



Health and Safety Policy

Date of approval	29 November 2021
Responsible director	Executive Director of Finance
Policy monitoring body	WCHG Board
Resident input into policy date	
Date for policy review	November 2024
Linked strategies/policies	<p>Alcohol and Drugs Policy Asbestos Policy Critical Incident Policy Electrical Safety Management Policy Exposure to Vibration Policy Fire Safety Management Policy Gas Maintenance and Safety Management Policy Legionella Policy Manual Handling Policy Risk Management Strategy Safeguarding Policy Whistle Blowing Policy Work at Height Policy</p>
Version/date	V1.1 - date

1.0 Introduction

- 1.1 Wythenshawe Community Housing Group (WCHG) is committed to the delivery of its obligations under health and safety legislation. The objective of this policy is to identify and take steps to minimise health and safety risks with the aim of reducing harm and enabling WCHG to comply with its legal obligations.
- 1.2 WCHG aims to actively encourage safe working habits amongst its employees and to assist all its employees in understanding their own duties in relation to health and safety in the workplace.
- 1.3 The policy is arranged in three parts:
 - General statement of health and safety;
 - Objectives and arrangements for the implementation of health and safety.
 - Group structure and responsibilities for the management of health and safety;
- 1.4 This policy is supported by detailed policies, procedures and guidelines which have been identified as necessary to protect the safety and health of employees and others given the nature of undertaking.

2.0 Policy Statement

- 2.1 To ensure WCHG is a safe and responsible organisation, provisions will be made for the health, safety and welfare of employees, residents, service users, visitors and contractors and those in the wider community who may be affected by its activities.
- 2.2 WCHG expects everyone to apply the following key principles, agreed with the Chief Executive, which should guide all work activities:
 - Every job will be done safely, no matter how important or urgent it is;
 - Each of us has a personal responsibility for our own health and safety and for those around us;
 - Putting people to work carries a specific responsibility and accountability for safety and health which must be visibly demonstrated;
 - Every incident we learn from reduces the chance of harm next time;
 - Each of us will spot, report and address hazards to create a harm free workplace.
- 2.3 All employees are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided and generally to contribute to the maintenance of good health and safety conditions. WCHG will provide appropriate health and safety training for employees to enable them to meet the required standards of performance.

- 2.4 Health and Safety will be given equal priority to all other business issues. This will be undertaken with the full support of the Group Leadership Team. Employees at all levels will be supported and advised by competent occupational health and safety professionals, including the Health and Safety Manager who is responsible for co-ordinating health and safety.
- 2.5 In recognition of responsibilities under The Health and Safety at Work etc. Act 1974 and other legislation relevant to operations, WCHG commits itself to:
- Promote standards of health, safety and welfare that comply with health and safety legislation, with legal requirements defining the minimum level of achievement;
 - Ensuring a dedicated resource for the responsibility of co-ordinating health and safety;
 - Make available such resources in the form of finance, equipment, personnel and time as are necessary to fulfil this policy;
 - Provide and maintain appropriate systems to ensure a safe and healthy working environment and to protect employees and others from harm;
 - Provide all employees, including temporary colleagues and volunteers, with sufficient information, instruction, training and supervision that they need to work safely and efficiently and to develop safety awareness among our employees;
 - Provide and maintain a system to ensure that accidents, incidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence;
 - Aim for continual improvement in health and safety performance;
 - Encourage full and effective joint consultation on all health and safety matters;
 - Promote a positive health and safety culture;
 - Conduct periodic reviews and revise the policy where necessary to ensure it remains relevant and effective, and to make policies easily available to all employees.
- 2.6 WCHG is committed to providing COVID-secure workplaces and methods of working during the COVID-19 pandemic. To do this, our workplaces and working methods will be continually assessed based on local and national infection rates and risk level. Employees at all levels are expected to follow all rules and control measures related to infection prevention. WCHG has a legislative duty to protect the health and safety of all staff and stakeholders and therefore strongly advises all staff and stakeholders to take up the offer of vaccination. WCHG encourages all staff and stakeholders to make an informed choice by only considering vaccine information provided by official sources, and to be wary of misinformation circulating from unofficial sources. Whilst vaccination is not mandatory, under H&S legislation we all have a mutual duty of care to protect ourselves and others in the workplace.

2.7 This policy has the full support of the Chief Executive and the Board.

Signed by Chief Executive: Nick Horne

Date: 29/11/21

A handwritten signature in black ink, appearing to be 'NH' with a horizontal line underneath.

Signed by Chairman of the Board: Bishop David Walker

Date: 29/11/21

A handwritten signature in black ink, appearing to be 'D Walker'.

3.0 Objectives

3.1 WCHG intends to ensure excellence in all aspects of its activities. It will apply high standards throughout its business activities and manage health and safety as a fully integrated part of its business activities.

3.2 WCHG sets out the following objectives:

1. Ensure compliance with all relevant health and safety legislation.
2. Operate and maintain a robust health and safety management system.
3. Record, report and investigate all accidents, incidents, near misses and dangerous occurrences. Learn from any incidents and improve systems of work.
4. Assess risks and introduce the necessary control measures to reduce all risk to a level 'as low as reasonably practicable'. Ensure that the results of risk assessments are shared and contribute to safe systems of work.
5. Produce written policies and procedures that contribute to fulfilling legislative requirements and improving health and safety performance.
6. Provide the necessary training, information and instruction so that employees can complete their roles safely and competently, whilst ensuring that all legislative requirements are fulfilled.
7. Complete internal audits and inspections of both working practices and physical premises, to ensure all are at the required standard.
8. Monitor health and safety performance and benchmark against similar organisations.
9. Provide safe equipment and machinery that is maintained in good working order and serviced at the correct intervals.
10. Consult with employees and trade unions on health and safety matters.

3.3 The arrangements for achieving these objectives and continually improving performance will be set out in a three-year strategic plan.

4.0 Structure and Responsibilities for the Management of Health and Safety

4.1 Purpose

4.1.1 This document outlines how health and safety will be incorporated into WCHG's management structure and the responsibilities that it implies for employees at all levels within WCHG. The document explains the arrangements through which the policy is implemented and demonstrates WCHG's commitment to discharge its safety responsibilities.

4.1.2 This policy applies to and will be made available to all existing permanent employees, contract and temporary and volunteer colleagues working for WCHG and covers site-based, mobile and home workers.

4.1.3 Individual sites may produce their own local health and safety policy within the guidelines of WCHG's health and safety policy, which should outline the local responsibilities and procedures in place at that particular site.

4.2 Responsibilities

4.2.1 It is the policy of WCHG to provide a safe and healthy working environment for all its employees as it considers the health, safety and welfare of employees to be of prime importance. WCHG also expects the full co-operation of its directors, assistant directors, managers and employees in fulfilling this policy and promoting health and safety at work.

4.2.2 Board Members

With regards to health and safety, the board's responsibilities are as follows:

- Review and approval of the health and safety policy;
- Board members should 'own' and understand key issues involved in health and safety;
- The board should be aware of the significant health and safety issues faced by WCHG, which should be reflected in the strategic risk register;
- Health and safety should be monitored through a formal process assessing the key performance indicators identified, but also as and when significant health and safety issues arise;
- Board members' decisions must be made in the context of the health and safety policy; it is important to 'design-in' health and safety when implementing change.

4.2.3 Chief Executive

The Chief Executive has overall responsibilities delegated for health and safety, and will:

- Ensure all board decisions reflect WCHG'S health and safety policies;
- Ensure health and safety performance is reviewed regularly by the board and that they are kept apprised of safety risk management matters;
- Inform the board as to the health and safety performance of WCHG on an annual basis against the health and safety policy statement;
- Seek board authority where appropriate in support of the management of health and safety;
- Ensure health and safety matters are properly represented and addressed at both board level and throughout the organisation;
- Ensure such resources as may be necessary to fulfil the policies are made available;
- Set a personal example;
- Be legally responsible for the health and safety of all employees under the Health and Safety at Work etc Act 1974 and other current and relevant Health and Safety legislation;
- Be responsible for the health and safety of visitors and contractors to any WCHG premises.

4.2.4 Group Leadership Team

The Group Leadership Team of Executive Directors will:

- Recommend policy changes to the Chief Executive to ensure there is an effective policy for safety, health and welfare within WCHG;
- Ensure all business decisions reflect the corporate health and safety policy including investment in new plant, premises, work practices or products;
- Ensure arrangements are in place for consultation with employees on health and safety matters and that employees are actively encouraged to participate in establishing and adhering to safe working practices;
- Monitor WCHG's safety performance, and report to the board;
- Ensure that resources are available so that the requirements of WCHG's health and safety policy and all applicable statutory legislation can be complied to.

4.2.5 Executive Director of Finance

In addition to the responsibilities of the Group Leadership Team, the Executive Director of Finance will:

- Monitor the effectiveness of the health and safety policy along with the Health and Safety Manager;
- Ensure the Health and Safety Manager fulfils their responsibilities;

4.2.5 Leadership Team

The Leadership team of Assistant Directors and Heads of Service will:

- Monitor that all employees are made aware of the details of the policy for safety, health and welfare relating to them, especially with regard to their individual duties and responsibilities;
- Monitor line managers within their directorate to ensure systems are established to enable employees to receive information, instruction, as may be required by their job and are trained in safe methods of work;
- Ensure that any employee failing to comply with their duties and responsibilities for health and safety is appropriately disciplined;
- Ensure there are systems in place to enable their departments to comply with WCHG's health and safety policy and guidelines;
- Obtain and co-ordinate specialist advice, through the Health and Safety Manager, for the effective implementation of this policy as required.

4.2.6 Health and Safety Manager

The Health and Safety Manager will:

- Be responsible for formulating and developing the health and safety policy and monitoring its effectiveness;

- Ensure WCHG is compliant with all relevant legislation and regulations;
- Plan for health and safety including setting objectives and deciding priorities;
- Implement, monitor and advise on strategic health and safety management systems within WCHG;
- Develop, co-ordinate, implement and monitor safe working systems and processes;
- Advise on identifying hazards and risks, and identify suitable control measures;
- Promote a positive health and safety culture within WCHG;
- Develop and implement training plans which ensure all employees of WCHG receive training necessary to ensure compliance;
- Manage, develop and implement continual improvement practices and ensure that areas of responsibility operate in a manner that accord with appropriate statutory guidance and WCHG's policies, procedures and values;
- Ensure that data with regards to health and safety performance is effectively captured and analysed to enable improvement plans to be developed;
- Highlight areas where poor practice and/or significant risk have occurred and prepare, in conjunction with line managers, remedial plans;
- Provide support and guidance to WCHG on technical, legal and other issues as required.

4.2.7 Managers

Managers assist the Chief Executive and the Group Leadership Team in the management of Health and Safety, responsibilities include the following:

- Encourage the participation of all employees to achieve a safe and healthy workplace;
- Ensure there are systems in place to enable their departments to comply with the health and safety policy and guidelines;
- Ensure suitable and sufficient documented risk assessments are maintained
- Regularly visit and inspect their workplace;
- Liaise with the Health and Safety Manager to ensure that regular internal Health and Safety audits are carried out, inspected and acted upon;
- Participate in accident investigations;
- Keep up to date with changes in legislation standards and good practice;
- Visibly demonstrate their commitment to continual improvement in health and safety performance.
- Ensure level of supervision is commensurate with the severity of risks identified;
- The levels of supervision are based on the special needs of the employees, lone workers, shift handover;
- Development and completion of risk assessments.
- Leading by example in all matters relating to health and safety

4.2.8 Employees

Employees have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves or other work colleagues, members of the public, or others on WCHG premises or in the course of their work;
- Adhere to WCHG's safe working practices and comply with advice and instructions given by those with responsibility for health and safety and as set out in WCHG's health and safety policies;
- Report all accidents, unsafe or hazardous conditions to their manager or the Health and Safety Manager
- Wear safety and protective clothing, use protective equipment and appropriate safety devices as required, and where these are provided for use at work (in accordance with any training or instructions provided);
- Use machinery, equipment or substances, transport equipment and safety devices in accordance with training / instructions provided;
- Not to intentionally or recklessly interfere or misuse anything provided in the interests of health and safety;
- Attend all health and safety training courses provided by WCHG;
- Work in accord with the health and safety guidance for their job and their workplace work instructions;
- Assist with the risk assessments relevant to their job and work in accordance with them.
- Accept supervision on matters relating to health and safety

No employee should intentionally or otherwise, be placed or place themselves in a situation where their personal safety is unreasonably compromised.

5.0 Monitoring Policy Effectiveness

- 5.1 The Executive Director for Finance and the Health and Safety Manager will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits, to provide assurance they are effective in ensuring health and safety. This policy will be reviewed as and when any changes in legislation impact on the policy and every three years.
- 5.2 All employees are responsible for the success of this policy and should ensure they comply. All employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Health and Safety Manager.
- 5.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

5.4 WCHG will ensure that the health and safety policy is accessible to all board members, employees at all levels and grades, including senior managers, officers, employees, (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, home workers, mobile workers, casual workers and agency staff, volunteers, agents, sponsors, or any other person associated with us.

6.0 Equality and Diversity

6.1 WCHG will ensure that the Health and Safety Policy is accessible to its diverse customers and will consider the different needs of customers when explaining the options available to them and in tailoring the service around customer need.

6.2 WCHG has a responsibility to serve the needs and promote the interests of its entire staff and all its customers/service users. The Group's Single Equality Scheme works towards developing services, facilities and working practices, which are equally accessible and non-discriminatory for all its customers. This is irrespective of their gender, gender reassignment, age, race, sexuality, disability, religion, marital status/civil partnerships, pregnancy/maternity and economic status, and in line with the nine protected characteristics part of the new legislation under Equality Act 2010.

6.3 A key element of the Equality standards involves carrying out an Equality Impact Analysis on all existing and, in particular, new policies to ensure there is no adverse impact or promotion of any form of discrimination to particular groups or associated protected characteristics. An Equality Impact Analysis has been carried out to this policy and will be reviewed on an annual basis.

6.4 We will provide information in languages other than English, in Braille, Large Print and Audio format.

7.0 Associated Policies and Procedures

7.1 Linked Policies include the following:

- Alcohol and Drugs Policy;
- Asbestos Policy;
- Critical Incident Policy;
- Electrical Safety Management Policy;
- Exposure to Vibration Policy;
- Fire Safety Management Policy;
- Gas Maintenance and Safety Management Policy;
- Legionella Policy;
- Manual Handling Policy
- Risk Management Strategy;
- Safeguarding Policy;
- Whistle Blowing Policy;
- Work at Height Policy.

8.0 Statutory and Legislative Framework

8.1 The following list is the statutory and legal framework which WCHG comply with (when legislation is superseded, WCHG will follow the latest version):

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health 2002
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Corporate Homicide Act 2007
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Electricity at Work Regulations 1989
- Food Safety and Food Hygiene (England) Regulations 2013
- Food Safety Act 1990
- Health and Safety (Miscellaneous Amendments) Regulations 2002 and 2013
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (England and Wales) (Amendment) Regulations 2016
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Road Traffic Acts (various)
- Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Gas Safety (installation and use) Regulations 1998
- The Smoke Free (premises and enforcement) Regulations 2006
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time (Amendment) Regulations 2003
- Working Time Regulations 1998