



**HEALTH & SAFETY POLICY**

<b>POLICY IMPLEMENTATION CHECKLIST</b>	
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Approved by Director:	MAY 2024
Effective From:	JUNE 2024
Date of Next Review:	JUNE 2029
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

## **Health & Safety Policy**

### **The Purpose**

The purpose of this Health & Safety Policy is to set out the general approach and commitment together with arrangements in place for managing health and safety for Forgewood & Garrion Housing Co-ops in compliance with the Health & Safety Executive.

### **1. Introduction**

Forgewood & Garrion Housing Co-ops operate in accordance with;

- Statutory requirements,
- The standards set down in the Scottish Social Housing Charter,
- The requirements of the Scottish Housing Regulator, in the formulation and implementation of all its policies.

The co-ops seek to fulfil their Corporate Aims through the development and implementation of its policies and all the policies operate to achieve the Strategic Objectives as set out in its Internal Management Plan.

### **2. Tenant Involvement and Consultation**

The co-ops are committed to meeting the requirements of the Housing (Scotland) Act 2010 in all their policies and to meet the requirements of the Scottish Social Housing Charter. The co-ops will involve tenants in the development of its policies and seek feedback in appropriate circumstances. It will ensure that any material change to services affecting tenants in this and other policies will be the subject of consultation.

### **3. Policy Monitoring**

The co-ops are committed to ensure that adequate monitoring of the implementation of its policies is undertaken. This will be achieved through regular review by the Management Committee, customer/tenant feedback surveys, and regular consultation with tenant/resident groups.

### **4. Risk Management and Assessment**

The co-ops have a detailed Risk Management Policy in place and it will assess the risks to the co-ops in the implementation of each of its policies as part of its risk management strategy.

## **5. Procedures**

The co-ops will develop a detailed set of procedures identifying actions, roles and responsibilities in the implementation its policies. These procedures will be subject to regular review and audit.

## **6. Training**

The co-ops will ensure that its staff are properly trained in terms of their knowledge and understanding of statutory requirements and the requirements of the Scottish Social Housing Charter pertaining to its policies. It will ensure that appropriate staff are kept up to date with all procedures pertaining to the implementation of policies. The Management Committee will have access to training to ensure that it can maintain appropriate control and overview of the policy and procedures.

## **7. Policy Statement**

**7.1** It is the policy of Forgewood & Garrion Housing Co-ops to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. Forgewood & Garrion Housing Co-ops accept the aims and provisions of The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 and aims to comply with all relevant statutory obligations. Forgewood & Garrion Housing Co-ops acknowledge that successful health and safety management contributes to its overall performance, and is therefore committed to:

- Develop a positive health and safety culture in all undertakings, which secures the commitment and participation of all employees.
- Assessing the risks to the health and safety of its employees and to anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable.
- Making arrangements for the effective planning, organisation, control, monitoring and review of the preventative measures identified as being necessary by risk assessments.
- Providing information, instruction, training and supervision to employees and others as necessary to implement and maintain high standards of health and safety.
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
- The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and

arrangements for their welfare at work; so far as is reasonably practicable.

- Developing systems of joint consultation with employees e.g. staff meetings, emails to staff providing updates in health and safety legislation when required.

Forgewood & Garrion Housing Co-ops both work with EVH's Operational Safety Manual which details the requirements under law to which Forgewood & Garrion Housing Co-ops will comply. This is the overall responsibility of the Director and administered by Senior Corporate Services Officer / Health & Safety Administrator.

## **8. Organisational Arrangements**

**8.1** In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

### **a) Overall Responsibility**

The Director has overall responsibility for all matters, including health, safety and welfare.

### **b) Senior Corporate Services Officer Responsibilities**

Senior Corporate Services Officer is responsible for ensuring that the Policy on Health and Safety is implemented. The Senior Corporate Services Officer / Health & Safety Administrator must assess risks within the workplace to ensure safe conditions are maintained. Where risks are identified, the Senior Corporate Services Officer / Health & Safety Administrator will ensure that these are rectified, so far as is reasonably practicable. Where any concern exists, advice to be sought from EVH or the Health & Safety Executive.

The Senior Corporate Services Officer / Health & Safety Administrator will provide adequate training, information, instruction and supervision to ensure work is conducted safely. New staff will receive a health and safety induction as part of the full new employee inductions process.

### **c) Senior Staff Responsibilities**

Senior Staff of the Co-ops will ensure that employees, contractors and visitors are aware of safety procedures. (Refer to the Health & Safety Procedures attached to this policy.

#### **d) Health & Safety Administrator Responsibilities**

The Health & Safety Administrator will establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment. The Health & Safety Administrator will take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity. The Health & Safety Administrator will bring to the attention of the Director any health and safety issue that requires their attention.

The Health & Safety Administrator will ensure that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine casual factors.

The Health & Safety Administrator will maintain safe access and egress from the workplace at all times.

#### **e) Employee Responsibilities**

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements to the Health & Safety Administrator or Senior Corporate Services Officer without delay.
- Do not undertake any task for which authorisation and/or training has not been given.
- Report all incidents, including near-misses.
- Attend and participate in any training courses arranged for them.
- Keep floors, stairs, passageways, fire exits and routes free from obstruction at all times, to avoid tripping hazards or blockage of emergency routes.

## **9. Health and Safety Manual**

**9.1** Forgewood & Garrion Housing Co-ops adopted the Health & Safety Manual which is revised twice per year as advised by ACS on the recommendation of EVH. The Health & Safety Manual is available in the electronic health & safety folder.

The Director or Senior Corporate Services Officer will ensure that all amendments to the Health & Safety Manual are inserted into the Manual timeously and passed to all staff where appropriate.

## **10. Health and Safety Assistance**

**10.1** Competent staff have been appointed to assist in meeting our health and safety obligations. The staff appointed have sufficient knowledge and information to ensure that statutory provisions are met and that the Health and Safety Policy is being adhered to. Forgewood & Garrion Housing Co-ops recognise that there may be occasions when specialist advice is necessary. In these circumstances, the services of appropriate advisors will be obtained.

## **11. Disciplinary Procedures**

**11.1** Disciplinary procedures may be initiated against employees' who knowingly violate safety rules or standards for their safety and that of any others on site.

## **12. Health and Safety Working Procedures**

**12.1** To comply with The Management of Health & Safety Regulations 1999(Regulation 3 Risk Assessment and Regulation 4 Principles of Prevention) Forgewood & Garrion Housing Co-ops has developed a number of 'safe working procedures' covering specific work activities and these will be updated as and when required.

## **13. Health and Safety Policy Arrangements/Standards**

**13.1** A range of Health & Safety standards have been developed and are included in Forgewood & Garrion Housing Co-ops Operating Safety Manuals. These standards cover many of the arrangements detailed in this Policy and outline Co-op's measures for complying with specific health and safety requirements. Policy arrangements will be updated and added to as and when necessary to ensure legal compliance.

## **14. Review**

**14.1** This Policy will be reviewed within a minimum of 3 years or less should there be changes to legislation.

## **Health & Safety Procedures**

### **Introduction**

As per both Co-ops Terms and Conditions under Section B1 it states: - *Health & Safety Legislation imposes duties on both employers and employees. To enable these duties to be carried out, it is the policy of the Co-ops (so far as is reasonably practicable) to ensure best practice is followed.*

Forgewood & Garrion Housing Co-ops will ensure employees have a safe environment in which to work and is committed to the health and safety of its employees.

Forgewood & Garrion Housing Co-ops will provide training and guidance about working in a safe environment. It is the responsibility of every employee to adopt these procedures to ensure a safe workplace.

Forgewood & Garrion Housing Co-ops are committed to working in conjunction with EVH and their Health and safety team and experts.

### **1. Health and safety procedures**

There is a range of procedures 31 in total contained within the Health & Safety Operational Safety Manual ranging from Good Housekeeping to Lone working etc. which staff can access via both Co-ops Policies and Procedures.

### **2. Risk Assessments**

All above 31 procedures have risk assessments for each operation. Job specific risk assessments for job roles within the organisations are also contained within the operational Health and safety manuals.

### **3. Accident Near Misses**

There are blank forms kept in the OSM which staff are required to complete in if there is an accident or near miss forms and be returned to Health and Safety administrator.

#### **4. Accident book**

The Co-op's Accident book is kept at reception in both the Forgewood and Garrion offices. It is the responsibility of staff to complete an 'Accident Report' which should be returned to the Health and Safety Administrator when the form completed. These reports are stored within employee's personnel records.

#### **5. Health and Safety Notice Board**

The Health and Safety Notice boards are located in each staff kitchen in the Forgewood and Garrion offices. Staff should always check the notice board which contains useful information with regards to Health and safety issues.

#### **6. Staff Induction**

All new employed staff will receive a full Induction which includes health and safety matters.

#### **7. Health and safety training**

Forgewood & Garrion Housing Co-ops will carry out annual health and safety awareness training course for all employee's to attend. Regular training courses for our Technical staff are carried out in relation asbestos and legionella.

***NOTE : All Committee are also subject to annual Health and Safety awareness training.***

#### **8. DSE Checks**

The organisation is legally required to carry out yearly DSE's (Display Screen Equipment) self-assessment forms which should be returned to the Health & Safety Administrator. The Assessments are then checked by the Health & Safety Administrator and HR & Organisational Development Manager. If an individual member of staff identifies issues within the assessment the member of staff will be advised as to what changes will be made to ensure their workstation is appropriate for them.

#### **9. COSSH**

All materials are scrutinised and must have Health and Safety Data sheets. These Records are retained in the health and safety electronic folder.



## **10. Office Health and Safety checks**

Fire and panic alarm tests are carried out weekly. Daily checks are carried out on all floors to ensure all fire exits are clear. Monthly Legionella checks are carried out on all hot and cold water supplies.

## **11. Responsibilities**

- Responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Co-ops.
- All practicable steps are taken to manage the health, safety and welfare of all employees.
- Business is conducted in such a way to ensure that the health and safety of visitors, to any premises under our control, is not put at risk.

## **12. Duty of Employees**

It is the duty of all employees at work to ensure:-

- Reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- They co-operate with the Senior Corporate Services Officer / Health & Safety Administrator so far as it is possible to ensure compliance with any duty or requirement imposed on the employer, or any other person, under relevant statutory duties.
- Ensure any visitors to section staff are made aware of our health and safety procedures in case of an emergency.
- Failure for an employee to breach health and safety within both offices may lead to disciplinary action.