

HEALTH & SAFETY POLICY

APRIL 2022



LANARKSHIRE
HOUSING ASSOCIATION LTD



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HEALTH & SAFETY POLICY

(*Note Lanarkshire Housing Association hereinafter referred to as LHA)

1.0 INTRODUCTION

- 1.1 The underlying principle that is of paramount importance to the Management Committee is the health & safety of its employees, contractors, visitors, customers, tenants and members of the public who are, or who may be affected by the operations of LHA.
- 1.2 Health and safety legislation have all been reviewed when considering LHA's responsibilities and determining its Health & Safety Policy objectives.
- 1.3 The Policy will be periodically reviewed and if necessary amended to incorporate legislative changes or developments in industry standards. Any amendment to this policy will be communicated to all staff within 5 working days of the policy amendments being approved by the Management Committee.

2.0 POLICY STATEMENT

- 2.1 LHA will ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees. The business will be managed in such a way, insofar as reasonably practicable, that the safety and welfare of persons not employed by LHA are not exposed to risks.
- 2.2 It is the intention of this policy to explain what must be done by everyone within LHA to achieve these objectives. The aim is to provide a sound basis for the co-operation between management and employees and is intended to encourage continuous improvement of LHA's health, safety and environmental performance.

3.0 OBJECTIVES AND COMMITMENT

- 3.1 Our objectives towards fulfilling this policy are:
 - Concentrate on the elimination of risks to persons as a first priority, then on risk reduction; prevention of injury, ill health and loss due to damage

- Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled in accordance with this policy
- Work to health and safety standards which satisfy our statutory requirements and reflect good industry working practices as a minimum
- Continuously review and develop these standards and when changes in legislation, industry practice or technology occur, revise them accordingly

3.2 Consult with employees on health, safety and welfare issues by:

Ensuring that employees are provided with the necessary information, instruction, training and supervision to work safely and understand and carry out their job responsibilities. This will involve, but will not be limited to selection, training, retraining, supporting and continuous assessment of employee performance it will also include the ability for employees to feedback any health and safety concerns they may have.

3.3 Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

4.0 LEGAL OBLIGATIONS

4.1 LHA recognises the legal obligations placed on it by the Health & Safety at Work etc. Act 1974 and other statutory legislation as may be applicable to our undertaking. **Appendix 1** provides a list of the major legislation that LHA complies with although this list is not exhaustive.

5.0 ORGANISATION

5.1 The Management Committee recognise that they are legally responsible for the health & safety of all users of LHA's business premises and all those affected by the operations of LHA. The day to day management of the health & safety function has been delegated to the Head of Paid Service, the Chief Executive.

5.2 It is the responsibility of the Chief Executive to ensure that all statutory and regulatory requirements are fully complied with in LHA's premises. The Chief Executive will provide the Management Committee with a monthly report on Health & Safety issues.

5.3 LHA have appointed a health & safety consultant, Mentor, who will be designated as the responsible person within health & safety legislation to provide competent health and safety advice. It will be the consultant's responsibility to prepare assessments in conjunction with the Association.

- 5.4 Directors and Managers have prime operational responsibility for ensuring the health, safety and welfare of personnel and for meeting the specific requirements identified in this Policy and the procedural guide prepared by LHA's Health & Safety consultant, thereby facilitating the proper management of risk.
- 5.5 These organisational arrangements, as they relate to lines of communication and levels of responsibility, are detailed below:-

The Management Committee is responsible for:

- a) The setting of Health & Safety standards and objectives
- b) The allocation of the necessary financial resources
- c) Keeping the Health & Safety Policy under review
- d) Reviewing LHA's Health & Safety performance

The Chief Executive is responsible to the Management Committee for:

- a) Implementing LHA's Health & Safety Policy, and other policies and procedures insofar as they relate to Health & Safety and the management of identified risk
- b) Identifying and allocating Health & Safety responsibilities to those senior staff referred to below
- c) Monitoring and reviewing the effectiveness of LHA's health & safety activities and ensuring at the strategic level that performance standards are adhered to

Directors are responsible to the Chief Executive for:

- a) Ensuring that the requirements laid down in the Health & Safety Policy and individual policies and procedures are adhered to at an operational level, throughout their areas of responsibility
- b) Overseeing the allocation of health & safety responsibilities at departmental level
- c) Ensuring that consistency of approach to health & safety issues is achieved throughout their areas of responsibility
- d) Investigating accidents with the object of establishing the cause and preventing recurrence, if necessary with the Health & Safety Consultant

- e) Ensuring the safety induction of new staff and that information, instruction and training is provided to meet individually identified needs
- f) Identifying staff having health & safety duties and responsibilities and ensuring that the training and support that may be required is available to ensure that their roles and responsibilities are met
- g) Developing methods for safe working practices and effecting arrangements for their implementation on an operational basis, where identified necessary by risk assessment

Managers are responsible to Directors for:

- a) Ensuring that the safe working practices are implemented and that they fully comply with the Health & Safety Policy and Procedures
- b) Organising and supervising to ensure that a safe working environment is provided and to ensure the maintenance of safety standards
- c) Identifying, allocating and monitoring the adequacy of the specific health & safety responsibilities of staff and adjusting them as necessary
- d) Providing the necessary information in conjunction with the Association in the assessment of risks associated with LHA's undertaking

The Health & Safety Consultant will be responsible for providing an advisory service on Health, Safety and Fire matters to the Management Committee, Chief Executive and all other members of senior management. The post holder shall also:

- a) Keep all levels of management informed of statutory, best practice and other health & safety requirements, and provide advice of actions necessary to meet such requirements
- b) Provide and/or source any necessary or identified health and safety training requirements
- c) Prepare detailed risk assessments in conjunction with the Association
- d) Act as LHA's nominated competent person as determined by health & safety legislation to provide competent health and safety advice
- e) Undertake any other such activities as identified in this policy and within the terms of their appointment

Employees are responsible to Managers for:

- a) Taking reasonable care of their own health and safety and that of others who may be affected by their actions
- b) Co-operating with management to meet the employer's legal duties and work in accordance with the LHA's procedures
- c) Not intentionally or recklessly interfering with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others
- d) Demonstrating their commitment to health and safety by their behaviour and co-operating in the investigation of accidents and incidents
- e) Using all equipment safely, including that provided for their personal protection and reporting to management any defects in equipment or other dangers at once, or as soon as it is safe to do so
- f) Complying with all safety instructions or procedures and not undertaking any tasks that they are not trained and authorised for

6.0 MANAGEMENT COMMITTEE

6.1 The Management Committee will monitor and review the measures taken to ensure the health, safety and welfare of Committee, staff and others engaged in legitimate activities on its premises. This involves the promotion of co-operation between Committee, management and staff in instigating, developing and implementing measures to ensure health, safety and welfare at work. This work is an essential element in the development of a positive and progressive approach to the health and safety and the evolution of a safety culture.

7.0 SAFE SYSTEMS OF WORK

7.1 The detailed arrangements for dealing with specific health, safety and welfare issues are identified within LHA's Guidance Manual, which is held by the Business Manager. The Guidance Manual provides procedural guides on the following areas:-

- Accident/Incident Reporting
- Risk Assessment
- Control of Substances Hazardous to Health
- The Use of Visual Display Units
- Manual Handling

- 7.2 The Guidance Manual identifies the health & safety standards to be attained.
- 7.3 The Health & Safety Consultant will produce in conjunction with the Association a comprehensive risk assessment document which will identify the potentially significant health & safety related risks to which its Committee and staff may be exposed to, together with the controls established to ensure that they are adequately managed.

8.0 MONITORING OF POLICY

- 8.1 It is the responsibility of all senior management to ensure staff comply with the requirements of this policy. Should any non compliance be discovered then it will be reported to the Management Committee at the first available opportunity.

SOME IMPORTANT PIECES OF HEALTH & SAFETY LEGISLATION

The Health and Safety at Work etc. Act 1974:- Primary legislation outlining the principles of health and safety in the workplace and the requirement to provide a safe place of work for employees and others who could be affected.

Management of Health & Safety at Work Regulations 1999:- Requires employers to carry out risk assessments, make arrangements to implement necessary measures, prepare procedures for serious and imminent danger, appoint competent people and arrange for appropriate information and training.

Workplace (Health, Safety and Welfare) Regulations 1992:- Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

Fire (Scotland) Act 2005:- Details principle requirements for fire safety in Scotland.

Health & Safety (Display Screen Equipment) Regulations 1992, as Amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002:- Sets out requirements for work with Visual Display Units (VDU's).

Personal Protective Equipment at Work Regulations 1992:- Requires employers to provide appropriate protective clothing and equipment for their employees.

Manual Handling Operations Regulations 1992:- Covers the moving of objects by hand or bodily force.

Health & Safety (First Aid) Regulations 1981:- Covers requirements for first aid.

The Health and Safety Information for Employees Regulations 1989:- Requires employers to display a poster telling employees what they need to know about health and safety.

Employers' Liability (Compulsory Insurance) Act 1969:- Requires employers to take out insurance against accidents and ill health to their employees.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:- Requires employers to notify certain occupational injuries, diseases and dangerous events.

The Control of Noise at Work Regulations 2005:- Requires employers to take action to protect employees from hearing damage.

Electricity at Work Regulations 1989:- Requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.

Provision and Use of Work Equipment Regulations 1998:- Sets out minimum standards expected of employers for supplying and using work equipment.

Personal Protective Equipment Regulations 1992:- Sets out the assessment based approach and necessary control regime for the provision of personal protective equipment.

Control of Substances Hazardous to Health Regulations 2002 (COSHH):- Requires employers to assess the risks from hazardous substances and take appropriate precautions.

In addition, specific regulations cover particular areas, for example asbestos and lead, and:-

Control of Asbestos Regulations 2012:- sets out both the requirements for managing work with asbestos containing materials and managing premises with asbestos containing materials.

CLP (Classification, Labelling & Packaging) Regulation 2015:- provide suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.

Construction (Design and Management) Regulations 2015:- Sets out the duties of those organisations involved in construction work with regards to the safe management of projects and the provision of health, safety and welfare arrangements.

Gas Safety (Installation and Use) Regulations 2018 and amended or superseding regulations:- Covers safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.

Dangerous Substances and Explosive Atmospheres Regulations 2002:- Requires employers and the self-employed to carry out risk assessments of work activities involving dangerous substances.

Coronavirus Act 2020:- The Coronavirus Act is to enable the Government to respond to an emergency situation and manage the effects of the COVID-19 pandemic.

Coronavirus (Scotland) Act 2020:- The Act complements and supplements the UK Coronavirus Act 2020.