



## Health & Safety Policy

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## 1. Purpose

This document details Highstone Housing Association's (HHA) policy on Health & Safety and how they will meet their duties and responsibilities as a Registered Provider (RP) and responsible landlord.

HHA is committed to providing an environment, which ensures the health, safety and wellbeing of tenants, employees and visitors to its properties. HHA embraces the principles laid down in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and all relevant legislation.

As a Registered Provider (RP), HHA understands that it is responsible for ensuring tenants are safe in their homes and staff are safe at work by complying with the statutory requirements and providing assurance to tenants. This will be achieved by identifying, managing, monitoring, and reporting all H&S risks.

HHA produces policies on key risk areas as standalone documents. Health & Safety risks relating to Property Compliance are documented separately to this policy, in a suite of 7 Property Compliance policies. Where relevant, the content of each individual Property Compliance policy should be observed when enacting this Health & Safety policy.

The success of this policy depends on the positive working relationships between the HHA teams, external contractors, and care providers, along with the implementation of agreed procedures and meeting of service level agreements.

This policy will be adapted to respond to future legislative or regulatory changes and will be reviewed annually.

## 2. Corporate Responsibilities

HHA has a duty of care to ensure that tenants, employees, and visitors can safely use their buildings and facilities. As a Registered Provider (RP), HHA are dutybound to meet the requirements set out in the Regulator of Social Housing's (RSH) framework of Consumer Standards. The Home Standard forms part of this framework, and it is explicit in the standard that RPs are required to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

Overall and final responsibility for health and safety at work is vested in the HHA Board who delegate the operation of the policy to the Regional Site Director and the Supported Housing Director.

It is the responsibility of HHA's management to ensure that the provisions of the regulations and relevant statutory provisions are observed.

All employees have an individual responsibility to cooperate to achieve a healthy and safe workplace. They have a duty to take reasonable care of themselves and others, including those who may be affected by their activities at work. They are required to involve themselves in safety matters,

be conscious of their duties and report any unsafe equipment or hazardous situation to the notice of management.

### 3. Statutory Responsibilities

This policy fulfills the requirement in Section 2 (3) of the Health and Safety at Work Act 1974 which requires employers to have a policy detailing their approach to health and safety in the workplace.

### 4. Policy Detail

#### Specific Principles

HHA, so far as is reasonably practicable, will:

- Work to ensure the prevention of all accidents and personal injuries
- Provide and maintain systems of work which do not involve risk to the health of employees or other persons including tenants
- Ensure the provision and maintenance of a working environment which is without risk to the health of tenants and employees and which is satisfactory as regards facilities and arrangements for the welfare of tenants and employees
- Provide such information, instruction, training and supervision as is reasonably practicable to safeguard the health and safety of employees
- Ensure that any plant, machinery or equipment provided for use is safe in its operation
- Ensure that premises and the means of access and egress are maintained in a safe condition
- Ensure that adequate information, instruction and training will be given for the evacuation of the premises, for which it has direct responsibility for tenants, employees, subcontractors and visitors, in the event of fire or other emergency
- Where a care provider has been appointed to a HHA scheme, it is the responsibility of the care provider to ensure that adequate information, instruction and training will be given for the evacuation of the premises in the event of fire or other emergency

#### Contractor Health & Safety – Repairs & Maintenance

HHA requires every approved contractor to confirm that all works will be undertaken in accordance with the Health & Safety at Work Act 1974.

Contractors are required to provide HHA a copy of their Employer/Public Liability Insurance prior to works commencing.

## 5. Qualifications and Training

HHA will either employ or contract the services of appropriately trained and qualified personnel in carrying out its statutory responsibilities.

## 6. Performance and Risk Monitoring

Statutory Health & Safety responsibilities will be recorded, monitored, and reported to the Board quarterly.

Health & Safety risks will be recorded on HHA’s risk register, which will be reviewed quarterly by the Board.

HHA requires that Health & Safety is a standing agenda item at staff and Board meetings.

HHA will ensure there are effective contract management arrangements in place to ensure contractors are observing HHA’s requirements around Health & Safety matters.

## 7. Equality, Diversity & Inclusion

HHA will ensure the requirements of the Equality Act 2010 are met.

Actions under this policy will ensure that all customers will be treated fairly, with dignity and respect regardless of their age, disability, gender or gender reassignment, marital status or civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

Vulnerabilities of HHA tenants and their individual circumstances will be considered when enacting this policy.

## 8. Document Control

Version Number	Description of Change(s) Applied and Reason	Author of Change	Date approved by board
	Section 4 – Updated in response to a query regarding frequency of fire risk assessments. Regulatory Reform (Fire Safety) Order 2005 advice incorporated.	LB	17 <sup>TH</sup> October 2018

3.0	<p><i>All Sections</i> – To align with risk register management and updated reporting processes. H&amp;S policies for HHA and HBS separated. This policy has been amended to focus on HHA only.</p>	LB	15 <sup>th</sup> July 2020
4.0	<p><i>All Sections</i> – Reviewed by DTP following internal audit recommendation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property Compliance detail removed and transferred to a suite of 7 interlinked Property Compliance policies</li> <li><input type="checkbox"/> Remaining content re-formatted and re-aligned to mirror headers and formatting in new Property Compliance policies</li> </ul> <p>Draft approved by Highstone Housing Association</p>	DTP & HHA	22 <sup>nd</sup> September 2022