

GROUP HEALTH AND SAFETY POLICY

03 March 2020

Prepared by:	Neil Smith H&S Manager
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EIA Required?	NO
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Lead officer:	Neil Smith H&S Committee

1 CHIEF EXECUTIVE STATEMENT OF INTENT

- 1.1 Stockport Homes aims to promote the highest practical standards of safety, health and welfare throughout Stockport Homes Group (SHG) in the performance of its activities.

SHG will endeavour, so far as is reasonably practicable, to make and maintain its workplaces as healthy environments in which to work and to avoid accidents in respect of employees, volunteers and third parties. The promotion of health and safety at work is a mutual objective for both employer and employee, and the responsibilities of managers cannot be properly discharged without the active co-operation of all employees and volunteers. I welcome and support anyone bringing health and safety concerns to their managers, colleagues or health and safety representatives.

I hope we can all play our part in creating a safe and healthy workplace.

Thank you for your support.

Helen McHale - Chief Executive, Stockport Homes Ltd.

Signed:



Date: 03 March 2020

Review Date: 03 March 2022

2 GENERAL POLICY STATEMENT

- 2.1 The Boards of Directors, Chief Executive and the Management Team recognise their moral and legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees (including apprentices, temporary and agency workers), customers and others including volunteers, visitors, work experience students and contractors who may be affected by Stockport Homes Group (SHG) work activities or attend SHG premises.

In order to minimise the risk of work related injury or ill health, SHG will:

- comply with all relevant health and safety legislation but particularly: the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 by providing health and safety practices and other competent advice
- promote a positive health and safety culture by demonstrating a continuing interest in health and safety matters and by consulting and involving employees and their representatives
- provide adequate information, instruction, training and supervision to enable all employees to perform their work safely and efficiently

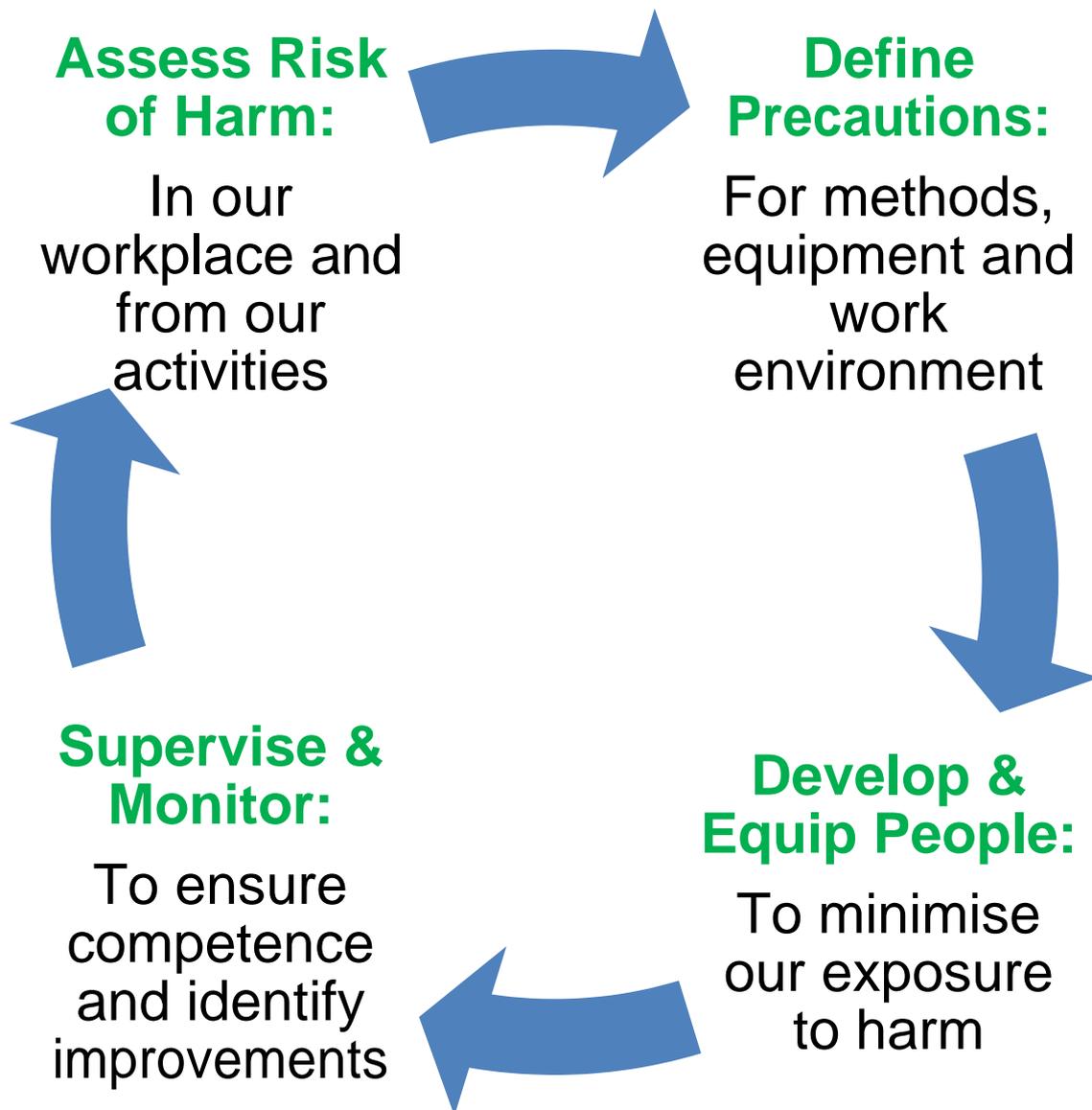
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- provide and maintain appropriate equipment, safety devices, operational processes, safe systems of work and protective clothing
 - provide appropriate arrangements for the safe handling and use of substances
 - provide appropriate welfare facilities for all employees in line with legislation
 - ensure suitable and sufficient risk assessments are carried out and reviewed on a regular basis
 - ensure arrangements have been made for the effective planning, organisation, control, monitoring, and review of any procedure, control measures or preventative and protective measures identified through risk assessments or by other means
 - provide appropriate health surveillance of employees as and when required
 - carry out regular internal and external audits of SHG health and safety management systems to ensure effectiveness of the arrangements and compliance with agreed standards
- 2.2 SHG will ensure that there is the necessary funding and resources available in order to meet the requirements of the health and safety policy, related procedures and operational processes.

3 STRUCTURE

- 3.1 The Company recognises that health, safety and welfare are an inherent part of the business. For this reason the effective implementation of this policy will include the Boards, the Chief Executive, every Director and Head of Service, Managers, and employees.
- 3.2 If a management level does not exist the next senior position in the line of management will ensure continuity for health and safety responsibility.
- 3.3 SHG is made up by a number of separate entities: Stockport Homes Limited, Three Sixty Limited, Viaduct Partnerships Limited and Foundations. Stockport Homes Limited is the parent company; Three Sixty, Foundations and Viaduct are wholly owned subsidiaries of Stockport Homes Limited.

4 GROUP ORGANISATION ARRANGEMENTS

4.1 The following diagram provides a representation of the safety management system that is applied to all activities. This is in line with ¹HSE Managing for health and safety (HSG65)



¹ Health and Safety Executive own management system

5 STOCKPORT HOMES GROUP RESPONSIBILITIES

- 5.1 The relationship between the companies in Stockport Homes Group is set out in an Intra-Group Agreement (IGA). The IGA (Schedule 2 – section 1.16) says that the parent is responsible for “Setting the health and safety and risk management frameworks for the Group”. This is put into practice as described below:
- 5.2 SHG Board have overall responsibility for Health and Safety across the business, with the Audit and Risk Committee having a role in scrutinizing delivery of business services. The SHG Health and Safety Policy is approved by Board, who also receive the Annual Health and Safety Report
- 5.3 All individual Board members have duties in relation to Health & Safety and these are summarised here <http://www.hse.gov.uk/leadership/legislation.htm> Questions about these duties should be addressed to the Health and Safety Manager

Board Members

- 5.4 All Board Members must ensure that appropriate arrangements are in place for:
- effective implementation of the requirements of the SHG Health and Safety Policy and any supporting arrangements at all levels of the organisation
 - promoting a positive health and safety culture
- 5.5 In addition to ensuring that appropriate arrangements are in place for the above, members of the SHG Board will:
- ensure that an effective health and safety management system is in place for all companies
 - where appropriate, give guidance, instruction, recommendations and comment for the development of the Group Health and Safety Policy
 - ensure that a review of the Group Health and Safety Policy takes place every two years.

Chief Executive

- 5.6 The Chief Executive has overall responsibility for health and safety within SHG. However, the duty to implement the requirements and arrangements of the policy on a day-to-day basis is delegated to Directors and Heads of Service.
- 5.7 The Chief Executive will provide support to those implementing the policy, ensuring Directors and Heads of Service will set health and safety specific objectives for their own teams via grow conversations and will ensure that the Boards and the Executive Team review health and safety performance regularly.

Directors and Assistant Chief Executive

- 5.8 Directors i.e. members of Stockport Homes Management Team have responsibility for the implementation of the Health and Safety Policy within their areas of control, and for ensuring health and safety related objectives are set by Heads of Services (as appropriate). A Health and Safety Strategy has been produced to assist with this. They will give assistance and support to the Chief Executive, Director of Resources and the Health & Safety Manager so that the policy objectives can be achieved.
- 5.9 Directors will ensure that there is provision of adequate funds and resources to enable the requirements of the Group Health and Safety Policy and accompanying procedures to be fulfilled.
- 5.10 They will promote the development of a positive health and safety culture and ensure effective communication and consultation with employees on health, safety and welfare matters.
- 5.11 Directors will deputise for the Chief Executive in their absence in their area of responsibility.

Head of People and Organisational Development (People & OD)

- 5.12 The Head of People & OD, reporting to the Director of Resources, has responsibility for facilitating the effective implementation of the Health and Safety Policy and accompanying procedures which meet the legislative requirements.
- 5.13 The Head of People & OD will assist in the promotion of a positive safety culture and will in particular, ensure that appropriate systems are in place for:
- Communication and consultation with employees
 - The provision of occupational health services
 - Compliance with statutory requirements for accident and incident reporting
 - Ensure programmes are in place to address the health and safety development needs of all companies
 - Maintain records of training attendances and achievements of all employees
 - Liaise with the Health and Safety Manager to develop and distribute publications to assist in communicating of legal compliance and safety messages to all employees

Health and Safety Manager

- 5.14 The Health and Safety Manager acts as the “competent person” to assist SHG in providing health and safety advice and information on strategic and operational issues.
- 5.15 The key activities of the Health and Safety Manager will involve both strategic and operational issues. These will include;

- Co-ordinating the professional health and safety function, ensuring the formulation, development and implementation of corporate plans and strategies, and the monitoring of health and safety performance.
- Promoting and encouraging excellent standards of health, safety and welfare for all employees of SHG.
- Providing an advisory service to Directors, Managers and Employees to enable them to comply with their statutory responsibilities under relevant and up-to-date Health and Safety legislation.
- Assisting in auditing and monitoring Stockport Homes' workplaces and systems to ensure compliance with statutory health and safety requirements.
- Monitoring in conjunction with other Directorates the safety performance of contractors and partners working on Stockport Homes premises
- If of the opinion that there is a risk of serious, imminent danger, damage or prosecution that could arise from any work activity, have the authority to curtail or stop the activity.
- To produce an annual Health and Safety Report
- Advising and assisting, where appropriate, in the investigation of serious accidents
- Collating accident statistics, to monitor and improve
- Other health & safety matters about which the Boards, Chief Executive, Directors or Managers should require advice and guidance.

Heads of Service and Managers

5.16 All Heads of Service and Managers shall have a clear understanding of SHG Health and Safety Policy and supporting arrangements and apply these to their areas of responsibilities.

5.17 They will promote SHG positive health and safety culture and ensure effective communication and consultation with their team members on health and safety matters including.

- To be accountable for the successful communication and consistent implementation of this Health and Safety Policy and supporting safety arrangements by their staff, and by all contractors for whom they have management responsibility.
- To ensure suitable risk assessments and local safe working practices are completed, up-to-date and reviewed as appropriate for all operational activities requiring assessment.
- To issue specific safety duties and notices (pre- construction information, legal notifications, safe systems of work, risk assessment and method statements as appropriate) to enforcement agencies, employees and contractors and ensure compliance.
- To investigate and to take appropriate action if required in respect of members of staff, contractors or visitors who disregard their safety responsibilities and to have any such incident recorded in the appropriate register or file.
- To ensure that all staff, particularly young persons (young persons are defined as being persons who have not attained 18 years), new starters,

receive adequate induction, training, instruction, information and supervision in order for them to be able to fulfil their duties safely.

- To ensure that all accidents incidents and near misses are reported as soon as possible, recorded and properly investigated in order to identify both immediate and underlying causes and to implement appropriate remedial action to prevent recurrence.
- To ensure that contractors employed in their service areas are competent to carry out the specified work and that they adhere to relevant statutory provisions and / or terms and conditions of the contract or specification.
- Subject to the risks inherent to the working practices, to ensure that there are a sufficient numbers of first aiders readily available to administer first aid treatment.
- To work in conjunction with the Health and Safety Manager to continually improve health and safety practices within their service area.
- Health and safety objectives are set for staff members for whom they have operational responsibility.

All Employees (including volunteers)

5.18 The ***Health and Safety at Work Act 1974*** places duties on all employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by their work
- Co-operate with SHG in implementing the Health and Safety Policy and complying with legal duties and responsibilities
- Make themselves familiar with the Health and Safety Policy and Procedures and any instruction relevant to their work
- Report to their line manager any hazards, accidents, incidents and near misses whether injury is sustained or not
- Report to their line manager any new or uncontrolled risks arising from their work activity, or any faults or defect in the workplace or work equipment
- Use any safety equipment and/or protective clothing correctly and in accordance with training provided
- Conduct themselves in an orderly manner in the workplace and refrain from any form of inappropriate or unsafe behaviour
- Familiarise themselves with the fire evacuation procedures and the location of all emergency exit routes and assembly point relevant to their workplace

5.19 Failure to adhere to any of the responsibilities under this policy will be dealt with via formal HR policies and could lead to disciplinary action.

Health and Safety Committee and Safety Representatives

- 5.20 Health and Safety Committee comprises of management and union Safety Representatives who will monitor and review policies, procedures, accident and sickness absence statistics linked to health and safety and will co-operate with managers in the carrying out of risk assessments, safety inspections and audits.

6 ARRANGEMENTS FOR IMPLEMENTATION

- 6.1 The Health and Safety Policy sits at the front of a suite of health and safety related policies, procedures and guidance. Each of these procedures details the arrangements relating specifically to the subject area to ensure that an effective health and safety management system is in place. The Health and Safety Policy and associated procedures are located, the Group's staff intranet system.

The policies, procedures and guidance are as follows:

Asbestos policy
Car user policy
Gas policy
Health and safety policy
Legionella policy
Electrical policy
Managing stress policy
Smoking policy
Work at height policy
Lone working policy
Manual Handling Policy
Fire strategy / policy
Skin protection UV policy
COSHH Procedure
Mobile phone use procedure
Personal protective equipment procedure
Expectant mothers procedure
Sharps and needles procedure
External events procedure
First aid procedure
Fixed and portable electrical appliance procedure
CDM procedure
Health and Safety Strategy and Action Plan

- 6.2 In addition, due to the diversity of tasks carried out throughout SHG, further local procedures may be in place to supplement the Health and Safety policy and procedures. These must be covered during initial induction.

7 DEVELOPMENT ARRANGEMENTS

- 7.1 SHG is committed to providing the required training as determined by health and safety legislation and any other development in relation to safe working practices and best practice. As such, all employees, managers, heads of service, directors and board members will receive relevant training and this will be directed by the Health and Safety Manager
- 7.2 Particular focus will be given to:
- new employees
 - new managers
 - the introduction of new or significant changes to work equipment
 - the introduction of new or changes to systems of work
- 7.3 The People and Organisational Development Manager is responsible for maintaining a learning and development database based on managers' values conversations, risk assessments of work roles, feedback from HR business partners and the Health and Safety Manager. The database will identify the frequency and level of training (including refresher training) to be provided for the work roles. The People and Organisational Development Manager will ensure that health and safety training requirements are reflected in relevant budgets each financial year.

8 MONITORING & MEASURING PERFORMANCE

- 8.1 SHG is committed to monitoring and measuring health and safety performance in order to assess how effective the implementation of the health and safety policy is, how effective SHG is in controlling risks and how well SHG are developing a positive health and safety culture.
- 8.2 SHG recognises that monitoring and measuring is a key step in any management process and forms the basis of continuous improvement and with this in mind, has adopted a variety of monitoring and measuring tools to ensure that it can provide information on a range of health and safety issues.
- 8.3 Performance will be monitored and measured at each management level as set out in the "Responsibility" section of this policy.
- 8.4 The frequency of monitoring and measuring will depend on the level of risk and any statutory inspection requirement and therefore can include weekly, monthly, 3 and 6 monthly and annual monitoring and measuring.
- 8.5 The two main systems in order to monitor health and safety are:
- **active** systems which monitor the design, development, installation and operation of management arrangements and workplace precautions

- **reactive** systems which monitor accidents, ill health, incidents and other evidence of deficient health and safety performance.

8.6 SHG will use these systems by monitoring and measuring performance in the following way (this list is not exhaustive):

Premises

- monthly management housekeeping checks
- monthly fire management checks
- ongoing workplace checks
- services to gas and electricity

Plant/Substances

- machinery guarding checks
- tools and equipment checks
- use/storage/separation of materials/chemicals checks

Procedures

- safe systems of work
- use of personal protective equipment
- on-site inspections to ensure that procedures are being followed

People

- health surveillance
- people's behaviour
- accident/incident/near miss investigations
- vehicle checks
- feedback from staff both through formal and informal communication
- training and supervision

8.7 Meetings held by the Health and Safety Manager with each relevant Head of Service, Operational Managers and the relevant Health and Safety Representative.

8.8 The Health and Safety Manager will report to the Health and Safety Committee Meeting the number and percentage of actions completed against the actions recommended.

9 AUDITING AND REVIEWING PERFORMANCE

9.1 Auditing and performance review are the final steps in the health and safety management control cycle. They constitute the 'feedback loop' which enables SHG to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the health and safety management system.

9.2 Auditing is a way of supporting monitoring by providing managers with information. It shows how effectively plans and the components of our health and safety management systems are being implemented. In addition, it will

provide a check on the adequacy and effectiveness of SHG management arrangements and risk control systems.

9.3 The aims of auditing are to establish that the three major components of the SHG management system are in place and operating effectively and will show that:

- appropriate management arrangements are in place
- adequate risk control systems exists, are implemented and consistent with the corporate risk register
- appropriate workplace precautions are in place.

In House Auditing

9.4 Managers will ensure that every workplace has procedures and practices implemented to address site specific issues and operational issues. Any such procedures and practices will be issued to employees by their manager and a copy held at their place of work where appropriate.

9.5 Managers will ensure regular local safety inspections take place and that the findings of these are recorded.

9.6 Managers in control of a particular service or a particular site are responsible for the updating and maintaining of local procedures/practice.

Independent Auditing

9.7 Every year SHG commission a range of companies to undertake audits of different elements of health and safety management systems. This includes the appointed Internal Auditor, as well as a number of specialist auditors, for example around gas compliance.

9.8 When an Internal Audit has been completed which relates to an area of Health and Safety, the agreed action plan is monitored and reported upon by the Internal Auditor and the Assurance Manager, as part of the Internal Audit Contract.

9.9 For other specialist areas of audit activity, a report is received into the service area, which is then shared with the H&S Manager and the relevant Director, and made available to the Board via TeamEngine. The Annual H&S Report (which is presented to Board annually) contains information about these audits.

9.10 A verbal update on all audit activity is provided to the H&S Committee at each meeting.

Reviewing Performance

9.11 Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature and timing of the actions necessary to remedy deficiencies.

- 9.12 This feedback is essential for SHG because it checks whether the health and safety management system is working effectively as intended. The main sources of information come from measuring activities (as detailed above) and from the in house and independent audits.
- 9.13 Other internal and external influences include new or revised legislation or changes in good practice. Any of these can result in redesign or amendments of any parts of the health and safety management system or a change in overall direction or objectives.
- 9.14 Reviewing will be a continuous process undertaken at different levels within SHG and will include responses:
- From Directors, Heads of Service, Operational Managers, Supervisors and the Health and Safety Manager to remedy failures to implement
 - Workplace precautions which they observe in the course of routine activities
 - To remedy sub-standard performance identified by active and reactive monitoring (as detailed above)
 - To the assessment of plans at individual, service, site or organisational level (as detailed above)
 - To the results of audits
 - An annual health and safety report is submitted to the Risk and Audit Committee and will be and ratified by Board

Key Performance Indicators

- 9.15 SHG health and safety targets are set annually and documented in a health and safety report submitted to the Audit and Risk Committee and ratified by the SHG Board. In addition various comparable North West housing providers are contacted regularly in order to benchmark health and safety performance indicators.
- 9.16 Health and safety performance, is monitored, reported and made available to all employees including Board Members. Analysis and outcomes of these indicators may be used to set new targets or provide areas to focus on.

10. EQUALITY IMPACT ASSESSMENT (EIA)

- 10.1 Health and Safety will work with the Social Inclusion Team to complete an Equality Impact Assessment for all recommendations that arise from the Group Health and Safety Policy, to check there is no potential adverse impact on any employee.

11 LINKS TO POLICIES

- 11.1 This policy links to and supports a suite of other Health and Safety Policies, Procedures, Strategies and action plans as detailed in section 6 of this document

12 Ownership , Monitoring and Review

- 12.1 This Policy is owned by the Health and Safety Manager who will monitor and reflect any changes in legislation . This will be overseen on a strategic level by the Head of People and Organisational Development and the Director of Resources
- 12.2 This Policy will be reviewed every two years, to ensure it continues to meet the business needs of the Group and supports Stockport Homes' position as an "Employer of Choice"

