



# Health & Safety Policy

## 1. Aim and scope of policy

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

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 our premises.

## 2. Definitions

N/A

## 3. Policy

### 3.1 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.
- fulfil our duty of care and ensure the safety of customers arising from work undertaken or substances used.

## 4. Arrangements for health and safety

### 4.1 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 relevant 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 our 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.
- canvass the importance we place on health, safety and wellbeing of all workers via our employee engagement survey and individually through conversations as part of our performance management framework. Develop action plans to improve where necessary.
- review and respond to different ways of working in the changing environment we live in.

## 4.2 Wellbeing

We're committed to promoting and supporting the wellbeing of all our employees to create an inclusive culture which focusses on prevention, and where issues are identified, minimised and managed before they have a detrimental impact on employees.

We are a place where we act professionally, treat people fairly, provide a means to raise wellbeing concerns and are dedicated to providing:

- a safe and healthy work environment.
- access to our volunteer Stigma Busters who can sign post employees to professional organisations for help.
- a confidential Employee Assistance Programme (EAP) for all employees.
- occupational health advice and referrals where required.
- health surveillance for those employees with hazardous roles.
- health promotion and information resources on our intranet for employees.
- a speak up policy that encourages employees to speak up knowing they'll be listened to and protected.

## 5. Responsibilities

### 5.1 Responsibilities

#### 5.1.1 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, allocation of resources and champion H&S issues, promote health and safety and lead by setting personal examples.

#### 5.1.2 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, encourage a programme of Safety Leadership tours, and review the H&S Policy on an annual basis.
- appoint an Executive Director as the responsible Executive for H&S.

#### 5.1.3 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.
- 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.

#### 5.1.4 Senior Leadership Team (SLT) (Executive Directors, Directors and Heads of Service)

In addition to their responsibilities as an employee, each member of the SLT is accountable for the management of health and safety matters within their business area. The SLT 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 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.
- enabling H&S training for staff members by providing sufficient time and adequate resources.

#### 5.1.5 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.

### 5.1.6 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, e.g., hot work, 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 advised of all health and safety matters which affect their work.
- they support individual employees' health, safety and wellbeing and agree action where needed.

### 5.1.7 Supervisors

Supervisors are responsible for ensuring that:

- risk assessments are communicated to their team.
- van checks are undertaken every 6 months.
- portable work at height equipment is inspected every 6 months and that the asset register is updated.
- workplace inspections are undertaken.
- work is stopped where the risk assessment is unsuitable or does not exist.
- employees know how to check the asbestos register.
- employees know how to procure Personal Protective Equipment (PPE).
- all incidents are reported in a timely manner.
- staff are booked on for any required training and time is allowed in their diaries to attend.
- relevant trades have a copy of a waste carriers license.

### 5.1.8 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 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.
- attend H&S training as required and apply their knowledge in the workplace to the best of their ability.
- inform their manager of any difficulties they're experiencing with their health or wellbeing.

#### 5.1.9 Health and Safety Committee

The H&S committee structure is made up of two groups, the main committee, and a sub-committee. The main H&S Committee consists of a small group of senior staff that focus on H&S strategy and overall performance review for all our business.

Sitting below this is the Repairs and Assets delivery sub-committee that reviews and addresses ongoing tactical issues within the Repairs and Assets business streams, attended by key staff from those areas and trade union Safety Representatives. There is a direct link between the main and subcommittees as the subcommittee chair is a Head of Service who also attends the main committee meeting.

The primary purpose of the Health and Safety Committees are to give 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. They act as a focus for joint participation and employee engagement in the prevention of accidents and ill health which is achieved by:

- leading, motivating and championing all matters relating to H&S.
- regular 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.

### 6. Related documents

- Fire Policy
- Speak up Policy

Consultation requirements	Last Consultation Date	Date for next consultation
H&S committee, Exec team and Board	March 2024	March 2025
Equality Impact Assessment required?	Last EIA date completed	
Yes	5 January 2024	

Author	Owner	Approval level e.g. Board	Date approved	Review date (annual)
Head of SHEQ	Group Resources Director	Board	27 March 2025	26 March 2026