their employment, but not otherwise.

- b) a self-employed person is at work throughout such time as they devote to work as a self-employed person.

6. Overview

The health & safety policy is divided into three main sections; these are:

- **Part 1 – The Statement of Intent** – setting out our policy objectives.
- **Part 2 – Responsibilities** – how responsibilities are assigned for achieving the objectives set out in Part 1.
- **Part 3 – Arrangements** – related policies and procedures for implementing the Health & Safety Policy and for the arrangements for measuring, monitoring and reviewing the organisation's performance in relation to Health & Safety.

7. Legislation

This Health & Safety Policy Is produced primarily in accordance with the requirements of Section 2(3) of the Health& Safety at Work etc. Act 1974. The Arrangements will outline our approach to managing risks relating to our undertaking and/or detail our approach to comply with associated legislation.

8. Responsibilities

Refer to Appendix 2 of this policy.

9. Policy Review

This Policy will be regularly reviewed (at least annually) by the Association's Health & Safety Committee and approved by the Board of Management every three years, to ensure compliance with all relevant legislation, regulation and good practice. Expert advice will be sought where necessary.

The Health & Safety Committee will consider alterations and amendments, which become essential between review dates.

10. Appendices

Appendix 1 – Statement of Intent

Appendix 2 – Responsibilities

Appendix 3 – Arrangements

STATEMENT OF INTENT

Mid-Wales Housing Group acknowledges and accept our statutory and moral responsibilities and recognises that good Health & Safety performance is an integral part of meeting that responsibility. As such, we are committed to doing everything reasonably practical to provide, sustain and promote a healthy and safe working environment in order to secure the health, safety and welfare of our employees, tenants, contractors and other persons, including visitors, volunteers and the general public.

Whilst the Board of Management, led by the Chief Executive, has overall responsibility for ensuring that we maintain high standards of health and safety performance, we also rely on all of our employees, sub-contractors and tenants to play their part in effectively implementing our policy and sharing our commitment to these objectives.

As such, Mid-Wales Housing Group will:

- Undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to our activities.
- Ensure that employees, contractors, visitors, tenants and others are adequately informed of the identified risks and, where appropriate, receive suitable information, instruction, training and supervision relating to Mid-Wales Housing Group activities.
- Promote a positive health and safety culture within the organisation, in particular consulting with employees on health and safety matters, both through elected safety representatives and directly at other forums.
- Commit to the prevention of injury and also ill health through continual, cost effective, improvement of our occupational health and safety management and performance.
- To ensure that everyone throughout our Group understands their individual and collective responsibilities for providing leadership and direction for health and safety and are fully aware that the business decisions they take can have a direct health and safety performance.
- Take steps to assess the competence of any contractor that we engage and to make arrangements for sharing information, consultation, co-ordination and co-operation with other employers where MWhA work in partnership with other organisations.
- Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health.
- To comply with the requirements of the Health and Safety at Work etc. Act 1974, related acts and regulations made there under and to keep up to date with best practice and Regulatory guidance in relation to health and safety.
- Ensure that the delivery of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient resources, management and employee time and well as training and advisory support.
- Set and monitor health and safety objectives.

This Health and Safety Policy Statement of Intent, as well as the Responsibilities and Arrangements that support it, will be reviewed at least annually, or more frequently where there are significant changes to our Group or the nature of our activities.

Signed:

Shane Perkins – Chief Executive

Date: April 2019

Responsibilities

The chain of responsibility will, 'so far as is reasonably practicable', be:

The Board (MWA & Care & Repair Powys (CRP))

The Board of Management, both collectively and individually has ultimate responsibility for providing health and safety leadership within our Group by:

- ✓ Showing visible and active commitment to health and safety by properly assigning health & safety responsibilities within our respective organisations.
- ✓ Ensuring that all Board decisions, where appropriate, reflect the health and safety intentions of the Group and they consider the consequences of business decisions on health and safety.
- ✓ Consulting and engaging staff in matters affecting their health and safety to continuously improve and sustain health and safety performance.
- ✓ Engaging a competent person/s to advise MWA of its obligations in respect of health, safety and welfare.
- ✓ Periodically reviewing health and safety performance through the establishment of organisational performance indicators Audit & Scrutiny and the Health and Safety Committee.
- ✓ Undertaking Health and Safety training commensurate with position and responsibility.
- ✓ Reviewing key or urgent issues and make effective decisions.

Chief Executive

The Chief Executive has ultimate responsibility for delivering health and safety within our Group and embodies the role of 'the employer' in terms of complying with the requirements of the Health and Safety at Work etc. Act 1974. The Chief Executive will:

- ✓ Ensure that the H&S Policy is implemented.
- ✓ Be accountable to the Board and report health and safety issues and H&S performance information to Board on a regular basis.
- ✓ Clearly delegate responsibilities as necessary to Directors and other senior staff under their control and take steps to ensure that the delegation is properly effected. Further delegation through the line management chain, as necessary, will ensure the effective application of this policy within their respective areas of operation.
- ✓ Monitor H&S performance against agreed targets.
- ✓ Ensure that adequate resources are available for the effective implementation of this policy.
- ✓ Undertake Health and Safety training commensurate with position and responsibility.

Directors & Heads of Service

In addition to the employee's standard duties, the Directors and Heads of Service are responsible for ensuring, within their area of control, the following:

- ✓ Effective health and safety management arrangements are devised and implemented within their directorate using appropriate performance information systems and indicators.
- ✓ Systems are in place for keeping themselves informed of any significant health and safety failures and of the outcome of any investigation into their causes.

- ✓ Taking appropriate action (including disciplinary action where necessary) where employees or contractors are observed working in an unsafe manner or breaching health and safety legislation and/or the organisation's policies and procedures.
- ✓ That the Chief Executive, Boards of Management and Senior Maintenance & H&S Officer are kept informed of any significant perceived areas for improvement in health and safety arrangements.
- ✓ That health and safety related training needs are identified in addition to those identified by Human Resources (HR) and the Senior Maintenance & H&S Officer.
- ✓ That they undertake health and safety training commensurate with their position and responsibility.

Team Leaders & Supervisors

For the purposes of this policy, Team Leaders and Supervisors are those within our Group who put others to work or who have responsibility for the management or supervision of others. In addition to the employee's standard duties, they are also responsible for:

- ✓ Organising and coordinating work in accordance with statutory requirements and the relevant MSHA policies and procedures.
- ✓ Ensuring suitable risk assessments have been carried out which identify the significant risks arising from the work activities within their control and that control measures have been identified and implemented.
- ✓ Maintaining a safe working environment and, in particular, ensure that risks and associated control measures are taken into account when organising systems of work within their area of responsibility.
- ✓ Consulting with the employees for whom they have responsibility on matters of health, safety and welfare.
- ✓ Ensuring that contractors, including subcontractors, consultants and agents that they appoint/control/co-ordinate are made aware of this policy and their responsibilities within it.
- ✓ Ensuring that all employees under their control are competent, receive health and safety Information, instruction and training commensurate with their job role and responsibilities.
- ✓ Undertaking where relevant, health and safety induction training for contractors and that arrangements are in place to ensure that their activities are adequately supervised.
- ✓ Ensuring that accidents and incidents occurring in relation to operations within their control are reported and effectively investigated to prevent a recurrence.

Senior Maintenance & Health & Safety Officer

In addition to the employee's standard duties, this officer's remit is to act as a competent person in regard to health and safety for our Group. This person is responsible for:

- ✓ Providing specialist advice to all within the Group to assist them in fulfilling their statutory duties relevant to the business.
- ✓ Ensuring effective occupational health and safety procedures are in place, developed and implemented throughout MSHA Group and these are monitored and revised/amended as necessary.
- ✓ Acting on behalf of the MSHA Group and the staff as the interface with the Health and Safety Executive and/or external Health & Safety advisers, Local Authority and other regulatory and enforcement agencies.
- ✓ Ensuring the effective operation of the health and safety accident investigation and reporting procedures and coordinating the gathering of accidents/incidents statistics to

- identify trends and make recommendations for reducing accidents/incidents and loss.
- ✓ Undertaking or arranging external compliancy audits, inspections or visits of all premises and activities which pose the greatest risk to our Group and arrange further expert advice as necessary.
- ✓ Periodically reviewing our Group's health and safety related training programs to ensure they remain practical, relevant and effective.
- ✓ To engage with any trade union and non-trade union safety representatives in health and safety initiatives, arrangements, accident/incident investigations and work place inspections.
- ✓ Keeping up to date and refreshed on relevant legislation and guidance relating to Health and Safety.

External Health & Safety Adviser(s)

Our External Health & Safety Adviser's duties will, 'so far as is reasonably practicable', be:

- ✓ To advise MSHA/CRP, when required, on health and safety matters in advance of construction/refurbishment and improvement operations;
- ✓ To carry out regular site inspections with MSHA/CRP's Site Supervisor/Clerk of Works;
- ✓ To discuss and advise on matters affecting health, safety and welfare;
- ✓ To notify the Association's Director of New Business and Senior Health & Safety Officer of all defects found and provide a written report;
- ✓ To notify the Association's Chief Executive if serious defects are continually not remedied;
- ✓ To immediately contact the Chief Executive and Senior Maintenance & Health & Safety officer if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- ✓ To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available;

Safety Representative(s)

In addition to the employee's standard duties and when appointed as the staff representative by other employees, the health & safety representatives will:

- ✓ Have a statutory health and safety role to, where necessary and appropriate, carry out or assist in workplace inspections and accident investigations.
- ✓ Represent employees generally during consultation such as at H&S committee Meetings and departmental team meetings to ensure that Health and safety matters are on the agenda, raised and discussed.
- ✓ Represent employees when Health and Safety Inspectors from HSE or local authorities have reason to consult them.
- ✓ Keep themselves up-to-date on Health and Safety legislation and guidance.
- ✓ Provide our Group with information about emerging risks brought to their attention by their respective teams/professional bodies.

All Employees

(Including volunteers, work experience, and placement schemes).

All employees carry a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts and omissions. This duty also extends to the care of tenants, colleagues, contractors, visitors and members of the public who may be affected by the employee's undertaking.

Specific responsibilities include:

- ✓ Co-operating with MWAH/CRP as our employer on health and safety matters i.e. to understand the health and safety policy, procedures, safe systems of work and risk assessments relevant to their work activity.
- ✓ Tell someone (your line manager, health and safety representative or the Senior Maintenance & H&S Officer if you think there are inadequate precautions or aspects of work which are putting anyone's health and safety at serious risk.
- ✓ Reporting hazards and defects found in plant and equipment in/around the Group's own premises and/or in premises managed by MWAH.
- ✓ Drawing attention to the need for specific health and safety arrangements, actions or procedures (or for the improvement of existing ones).
- ✓ Reporting health and safety concerns including those related to tenants, their families and other residents, clients, contractors, partners and visitors.
- ✓ Reporting without undue delay, accidents, potentially serious incidents (those which they are involved in, witness or become aware of) and ill health. This includes to themselves, tenants or contractors.
- ✓ Complying with Health and Safety Procedures including those established by others e.g. external contractors and other organisations/directorates within the Group.
- ✓ Using and taking good care of personal protective equipment (PPE) correctly and report any defects in PPE without undue delay.
- ✓ Using and taking appropriate care of materials and equipment provided to them.
- ✓ Undertake suitable and sufficient training when deemed necessary.

Contractors - Including subcontractors, agents and consultants.

Contractors and the self-employed who are working for this Association and its subsidiary organisation, will be required to signify that:

- ✓ They are conversant and comply with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- ✓ They will conduct their activities in accordance with the requirements of this Safety Policy.
- ✓ They will observe the special requirements relating to young persons.
- ✓ They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- ✓ They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- ✓ They will provide evidence of training and certificates of competence, as required.
- ✓ No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- ✓ Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- ✓ They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

Tenants and Residents

Mid-Wales Housing Group is an employer as well as a landlord. This policy sets out our goal of creating a safe working environment in tenants' homes. This policy is our commitment to both tenants, residents and to our employees and by following our accompanying procedures, will provide for a safe working and living environment. Tenants have specific responsibilities to help maintain a safe working place for our employees. In particular tenants should ensure the house is clean and safe, that children and pets are kept under control and ideally, should not smoke when employees are working in their home.

Tenant Safety Forums

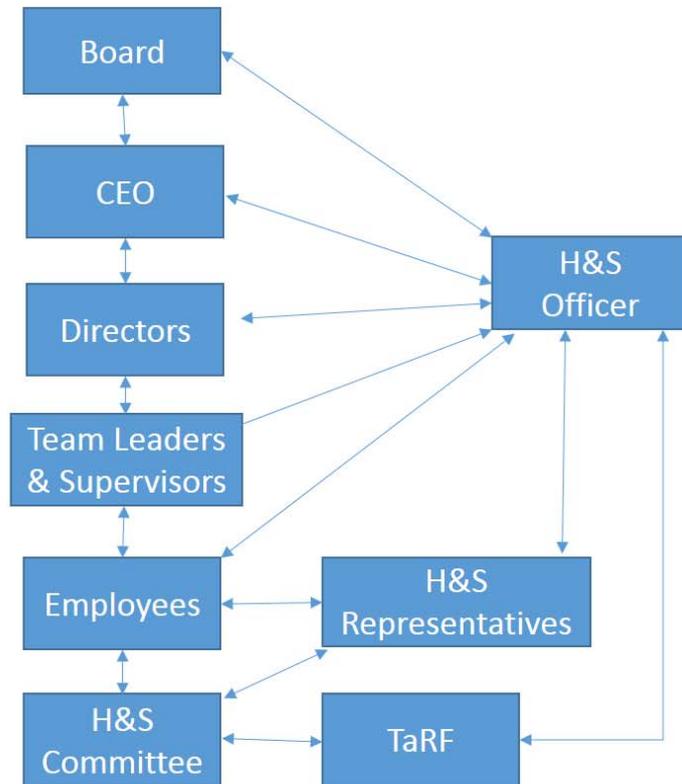
In accordance with MWAH's developing Tenant Participation Strategy, it is our intention to develop greater tenant involvement and monitoring of health & safety matters which may directly or indirectly affect them. The intention is to develop a Tenant Safety Forum (TSF) comprising of both tenants and residents who will work independently and report to the MWAH Group Health & Safety Committee. The Members of the Forum will not have any statutory accountability for MWAH Group's compliance with occupational health and safety legislation.

The purpose of the Tenant Safety Forum is to:

- ✓ Help us to monitor, review and develop safety policies and procedures which support our commitment.
- ✓ Provide a skilled scrutiny function for our performance in the core areas of gas safety, fire safety, asbestos, electrical safety, LOLLER and playground management.
- ✓ Participate in the training offered to develop the right skills and expertise to help challenge and improve our performance and services.
- ✓ Set an annual work programme of scrutiny by compliance area
- ✓ Report findings and results of follow up to the Tenants' & Residents' Forum and Health & Safety Committee.

Schematic MSHA Group Health & Safety Structure

Proposed Health and Safety Structure (March 2019)



Appendix 3 – Arrangements

The following lists the procedures which form the organisation's arrangements for delivering this policy. Copies of these procedures are available to all staff via Public Folders on the G: Drive.

Ref	Description	Location
<u>A1</u>	<u>Asbestos</u>	"G:\Group Folders\New Business Team\10. COMPLIANCE\Policy & Procedure\Draft Procedures\Draft Asbestos Procedure 14.02.2019.doc"
<u>F1</u>	<u>Fire Risk Assessment</u>	"G:\Group Folders\New Business Team\10. COMPLIANCE\Policy & Procedure\Draft Procedures\Draft Asbestos Procedure 14.02.2019.doc"
<u>F2</u>	<u>First Aid</u>	<u>TBC</u>
<u>G1</u>	<u>Gas safety</u>	G:\Public Folders\Approved Policy\Mid Wales Housing Association\Gas, Oil & Solid FuelPolicy.doc
<u>L1</u>	<u>LOLER</u>	"G:\Group Folders\New Business Team\10. COMPLIANCE\Policy & Procedure\Draft Procedures\LOLER Testing Procedure 2019.doc"
<u>P1</u>	<u>Play Area Safety</u>	"G:\Group Folders\New Business Team\10. COMPLIANCE\Policy & Procedure\Draft Procedures\Draft Play Area Procedure 14.02.19.doc"
<u>P2</u>	<u>PPE</u>	<u>TBC</u>
<u>T1</u>	<u>Tree safety</u>	"G:\Group Folders\New Business Team\10. COMPLIANCE\Policy & Procedure\Draft Procedures\Draft Tree Inspection Procedure 2019.docx"

Strategic Risk Factors	<ul style="list-style-type: none"> - Risk to H & S of employees, tenants, contractors or third parties as a result of the Association not managing effectively either the works to its properties or their use and occupation in accordance with best practices; (Strategic Risk Map Reference SR16/008). - The need to have CDM Regulations for all works. Lone working and office based H & S must be managed. (CRP Strategic Risk Reference CR16/006). 	
Equality Impact Audit	<i>How does/will this policy ensure needs are met fairly, particularly with regard to race, gender, disability etc.?</i>	The allotted responsibilities outlined in this Policy comply with relevant Statutory legislation and do not conflict with the needs of any minority group or on the grounds of race, gender or disability
	<i>Is it felt that this Policy might affect different groups adversely. If so what is the justification for this, and is it legally permissible?</i>	Not applicable.
	<i>Have any representative groups in the locality been asked for their opinion and if so what was the outcome?</i>	TaRF – Further consultation due 6 th April 2019.
Tenant Engagement	<i>How does/will this policy ensure the needs of tenants are met?</i>	By ensuring Tenant & Resident safety is at the forefront of all our operations and activities.
	<i>How is it felt this Policy will impact on the rights and obligations of tenants?</i>	No impact.
	<i>Have tenants been consulted and were the outcomes of that consultation taken into account when considering the introduction of this Policy?</i>	This Policy is a revision of our existing Health & Safety Policy which was subject to full tenant consultation. Due to the timing of meetings, further consultation with TaRF is proposed at their next meeting on 6 th April.