



HEALTH & SAFETY POLICY STATEMENT

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Applicable Committee(s)	Management Committee
Owner - role	Chief Executive

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POLICY STATEMENT - EMPLOYER

The Management Committee of Castlehill Housing Association (CHA) is responsible for the conduct of the business of CHA.

The Health & Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of CHA so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of CHA; that all practicable steps are taken to manage the health, safety and welfare of all employees; to conduct the business in such a way that the Health & Safety of visitors, to any premises under our control, is not put at risk.

1. It is the intention of CHA, so far as is reasonably practicable, to ensure that:
 - a) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - b) The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.
 - c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e) Employees are provided with such instruction, training and supervision as is necessary to secure their Health & Safety.
 - f) The Health & Safety Policy will be reviewed at every three years. Communication of any such changes will be made to all employees.

It shall be the duty of all **employees** at work to ensure: -

- a) That reasonable steps are taken to safeguard the Health & Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) Co-operation with the Management Committee so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

POLICY STATEMENT - LANDLORD

Landlord Facilities HS&W Policy Statement

- 3.1 The Chief Executive holds overall executive control and is, therefore, responsible for the conduct of CHA from a Landlord's Facilities Health, Safety & Welfare perspective. Further detail on the role and responsibility of the Chief Executive in relation to all H&S matters is detailed in Section 1.6 of the Associations Organisation HSCM.
- 3.2 CHA shall ensure that accountability and responsibility for the implementation and operation of facilities related Health & Safety and Welfare arrangements is discharged by formally appointed personnel of appropriate seniority and competence and that adequate resources are allocated to these roles. Within CHA, this will be undertaken via the Health & Safety Management Group.
- 3.3 A range of topic specific legislation imposes statutory duties on landlords in relation to the protection of the Health, Safety and Welfare of tenants and others who may be affected by CHA's undertaking as a landlord. To enable these statutory duties to be carried out, it is the policy of CHA, so far as is reasonably practicable, to ensure that responsibilities for Health, Safety and Welfare are assigned, accepted and fulfilled at all levels of the organisation; that all practicable steps are taken to manage the Health, Safety and Welfare of tenants and others; and to conduct the business in such a way that the health and safety of tenants, service users, visitors, contractors and the public is not put at risk.
- 3.4 It is the Policy of CHA, so far as is reasonably practicable, to prevent injuries, incidents and ill-health that may be associated with its property portfolio and to ensure that: -
 - a) The living environment of all tenants is safe and without risks to health or safety and that adequate provisions are made with regard to the safety of premises and facilities.

- b) Plant, machinery and equipment are safe and without risks to the health or safety of tenants, service users, contractors and any other person who may be affected with regard to any premises or operations under CHA's control.
 - c) All Statutory inspection regimes are maintained so far as reasonably practicable to comply with legislation, codes of practice and best practice.
 - d) Adequate information is made available to tenants and others in relation to facilities and premises related hazards and risks.
 - e) Employees are provided with such instruction, information, training and supervision as is necessary to ensure the Landlord's HS&W responsibilities may be adequately discharged.
 - f) This Policy Statement, and all supporting Policies, Procedures and Arrangements shall be reviewed and updated as and when it is necessary or appropriate. Communication of any such changes shall be made to all relevant employees.
- 3.5 To enable CHA to meet its statutory duties and commitments set out above, a comprehensive approach shall be operated, which shall include written Policies, Procedures and Arrangements for all relevant areas of HS&W management relevant to the role of a landlord. These are set out in this control manual, which will be adopted by the Management Committee. All relevant employees shall be provided with adequate information, instruction and training in the contents of the Manual and in risk management issues relevant to their work.
- 3.6 This Policy Statement shall be presented on the Organisation's web site to ensure that all interested parties can view this commitment to Landlord's HS&W and made available to staff electronically.
- 3.7 It shall be the duty of all **employees** with defined responsibilities under this manual to:
- a) Co-operate with CHA so far as is necessary to ensure compliance with any duty or requirement imposed on the organisation, or any other person, under any relevant statutory duties.
 - b) Comply with any safe working procedures, practices or 'rules' set out by CHA and with the information, instruction and training provided.
- 3.8 All accidents, incidents, ill health and near misses associated with a potential breach of Landlord's duties shall be reported to the Health & Safety Management Group and shall be appropriately investigated and reported to external authorities/agencies where appropriate.