



# **INQUILAB HOUSING ASSOCIATION**

JULY 2021

## **HEALTH & SAFETY POLICY**

<b>Paragraph</b>	<b>Content</b>	<b>Page Number</b>
	General Statement of Policy	3
	<b>Section 2: Health &amp; Safety Roles &amp; Responsibilities</b>	5
1.	Responsibilities of Board	5
2.	Responsibilities of Chief Executive & Directors	5
3.	Responsibilities of Heads of Service	6
4.	Responsibilities of Health & Safety Group	7
5.	Employees	8
6.	Monitoring & Review of Health & Safety Policy	8
7.	Appointed First Aider	8
	<b>Section 3: Health &amp; Safety Arrangements</b>	
1.	Health & Safety Policy	9
2.	Risk Assessment	9
3.	Safe systems of Work	9
4.	Information, Instruction, Training & Supervision	9
5.	Communication & Consultation with Employees	10
6.	Monitoring- Active	10
7.	Accidents & Emergencies	10
8.	Workplace	10
9.	Management of Approved Contractors	11

## **GENERAL STATEMENT OF POLICY**

Inquilab Housing Association (Inquilab) is committed to ensuring the health and safety of everyone who works for them, also everyone who may be affected by their activities. When considering health and safety, Inquilab will give equal regard to the environment, health and safety, facilities, services, quality and cost.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation.

- Inquilab will ensure, so far as is reasonably practicable, that:
- Safe equipment is provided, and safe systems of work are devised and implemented.
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment.
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions.
- A safe workplace, including a safe means of entering and leaving work areas, is provided and maintained.
- The working environment is without risks to health and adequate welfare facilities are provided.
- This policy can only be successful with the active cooperation of employees who have responsibility for taking care of themselves and others, following safe working Policies and reporting any safety issues as soon as possible.
- Each employee of Inquilab's a mandatory duty to co-operate by:
- Using any protective equipment provided.
- Adhering to Inquilab Rules.
- Reporting incidents or hazards which could possibly lead to injury or damage.
- Attending all safety courses, we may ask employees to attend.

Arrangements will also be made to enable effective consultation with employees on matters relating to their health and safety.

Employees also have a legal obligation to take reasonable care for their own safety, and for the safety of those affected by their acts or omissions. This policy relies on the full commitment and co-operation of each employee to enable Inquilab to comply with its statutory and regulatory duties.

This policy sits at the top of the wider Inquilab health and safety management system which includes detailed guidance on health and safety arrangements, policies and procedures to enable Inquilab to manage workplace health & safety effectively and fulfil our legal duties.

We will be proactive when it comes to complying with changes to regulations and actively seek out and take account of best practice in health and safety, including, for example, the use of signage to highlight risks and reviewing equipment issued to employees and learning from investigations into accidents.

The policy will be monitored to ensure that the objectives are being achieved and will be regularly reviewed and revised as often as may be appropriate, such as in the light of legislative or organisational changes.

Gina Amoh  
Chief Executive

Pamela Leonce  
Chair of Inquilab HA

## **SECTION 2: HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

### **1. RESPONSIBILITIES OF THE BOARD**

The Board ensures staff, partners, residents and the general public are protected from health or safety risk. They have an integral and key role in ensuring we achieve our Health and Safety Policy commitments.

The individual and collective attitudes, behaviours and beliefs of the Board plays an important role in how our employees and residents perceive our approach to managing health and safety risk.

The Board shall confirm the commitment of Inquilab by approving Inquilab's Health and Safety Policy Statement.

### **2. RESPONSIBILITIES OF THE CHIEF EXECUTIVE AND DIRECTORS**

The Chief Executive has ultimate responsibility to ensure that all elements of Inquilab's Safety Management System are implemented and maintained.

The Chief Executive will:

- Enforce the Health and Safety Policy
- Appoint one or more Responsible Person/s who should be adequately trained
- Report to each Board Meeting Health and Safety matters including numbers of accidents, incidents
- Ensure that the Health and Safety Policy is reviewed yearly and following changes in legislation, good practice or incidents.
- Ensure provision of adequate resources

Directors will support the Chief Executive in discharging this duty.

The Chief Executive and Directors will lead by example, supporting the development of a culture of positive behaviours and compliance, enabling a continuous improvement in our health and safety management and performance. This goal of continuous health and safety improvement will be applied within Inquilab and encouraged and nurtured across our wider undertakings with other stakeholders, partners and Contractors.

**Directors** will ensure that they maintain a direct involvement in the development and maintenance of the safety management system and will:

- Establish and maintain sufficient resources (including competent employees, equipment and workplaces) to maintain *safe systems*.
- Measure compliance with the safety management system via regular audit, monitoring and review.
- Ensure health and safety performance is a regular feature at senior management meetings.
- Ensure all matters of significant non-compliance (whether arising from accident investigation, audit, competent report, or intervention by the Health and Safety Executive) are promptly brought to their attention and monitor appropriate corrective actions to completion in good time.

The Director of Customers and Communities shall act as Responsible Person and carry out the following duties:

- review the policy annually to ensure that all parts of the policy are still valid and obtained advice to ensure the policy remains compliant with legislation;
- ensure that risk assessments are undertaken at least annually and reviewed follow any significant change or incident as noted below: -
  - Individual Workstation Assessments.
  - Lone- workers risk.
  - Handling & Lifting.
  - Working at height.
  - Use of chemicals.
  - Task based hazards including who may be harmed and how.
  - Whether existing precautions are adequate.
  - Action plans to implement any further precautions required
- work with the first aider to carry out a first aid book entry and, if necessary, report to RIDDOR as described in section;
- ensuring that an evacuation plan in operation for all Association premises where Inquilab employees are based. Practice evacuations shall be undertaken at least twice a year;
- keep an inventory of all PPE used by Inquilab;
- ensure that fire risk assessments are carried out for all appropriate communal areas within residential blocks and offices where employees of Inquilab work.

### **3. RESPONSIBILITIES OF HEADS OF SERVICE**

Heads of Service shall be responsible for discharging the requirements of the Health and Safety actions.

- Integrate good health and safety management with business decisions.
- Ensure the principles of effective health and safety management are applied to all aspects of the Business, including existing, changing or emerging work practices and methods of Service delivery.

- Ensure all relevant strategy, budget pressure or implementation papers presented to the Executive Management Team and Committees include a balanced consideration of health and safety risk issues.
- Identify and manage health and safety risks via sensible and proportionate controls.
- As required, access and follow competent advice on health and safety matters.
- Comply with all relevant Corporate Health & Safety Policy, Procedure and Guidance documents.
- Establish and maintain sufficient resources (including competent employees, with high quality training, equipment and workplaces) to maintain *safe systems of work*.
- Measure and review compliance with appropriate elements of the safety management system via regular performance monitoring data (workplace safety inspections, *safety tours*, targets set by standards or procedures, accident data).
- Ensure all significant shortcomings and non-compliance (whether arising from accident investigation, audit, competent report, performance measurement or intervention by the Health and Safety Executive) are promptly brought to the attention of the appropriate Head of Service.
- Advise on the appointment of First Aiders and ensure that all non-compliance issues and accident investigation findings are addressed by appropriate corrective action.
- Share lessons learned with others within the team, and where appropriate bringing those lessons to the attention of other departments, Executive Management Team and other cross- Working Groups.
- Lead by example in matters of health and safety compliance, promoting high standards of safety, welfare and occupational health.
- Maintain effective systems of communication and consultation with all employees and employee groups to enable key messages and safety instructions to be promptly delivered and to enable the views, concerns and opinions of employees about health and safety matters to be gathered for consideration by the Executive Management Team.
- Strive for continuous improvement in health and safety performance.
- Ensure effective compliance for specific areas of responsibility allocated within their Service Responsibilities.
- Ensure the above principles and values are embedded at all levels of the Organisation.
- The Head of Asset will be the Competent Person who will be responsible for undertaking the client duties.

#### **4. Responsibilities of the Health and Safety Group**

The Health and Safety Group (HSSG) is established via Terms of Reference as a formal extension of the Executive Team. The remit of this Group is defined via Terms of Reference.

#### **5. Employees**

Employees who have responsibility for taking care of themselves and others,

following safe working Policies and reporting any safety issues as soon as possible. Employees will:

- Comply with Inquilab's safety policy, risk assessments and other documented policies.
- Co-operate with managers and follow reasonable instructions.
- Report any accident, dangerous occurrence or condition to their line manager or the Responsible Person.
- Take all reasonable steps to ensure their own safety and that of others.
- Avoid improvised arrangements and suggest safe ways of reducing risks.
- Observe all warning notices and follow instructions.
- Wear appropriate clothing, footwear and PPE conducive to the work.
- Raise any Health and Safety concerns with their manager or health and safety representative.
- Inform the health and safety representative if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks.

## **6. Monitoring and Review of Health and Safety Policy**

- The Responsible Person(s) will review the policy annually to ensure that all parts of the policy are still valid and obtained advice to ensure the policy remains compliant with legislation. Any updates or amendments will be brought to the attention of all employees, and information, instruction and training provided where necessary. A review of risk assessments will be undertaken on an annual basis or if there are any changes.

## **7. Appointed First Aider**

It is the policy of Inquilab to comply with the Health and Safety (First Aid) Regulations 1981.

HR will liaise with the Chief Executive to appoint the Appointed First Aider and the HR will display details of the current Appointed First Aider. No fewer than two First Aiders will be appointed at any one location to allow for absence due to annual leave, sickness etc.

## **SECTION 3: HEALTH AND SAFETY ARRANGEMENTS**

To ensure the effective management of health and safety, Inquilab will:

### **1. Health & Safety Policy**

- Prepare and publish details of the arrangements for implementing the health and safety policy.
- Review the policy at regular intervals not exceeding three years or following significant changes in organisational or working arrangements.
- Establish an effective system to ensure that employees are aware of, understand and agree with their health and safety responsibilities.
- Promote, monitor and review information and guidance on health and safety, incorporating new legislation, codes of practice and appropriate industry best practice.
- Ensure that sufficient and valid Employers Liability Insurance is provided and available.

### **2. Risk Assessment**

- Ensure a suitable and sufficient assessment of all workplaces, work equipment and work activities under its control to identify significant risks to health and safety. Assessments will follow the standard five steps to risk assessment process.
- Implement control measures to reduce risk to an acceptable level and ensure safe working conditions including the provision of protective devices and personal protective equipment.
- Consider any special needs of employees including persons with disabilities, known medical conditions, temporary workers, young persons, pregnancy and new mothers when carrying out risk assessments.

### **3. Safe Systems of Work**

- Provide safe working practices and procedures for premises, work equipment, machinery, materials and substances in use including regular maintenance and servicing, and ensure relevant records are kept.
- Provide information and procedures on specific risks that are relevant to the organisation such Lone Working and Violence at Work.

### **4. Information, Instruction, Training and Supervision**

- Establish an effective system to ensure that employees are aware of, understand and agree with their health and safety responsibilities.
- Appoint competent persons to implement preventative and protective measures and ensure that suitable training in health and safety is provided to assist them to effectively control health and safety risks.
- Ensure that all new employees will receive health and safety induction training. Employees have a legal duty to use this training whilst undertaking their work.

- Provide access to specialist advice or training when required.
- Plan, implement, monitor and review the corporate training programme for INQUILAB.

## **5. Communication and Consultation with employees**

- Consult with and advise staff and other persons, including contractors, temporary staff and visitors, of health and safety risks from equipment, substances in the workplace and working practices.
- Ensure that the health and well-being of employees is given due consideration when developing working arrangements.
- Ensure that there is no hierarchy when reporting health and safety all staff are empowered to report issues.
- Ensure employees can access the compliant HSE 'What you need to know' H&S law poster in our workplaces.

## **6. Monitoring – Active**

- Plan, implement and review an effective Planned, Preventative Maintenance programme for all properties managed by Inquilab
- Carry out inspections and audits to ensure compliance with health and safety statutory duties and the Inquilab Health & Safety policy.
- Ensure Key Performance Indicators relating to health & safety are monitored.

## **7. Accidents & Emergencies**

- Ensure any injuries are treated, recorded, reported to the relevant authorities (if necessary) and that accidents are investigated to enable effective remedial action to be taken.
- Implement procedures to follow in the event of emergencies and ensure that they are reviewed on a regular basis.
- Appoint and train competent persons to deliver first aid assistance.
- Implement preventative fire measures and provide protective Fire Safety arrangements to reduce the risk to persons in the event of a fire.

## **8. Workplace**

- Provide suitable facilities for the welfare of employees.
- Design new places of work to minimise any risks to health and safety.
- Carry out routine workplace inspections by relevant Managers in the areas for which they are responsible.
- Ensure risks are assessed regarding where employees work (whether in the office, on estates or at home).
- Carry out additional inspections and/or assessments if significant changes to work activities are made or if a person with additional requirements starts work.

## 9. Management of Approved Contractors

- Ensure that all contractors are aware of their responsibilities for ensuring their employees understand and comply with appropriate procedures.
- Instruct contractors to provide their own health and safety policy and procedures when appropriate.
- Ensure that contractors are aware of any specific hazards on site prior to them starting work.
- Ensure that contractors have the skills and knowledge to deliver contracts to required standards without risks to health and safety.

<b>Policy owner / Date of Review:</b>	Board Accountable Director – Chief Executive
<b>Staff Consultation</b>	Via Health & Safety Group
<b>Changes to document</b>	V2
<b>Approved By / Date of Approval:</b>	Board 28 July 2021
<b>Effective Date</b>	29 July 2021
<b>Date of next review:</b>	July 2022