



**SHETTLESTON
HOUSING
ASSOCIATION**



Health and Safety Policy

**Approved: June 2024
V.04 (Code: HS 01)**

Health & Safety Policy

Our Vision, Mission Statement and Values

Shettleston's vision statement '*Thriving and prosperous local communities where all residents enjoy great homes and services, an attractive physical environment, and good life chances. This statement is the foundation for Shettleston Housing Association's commitment to its residents and the communities they live in.*

This commitment is also demonstrated in the Association's values which were agreed following discussions with the Board and staff. Shettleston's values are fundamental to how we carry out our day-to-day activities.

Our values are:

- **Customer service**
- **Make a difference in the community**
- **Teamwork**
- **Fairness**

Equality & Diversity Statement

The Association is intent on ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; sex; marriage & civil partnership; race; religion or belief; sexual orientation; gender reassignment; pregnancy & maternity.

This document complies with the Association's equality & diversity policy.

The Association will regularly review this document for equal opportunities implications and take the necessary action to address any inequalities that result from the implementation of the policy.

1. Introduction

1.1 Shettleston Housing Association operates in accordance with:

- Statutory requirements;
- The standards set down in the Scottish Social Housing Charter; and
- The requirements of the Scottish Housing Regulator, in the formulation and implementation of all its policies.

1.2 This policy applies to all employees, Board Members and contractors of the Association.

1.3 The Chief Executive holds overall executive control and is, therefore, responsible for the conduct of the Association.

2. The Purpose

2.1 The purpose of this Health & Safety Policy is to set out the general approach and commitment together with arrangements in place for managing health and safety for Shettleston Housing Association.

3. Policy Statement

3.1 It is the policy of Shettleston Housing Association Limited to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. Shettleston Housing Association accepts the aims and provisions The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 and aims to comply with all relevant statutory obligations.

3.2 Shettleston Housing Association acknowledges that successful health and safety management contributes to its overall performance, and is therefore committed to:

- Develop a positive health and safety culture in all undertakings, which secures the commitment and participation of all employees.
- Assessing the risks to the health and safety of its employees and to anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable.
- Making arrangements for the effective planning, organisation, control, monitoring and review of the preventative measures identified as being necessary by risk assessments.
- Providing information, instruction, training and supervision to employees and others as necessary to implement and maintain high standards of health and safety.

- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
 - The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work; so far as is reasonably practicable.
 - Developing systems of joint consultation with employees e.g. staff meetings, emails to staff providing updates in health and safety legislation when required.
 - Ensuring that 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.
 - Ensuring that 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.
- 3.3** Shettleston Housing Association has adopted the Health and Safety Control Manual in conjunction with EVH and ACS which details the requirements under law to which Shettleston Housing Association will comply.
- 3.4** This is the overall responsibility of the Chief Executive Officer and administered by the Corporate Services Manager and Health & Safety Administrator.

4. Organisational Arrangements

- 4.1** In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated:

a) Overall Responsibility

The Chief Executive Officer has overall responsibility for all matters, including health, safety and welfare.

b) Corporate Services Manager Responsibilities

The Corporate Services Manager is responsible for ensuring that the Policy on Health and Safety is implemented. The Corporate Services Manager along with the Health & Safety Administrator must assess risks within the workplace to ensure safe conditions are maintained.

Where risks are identified, the Corporate Services Manager or Health & Safety Administrator will ensure that these are rectified, so far as is reasonably practicable. Where any concern exists, advice to be sought from EVH or the Health & Safety Executive.

The Corporate Services Manager in liaison with the Health & Safety Administrator will provide adequate training, information, instruction and supervision to ensure work is conducted safely. New staff will receive a health and safety induction as part of the full new employee inductions process.

c) Heads of Departments Responsibilities

Heads of Departments shall ensure that employees, contractors and visitors are aware of safety procedures. (Refer to the Health & Safety Procedures attached to this policy.

d) Health & Safety Administrator Responsibilities

The Health & Safety Administrator will establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

The Health & Safety Administrator will take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.

The Health & Safety Administrator will bring to the attention of the Corporate Services Manager or Chief Executive Officer any health and safety issue that requires their attention.

The Health & Safety Administrator will ensure that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine casual factors.

The Health & Safety Administrator will maintain safe access and egress from the workplace at all times.

e) Employee Responsibilities

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Comply with policies and procedures set out and work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements to the Corporate Services Manager or Health & Safety Administrator without delay.
- Do not undertake any task for which authorisation and/or training has not been given.
- Report all incidents, including near-misses.

- Attend and participate in any training courses arranged for them.
- Keep floors, stairs, passageways, fire exits and routes free from obstruction at all times, to avoid tripping hazards or blockage of emergency routes.

5. Health and Safety Control Manual

- 5.1** Shettleston Housing Association has adopted the Health & Safety Control Manual which is revised once per year as advised by ACS on the recommendation of EVH. The Health & Safety Control Manual is available on the IHASCO and all staff can access. There is also a hard copy of the Manual located within the Property Services Department.
- 5.2** The Chief Executive or Corporate Services Manager will ensure that all amendments to the Health & Safety Control Manual are passed to the Health & Safety Administrator when received for insertion into the Manual timeously and passed to all staff where appropriate.

6. Health and Safety Assistance

- 6.1** Competent staff have been appointed to assist in meeting our health and safety obligations. The staff appointed have sufficient knowledge and information to ensure that statutory provisions are met and that the Health and Safety Policy is being adhered to. Shettleston Housing Association recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of appropriate advisors will be obtained.

7. Disciplinary Procedures

- 7.1** Disciplinary procedures may be initiated against employees' who knowingly violate safety rules or standards for their safety and that of any others on site.

8. Health and Safety Working Procedures

- 8.1** To comply with The Management of Health & Safety Regulations 1999 (Regulation 3 Risk Assessment and Regulation 4 Principles of Prevention) Shettleston Housing Association has developed a number of 'safe working procedures' covering specific work activities and these will be updated as and when required.

9. Health and Safety Policy Arrangements/Standards

- 9.1** A range of Health & Safety standards have been developed and are included in Shettleston Housing Association's Health and Safety Control Manual. These standards cover many of the arrangements detailed in this Policy and outline Shettleston Housing Association's measures for complying with specific health and safety requirements.
- 9.2** Policy arrangements will be updated and added to as and when necessary to ensure legal compliance.

10. Review

10.1 This Policy will be reviewed within a minimum of 3 years or less should there be changes to legislation.

11. Related Documents

11.1 Health & Safety Control Manual

11.2 EVH Terms and Conditions

11.3 Group Equality and Diversity Policy

Health & Safety Procedures

Introduction

As per the Association's Terms and Conditions under Section B1 it states: - *Health & Safety Legislation imposes duties on both employers and employees. To enable these duties to be carried out, it is the policy of the Association (so far as is reasonably practicable) to ensure best practice is followed.*

Shettleston Housing Association will ensure employees have a safe environment in which to work and is committed to the health and safety of its employees.

Shettleston Housing Association will provide training and guidance about working in a safe environment. It is the responsibility of every employee to adopt these procedures to ensure a safe workplace.

Shettleston Housing Association is committed to work in conjunction with EVH, ACS and their Health and safety team and experts.

1. Health and safety procedures

There is a range of procedures contained within the Health & Safety Control Manual ranging from Good Housekeeping, to Lone working etc. which staff can access via IHASCO.

2. Risk Assessments

Risk Assessments will be carried out for all operations and role based risk assessments carried out in conjunction with staff.

3. Accident Near Misses

There are blank forms kept on the general drive [here](#) which staff are required to complete. If there is an accident or near miss forms must be returned to the Health and Safety administrator.

4. Accident book

The Association's Accident book is kept within the Property Services department. It is the responsibility of staff to complete an 'Accident Report' which should be returned to the Health and Safety Administrator when the form completed. These reports are stored within employee's personnel records.

5. Health and Safety Notice Board

The Health and Safety Notice board is located on the ground floor behind reception. Staff should always check the notice board which contains useful information with regards to Health and safety issues.

6. Staff Induction

All new employed staff will receive a full Induction which includes health and safety matters. The new employee will then be given a folder with all relevant health and safety data.

7. Health and safety training

Staff will be enrolled on Health and Safety Courses, using our Learning Management System, IHASCO.

Bespoke training will be organised on request or where there is a need for more technical or legislative training.

Health and Safety Awareness training will also be carried out for the Board biennially.

8. DSE Checks

The organisation is legally required to carry out DSE's (Display Screen Equipment) self-assessment forms which should be returned to the Health & Safety Administrator.

The Assessments are then checked by the Health & Safety Administrator and Corporate Services Manager. If an individual member of staff identifies issues within the assessment the member of staff will be advised as to what changes will be made to ensure their workstation is appropriate for them.

Staff will also be enrolled on DSE training biennially.

9. COSSH

All materials are scrutinised and must have Health and Safety Data sheets. These Records are retained in the ground floor Cleaners' cupboard.

10. Office Health and Safety checks

- Fire and panic alarm test is carried out at 10am every Wednesday.
- Daily checks are carried out on all three floors to ensure all fire exits are clear.
- Monthly First Aid checks are carried out by the First Aiders on all first aid supplies to ensure they are in date and there are sufficient supplies.
- Monthly Legionella checks are carried out on all hot and cold-water supplies.
- Weekly Housekeeping checks are carried out to ensure there are no apparent trip hazards.

11. Responsibilities

- Responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Association.
- All practicable steps are taken to manage the health, safety and welfare of all employees.
- Business is conducted in such a way to ensure that the health and safety of visitors, to any premises under our control, is not put at risk.

Duty of Employees

It is the duty of all employees at work to ensure:-

- Reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- They co-operate with the Corporate Services Manager and Health & Safety Administrator so far as it is possible to ensure compliance with any duty or requirement imposed on the employer, or any other person, under relevant statutory duties.
- Ensure any visitors to section staff are made aware of our health and safety procedures in case of an emergency.

Failure for an employee to breach health and safety within the office may lead to disciplinary action.

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