

Loreburn Group

# Health & Safety Policy Statement



**Creating Great Places to Live**

<b>Policy</b>	Health & Safety Policy Statement									
<b>Version Reference</b>	2									
<b>Approved by</b>	MC	X			LET				MT	
<b>Date of Approval</b>	June 2020									
<b>Review Period</b>	Annual <b>or</b> as legislation or substantive changes occur									
<b>Review Due</b>	June 2021									
<b>Policy Champion</b>	Health, Safety & Environment Co-ordinator									
<b>Who this policy affects</b>	Staff	X	Customers	X	Contractors			Members of the Public		
<b>Where this policy affects</b>	General needs	X	Sheltered	X	Supported	X	Offices/staff base	X		

## 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 work place, 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. Legislative Background and Guidance

- 2.4 In preparing this policy we have taken account of:
  - 2.4.1 Health and Safety at Work etc. Act 1974

## 3. Aims of this Policy

- Through this policy we aim to:
  - Give health and safety the first priority
  - Comply with relevant health and safety legislation
  - Identify hazards, assess risks and establish appropriate controls measures for risks to employees and others affected by our activities
  - Aim to eliminate all injuries and occupational ill-health
  - Report and investigate all accident, incidents and near misses, take corrective action and share learning
  - Address training needs so that employees receive appropriate training and support to allow them to fulfil their responsibilities for health and safety.
  - Develop clear policies and procedures in key areas of health and safety, through the involvement of employees
  - Provide clear and regular communication of health and safety to all employees and others
  - 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.

## 4. Responsibilities

- 4.1 Overall and final accountability for health and safety in the organisation lies with the Management Committee, supported by the Chief Executive (CEO).
- 4.2 The day-to-day responsibilities for the management of health and safety are delegated to the CEO, Directors and Managers throughout the organisation.

- 4.3 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
- 4.3.2 Co-operate with Loreburn to enable all statutory duties to be complied with.
- 4.4 The successful implementation of this policy requires total commitment from all employees irrespective of their position in the organisation.
- 4.5 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.

## 5. Arrangements

Loreburn will put in place the policies and procedures necessary to meet its statutory duties for health and safety.

The arrangements include policies and procedures covering:

Risk assessment

Accident and incident 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

A full list of all current policies and procedures can be found in the Policies folder on the shared drive.

## 6. Responsibilities Chart

- The below chart illustrates the responsibilities of all staff pertaining to this policy:

Responsibilities	Man. Comm.	CEO	LET	Managers	All Employees	HS&E Co-ordinator
Overall and final accountability for health and safety	✓					
Day-to-day responsibilities for the management of health and safety		✓	✓	✓		
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						
Co-operate with Loreburn to enable all statutory duties to be complied with					✓	
Ensure policy is reviewed annually or as necessary						✓

## 7. Monitoring and Review

Loreburn Housing Association will monitor and review this policy to make sure that its statutory duties are met and the aims of the policy are being achieved.

This policy will be kept up to date and reviewed annually or following relevant legislative or organisational changes.

<b>Date Adopted at Management Committee:</b>			<b>Review Date:</b>	
<b>Convener:</b>	Russell Brown	<b>Signed:</b>		<b>Date:</b> 30/06/2020
<b>Chief Executive:</b>	Lorraine Usher	<b>Signed:</b>		<b>Date:</b> 30/06/2020