



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.
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Approved By/Date:	Board of Management January 2017
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

- 1.1 It is the policy of Mid Wales Housing Association 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.

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

3. Policy Statement

- 3.1 The Association will ensure that:

- the place of work is safe and that there is safe access to and egress from the workplace;
- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times;
- work-related ill health is minimised or eliminated through adopting provisions to support staff at work and encourage good attendance;
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation;
- all employees are consulted on matters relating to health, safety and welfare and all such arrangements are brought to employees' attention "in good time" and are monitored and reviewed to ensure that they are effective;
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety;
- each employee will be given such information, instruction and training as is necessary to ensure that they are competent and are kept up-to-date with current professional expertise on health, safety and environmental matters to enable the safe performance of work activities.

- 3.2 Employees must ensure that they:

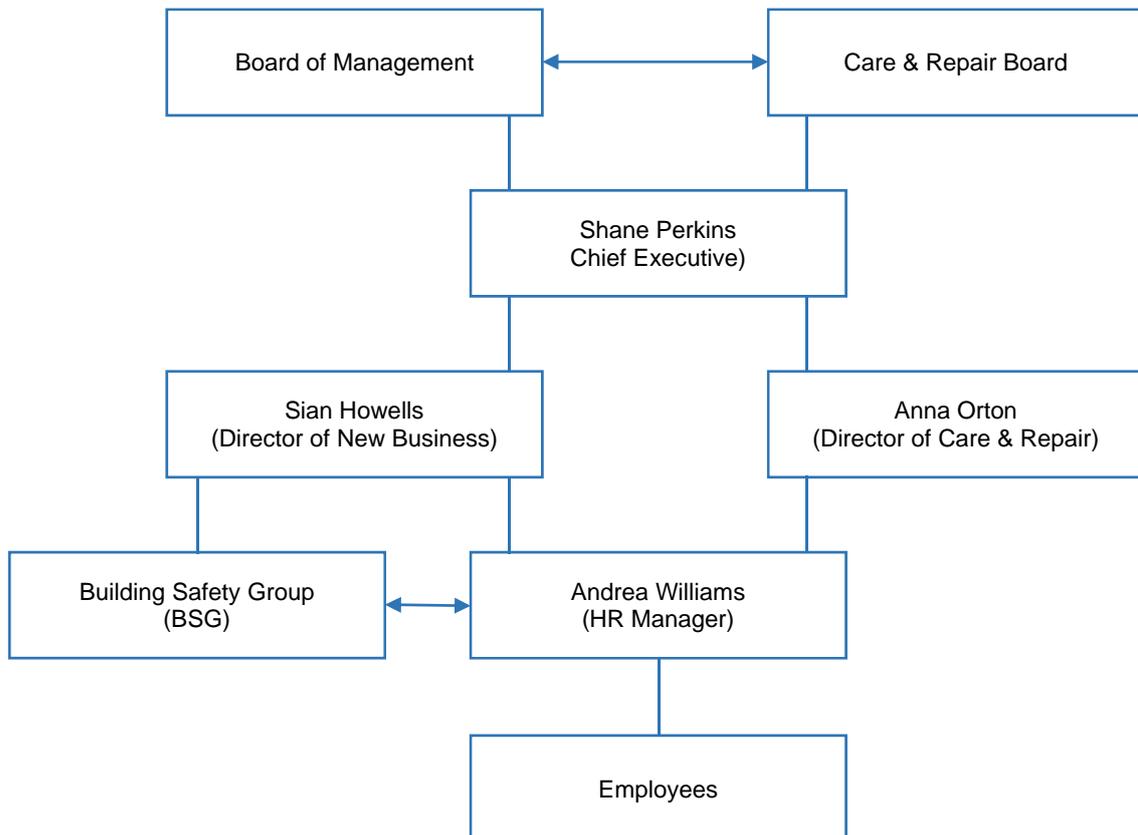
- co-operate with management to enable all statutory duties to be complied with;
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions at work;
- familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- use equipment and materials correctly and in accordance with manufacturers' instruction and training.

4. Chain of Responsibility

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

- The overall responsibility for health and safety lies with each respective Board of Management;
- The Chief Executive will keep the Board of Management advised as to their health and safety responsibilities and those of the Association;
- The Association's current health safety and environment adviser, the Building Safety Group Limited or whosoever is appointed to this role, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities, as directed;
- Managers and Team Leaders will be responsible for the organisation of health, safety and environmental obligations in the office and within their departments;
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

4.2 **Schematic Association Health and Safety Structure**



4.3 The Association's duties

The Association's duties will, 'so far as is reasonably practicable', be:

- To observe the requirements of the Health and Safety at Work etc. Act 1974
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required in accordance with and the Management of Health & Safety at Work Regulations 1999;
- To ensure that appropriate personal protective equipment (PPE) is provided and renewed when damaged or in accordance with Manufacturers' recommendations;
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- To consult with the company's employees on health and safety matters;
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- To liaise closely with the Building Safety Group Ltd or whatever Health & Safety consultant is duly appointed in an advisory capacity to the Association ;
- Provide adequate first aid and welfare arrangements for employees whilst at work;
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- To prevent any person working whilst under the influence of alcohol or drugs; and
- To provide satisfactory levels of finance, human resources, time etc. to ensure health and safety at all times.

4.4 Health & Safety Reporting

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

In addition, the respective Boards of Management will receive a similar update annually, 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.

5.0 Roles & Responsibilities

5.1 Board of Management

The Board of Management/Care & Repair Board must provide direction and leadership on health & safety matters as they would for any other undertaking of the business or organisation. Ultimate responsibility for the Company's Health & Safety

Policy rests with the Board and this duty includes ensuring that the necessary resources are made available.

5.2 Chief Executive

The Chief Executive is responsible for the effective implementation of the Policy and he will report formally to each Board on all matters that relate to health & safety policy implementation and performance of MWhA and CRP. Specific duties will, 'so far as is reasonably practicable', be:

- To keep the Board of Management/Care & Repair Board advised as to their responsibilities;
- To ensure adequate financial arrangements are made to meet statutory requirements;
- To ensure that appropriate insurance cover is provided and maintained;
- To maintain the importance of health & safety management on a similar level as other business functions (i.e. financial, operational and environmental factors) within the organisation;
- To ensure that there is an effective policy for Health & Safety together with an effective management system in place for the management of health and safety within the company and the system is periodically audited;
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- To ensure all employees receive adequate and relevant training;
- To provide a visible management commitment by actively promoting higher standards of health and safety whilst discouraging any unsafe practices by others;
- To ensure all Association employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- To monitor the effectiveness of this Policy and to make revisions as necessary.

5.3 Director of New Business (for MWhA) and Director of Care & Repair (for CRP)

The Director of New Business\Care & Repair are responsible for the implementation and maintenance of the H&S Policy and any associated procedures regarding their organisations. Specific duties will, 'so far as is reasonably practicable', be:

- To monitor the implementation and maintenance of this policy, the client's safety requirements and statutory responsibilities;
- To ensure adequate financial provision is made available to enable expert advice and assistance to be sought where necessary on health & safety issues;
- To ensure that our Health & Safety consultant, (the Building Safety Group Limited) is notified and visits our sites;
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- To ensure co-ordination and co-operation between all parties involved in construction;
- To encourage good health and safety practises;
- To ensure that tenants and members of the public, affected by the Association's operations are adequately protected;
- To ensure that statutory notices are displayed appropriately in the Association's offices and residential schemes, as necessary ;

- To ensure provision of adequate welfare facilities;
- To set a good personal example by wearing the appropriate personal protective equipment;
- To ensure that any unsafe practices are stopped and prompt action taken to prevent any reoccurrence;
- To ensure any remedial/corrective actions identified by Health & Safety inspections/audits are completed.
- Make sure that suitable arrangements exist for managing development or major works projects, enabling those carrying it out to manage health and safety risks in a proportionate way in accordance with the Construction (Design & Management Regulations 2015.
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken; and
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.

5.4 HR Manager

The HR Manager's duties will, "so far as is reasonably practicable", be:

- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded and that staff are only allocated work according to their ability. Special consideration should be given to young persons, trainees, new/expectant mothers, disabled and others with special needs;
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and
- To ensure that written risk assessments for staff and premises under their control, including preventative measures to be taken, are carried out in consultation with staff and communicated to all relevant persons;
- To ensure staff are aware of the emergency evacuation procedure and details of fire drills in their areas, and know the location of the first aid facilities and fire evacuation equipment and appliances.
- To ensure that Manufacturers' Safety Data Sheets (MSDS) and COSHH Hazard Information Sheets (relating to any substance/material to be used/stored at the offices) are available to those who may be affected by them.
- To keep an up to date list of those tenants which could pose a risk to the Association's staff, contractors or other third parties who may have cause to visit such persons;
- To monitor the maintenance of all relevant office site safety records, including regular "safety inspections" of areas within their control.

5.5 Employees

All staff, irrespective of level of responsibility, are required to comply with this policy, in particular to:

- Co-operate with management to enable the investigation of accidents and all statutory duties to be complied with;

- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- To work in compliance with risk assessments and method statements appropriate to their work;
- To comply with all safety signs regarding site safety and personal behaviour;
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- To immediately report defects in equipment and machinery to their Team Leader.
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it;
- To report any accident, dangerous occurrence or near miss that involve staff, agency workers, contractors, volunteers, visitors, tenants and members of the public to their Manager;
- To avoid improvised arrangements and suggest safe ways of eliminating hazards;
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- To ensure that suitable guards are in position whilst plant and equipment are in use;
- To make unattended plant safe and secure, to switch off and remove keys etc.;
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

5.6 Health and Safety Advisers' Duties

Our 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 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 HR Manager 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 if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- To advise of safety training requirements for new entrants and all employees;
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available; and
- To carry out inspections of offices, workshops and plant room as required by the company.

5.7 Contractors and the Self-Employed

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

- They are conversant 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.

6 Policy Review

- 6.1 This Policy will be regularly reviewed (at least annually) by the Association's Health & Safety Group and approved by the Board of Management every 3 years, to ensure compliance with all relevant legislation, regulation and good practice. Expert advice will be sought where necessary.
- 6.2 The Health & Safety Group will consider alterations and amendments, which become essential between review dates.

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>	No.
Tenant Engagement	<i>How does/will this policy ensure the needs of tenants are met?</i>	Reviewed and approved by Health & Safety Group and Tenants' representative in May 2016.
	<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>	Yes, although limited and only through tenant membership of Health & Safety Group given the Statutory obligations covered by this Policy.