



Policy: **Broadland Housing Association Health and Safety Policy**

Date Approved by Board: January 2023
Last Full Review: November 2023

POLICY STATEMENT:

Broadland Housing Association (BHA) is committed to providing and maintaining a safe and healthy working environment for all our employees, supplying appropriate equipment, operational processes and safe systems of work covering all our activities. Other people may be affected by our activities e.g. customers, visitors, contractors and we accept the responsibility to provide appropriate levels of safety for them.

We will provide information, instruction and training to employees and suitable facilities for their welfare.

Where risks to safety or health need to be assessed under a specific legal duty, we will ensure that a 'risk assessment' is carried out by a competent person and actions shown to be necessary will be implemented. These actions will ensure that 'safe systems of work' are in place and applied appropriately.

BHA aims to minimise the risks created by work activities and services and to organise itself in a way that secures involvement and participation at all levels of the organisation. We will set goals and follow action plans to ensure continuous improvement and we will also monitor and measure our performance against pre-determined standards.

Our commitment to this policy and leading by example will assist us to develop a positive health and safety culture throughout all areas and activities.

This policy has been developed to ensure BHA complies with current legislation, regulatory expectations, and good practice, and will be subject to ongoing review.

SCOPE:

Section 2 (3) of the Health and Safety at Work Act 1974 (HSWA) provides that there is a duty for every employer to prepare, and as often as may be appropriate, revise, a written statement of their policy with respect to health and safety at work for employees and the organisation. Arrangement for carrying out the conditions of the policy as well as bring it to the notice of all employees is a specific requirement. To comply with HSWA BHA must:

- Consult with employees on health and safety issues
- Identify significant risks and appropriate ways of managing them

- Provide staff with adequate training
- Implement emergency procedures
- Maintain a safe workplace

There are additional procedures that gives a detailed account of how this Policy will be implemented.

KEY STAFF RESPONSIBILITIES:

The Health and Safety policy affects all staff who are responsible to the Chief Executive for the detailed adoption of the safety policy within their areas of control, and by the staff over whom they have direct control. There is a need to consult with employees on matters affecting their health and safety and to provide information, instruction, and supervision.

The Health and Safety policy is to be managed by the Executive team, but the details contained within the policy are applicable to all staff.

DEFINITIONS:

Risk Assessment

A written document which details a thorough assessment of environment or activities and records the risks involved and the control measures that need to be in place to eliminate/reduce risk.

Method Statements and/or Safe system of work

These are rules developed to ensure that tasks are carried out safely and with the minimum risk. They are often developed from a Risk Assessment and form part of BHA's procedures.

RELEVANT KEY LEGISLATION AND RELATED DOCUMENTS: *(not limited to)*

Legislation	Documents
<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • The Management of Health and Safety at Work Regulations 1999 • The Regulatory Reform (Fire Safety) Order 2005 • The Workplace (Health, Safety and Welfare) Regulations 1992 • The Health and Safety (Display Screen Equipment) Regulations 1992 • The Personal Protective Equipment at Work Regulations 1992 • The Manual Handling Operations Regulations 1992 • The Provision and Use of Work Equipment Regulations 1998 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 • The Control of Substances Hazardous to Health Regulations 2002 • The Control of Vibration at Work Regulations 2005 • The Control of Asbestos Regulations 2012 • The Work at Height Regulations 2005 • The Working Time Regulations 1998 (As amended) • Corporate Manslaughter and Corporate Homicide Act 2007 • Dangerous Substances and Explosives Atmospheres Regulations 2002 • Health and Safety Information for Employees Regulations 1989 • Health and Safety Enforcing Authority Regulations 1998 • Landlord and Tenant Act 1985 	<ul style="list-style-type: none"> • DSE procedures and management • Driving at work procedures and management • Drugs and alcohol procedure and management • Fire safety procedure and management • Legionella procedure and management • Risk assessment procedures and management • Sickness and Absence management procedures • COSHH procedure and management • Gas safety procedure and management • Asbestos procedure and management • Lone working procedures and Management • First Aid at Work procedure • Working at height procedure and management • Young people/ Work Experience procedure and management • Accident incident Reporting (RIDDOR) Procedure. • Health Surveillance procedure • H&S Homes Policy • Vibration Management Policy and Procedure • PPE Policy and Procedure

EIA – EQUALITY IMPACT ASSESSMENT:

Policy Owner: Michael Newey
 Directorate: CES

Revised by: Corinne Goff, Head of Health and Safety
 Verified by: Leadership Group

As this policy would be implemented in a consistent manner in all cases, there would be no disadvantage to any particular group. Therefore, there is no need for a full EIA.

DATA PROTECTION

This policy (and associated procedures) does not involve the use of any personal data and so a Privacy Impact Assessment (PIA) has not been undertaken.

Please refer to the Tenant and Employee Privacy Notices, and the Data Protection Policy and Procedures, for details on Broadland's use, security, sharing and retention of personal data.

IMPORTANT PRINCIPLES:

Management Arrangements:

BHA Health and Safety Policy is a combination of individual policies and procedures to ensure compliance with our legal duties. These policies and procedures are supported by guidance documents, risk assessments and safe systems of work which detail the management arrangements for compliance.

A legal compliance legislation register is held via Barbour EHS which details how legislation applies to BHA activities, how we discharge our duties and the current status of compliance. This is updated by the competent person responsible for compliance for each identified legislative requirement. BHA compliance status is reviewed by the Leadership Group on a monthly basis and reviewed by the Board at Board meetings.

Review:

BHA will annually review performance of the whole health and safety system. This review will form the basis of the Group's self-regulation and compliance with section 2 – 6 of the Health and Safety at Work Act 1974.

BHA will review annually the effectiveness of this policy and make appropriate revisions. The policy should be reviewed where the nature or extent of operations change or new relevant legislation is introduced.