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**Loreburn Group**

# **Health & Safety Policy Statement**

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<b>Policy</b>	<b>Health &amp; Safety Policy Statement</b>					
<b>Version reference</b>	<b>5</b>					
<b>Approved by</b>	<b>MC</b>	<b>X</b>	<b>LET</b>		<b>MT</b>	
<b>Date of approval</b>	<b>November 2023</b>					
<b>Review period</b>	<b>Annually or as legislation or substantive changes occur</b>					
<b>Review due</b>	<b>November 2024</b>					
<b>Policy champion</b>	<b>Health &amp; Safety Coordinator</b>					

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## 1 Purpose of this Policy

- 1.1 Loreburn Housing Association understands and accepts that Health and Safety legislation places statutory duties on both employers and employees.
- 1.2 In particular, the Health and Safety at Work Act requires Loreburn Housing Association to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees by providing and maintaining a safe and healthy workplace, equipment and systems of work.
- 1.3 Loreburn also recognises its responsibility to ensure, so far as is reasonably practicable, the health and safety of other people who may be affected by their activities. This includes tenants, residents, service users, volunteers, trainees, contractors, visitors and others.

## 2 Aims of this Policy

- 2.1 Give health and safety the first priority.
- 2.2 Comply with relevant health and safety legislation.
- 2.3 Identify hazards, assess risks and establish appropriate control measures for risks to employees and others affected by our activities.
- 2.4 Aim to eliminate all injuries and occupational ill-health.
- 2.5 Report and investigate all accidents, incidents and near misses, take corrective action and share learning.
- 2.6 Address training needs so that employees receive appropriate training and support to allow them to fulfil their responsibilities for health and safety.
- 2.7 Develop clear policies and procedures in key areas of health and safety with the involvement of employees.
- 2.8 Provide clear and regular communication of health and safety to all employees and others.
- 2.9 Report, monitor and audit all aspects of health and safety performance to confirm compliance and planned improvement; and to keep all employees informed of this performance.

### 3 Responsibilities

- 3.1 Overall and final accountability for health and safety in the organisation lies with the Management Committee, supported by the Chief Executive (CEO).
- 3.2 The day-to-day responsibilities for the management of health and safety are delegated to the CEO, Directors and Managers throughout the organisation.
- 3.3 Every employee in Loreburn has a legal obligation to:
  - Take reasonable care of his or her own health and safety; and for the safety of other people who may be affected by his or her acts or omissions, and
  - Co-operate with Loreburn to enable all statutory duties to be complied with.
- 3.4 The successful implementation of this policy requires total commitment from all employees irrespective of their position in the organisation.
- 3.5 The allocation of responsibilities for health and safety necessary to implement this policy are set out in more detail in the Health & Safety Responsibilities Policy

### 4 Arrangements

- 4.1 Loreburn will put in place the policies and procedures necessary to meet its statutory duties for health and safety.
- 4.2 The arrangements include policies and procedures covering:
  - Risk assessment
  - Adverse Event reporting and investigation
  - Loreburn premises and activities
  - People affected by Loreburn's activities
  - Equipment and substances
  - Safe systems of work
  - Information, instruction and training
  - Monitoring of health and safety performance
- 4.3 A full list of all current policies and procedures can be found in the Policies And Procedures Channel in the Strategies, Policies & Procedures Team on Microsoft Teams.

## 5 Legislative Background & Guidance

5.1 In preparing this policy we have taken account of:

- Health & Safety at Work etc Act 1974

## 6 Responsibilities Chart

6.1 The chart below illustrates the responsibilities of all employees pertaining to this policy:

Responsibilities	Man Comm	CEO	LET	Managers	All Employees	H&S Coordinator
Overall and final accountability for health and safety	✓					
Day-to-day responsibilities for the management of health and safety		✓	✓	✓		
Take reasonable care of their own health and safety; and for the safety of other people who may be affected by their acts or omissions					✓	
Co-operate with Loreburn to enable all statutory duties to be complied with					✓	
Ensure policy is reviewed annually or as necessary						✓

## 7 Policy review

7.1 The Policy Champion is the Health & Safety Coordinator.

7.2 This Policy will be reviewed annually or sooner as required due to legislative or substantive change.

<b>Date Adopted by Management Committee:</b> November 2023	<b>Review Date:</b> November 2024
<b>Convenor:</b> Russell Brown	<b>Date:</b> November 2023
<b>Chief Executive:</b> Kirsteen McGinn	<b>Date:</b> November 2023