



Corporate Health and Safety Policy

Reviewed: November 2018
Next review: November 2019

Corporate Health and Safety Policy

Introduction

This Policy has been prepared as required by section 2(3) of the Health and Safety at Work etc Act 1974 (HASAWA)

This Policy contains two sections, the policy statement and the organisational arrangements for managing health, safety and wellbeing. The policy statement is the mission statement of South Essex Homes with respect to health and safety. It sets out the approach of the company to its health and safety responsibilities. It demonstrates the commitment of Board members and senior officers to the effective management of health and safety. The Company's policies will be regularly reviewed and amended where necessary, to ensure they remain relevant and that they also take account of current legal requirements and are based upon current best practice and knowledge.

The second section is the organisational arrangements for the effective management of health, safety and wellbeing throughout the Company, including the allocation of responsibilities for health and safety.

Health and Safety Policy Statement

The Board of South Essex Homes recognises and accepts its responsibility to provide a safe and healthy working environment for its employees and non-employees who may be affected by the Company's work activities and will take the necessary steps to fulfil its statutory duties under the Health and Safety at Work Act, 1974

A positive culture will be encouraged, actively supported by senior management, to involve employees in the decision making processes either individually or through their health and safety representatives. The approach to health and safety will be based on the identification and control of risks, ensuring that the appropriate levels of resources will be allocated to keep risks to a minimum.

To enable adequate planning, monitoring and review of this Policy, the Company will provide competent technical advice to assist managers and supervisors with their responsibility.

The Chief Executive as the most senior officer of the Company acknowledges that he has a specific legal duty under current health and safety legislation to ensure that the Company, as an employer, prepares and publishes a health and safety policy. This policy seeks to ensure that this Company not only complies with this duty but also that health and safety issues are properly and effectively managed and addressed. By signing this copy of the policy the Chair of the Board and the Chief Executive demonstrate their support and commitment to the arrangements and principles contained within the policy.

To fulfil its statutory duties the following will form South Essex Homes' health and safety aims and objectives.

- To provide and make readily available the necessary information, instruction, supervision and training to employees and others, including temporary staff that may be required by legislation, approved codes of practice, British Standards and any local agreements
- To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements
- To ensure that health and safety is equal to all other functions and devote the necessary resources in the form of finance, equipment, personnel and time to ensure and develop a safe and healthy culture
- Co-operate, and consult, with employees and employee's safety representatives, whether appointed by recognised trade unions or directly by the employees themselves, and will provide them with access to sufficient facilities and training to enable to carry out their health and safety duties effectively

- To ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation, including the training of Board Members in their Health and Safety responsibilities
- To ensure that health and safety is fully integrated into the management and decision making processes within the organisation and that health and safety management is an integral part of the management function
- To set up a system to ensure that accidents, 'near misses' and work related ill health are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence
- Ensure that competent technical advice is available to support the management team and staff by providing health, safety, environmental and emergency management assistance
- Ensure that adequate financial and physical provision is made available to ensure that South Essex Homes is able to comply with its statutory health and safety duties.
- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety throughout the company
- To ensure risk assessments of all workplaces and work activities are systematically undertaken and their findings recorded, to identify and effectively act upon health and safety risks to employees and non-employees, therefore ensuring that procedures are established and safe equipment and plant are provided

In accepting ultimate responsibility for health and safety within South Essex Homes, the Chair of the Board and the Chief Executive have delegated to the Executive Director, the authority to exercise control over strategic health and safety issues as the Senior Management Team (SMT) lead for health and safety, and to the Group Manager for Property Services and the Property Services Manager Compliance, the day-to-day health and safety activities as the management appointee with special responsibility for co-ordinating health and safety



Roger Eastwood
Chair of the Board

Date. 6 December 2015



Mike Gatrell
Chief Executive

Date 6 Dec 2018

Organisational Arrangements for Managing Health and Safety

(Responsibilities for Health and Safety Management)

Note: This Policy will be subjected to an annual review.

Last review date: November 2018

Next review date: November 2019

Organisational Arrangements for managing Health and Safety

Responsibilities for Health and Safety Management

South Essex Homes (SEH) is committed to clearly defining the role of all of its personnel in order to help them to effectively meet their responsibilities in the organisation, planning, implementation and review of its health and safety management system

Introduction

Every employee must take reasonable care for the health and safety of themselves and others who may be affected by their 'acts or omissions' at work

This means that each employee has input into this 'shared' responsibility for health and safety. The degree of responsibility varies with the individual's position in the Company

These arrangements set out the different responsibilities of managers and employees, in order to achieve South Essex Homes' objectives explained in the Health and Safety Policy Statement

Board Members

The Chair and members of the Board of South Essex Homes have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety.

The Board will appoint a "Champion/ Scrutineer" for health and safety and where necessary, they will ensure that they take competent advice when considering matters relating to health and safety matters

Board members are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

Chief Executive

As the most senior officer of the Company has overall responsibility for the provision of a health and safety service. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974

Senior Management Team (SMT)

The Senior Management Team is legally responsible for health and safety matters within their respective service areas. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

The Chief Executive and the Senior Management Team, (SMT) have overall responsibility for the development, implementation and review of South Essex Homes' health and safety policy and health and safety management system, integrating these into the general activities of the organisation

Their responsibilities include

- Providing leadership and direction so that the health, safety and wellbeing of all employees and other persons affected by South Essex Homes activities is assured and ensuring that all SMT decisions reflect the principles of the Company's Health and Safety Policy
- Ensuring the development, implementation, monitoring and review of the South Essex Homes health and safety management systems through clearly defined
 - Structures
 - Procedures
 - Resources
 - Improvement Plans
- Reviewing performance in meeting corporate health and safety strategic objectives by receiving an annual report from the Group Manager Property Services

The Executive Director and Group Manager for Property Services

The Executive Director and the Group Manager for Property Services have delegated responsibility for the development, implementation, review and audit of the South Essex Homes health and safety management system

The Executive Director and the Group Manager for Property Services will ensure that health and safety is part of South Essex Homes' development plans and operational activities

The Executive Director and the Group Manager for Property Services will ensure that the Company's corporate policies and written procedures, for health and safety matters, are fully implemented and are adhered to throughout the company.

The Executive Director and the Group Manager for Property Services will ensure that suitable arrangements are in place for the effective consultation with employees and their representatives.

The Executive Director and the Group Manager for Property Services will ensure there are formal arrangements for consultation, participation and involvement with employees or their representatives on health and safety issues that may affect them.

The Group Manager for Property Services will support the Regulation Compliance Officer ensuring they are aware of their role and responsibilities and have the necessary training.

The Group Manager for Property Services with the support of the Regulation Compliance Officer will produce an annual report on the company's performance in relation to Health and Safety throughout the year. The annual report will be submitted to the Senior Management Team and Board.

Group Managers

Group Managers, as part of the Senior Management Team are legally responsible for health and safety matters within their respective service area. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc Act 1974

Group Managers will

- Take an active and visible role in the management of health, safety and wellbeing within their areas of responsibility
- Assist and participate in the development of strategies and plans to implement South Essex Homes' H&S Policy and to achieve and maintain compliance with health, safety and welfare legislation, Group Managers will
 - Ensure the participation and involvement of employees
 - Cover both normal activities and foreseeable emergency situations
 - Identify priorities
 - Ensure the allocation of resources
 - Set deadlines

- Allocate responsibilities to individuals and or groups within their management sphere to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group
- Ensure that financial and other necessary resources required to meet health, safety and welfare requirements are identified and brought to the attention of the Senior Management Team and Board
- Ensure that managers and team leaders are aware of their role and responsibilities in the effective management of health and safety, and that they have necessary training as appropriate
- Ensure that any delegation of line management responsibilities to meet health and safety requirements is clear, regularly monitored and subject to an appropriate review
- Ensure that there are arrangements to ensure the health and safety competency of all employees and contractors
- Participate in, and help develop, the annual H&S report that provides an overview of the Company's health and safety performance including any significant H&S issues that may have arisen during the preceding year
- Ensure that all new employees are made aware of the Company's Health and Safety Policy and relevant procedures at their induction briefing This information must include the name(s) of the employees who have specific health and safety duties
- Be responsible for ensuring that health and safety matters brought to their attention are dealt with expediently and appropriately.
- Be responsible for ensuring that adequate provision has been made for first aid and emergency evacuation with their area of responsibility

Line Managers and Team Leaders

Line Managers and Team Leaders must ensure that all new employees are made aware of South Essex Homes Health and Safety Policy and relevant procedures at their induction briefing This information must include the name(s) of the employees who have specific health and safety duties

Line Managers and Team Leaders will

- At all times take reasonable care for the health and safety of their employees and of any other person likely to be affected by their work activities

- Be aware of the general requirements of health and safety legislation relevant to the activities and areas under their management
- Attend such training as is considered necessary for them to carry out their duties effectively As a minimum, this will be attendance at the mandatory H&S training
- Appoint health and safety Competent Person(s) to assist them carrying out their specific health and safety duties e.g. conducting risk assessments
- Ensure that health and safety matters brought to their attention are dealt with expediently and appropriately
- Ensure adequate supervision of employees within their area of responsibility
- Ensure that all their staff are competent to carry out their assigned duties in a safe manner
- View health and safety as a key element in meeting service-related objectives when conducting Performance Appraisals and Service Plans
- Ensure their personal participation and accountability in planned inspections and accident investigation activities
- Ensure active participation of their staff (and as appropriate other persons in health and safety activities) and that health and safety is a standing agenda item on all team meetings
- Ensure that adequate provision has been made for first aid and emergency evacuation within their area of responsibility

Line Managers and Team Leaders will also provide reports on health and safety performance, including successes and failures, at specified intervals to the Senior Management Team to help the review of South Essex Homes' health and safety management system

This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these Where an issue poses an immediate serious risk to persons or property this feedback will be provided by the swiftest possible means

The Property Services Manager (Compliance)

The Property Services Manager (Compliance) will monitor and manage the day to

day activities of the Regulation Compliance Officer and ensure that all inspections and risk assessments are carried out and completed in accordance with the agreed schedule of visits and in compliance with the latest legislation. They will ensure that an accurate and up to date record of all activities associated with H&S is maintained and are available as and when required

Regulation Compliance Officer

The Regulation Compliance Officer will be required to -

- Act as the Company's liaison officer on all health and safety matters,
- Co-ordinate all aspects of health and safety on behalf of the company
- Liaise with relevant external bodies on behalf of South Essex Homes
- Undertake health and safety audits/inspections to all the property stock in accordance with the Health and Safety Strategic framework and record and report said audits/inspections
- Undertake Fire Risk Assessments to all the property stock in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety Strategic framework and record and report said audits/inspections
- Assist the Group Manager of Property Services with the production of an annual Health and Safety Plan Report
- Encourage the participation and co-operation of employees and their representatives on all health and safety issues
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the appropriate Group Manager
- As necessary, investigate and report on accidents and incidents involving either the workplace or work activity of South Essex Homes
- Ensure that proper records of accidents and incidents are maintained in accordance with the Company's procedures
- Produce reports for the Senior Management Team detailing accidents and incidents and any remedial actions and lessons learnt

- Attend Health and Safety meetings and consult with Group/Line Managers and Team Leaders on matters raised at such meetings
- Arrange and chair health and safety meetings in accordance with the Health and Safety Strategic framework and as directed by the Group Manager for Property Services

All Employees

South Essex Homes recognises that employees are a key resource within the organisation and no health and safety policy is likely to be successful unless it actively involves the employees of the organisation. Although responsibility for ensuring the health and safety of persons who could be affected by activities undertaken by South Essex Homes lies with managers, each and every employee must play their part, otherwise satisfactory levels of safety will not be achieved.

In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees. All employees must be aware of health and safety requirements relevant to their work and comply with these.

The general duties of employees include.

- Taking reasonable care for the health and safety of themselves and that of others (including clients, visitors, contractors and members of the public) that may foreseeably be affected by their acts or omissions whilst at work. This should include wearing, when provided personal protective equipment (PPE)
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement
- Co-operate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirements imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager
- Not to use machinery, equipment, dangerous substances, transport or other work equipment or safety device except in accordance with health and safety information, instruction and training provided by South Essex Homes or seek appropriate guidance
- Immediately reporting all health and safety concerns (including accidents, significant near misses, defects and unsafe situations) to their line manager

- Co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence
- Notifying their manager of any shortcomings in protective measures of which they become aware
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others
- To consider and, where necessary, comment on information provided to them when consulted, via their appointed representatives, on the measures taken by the Company to reduce the risks to the health and safety of employees whilst at work
- Employees who visit other places of work as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of South Essex Homes

Where necessary specific additional roles will be defined and formally communicated to the relevant persons

Health and Safety “Competent Persons”

Employees appointed as Competent Persons will be required to -

- Undergo such training as is necessary to provide them with the knowledge required to carry out the specific health and safety duties assigned to them,
- Assist the Regulation Compliance Officer to carry out the duties assigned to him/her in respect of health and safety matters,
- Assist Line Managers to carry out risk assessments,
- Co-operate with other employees appointed as Competent Persons on health and safety matters,
- Report any significant and uncontrolled hazard or any serious breach of health and safety legislation to the appropriate Line Manger,

- Provide information or instruction, where qualified to do so, to any person who may be at risk from the work area or work activity within their area of responsibility,

A list of current Competent Persons will be held by the Regulation Compliance Officer

Managers with Premises-related duties will:

Ensure that Premise Managers duties outlined below are carried out.

- Monitoring housekeeping, cleaning and storage arrangements, including ensuring that access routes and corridors are kept clear.
- Compiling risk assessments applying specifically to the building and associated safe working procedures
- Ensure that any maintenance tasks undertaken are conducted by competent people
- Ensuring that the condition of visible asbestos-containing materials is regularly monitored and any defects reported to the Property Team
- Ensure that when installed the fire alarm system is tested once a week and said test recorded
- Ensure that regular evacuation drills (HSMS 24 Fire safety code)
- Portable electrical appliances have annual test
- Maintain and update the Personal Emergency Evacuation Plans (PEEP)

Ensure servicing of other equipment as required, with particular regard to those requiring regular statutory examinations, e.g. lifting equipment under the LOLER and ventilation equipment under the COSHH regulations

Retain appropriate records of all planned and other maintenance of plant and building fabric for their valid period.

Ensure that a placard copy of the “Health and Safety Law – What you should Know” poster is completed and displayed

Carry out any other duties in relation to the premises for which they are responsible, as agreed locally, and documented

The Strategic Health and Safety group

The Executive Director or their designated deputy will attend Southend Council’s Strategic Health and Safety Group meetings in order to discuss issues and update the Council with regards health and safety matters affecting South Essex Homes and

be kept abreast of health safety topics that affect both organisations. This will allow a consistent approach to how H&S is managed across the Borough as a whole.

The department of People Health and Safety Group

The Group Manager for Property Services or their designated deputy will attend Southend Councils Department of People's Health and Safety Group meetings to share ideas and discuss health and safety issues affecting the operational aspect of both organisations so that a consistent approach to the management of H&S can be achieved.

Consultation with recognised trade unions

South Essex Homes recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Representative of recognised trade unions will be consulted on health and safety matters via the regular forum that has been convened for this purpose, (currently known as the Trade Union Consultative Forum, TUCF (H&S)).

Organisation for Health & Safety

