

HEALTH AND SAFETY POLICY

Introduction and Statement of Intent

Warrington Housing Association (the Association) 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 colleague and any other persons that may be affected by its work.

This policy covers colleagues, customers, visitors, contractors and members of the public who come into contact with the Association and its activities. It applies to all premises and activities within the control of Warrington Housing Association and is available to interested parties on request.

Warrington Housing Association is committed to preventing injury and ill health, with on-going improvement in occupational health and safety and performance. The Association will, so far as is reasonably practicable:

- Ensure the environment is safe for all colleagues, customers, visitors or contractors whenever they are on Warrington Housing Association premises, or while on Association business.
- Ensure compliance with legal and other requirements applicable to our business and activities.
- Provide information, instruction, training and supervision to enable colleagues to perform their work safely.
- Provide and maintain safe equipment as appropriate.
- Provide safe systems of work as appropriate.
- Provide suitable protective equipment and supervise its use.
- Provide and maintain suitable welfare facilities for colleagues.
- Carry out risk assessments and adopt suitable control measures.
- 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 individuals are aware of their obligation to co-operate with Warrington Housing Association to achieve their duties, obligations and statutory requirements.
- Promote personal responsibility to all colleagues to avoid and prevent risks to the health and safety of themselves and others that may occur as a result of their acts or omissions and encourage the reporting of near misses and cause for concerns.
- Provide means of consultation on health and safety matters for all colleagues.
- Monitor, maintain and amend as necessary all relevant policies, procedures and systems relating to the health, safety and welfare of colleagues.

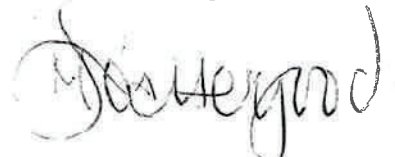
Warrington Housing Association requires its colleagues to take reasonable care of themselves and other people who may be affected by their acts or omissions while at work, and to abide by the Associations policies.

SIGNED:

David Cummins, Chief Executive

Michele Scattergood, Chair of the Board

DATED:

6:12:23.

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Objectives

The aim of this policy is to:

- ensure the safety of colleagues, customers, visitors, contractors and members of the public
- detail Warrington Housing Association's commitment to establishing and maintaining an occupational health and safety management system
- continuously improve and embed a positive health and safety culture across the Association.

Compliance with Regulatory Standards and Legal Obligations

Warrington Housing Association (WHA) is regulated by the Regulator of Social Housing. The application of this policy ensures compliance with the regulatory framework for social housing in England which requires all registered providers to 'meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes'.

WHA recognises the requirement to comply with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Construction (Design & Management) Regulations (CDM 2015), The Control of Substances Hazardous to Health Regulations 2002, Regulatory Reform (Fire Safety) Order 2005, The Fire Safety Act 2021 and all other associated legislation, Approved Codes of Practice and guidance.

It is essential we ensure customers, tenants and residents, colleagues, contractors and visitors remain safe in our premises (both individual homes and offices), failure to properly discharge our legal responsibilities may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007
- Prosecution under the Regulatory Reform (Fire Safety) Order 2005
- RSH serious detriment judgement
- Reputational damage
- Loss of confidence by stakeholders in the organisation
- Increase in civil/compensation claims for breach of duty of care.

Compliance with National Advice and Guidance

WHA will comply with Government guidance and Public Health England guidance and with other organisations they make reference to during epidemics and pandemics.

WHA will continue to ensure that WHA follows any specific guidance in respect of Covid and have an escalation process in place to allow for effective and swift decision making. Our new approach to agile working post covid, will follow correct guidance/best working practice in respect of H & S.

Scope

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The Health and Safety Policy details how the Association will achieve and demonstrate its commitment to occupational health and safety and establishing and implementing suitable and sufficient safety arrangements.

Accountability and Responsibility

Organisational arrangements are in place to ensure the clear allocation of responsibilities within the Association and that the objectives of this policy are fulfilled.

Board of Management

The Board of Management is responsible for monitoring compliance with the health and safety management system and associated health and safety policies. In order to achieve this, the Board will review and approve this policy on an annual basis, review health and safety performance through the quarterly Assurance Report and ensure that any issues of significant risk are actioned appropriately. The Board has a collective role for championing health, safety and welfare standards within the Association and has appointed a Health and Safety Board Sponsor.

Chief Executive

The Chief Executive is ultimately accountable for the control and implementation of this policy at all levels of the organisation and the provision of adequate resources to meet health and safety requirements. The Chief Executive will:

- Provide leadership to encourage colleagues to be safety conscious at all times;
- Ensure that responsibility for the implementation of, and compliance with, this policy is properly assigned and accepted by the Senior Management Team and colleagues under their control;
- Appoint competent health and safety representatives to co-ordinate health and safety matters within the Association.
- Ensure that adequate financial and human resources are available to maintain standards.

The Senior Management Team, chaired by the Chief Executive will:

- Bring this policy to the attention of colleagues under their management and ensure an understanding of its contents;
- Ensure that key tasks, work activities and work areas are subject to risk assessment to determine suitable controls to eliminate or manage risk;
- Ensure that colleagues within their departments are suitably trained, competent and fully understand their health and safety obligations;
- Support colleagues by providing effective resources and advice to ensure standards of health and safety are achieved;
- Monitor the activities of their departments in relation to the health and safety to ensure compliance with relevant legislation, good practice, policies and procedures;
- Undertake hazard identification and related risk assessments for their areas of control and introduce and maintain suitable and sufficient control measures;
- Issue Personal Protective Equipment when identified as a requirement in risk assessments and train colleagues in its use and maintenance;

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- Ensure that all new colleagues are properly inducted into the organisation, including an awareness of precautions and procedures applicable to their role and workplace;
- Ensure that colleagues are not permitted to carry out any kind of hazardous task before they have received adequate training and instruction;
- Ensure all accidents, incidents, near misses, dangerous occurrences and hazards are reported as soon as is reasonably practicable and investigated where appropriate, including notifying the HSE if required;
- Ensure that any legal requirements relating to the operation of their department or team are fully complied with;
- Ensure that any health and safety responsibilities delegated to colleagues are clearly understood;
- Ensure contractors (and sub-contractors) appointed to carry out works on behalf of the Association are made aware of health and safety policies and procedures, are notified of known hazards and carry out their work without risk to others;
- Regularly review and develop WHA's health and safety policies and procedures to ensure they are relevant to, and inclusive of, the hazards facing the business;
- Advice from relevant bodies, for example specialist independent risk assessors or insurance companies, will be sought as and when necessary.

Colleagues at all levels of the organisation

In addition to the duties outlined in the Health and Safety Policy Statement, all colleagues 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 the Association on all matters of health and safety;
- Be aware of the effects of their work on colleagues, tenants and residents, members of the public and contractors and ensure they do not create or compound hazards or endanger others by their actions.
- Carry out their duties using safe working practices, with regard to themselves, their colleagues, tenants and residents, 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. This includes any deficiencies or shortcomings they have identified within this policy and the Association's arrangements for the management of health and safety;
- Use Personal Protective Equipment appropriate for the task and maintain the equipment in reasonable repair, including reporting losses or defects 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 and the Head of Corporate Services as soon as is practicably possible;

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- 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 and the Head of Corporate Services if they are faced with a conflict between health and safety and the demands of their job.

Failure to comply

Failure to comply with this policy could result in disciplinary action and dismissal.

Contractors

Independent contractors are responsible for health and safety within their organisations. However, the Association will endeavour to support independent contractors with regard to health and safety requirements.

Contractors working on Association premises will be required to:

- Conduct their work so as to ensure, so far as is reasonably practicable, that other persons are not exposed to risks to their health and safety;
- Ensure that all plant, equipment and machinery complies with the relevant regulations;
- Comply with working rules, which must be made clear to them when tendering for work and provide evidence of insurance, accreditations, training, risk assessments and method statements as requested. Copies of relevant departmental safety-related procedures will be supplied to them prior to the commencement of work;
- Report on arrival to the department manager or other identified officer so as to be informed of any particular hazards; and
- Report all injuries, diseases and dangerous occurrences (occurring on Association premises).
- Ensure their activities do not cause harm to any of the Association’s colleagues or customers.

Control of Hazards

The Association has identified the health and safety hazards relevant to the business, assessed the risks and implemented the control measures required to reduce or eliminate them.

Health and Safety Policies

There are a suite of associated health and safety policies. The hazards and control measures in place are detailed in the respective policies. Policy owners are responsible for day to day implementation and for carrying out regular reviews to take account of alterations to legislation, industry best practice or changes within the organisation. Policies will be supported by procedures as and when necessary.

Occupational Health

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In order to ensure that risks to the health of colleagues from work activities are properly controlled, the Association will:

- Identify where any reasonable adjustments may be needed to support a newly recruited colleague into the Association
- Ensure procedures are in place to identify occupational ill health, implement control measures and monitor the effectiveness;
- Access sound advice on occupational ill health appropriate to the need;
- Assist colleagues to return to, and remain in, work following injury or ill health.

The Association also recognises that the promotion of general good health and well-being is an essential part of its occupational health and will communicate important messages, relating to lifestyle and other non-work related risks, to colleagues as appropriate.

Tools, plant and equipment

The tools, plant and equipment supplied by the Association for work activities will meet the requirements of relevant legislation and guidance. The Association will ensure that colleagues are competent to use tools, plant and equipment through the provision of information, instruction, training and supervision on correct operating procedures and potential risks. Formal procedures will be issued where appropriate.

Monitoring

In order to ensure that health and safety performance continually improves, active and reactive monitoring of the control of hazards forms a significant part of the management process. Active monitoring typically includes audits, inspections and assessments, statutory testing of equipment and preventative maintenance programs. Reactive monitoring includes evaluation of data relating to accidents and near miss incidents and the appropriate consideration of complaints.

Communication

The Association recognises the importance of sharing information, knowledge and experiences with its colleagues to ensure that standards of health and safety continue to improve. Colleagues will be consulted on key matters of health and safety at work as and when necessary, either directly or through elected representatives.

Key health and safety documentation

The Health and Safety Policy will be displayed on the notice board of each workplace, made available on the intranet and distributed to new colleagues during the induction process. The HSE Health and Safety Law poster will also be displayed on the notice board of each workplace. The Association will appoint and train First Aiders, Mental Health First Aiders and Fire Wardens.

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