



# Health and Safety Policy

## 1. Aim of policy

This Policy aims to set out our approach to managing health and safety across all business activities and states the company's commitment to good health and safety practices.

## 2. Scope of policy

This policy applies to all our employees at all locations, contractors, other persons who may be affected by our work activities, or any person using its premises.

## 3. Policy statement

The general provisions of the Health and Safety at Work etc Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and by ensuring adequate instruction, training and supervision. We are also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by our work activities.

We consider the health, safety and welfare of employees, visitors, contractors and local communities to be of paramount importance. A safe and healthy working environment is a prerequisite to achieving the company's goal of 'maximising opportunities to make housing available and affordable to everyone' whilst valuing and respecting people.

## 4. Policy

### 4.1 Objectives

The objectives of this Policy are to:

- ensure that we meet Health and Safety (H&S) legal obligations and promote responsibility and accountability for H&S throughout the organisation;
- set out a management framework that proactively measures H&S performance and encourages continuous improvement;
- ensure that our staff and key stakeholders understand how we organise H&S and what their roles and responsibilities are;

- ensure that we develop a culture that protects the H&S of our staff and people directly and indirectly affected by work or activities.

#### **4.2 Arrangements:**

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and contractors and will:

- Have an agreed H&S plan and review its performance to the Board;
- Ensure full compliance with all statutory legislation and approved codes of practice;
- Carry out risk assessments and record significant findings of all work activities to ensure continued improvement in all aspects of workplace safety management;
- Provide adequate control of health and safety risks with a commitment to preventing ill health and injury arising from its undertakings;
- Provide clear instructions, information, and adequate training, to ensure employees are competent to do their work safely;
- Monitor and review the effectiveness of policies and practices and strive for continual improvement in health and safety performance;
- Ensure adequate arrangements for the safe use, handling, storage and transport of articles and substances hazardous to health;
- Make sure that relevant information on health, safety and fire matters is shared between employees, visitors, contractors and customers;
- Take appropriate corrective action when non-compliance is identified.

#### **4.3 Responsibilities**

##### 4.3.1 Board

The Board will:

- Approve the strategy and policy for the operation of H&S across the business and regularly review H&S performance to ensure that adequate systems of control to mitigate risks are in place;
- Assess H&S implications when making decisions on business direction and allocation of resources and champion H&S issues, promote health and safety and lead by setting personal examples.

##### 4.3.2 Chief Executive

The Chief Executive has delegated responsibility for the implementation of health and safety throughout VIVID and will:

- Assign sufficient resources to fulfil the H&S policy and provide regular updates to the Board on H&S performance or any arising issues of concern;
- Ensure H&S is an agenda item at Executive meetings and promote the strategic importance of good H&S practice throughout the business;
- Lead a culture of H&S and encourage a programme of Safety Leadership tours and review the

H&S Policy on an annual basis;

- Appoint a Director as the responsible Executive for H&S.

#### 4.3.3 Executive Director responsible for H&S

The Executive responsible for H&S will:

- Provide visible and effective leadership by 'championing' good H&S practices ensuring managers are aware of their H&S obligations and responsibilities in the delivery of their service activities;
- Adopt the role of Responsible Person for fire. This task will in turn will be delegated to relevant persons who in turn will establish effective management arrangements for a site or building in relation to fire risk;
- Agree the 'Terms of Reference' of the H&S Committee and chair the meetings;
- Ensure appropriate resources are in place to advise and develop good practice across the business and that H&S is subject to performance monitoring and audits.

#### 4.3.4 Directors

In addition to their responsibilities as an employee, each Director is accountable to the Chief Executive for the management of health and safety matters within their business area. Directors are responsible for ensuring the effective implementation of the health and safety policy. This will involve:

- Ensuring the health and safety policy is adopted by all working areas and that every employee receives and understands the policy for their specific role;
- Ensuring that health and safety is a standing item at all appropriate management meetings and delegating suitable responsibilities to relevant managers;
- Maintenance and management of Directorate risk registers with regards to health and safety activities and ensuring an improving direction of travel;
- Setting a personal example including involvement in Safety Leadership tours and reporting to the Chief Executive on matters of health and safety.

#### 4.3.5 Head of Safety, Health, Environment and Quality (SHEQ)

The Head of SHEQ is responsible for:

- The provision of competent health and safety advice to all levels of Management, with due regard to this policy and appropriate legislation without assuming the responsibility of Managers;
- The production of the annual SHEQ plan for the business, having reviewed previous performance and consider future strategies to improve the health and safety within the business;
- Immediately bringing to the attention of the relevant manager any situations or practices that are noted which might lead to injuries or ill health;
- Maintaining up to date knowledge and understanding of existing and imminent health and

safety legislation, good practices and related issues;

- Acting as a focal point for health and safety issues with external parties / professional organisations and liaising with enforcing authorities ensuring that reporting requirements are undertaken in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

#### 4.3.6 Managers

Managers are responsible for ensuring that:

- All staff under their control including contractors understand and comply with the Health and Safety Policy and other appropriate health and safety practices, plans and procedures;
- Formal risk assessments are carried out, regularly reviewed and where necessary appropriate remedial action is taken. Specific risk assessments will be undertaken for significant activities, eg hotwork, COSHH etc that cover employees, contractors and visitors;
- Safe systems of work are introduced that are adequate for the work to be carried out, ensuring that employees, contractors and others receive suitable instruction and training necessary to undertake their work in a safe manner;
- All accidents, incidents, dangerous occurrences or near misses are investigated and reported up the management chain and formally to the H&S Team with all personnel within areas under their control are advised of all health and safety matters which affect their work.

#### 4.3.7 Health and Safety Committee

The primary purpose of the Health and Safety Committee is to give advice and assurance to the Board on whether effective arrangements are in place to monitor and review the implementation of the H&S Policy and other supporting policies and procedures. It acts as a focus for joint participation and employee engagement in the prevention of accidents and ill health which is achieved by:

- Monthly consultation between management and trade union representatives;
- Review of health and safety performance and any strategic matters;
- The approval of relevant H&S policies and procedures.

#### 4.3.8 Employees

All employees are accountable to their Manager for daily work activities relating to health and safety issues. This responsibility requires all employees to:

- Take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work;
- Co-operate with Management to ensure that they follow safe systems of work, H&S instructions, procedures, permits to work and site rules and not to undertake tasks for which they are not competent;
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare at work and always wear Personal Protective Equipment (PPE) as identified by risk assessment;

- Report any accidents, incidents, dangerous occurrences or near misses to their manager on the day of the accident or as soon as reasonably practicable.

**5. Statutory requirements**

Including but not limited to:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety Regulations 1999

**6. Related policies**

- Fire Policy

**7. Monitor and review process**

This Policy has been approved by the Board and Executive Team and will be formally reviewed every year.

**8. References/appendices**

N/A

<b>Author</b>	<b>Owner</b>	<b>Date approved</b>	<b>Review date</b>
Head of SHEQ	Commercial Director	March 2017	March 2018