

# Health and Safety Policy and Procedures

London Housing Trust

April 2011

## Contents

1 OBJECTIVE.....	1
2 RESPONSIBILITIES .....	1
3 POLICY STATEMENT .....	1
4 OBJECTIVES.....	1
5 HEALTH AND SAFETY POLICY .....	<b>Error! Bookmark not defined.</b>
6 MANAGEMENT RESPONSIBILITIES.....	2
7 STAFF RESPONSIBILITIES.....	3
8 IDENTIFYING HAZARDS AND ASSESSING RISK .....	4
9 REPORTING ACCIDENTS.....	4

## **1 OBJECTIVE**

This policy statement relates to health, safety and welfare at work, including the requirements of current health & safety legislation such as the *Health & Safety at Work Act 1974* and the *Management of Health & Safety at Work Regulations 1999*.

## **2 RESPONSIBILITIES**

All staff is required to adhere to this policy.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the Human Resources department prior to any action being taken. The Human Resources department has the responsibility for ensuring the maintenance, regular review and updating of this policy.

## **3 POLICY STATEMENT**

London Housing Trust recognises its responsibilities as an employer and as a property owner to ensure, so far as is reasonably practicable, the health, safety and welfare of all our colleagues whilst at work. It also recognizes its responsibilities to prevent risk to the health and safety of other people who may be affected by its activities.

Health and Safety is recognized as an important integral part of our operations and its promotion is seen as an essential objective for everyone employed by the Group -it is a joint responsibility. This policy is fully supported by the Board of Directors.

## **4 OBJECTIVES**

London Housing Trust will:

- Provide and maintain a healthy and safe place of work and comply with all relevant statutory legislation as a minimum standard and ensure progressive improvement by following health & safety best practice.
- Provide all staff with adequate information, training and instruction and promote safety awareness as an integral part of good management
- Provide and maintain property and facilities to ensure a safe and healthy environment at all our premises.
- Provide and maintain safe equipment and provide safe systems of work including information, instruction, training and supervision as appropriate
- Perform risk assessments and act to remove or reduce significant risks which may be found
- Provide a level of supervision to ensure information and training are effective

## **5 HEALTH AND SAFETY POLICY**

- Consult with and involve colleagues in matters affecting health and safety to ensure their commitment to working safely and efficiently and to achieving the standard required by legislation
- Investigate accidents, incidents and concerns and report and action as necessary or required
- Periodically review policy and arrangements to ensure compliance with current standards and to revise as appropriate
- Develop and encourage health & safety awareness amongst colleagues, contractors, suppliers, other people visiting our premises and the people living in our homes

## **6 MANAGEMENT RESPONSIBILITIES**

- The Management Team has been designation by the Board to have overall responsibility for this policy. Organisationally, the Human Resources Manager has responsibility for operational health and safety matters.
- Detailed responsibilities are delegated to specify Directors, operational managers, all line managers and the Health and Safety Committee.

This will be achieved by:

- Regular inspection of the workplace to ensure buildings are safe and secure, equipment and furniture are appropriate and in good working order and working practices are safe and in line with health and safety procedural guidelines.
- Providing all staff with basic training in health and safety to enable them to have a clear understanding of their own responsibility and duty in relation to health and safety and, where required, providing training in specific areas of health and safety to enable them to undertake work activities safely.
- Providing all staff with relevant health and safety procedures and other appropriate or necessary information and providing instruction in safe systems of work to enable co-operation with the safety provisions laid down.
- Providing all managers with appropriate training in terms of knowledge and skills to enable them to have an appropriate awareness of health and safety issues and how to deal with these and to monitor supervision and actions through Management Team meetings.
- Promoting discussion with staff through means of team meetings, staff forum, regular supervision and the Health and Safety Working Group with a view to updating and reviewing systems and methods of work to improve safety standards.
- Undertaking regular and routine risk assessments ensuring hazards are identified and risks evaluated with appropriate action being taken to remove the risk where practicable or to reduce the risk as far as is reasonably possible.

- Undertaking a full investigation of any accident or incident which occurs, recording all details and circumstances and reporting as necessary to the appropriate person or body. Taking necessary action, including new risk assessment, to consider whether recurrence can be prevented.
- The chair of the Health & Safety Group is responsible for ensuring the group meets regularly and addresses issues regarding health & safety.
- The overall responsibility for overseeing health and safety at work rests with the Director of the Trust.

## **7 STAFF RESPONSIBILITIES**

Each individual has a legal duty to take care of their own health and safety, and that of other staff and visitors to the workplace, and to co-operate with the safety provisions laid down. Co-operation includes abiding by safety rules and procedures, reporting accidents, near misses and hazardous situations, using appropriate safety devices on machinery and equipment, and wearing any protective clothing or using any equipment which may be necessary for safety or security.

All staff are advised that failure to follow procedures and instructions relating to health and safety may be an offence under the Health and Safety at Work Act and can result in prosecution. In addition, failure to follow procedures and instructions relating to health and safety will be considered as a disciplinary offence and could result in dismissal.

Any staff who has reported a concern relating to health and safety and believes the matter has not been appropriately dealt with should follow this up using the grievance procedure.

### **Each member of staff is responsible for:**

- Working always with safety in mind and abiding by the safety rules and procedures.
- Reporting to their line manager all accidents or incidents, whether or not they have led to persons being injured or damage to property, and to co-operate in the investigation of all such occurrences.
- Maintaining a high regard for their own actions at work in order to prevent accidents or injuries to others as a result of any activity or inactivity on the part of any individual or group.

### **Training**

All staff are required to undertake basic training in health and safety to ensure a general understanding of their rights and responsibilities in maintaining a safe and healthy working environment. In addition, where there are specific and job related health and safety issues, training will be provided at the required level. In some instances, staff will not be able to undertake particular tasks until training has been undertaken. In these cases, staff who are unable or unwilling to undertake appropriate training at the relevant time may be required to take unpaid leave until further training arrangements can be made.

## **8 IDENTIFYING HAZARDS AND ASSESSING RISK**

'Hazard' means anything that can cause harm. 'Risk' is the chance, great or small, that someone will be harmed by the hazard. A risk assessment is a careful examination of what hazards exist so that, in the case of a significant hazard, the level of risk can be evaluated and precautions taken to prevent harm. A common approach to this will be taken as follows:

- Identify the hazard and assess the degree of risk it contains
- Where the risk is at an unacceptable level, to investigate whether the hazard can be totally removed e.g. by replacing it with a safe alternative.
- If total elimination is not possible, to investigate the means of minimizing the problem e.g. by control and reduction measures.
- If the hazard cannot be sufficiently reduced, to investigate the provision of protective equipment, clothing or procedures for personal protection.

Risk assessments will be carried out by departmental manager or a member of the health and safety committee and will be checked by the Health and Safety Manager. Written records will be maintained of all assessments made and the remedial actions taken under the above four steps. Reviews will be undertaken at appropriate intervals in order to ensure there are no detrimental changes in circumstances.

In addition, risk assessments will always be undertaken when any staff becomes pregnant and for any staff with a disability, whether this staff is a new starter or becomes disabled during employment. In these instances, reviews will take place at any time changes occur and at the request of the staff in question.

In the unlikely event of any staff being identified as being at high health and safety risk for any reason, this will be recorded, monitored and regularly reviewed.

No staff will be required to work in conditions which present an unacceptable level of risk or put them in imminent serious danger to their health and/or safety. Managers are empowered to authorise cessation of work, evacuation or change of workplace in the extreme event of any circumstances of this kind arising. In the absence of a manager, individual staff who believe they are in danger are empowered to leave the workplace. In this circumstance, an alternative manager must be contacted as soon as possible and staff are required to remain available for work and not to go home unless authorised to do so by a Manager.

## **9 REPORTING ACCIDENTS**

Accidents and/or incidents will be reported and recorded for the following reasons:

- It is a legal requirement to report accidents and failure to do so may result in prosecution of the persons concerned.
- Knowledge of the circumstances of an accident may be used to prevent further accidents.

- Information obtained about the accident may be required at a later date to assess in the settlement of any industrial injury claim.
- Accident statistics provide information regarding the safety performance of the organisation. These statistics can be used to identify training needs. Reports will be made immediately following an accident or incident or as soon as possible thereafter and in the required format. All reports will be forwarded to the Chair of the Health & Safety Group. Where required by law, accidents will be reported to the Health and Safety Executive under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**Operational Procedures**

Detailed procedures relating to the organisation, specific departments and specific activities will be produced and implemented to further this policy.