



Health And Safety Policy
Health and Safety



Document Title	Health And Safety Policy
Version number	v1.2
Version date	September 2022
Author Title & Issuing Department	Adam Aucutt – Head Of Health And Safety Health and Safety Team
Target Audience	emh and all associated operating businesses

Approved By	Strategic Health And Safety Committee
Date Approved	16 September 2022
Review Date	16 September 2025

Links to Regulatory Standards – Economic/ Consumer Standards	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations • HSG65 Successful Health and Safety Management • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • Data Protection Act 2018 • CQC Regulatory Standards • Regulator of Social Housing's: - <ul style="list-style-type: none"> ○ Governance and Financial Viability Standard ○ Consumer Standards
Outcomes for Customers	<p>Colleagues All colleagues are required to have an understanding of their responsibilities regarding health and safety</p>
How were tenants, residents and service users involved in the review/development of this document	
Training Provision	Health And Safety Induction IOSH Managing Safety
Links to the Business Plan	Achievement of ISO 45001: Health and Safety Management System
Links to Key Values	<p>Openness: This policy sets out the measure in place to effectively manage emh's duties under the Health and Safety at Work Act 1974 and its intention to take all steps necessary to provide a safe and healthy working environment for colleagues, residents, service users and others affected by emh's undertakings.</p> <p>Accountability: The policy sets out the responsibilities of the teams across emh who are involved in delivering health and safety.</p>



Version Control

Version	Revision Date	Author: Job Title	Change Description
V1.0	September 2022	Adam Aucutt Head Of Health And Safety	Initial Document.
v1.1	June 2023	Adam Aucutt Head Of Health And Safety	Update to Section 8 to include new/revised health and safety documentation
v1.2	June 2023	Adam Aucutt Head Of Health And Safety	Updates to Section 5 and Appendix B to include targets and objectives and new committee structures

Contents

1. Policy Statement.....	4
2. Scope	4
3. Definitions.....	4
4. Framework.....	4
5. Duties	9
6. Implementation And Monitoring	12
7. References	13
8. Associated Documents	13
Appendix A: Monitoring Matrix	15
Appendix B: Terms Of Reference	17



1. Policy Statement

- 1.1 The purpose of this policy and its associated documents is to ensure that emh group and all subsidiaries (emh) plans for and safeguards the health, safety and welfare of all colleagues, residents, service users and everyone who is likely to be affected by its activities (others) at emh's sites and other places of work, in line with section 2(3) of the Health And Safety At Work etc Act 1974.
- 1.2 The aim of this policy is to set out the framework to enable emh to continually improve its health and safety arrangements.
- 1.3 emh will also ensure that:
 - 1.3.1 It complies with regulatory and statutory requirements;
 - 1.3.2 It continues to develop a culture that recognises the importance of health and safety;
 - 1.3.3 Appropriate arrangements are in place for liaising with other organisations that work on shared premises.

2. Scope

This policy applies to all areas of emh and all individuals employed by emh including contractors, volunteers, bank and agency staff who are involved in emh business on and off the premises.

3. Definitions

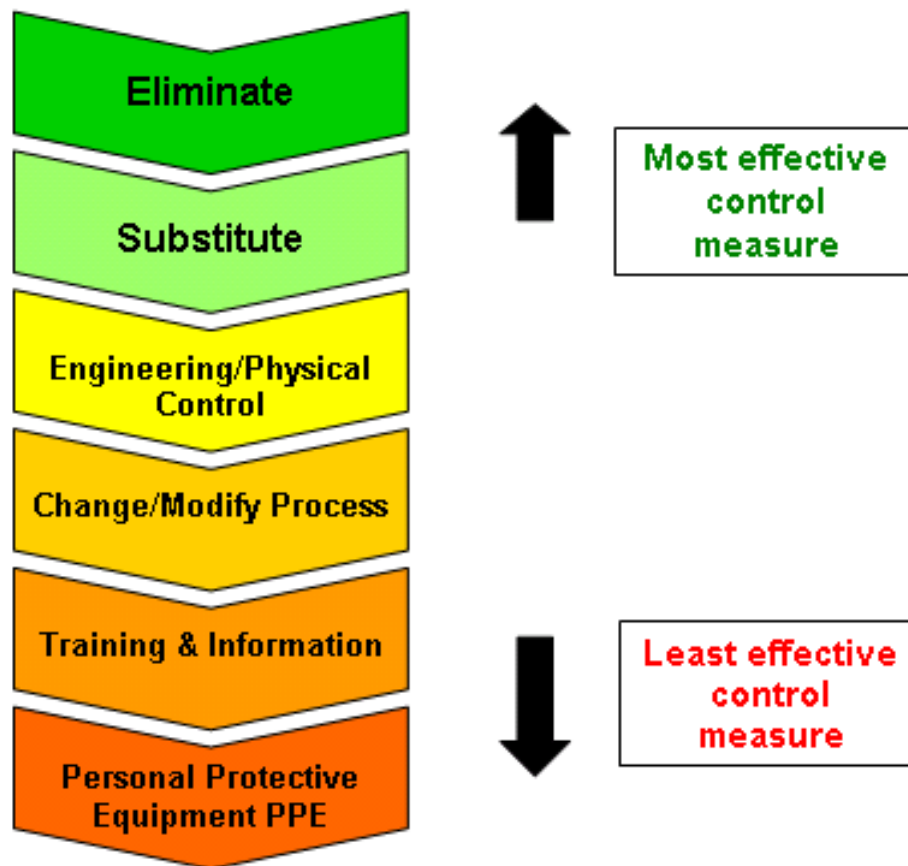
Enforcing Authority	An enforcing authority is an agency specified in statute as being responsible for ensuring compliance with its provisions. Health and safety enforcing authorities include the Health And Safety Executive (HSE), Environment Agency, Local Authority (Council), Trading Standards etc.
Health And Safety	Health and safety refers to the duty of care that an employer has to safeguard the health, safety and welfare of colleagues and others affected by its undertakings
Safety Representatives	Colleagues appointed either by Trades Unions or professional bodies, or at the request of colleagues in the relevant work area to represent colleagues in consultation with management on general or specific matters affecting their health, safety and welfare.
Young Worker	Any individual under the age of 18 who falls within the scope of this policy as described in Section 2

4. Framework

- 4.1 This policy sets out the broad framework for ensuring health and safety within emh. Detailed health and safety arrangements are contained in the associated procedures.



- 4.2 emh health and safety procedures will be approved by the Strategic Health And Safety Committee (Committee) who will also approve any significant changes. Minor changes will be approved by the Head Of Health And Safety
- 4.3 Local health and safety procedures such as those applicable only to specific work areas will be approved by the local management team as required.
- 4.4 emh has arrangements in place to ensure that it can:
 - 4.4.1 Protect colleagues, residents, service users and others from risks to their health and safety at work through elimination of those risks or the implementation of appropriate control measures;
 - 4.4.2 Ensure that emh premises, processes and plant are safe and without undue risk to health and safety;
 - 4.4.3 Ensure colleagues, residents, service users and others are aware of potential hazards, safe working practices and arrangements for emergencies;
 - 4.4.4 Provide colleagues, residents, service users and others, where appropriate, with personal protective equipment, together with information and guidance regarding its use;
 - 4.4.5 Ensure colleagues meet their legal duty of care by encouraging co-operation in the management of their own health and safety, through appropriate information, instruction, training and supervision;
 - 4.4.6 Consult colleagues on matters affecting their health and safety at work, and encourage collaboration with colleagues, Trades Unions/professional bodies and Safety Representatives; and
 - 4.4.7 Provide support to managers to assist them to continuously improve and maintain a consistently high standard of health and safety management in their areas of responsibility.
 - 4.4.8 Engage with residents on matters of health and safety as defined by the Regulator Of Social Housing
- 4.5 **Risk Assessments**
 - 4.5.1 Health and safety risk assessments for all activities and areas of emh must be undertaken by relevant managers. These assessments must be reviewed whenever significant changes occur and at least every three years in any event.
 - 4.5.2 Where risks are identified, managers should introduce control measures to eliminate or reduce the risk to an acceptable level.
 - 4.5.3 Appropriate control measures must follow the HSEs hierarchy of control:



4.5.4 Where the risk cannot be reduced to an acceptable level, the appropriate Director/Executive Director must consider whether it is appropriate to continue the activity in accordance with the risk management policies and procedures

4.6 Specific Hazards

Specific hazards, including but not limited to those listed will be managed in accordance with the relevant emh procedures: -

- Display screen equipment (DSE)
- Fire safety
- First aid
- Infection control
- Manual handling
- Personal protective equipment (PPE)
- Stress
- Violence and aggression.

4.7 Documentation



All health and safety documentation will be retained in an electronic folder and maintained in accordance with record management policies and procedures.

4.8 Incidents – Reporting and Investigations

All health and safety incidents including “near miss” incidents that may be considered a shortcoming in the health and safety arrangements must be reported and investigated in accordance with the Accidents And Incidents Reporting And Investigation Policy And Procedure.

- 4.8.1 All reported health and safety incidents and investigations will be monitored by the Health And Safety Team.
- 4.8.2 External reporting of health and safety incidents to the appropriate enforcing authority will be made by the Health And Safety Team.
- 4.8.3 Incidents resulting in serious harm or death must also be investigated by the Health And Safety Team in conjunction with local management.

4.9 Competence

All individuals employed by emh must be competent to undertake role specific work. Pre-employment competence is established in accordance with the recruitment policies and procedures

4.10 Information, Instruction, Training and Supervision

- 4.10.1 All colleagues must receive appropriate health and safety training in accordance with the training policies and procedures;
- 4.10.2 Role-specific health and safety training will be identified and provided at local induction and recorded as per the induction policies and procedures;
- 4.10.3 To establish and maintain competence, supervision of colleagues may be required. Managers are responsible for organising and documenting supervision;
- 4.10.4 Training requirements for new equipment and safe systems of work must be identified as part of the risk assessment process and completed prior to being assigned to that equipment or safe system of work;
- 4.10.5 Provision of appropriate information, instruction, training and supervision must be considered whenever risks change. Refresher training must be provided as required and evidence of competency documented;
- 4.10.6 Young workers must be supervised in accordance with the relevant policies and procedures;
- 4.10.7 The Health And Safety Team is responsible for the production of posters, leaflets and guidance on general health and safety matters.

4.11 Consultation

- 4.11.1 Safety Representatives



Emh recognises the appointment of Safety Representatives, either by Trades Unions or professional bodies, or at the request of colleagues. The contact details of Safety Representatives and any subsequent changes must be notified by email to the Head Of Health And Safety

4.11.2 Consultation Forums (Colleagues)

Emh recognises the benefits of consultation and cooperation between emh and colleagues in health and safety matters and will work with Safety Representatives to ensure consultation as required. Consultation forums may include Health And Safety Sub-Committees or local groups. If resolution of a health and safety matter cannot be achieved at a consultation forum, it will be taken to Committee.

4.11.3 Consultation Forums (Residents)

Emh also recognises the benefits of consultation and cooperation between emh and residents in health and safety matters and will work with Estate Champions to ensure consultation as required

4.12 Strategic Health And Safety Committee

Emh has established the Committee Terms of Reference (Appendix B). The primary function of the Committee is to keep under review: -

- the measures taken to ensure health and safety at work and at all sites managed by emh
- the measures taken to ensure consumer standards in all schemes managed by emh

4.13 Health and Safety Advice and Assistance

4.13.1 Emh will ensure that all colleagues have access to competent advisors in areas of health and safety including, but not limited to:

- a) General health and safety;
- b) DSE and ergonomics;
- c) Electrical safety
- d) Fire safety;
- e) Gas safety;
- f) Manual handling;
- g) Occupational health;
- h) Security;
- i) Waste management;
- j) Water safety

4.13.2 Competent advisors will, relevant to their field of competence, interpret the law to provide advice on risk assessments, control measures and the establishment and maintenance of best practice standards.



4.13.3 If competent advice is not available internally, external consultants will be contracted to provide it.

5. Duties

5.1 Group Chief Executive

The Group Chief Executive has overall responsibility for health and safety and compliance with statutory requirements and legislation.

5.2 Directors and Executive Directors

5.2.1 Directors and Executive Directors will ensure that health and safety is actively managed within their respective work areas and that health and safety policies and procedures are implemented within those work areas.

5.2.2 Directors and Executive Directors will ensure the Executive Director Of Corporate Services is notified of any material failures of compliance with health and safety legislation, this policy or any other concerns regarding health and safety.

5.2.3 It is the Directors' and Executive Directors' responsibility to ensure that, for all work areas within their control:

- a) Health and safety targets and objectives are set
- b) Managers are identified
- c) Recommendations arising out of health and safety interventions including audits, inspections and investigations are implemented in accordance with the timescales required
- d) Health and safety risks are properly managed
- e) Adequate resources are made available for health and safety
- f) Assurance of compliance with health and safety arrangements is documented through a quarterly report to the relevant Health And Safety Sub-Committee

5.3 Executive Director Of Corporate Services (EDCS)

5.3.1 The Group Board has assigned the EDCS as the nominated person responsible for complying with health and safety requirements and as the Responsible Person for consumer standards

5.3.2 The EDCS will provide assurance to the Board of Directors and report any material failures of compliance or any other concerns regarding health and safety.

5.3.3 The EDCS will ensure appropriate reviews of the emh's health and safety arrangements

5.3.4 The EDCS will act as the link between the Committee, Directors and Executive Directors

5.3.5 The EDCS will ensure that health and safety performance is adequately monitored



5.3.6 The EDCS will also ensure:

- a) The Health And Safety Team is comprised of individuals with the appropriate competences in health and safety issues arising from health service activities
- b) Members of the Health And Safety Team and other competent advisors have the authority, in consultation with the executive on call, to stop work if it is considered likely to cause death or serious injury;
- c) The Health And Safety Team have access to specialist advice, both internal and external as required to safeguard the health and safety of colleagues, residents, service users and others;
- d) Adequate resources are available to enable the Health And Safety Team to perform the duties recorded in this policy.

5.4 Heads Of Service (HoS)/Managers

5.4.1 HoS/Managers will ensure that health and safety is actively managed within the work area, that health and safety policies and procedures are implemented and that colleagues with delegated health and safety responsibilities receive appropriate training.

5.4.2 HoS/Managers will provide assurance to the relevant Director of any material failures of compliance with health and safety legislation or this policy or other concerns regarding health and safety.

5.4.3 It is the responsibility of HoS/Managers to:

- a) Ensure health and safety targets and objectives are met
- b) Ensure a health and safety culture in their work area which is open, just, reporting, learning and informed
- c) Ensure all colleagues receive appropriate information, instruction, training and supervision necessary for them to perform their role safely and competently;
- d) Maintain an electronic record of health and safety documentation including risk assessments; audit and inspection reports; incident and investigation data and training records;
- e) Ensure that all health and safety incidents including near miss incidents are reported and investigated in accordance with the Accidents And Incidents Reporting And Investigation Policy And Procedure;
- f) Ensure that risk assessments are completed and reviewed every three years, or sooner if required, and available to all colleagues affected by them;
- g) Ensure there is adequate consultation with colleagues and Safety Representatives in all matters relating to health and safety;



- h) Monitor work practices as appropriate to ensure policies and procedures are being implemented and that control measures are effective;
- i) Ensure that appropriate emergency procedures are made available and that colleagues are aware of them. Emergency procedures must be checked/rehearsed regularly in accordance with local emergency procedures;
- j) Ensure that individuals coming into the work area are properly instructed in health and safety matters as required;
- k) Perform health and safety inspections of the work area with Safety Representatives or HoS/Directors as required;
- l) Undertake Managers mandatory health and safety training.

5.5 Safety Representatives

5.5.1 Safety Representatives are entitled to:

- a) Represent colleagues in consultation with management on any general or specific matters affecting their health and safety;
- b) Perform inspections of workplaces;
- c) Investigate incidents within the workplace and to examine the cause of those incidents and liaise with management on prevention;
- d) Investigate health and safety complaints made by any colleagues.

5.5.2 Safety Representatives are required to: -

- a) Notify the relevant manager of any matters which are considered unsafe

5.6 Head Of Health And Safety

5.6.1 It is the responsibility of the Head Of Health And Safety to:

- a) Design and facilitate emh health and safety plans, objective setting and priority setting;
- b) Design and administer health and safety management systems for emh;
- c) Advise emh on health and safety legislation, standards, best practice, risk assessments and control measures;
- d) Publicise and promote health and safety information, policies, procedures and guidance;
- e) Ensure Committee and where delegated, health and safety sub-committees and/or any additional health and safety groups receive appropriate reports in line with their respective terms of reference;
- f) Organise and deliver mandatory and elective health and safety training for emh;



- g) Act as the formal point of contact between emh and relevant enforcing authorities;
- h) Consult and liaise with Safety Representatives on health and safety matters.
- i) Consult with Heads Of Service/Directors regarding the setting of health and safety targets and objectives

5.7 Health And Safety Sub-Committees And Groups

Additional health and safety sub-committees or ad-hoc health and safety groups can be set up, with Committee approval. Subject to the approved terms of reference these sub-committees and groups will have the remit to advise, investigate, make recommendations and report on any health and safety related issue.

5.8 Colleagues

All colleagues must comply with this Policy and associated procedures and all local safety rules. Colleagues must not perform any actions that could compromise their own health and safety or that of others.

It is colleagues' responsibility to:

- a) Take reasonable care of their own and others' health and safety;
- b) Cooperate with and assist managers in relation to health and safety;
- c) Use safety devices in accordance with any instruction and training provided by emh;
- d) Not interfere with or misuse anything provided in the interests of health and safety;
- e) Report any hazards, incidents, unsafe practices or any matter that represents a shortcoming in the protection arrangements for health and safety to the relevant manager;
- f) Complete health and safety incident reports on AssessNET in accordance with the Accidents And Incidents Reporting And Investigation Policy And Procedure;
- g) Attend health and safety training sessions as required and put training into practice.
- h) Support the achievement of health and safety targets and objectives

6. Implementation And Monitoring

6.1 Implementation

This policy will be available on the intranet. The policy will also be disseminated through the management structure by the Health And Safety Team.

6.2 Monitoring

Monitoring of this policy is detailed in the monitoring matrix (Appendix A).



7. References

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations
HSG65 - Health and Safety Management
Health And Safety Executive Website www.hse.gov.uk

8. Associated Documents

Accidents & Incidents Reporting and Investigation Policy and Procedure
Accidents Incidents and Near Miss Policy
Asbestos Policy
Auditing And Performance Measurement Procedure
Confined Spaces Policy
Construction Design and Management (CDM) Policy
Communication And Consultation Procedure
Control Of Contractors Policy And Procedure
Control Of Substances Hazardous To Health (COSHH) Procedure
Display Screen Equipment Policy And Procedure
Driver Policy And Procedure
Electrical Safety Policy
Emh ISO 45001 Manual
Excavations Policy And Procedure
Fire Safety Policy
First Aid Policy
Gas Safety Policy
Health And Safety Documented Information Procedure
Health and Safety Management System
Health And Safety Policy Statement
Hoarding Policy
Hygiene, Housekeeping and Welfare at Work Policy
Inclement Weather Policy
Infection Control Policy
Legionella Policy
Lift Operation And Lifting Equipment Policy
Lone Working Policy
Manual Handling Policy



New And Expectant Mothers Policy
New, Temporary, Agency And Young Workers Policy
Noise And Vibration Policy
Occupational Health Surveillance Policy
Occupational Health Procedure
Open Water Policy And Procedure
Personal Emergency Evacuation Plan (PEEPS)
Personal Protective Equipment Policy And Procedure
Provision And Use of Work Equipment Policy And Procedure
Respiratory Protection Policy
Risk Assessment Policy And Procedure
Roles And Responsibilities Procedure
Slip And Trip Policy And Procedure
Snow And Ice Policy
Stress Policy
Traffic and Vehicle Management Policy
Training And Competence Procedure
Violence And Aggression Policy
Work At Height Policy

Appendix A

Monitoring Matrix

Monitoring of Implementation	Monitoring Lead	Reported to Person/Group	Monitoring Process	Monitoring Frequency
Health And Safety Documentation - Each Service, or equivalent, will have: -				
Risk assessments to include: <ul style="list-style-type: none"> • general health and safety; • COSHH; • DSE; • lone working; • manual handling; • stress; • violence and aggression plus any additional risk assessments as required	Health And Safety Team	All levels of management; Committee; EDCS	Rolling programme of health and safety audits of Services	All Services in a three-yearly cycle
Health and safety incident reports and investigations	Health And Safety Team	All levels of management; Committee; EDCS; Enforcing authorities including the HSE or Environment Agency	Daily review of reported health and safety incidents and associated documentation; RIDDOR reports to the HSE Reports to Committee, Group Audit Committee, Risk Panel	Daily Ad-hoc Quarterly
Emergency evacuation procedures	Health And Safety Team	Committee	Rolling programme of health and safety audits of Services	All Services in a three-yearly cycle
Health and safety training records	Health And Safety Team	Relevant health and safety sub-committee	Weekly mandatory training matrix	Quarterly

Monitoring of Implementation	Monitoring Lead	Reported to Person/Group	Monitoring Process	Monitoring Frequency
Health And Safety Standards – All Services, or equivalent will have				
<p>Evidence of compliance with health and safety legislation</p> <p>Evidence of compliance with the emh Health And Safety Policy and associated procedures</p> <p>Evidence of complying with external standards (e.g. CQC; CSCS; HSE; NICEIC etc.) and/or industry best practice as decided by Board</p> <p>Evidence of planning for and safeguarding the health, safety and welfare of colleagues, residents, service users and other that may be affected by their undertakings</p>	<p>Chairs of Health And Safety Sub-Committees</p> <p>Directors and/or Executive Directors;</p> <p>Health and Safety Team</p>	<p>Committee</p>	<p>Committee to receive assurance of compliance with health and safety legislation, emh policies and procedures and external standards from: -</p> <ol style="list-style-type: none"> 1. Emh appointed competent persons including but not limited to: <ol style="list-style-type: none"> a. health and safety; b. asbestos; c. electrical safety; d. gas safety; e. fire safety; f. legionella; g. lift safety; h. occupational health; i. specialist advisory groups; j. external experts 2. Directors/Executive Directors via health and safety sub-committee reports 	<p>1.Quarterly</p> <p>2.Quarterly</p>

Appendix B

Strategic Health And Safety Committee

Health And Safety

June 2022 – May 2025

1. Terms of Reference

To ensure appropriate action is taken throughout emh to ensure the safety of colleagues, residents, service users and others. Specifically:

1. Provide leadership on all health and safety matters
2. Consider and approve health and safety policies and associated procedures;
3. Ensure that emh achieves the aims and objectives specified in the Health and Safety Policy and associated procedures and arrange internal/external audits to evidence performance;
4. Make strategic decisions on the development of health and safety arrangements and culture throughout emh to ensure they are suitable and sufficient and support the values of emh
5. Monitor health and safety performance and determine health and safety priorities and resourcing issues;
6. Receive and review reports from Health And Safety Sub-Committees, Health And Safety Groups, any other operational groups and/or external groups as determined by the Chair;
7. Notify the Board of any material failures of compliance with health and safety legislation, the Health And Safety Policy and/or associated procedures and the actions taken to prevent reoccurrence
8. Notify the Board of any health and safety concerns which fall short of non-compliance but which may increase business risk (morale, reputational, financial etc.) and the actions taken to prevent reoccurrence;
9. Provide strategic direction for mental and physical wellbeing including the protection and promotion of colleagues' health;
10. Receive assurance that suitable and sufficient consultation on all aspects of health and safety have been undertaken

2. Membership

2.1 Membership

Member
Executive Director – Corporate Services (Chair)
Executive Director – Housing
Executive Director - Care And Support
Executive Director - Development
Director - MRH
Director - Property Services
Director – Delivery
Director – Communities And Customer Service
Head of Quality and Performance
Head Of Health And Safety

Secretary
Any other colleagues as agreed by the Chair

2.2 Quorum

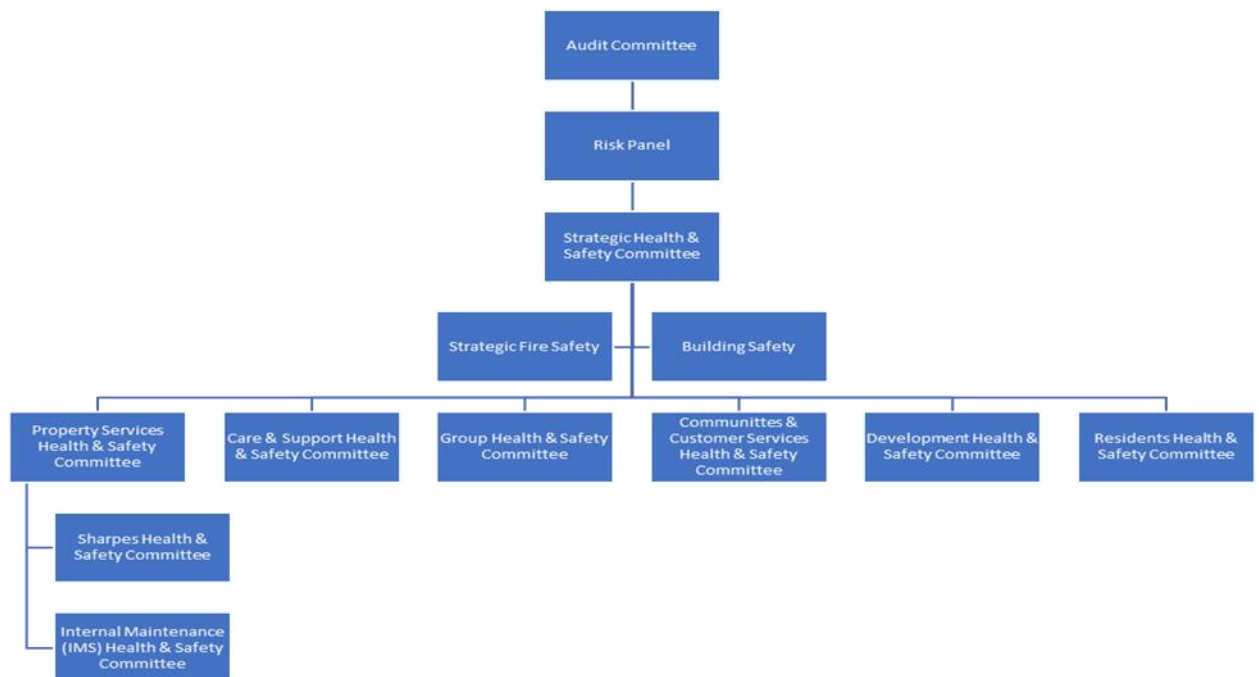
The Committee will be deemed quorate if there is representation of a minimum of four members including the Chair. A duly convened meeting of Committee at which a quorum is present will be competent to exercise all or any of the authorities, powers and duties vested in or exercised by Committee

2.3 Secretary

The administration of Committee will be undertaken by the Personal Assistant: Directorate. They will attend all meetings and provide appropriate support to the Chair and members. Their duties include:

- a) Agreement of the agenda with the chair and collation and circulation of papers. The agenda and papers will be prepared and circulated one week in advance of the meeting allowing members time to give them due consideration
- b) Minuting the proceedings and resolutions of Committee and recording of: matters arising; issues to be carried forward; the names of those present and those absent. Minutes will be circulated to the members of Committee within one week of the meeting

3. Reporting Hierarchy



4. Meeting Frequency

4.1 The Committee will normally meet four times each year. Additional meetings may be added to this cycle as agreed by the Chair.

5. Review

Terms of Reference will be approved by the Chair and will be reviewed every three years or sooner as required, in line with the Health And Safety Policy