



HEALTH AND SAFETY FRAMEWORK

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1. Policy Statement

- 1.1 This Health & Safety Framework replaces the former Health and Safety Policy with one overarching document which sets out RBHs policy on health and safety and is supported by all related health and safety policies as set out below:

Policy
Health and Safety
Display Screen Equipment
Smoking at Work
Employee Abuse & Violence
Construction (Design & Management) (CDM)
Lone Workers
Asbestos
Fire Safety
Water Safety
Passenger Lift and Hoist
Gas Safety

- 1.2 RBH recognises that the delivery of our services needs to be supported by good health and safety management practices which meet our common law and statutory health and safety responsibilities.
- 1.3 The purpose of this Statement and Framework is to provide an overarching set of principles which sets out the corporate vision of Rochdale Boroughwide Housing (RBH) in relation to the health, safety and welfare of its employees, tenants, contractors and visitors to any of the sites included in the RBH campus as well as others who may be affected by the way in which we deliver our services.
- 1.4 The Framework which is based on the provisions of the Health & Safety at Work etc, Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Health and Safety Executive (HSE) document HS(G)65, 'Successful Health and Safety Management' provides, in an accessible form, summary information on key responsibilities for the full range of areas across RBH in which health and safety activities should be embedded, as well as the core policies and procedures to guide those with specific health and safety responsibilities.

2. Scope and Communication

- 2.1 This Policy Statement and Framework applies to RBH as a Mutual Society in the widest sense; all employees, tenants, contractors and visitors to any of the sites included in the RBH campus as well as others who may be affected by the way in

which we deliver our services. This reflects our underlying principle to ensure that, as far as is reasonable within our resources and control, a high standard of health, safety and welfare is maintained at all times.

- 2.2 The Chief Executive of RBH has also issued a general Statement of Intent which applies to all persons working for, or on behalf of, the Society.
- 2.3 The Policy Statement and Framework also reflects the principle that health, safety and welfare is both an individual and collective responsibility, therefore, in order to achieve this framework will be publicised through a range of channels including the Web and Intranet, team meetings, specific training sessions and Core Brief and other RBH publications.

3. Aims and Objectives

- 3.1 Underpinning the Policy Statement and Framework is the need to ensure as far as is reasonably practicable, the health, safety and welfare of its employees, service users, contractors, visitors and others who may be affected by the activities of RBH. This Policy Statement and Framework provide a basis for compliance with all relevant statutory requirements but also moves beyond the observation of core legal obligations to a RBH culture of high standards of awareness, positive attitudes and responsibility for health, safety and welfare, including the adoption of a proactive model of occupational health care with the emphasis on the prevention of ill health rather than individual problem solving.
- 3.2 The core principles adopted by RBH are:
 - 3.2.1 the provision of adequate resources to ensure the maintenance of a safe working environment that, as far as is reasonably practicable, is free from risks to health and has adequate facilities and arrangements to aid the welfare of its employees, service users, contractors, visitors and others who may be affected by the activities of RBH;
 - 3.2.2 our activities, premises and equipment meet current legal requirements, standards and best practice;
 - 3.2.3 the acceptance of health and safety as a core management activity, ranking equal priority with other service objectives;
 - 3.2.4 the employment of competent advisers to provide guidance and assistance on health and safety issues;
 - 3.2.5 the management of risk to health and safety through processes of risk assessment and risk control;

- 3.2.6 ensuring that all work activities are carried out by persons competent to carry out these tasks or by persons under appropriate and competent supervision, thus minimising risk to themselves and others;
- 3.2.7 co-operation and co-ordination with other employers with whom it shares a workplace to manage health and safety risks;
- 3.2.8 consultation with employees' through the Health & Safety Committee and safety representatives;
- 3.2.9 continually improving performance through inspection, review and audit;
- 3.2.10 planning for the management of and recovery from any major incident that could disrupt normal operation;
- 3.2.11 maintaining and making available policies, procedures and guidance relating to health and safety for all areas of RBH.

4. Strategic Accountability, Executive and Specific Responsibilities

- 4.1 This section outlines the strategic accountability of the Board for health and safety within the Society and sets out the specific health and safety responsibilities incumbent upon RBH employees to ensure that the Health and Safety Framework is implemented, monitored and reviewed effectively.

Chair and Board

- 4.1.1 The Board of Directors is committed to health and safety. It will provide leadership and ensure that health and safety is taken into account when business decisions are taken. The Board will ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the Society.
- 4.1.2 The Board will:
 - accept its collective role in providing health and safety leadership within RBH formally and in public;
 - ensure that individual members of the Board accept their role in providing health and safety leadership;
 - assess the effectiveness of this Health and Safety Policy Statement and Framework;
 - ensure that health and safety intentions are reflected in board decisions;
 - ensure the active participation of employees in improving health and safety;

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- promote an interest in and engender a positive attitude for health and safety matters throughout RBH.

Chief Executive

4.1.3 The Chief Executive has overall responsibility for the Society with regard to the implementation of this Policy Statement and Framework and compliance with health and safety legislation. In this respect, the Chief Executives' main responsibilities are to:

- foster a positive culture of safe working practices and a safe and healthy working environment across the society;
- establish appropriate performance standards and monitor and appraise the performance of Directors and Heads of Service in respect of the implementation of adopted safety arrangements across the Society;
- where reasonably practicable, ensure that Directors, Heads of Service, Managers and/or Supervisors make available suitable and adequate resources to meet the requirements of this Framework and its supporting policies, procedures and systems;
- to ensure that this Framework along with any supporting policies, systems and procedures are reviewed and, where considered necessary, amended on a regular basis;
- to lead by personal example;
- to consult, where considered necessary, the Society's Health and Safety Manager in meeting these responsibilities.

Directors

4.1.4 Directors will be responsible for safety measures at directorate level for matters for which they have control. Directors will assume the employer's responsibility for compliance with RBH's Health and Safety Framework and supporting policies, relevant legislation and approved Codes of Practice and guidance.

4.1.5 Each Director has overall responsibility for their service area (Customer, Communities and Resources) with regard to the implementation of this Framework. In this connection, the main responsibilities are to:

- develop a positive culture in respect of safe working practices, and a safe and healthy working environment;
- arrange for the successful implementation of this Framework and, in so doing, support all persons in carrying it out;

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- identify and evaluate risks in relation to health and safety and implement appropriate control mechanisms in order to minimise risk to employees, tenants and other stakeholders;
- monitor and review annually the performance of managers in respect of the implementation of adopted safety arrangements within their sections in the form of KPIs, these will be developed with support from the health and safety team ;
- where reasonably practicable, ensure that suitable and adequate resources are made available to develop and/or maintain systems to meet the requirements of this Framework and supporting policies, procedures and systems;
- where appropriate, delegate their responsibilities to senior and middle managers;
- arrange for the regular review and, where considered necessary, amendment of health and safety management systems;
- take reasonable care of the health and safety of self, other persons and resources;
- take appropriate action against any employees who disregard their safety responsibilities and to have any such incident recorded in the appropriate register or file;
- lead by personal example;
- consult, where considered necessary, the Society's Health and Safety Manager to aid the achievement of these objectives.

Director with Health and Safety Responsibilities

- 4.1.6 The Director with health and safety responsibilities is ultimately responsible for the implementation of RBH's Health and Safety Framework and supporting policies.
- 4.1.7 The Deputy Chief Executive & Director of Resources is the nominated person with health and safety responsibilities for RBH, a position with responsibility for planning and implementing health and safety policy and chairing the Health and Safety Committee.
- 4.1.8 The Deputy Chief Executive & Director of Resources will, in so far as is reasonably practicable:
- ensure that adequate resources are devoted to health and safety and that it is ranked with equal importance to other key management objectives;
 - champion safety issues at Executive level;
 - ensure that the Chief Executive is advised on any safety matters which cannot be dealt with satisfactorily at a lower level;

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- hold the final authority for the enforcement of safety issues where there is a need to compel services to act;
- make recommendations to the Chief Executive and the Board on health and safety policy and oversee the work of the Health and Safety Committee;
- ensure that appropriate training is made available to employees with significant responsibilities in the management of health and safety.

4.1.9 The Deputy Chief Executive & Director of Resources is authorised, in consultation with the Head of Legal and Compliance and the Health and Safety Manager, as appropriate, to take appropriate executive action to prevent serious harm to individuals or to RBH.

Heads of Service

4.2.0 The Heads of Service will assist the Directors with the implementation of this Health and Safety Framework in their respective Services. Their main responsibilities are to:

- be accountable for the successful and consistent implementation of the framework and its supporting policies, procedures and systems by their employees, and by all contractors for whom they have management responsibility;
- Ensure managers undertake risk assessments aimed at identifying potential hazards.
- take such steps as are necessary to ensure that all employees for whom they have management responsibility are made aware of this framework and of their own responsibilities for health and safety in connection with the work environment and working practices;
- ensure the development, implementation and maintenance of suitable and adequate safety arrangements within their teams in order to comply with this framework and health and safety legislation;
- delegate day-to-day implementation of this framework and its supporting policies and procedures to team managers who, in turn, shall brief such other employees on their respective responsibilities;
- consider any suggestions for improving health and safety raised by employees or their representatives and to respond accordingly;
- ensure prompt reporting and co-operation in investigation procedures for accident and/or incident/near miss events;
- remind colleagues of their health and safety responsibilities and take appropriate action against employees who disregard these responsibilities, and to have any such incident recorded in the appropriate register;
- monitor and review annually the performance of managers in respect of the implementation of adopted safety arrangements within their teams;

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- take reasonable care of the health and safety of ones self, other persons and resources;
- lead by personal example;
- consult, where considered necessary, the Society's Health and Safety Manager in order to aid the achievement of these objectives.

Fire Consultant

4.2.1 The person with fire safety responsibility will provide professional fire safety advice as required to employees across RBH. Their main responsibilities are:

- to act as the 'competent (person)' under the regulatory reform (Fire Safety) Order 2005;
- the development, implementation and co-ordination of a rolling programme of fire risk assessments as required by the fire precautions (workplace) regulations;
- the provision of advice to RBH concerning appropriate standards for fire precautions in buildings, and the development and maintenance of effective fire prevention strategies;
- the development of compliance and control strategies as required by the relevant statutory provisions;
- monitoring fire safety arrangements and making recommendations as necessary;
- to maintain liaisons with the Fire Service.

Health and Safety Manager

4.2.2 The role of Health and Safety Manager involves advisory functions, and reports to the Head of Legal and Compliance on a day to day basis for the execution of his/her duties, but will have direct access to the Deputy Chief Executive & Director of Resources on matters considered appropriate. In practice the Health and Safety Manager will work closely with Heads of Service and managers in maximising the effectiveness of the role. The main duties of the Health and Safety Manager will be to:

- advise the Chief Executive, EMT and Heads of Service on all matters relating to health and safety;
- develop, implement and monitor the effectiveness of RBH's Health and Safety Framework, supporting policies, procedures and systems, making necessary revisions as required;
- advise on statutory provisions;
- promote health, safety and welfare within RBH;

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- review the effectiveness of health and safety training;
- advise and support managers in health and safety incidents, carry out independent investigations where it is deemed necessary, and provide the appropriate advice and assistance in implementing remedial actions identified through these investigations;
- advise managers or supervisors on all aspects of health and safety including policy formulation, risk assessment, accident investigation and reporting, and the development of safe working practices;
- review, co-ordinate and monitor the implementation of health and safety arrangements;
- support managers in undertaking risk assessments aimed at identifying potential hazards arising out of, or in connection with, working practices and the environment in which work takes place;
- provide support and assistance to managers in respect of appointing and managing contractors;
- keep up to date with relevant legislation, approved codes of practice and guidance literature;
- undertake workplace audits, inspections and surveys, and to evaluate the findings and provide recommendations to address any areas for action which are identified;
- provide an effective information service;
- represent the interests of RBH at meetings whose activities may influence health and safety issues within RBH;
- maintain liaisons with trade union safety representatives, professional agencies (e.g. Fire service, HSE, medical officers) and other societies who have an interest in the society;
- lead by example.

Managers and Supervisors

4.2.3 Managers and Supervisors are responsible for the day-to-day implementation of safety arrangements within their teams. Their main responsibilities are to:

- be accountable to their Directors/Heads of Service, or line manager, for the consistent implementation of this Framework, supporting policies, procedures and systems, together with compliance with its requirements by their employees, and by all contractors for whom they have management or supervisory responsibility;
- read and understand this policy and take all steps necessary to ensure that all persons for whom they have management or supervisory responsibility are made aware of it, it's supporting systems and their own responsibilities in turn;

- understand the basic requirements of health and safety legislation applying to the working practices of their team;
- foster a positive attitude towards safety;
- develop, implement, maintain and issue specific safety instructions (i.e safe systems of work; risk assessment and method statements as appropriate) to employees and contractors;
- ensure that all employees, particularly young persons and new starters, receive adequate training, instruction, information and supervision in order for them to be able to fulfil their duties safely;
- upon the receipt of a report from an employee of a condition or practice appearing likely to jeopardise health and safety, stop the work if serious or imminent danger to persons or property and to notify the team/individual responsible for co-ordinating the work;
- ensure that at each stage of planning work, consideration is given to suitable and adequate safety arrangements and welfare facilities to avoid injury, ill health, damage and/or loss;
- ensure that all working practices under their control are assessed for risks to the health and safety of those for whom they have management or supervisory responsibility;
- develop, implement and maintain suitable and adequate local safe working procedures to protect against any risks identified;
- maintain a good standard of housekeeping in the work area;
- continually seek to develop and/or improve safe working practices to ensure a safe and healthy working environment and to identify, arrange for, and monitor the effectiveness of training of employees;
- ensure that all accidents are reported, recorded and properly investigated in order to identify both immediate and underlying causes and to implement appropriate remedial action to prevent recurrence;
- take appropriate action against employees and/or contractors who disregard their safety responsibilities or are negligent to such a degree that exposes either themselves or others to a significant risk of injury or ill health;
- ensure that all relevant literature, advice and recommendations, received from the Society's Health and Safety Manager and/or any other source, are passed on to those persons, for whom they have management or supervisory responsibility;
- ensure that all plant, equipment, articles and substances, provided for use at work, are safe and without risks to health and safety and that all such items are used properly, maintained in a good state of repair and in efficient working order;
- ensure that all personal protective equipment provided for use at work is suitable and correct for the intended use, that it is used properly and maintained in a good state of repair and in efficient working order;

- subject to the risks inherent to working practices, ensure that there are sufficient numbers of first aid personnel readily available to administer first aid treatment;
- ensure that health and safety arrangements are afforded full consideration in the drafting and implementation of any contract, works specification or order;
- 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;
- take reasonable care of the health and safety of themselves, other persons and resources;
- actively discourage employees from taking unnecessary risks, adopting unsafe working practices and/or engaging in 'horseplay' or dangerous practical jokes;
- deal promptly with reported defects, i.e. take out of service, replace or repair;
- monitor and review the performance of Supervisors and/or individual employees in respect of the implementation of adopted safety arrangements within their respective service areas;
- consult, where considered necessary, the Society's Health and Safety Manager in meeting their health and safety responsibilities, including the hiring and/or purchasing of new items of plant and equipment and/or proposed alterations to premises;
- lead by personal example.
- Important Note: it needs to be noted here that if an individual instructs or issues tasks to another individual or groups of individual then whether a designated manager or not, they become responsible for the health, safety and well-being of those they have instructed

Individual Employees

4.2.4 All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following RBH's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

4.2.5 As a term of their contract of employment all employees of RBH must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Further details can be found on the HSE website – www.HSE.gov.uk

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4.2.6 Failure to comply with Health & Safety duties, legal requirements, safe systems of work, on the part of any employee and/or an attitude of non co-operation may lead to disciplinary action.

4.2.7 Health and Safety breaches which endanger the life of any person, or which can create a risk of injury, will be classified as gross misconduct making the employee liable to dismissal. All employees have the responsibility for:

- Taking care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions;
- Co-operating with management to enable them to fulfil their statutory duty
- Observing all relevant Society's rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others;
- Not intentionally or recklessly taking any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner;
- Using the personal protective equipment, clothing or safeguards provided;
- Ensuring that personal protective equipment is stored correctly and in good condition;
- Immediately reporting to their manager or supervisor any conditions or practices appearing likely to jeopardise health and safety;
- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and devices;
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired;
- Conducting themselves in an orderly manner while on company premises and being alert for obstacles and other hazards;
- Refraining from any form of horseplay or engaging in any dangerous practical jokes;
- In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, reporting all accidents, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others;
- Being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers;
- Complying with the Society's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire;
- Maintaining a good standard of housekeeping at the place of work.

Appointed Persons/First Aiders

4.2.8 In addition to any duties set out in this document or elsewhere, the Appointed Persons/First Aiders are responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid training certificate;
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained;
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained in a proper state of readiness;
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary;
- Recording details of all accidents and treatments in the proper registers;
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

Safety Representatives

4.2.9 Under the Safety Representatives and Safety Committees Regulations (SRSCR), and in accordance with this Framework, the main duties of the Safety Representative are:

- To read and understand the contents of this policy and advise their members of the need to fully meet with the responsibilities that it places upon them;
- To represent their members in consultation with the employer on matters of health and safety;
- To make representation to the appropriate line manager or supervisor on matters genuinely affecting the health, safety or welfare at work of those persons they represent;
- For those representatives nominated by the trades unions, to carry out inspections in accordance with Regulations 5, 6 and 7 of the SRSCR;
- In accordance with the SRSCR, to give reasonable notice to the employer, in writing, of their intention to carry out a routine inspection of the working environment in which the persons they represent are employed. Such inspections may take place once every three months - though alternative arrangements might be implemented if agreed with the employer;
- To maintain clear and accurate records of any inspections carried out.
- To attend appropriate meetings in order to discuss health and safety matters. To be constructive and positively contribute toward developing health and safety arrangements;
- To be clearly seen supporting the employer in encouraging and nurturing the right attitude toward health and safety in the workplace and to participate in solving genuine health and safety related problems;

- To examine the cause of accidents and/or incidents involving any person(s) they represent and to provide information to the employer regarding the causes, along with reasonable conclusions drawn and recommendations proposed from the investigation;
- To receive information and advice from the Health and Safety Executive and pass this on to those persons they represent;
- To fully co-operate with the employer on matters of health and safety;
- To investigate complaints made by those persons they represent in relation to health and safety in the workplace;
- To advise those persons they represent to refrain from 'horseplay', dangerous practical jokes and adopting unsafe working practices;
- To encourage those persons they represent to report all accidents and/or incidents at work as soon as possible in accordance with internal reporting procedures and to advise that they fully co-operate with persons carrying out accident investigations;
- To encourage those persons they represent to report defects immediately through the recognised defect reporting procedures;
- To look for, and suggest reasonable ways of, eliminating hazards and controlling risks;
- To take reasonable care of the health and safety of themselves, other persons and resources;
- To lead by personal example.

Contractors and Sub-contractors

- 4.2.10 As site occupiers, RBH will plan, co-ordinate, control and monitor the activities of contractors and sub-contractors to effectively minimise the risks presented to employees, other persons on-site and the public.
- 4.2.11 RBH will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings, where contractors chose to sub-contract elements for work then these sub-contractors must also meet these requirements. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by RBH and by regular site inspections during the construction phase.
- 4.2.12 Site safety rules and procedures will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or time-scales. It is the contractors responsibility to ensure that these are passed on to their sub-contractors.

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- 4.2.13 Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors or sub-contractors unless exceptional circumstances prevent them from using or hiring their own.
- 4.2.14 Even in these circumstances, contractors and sub-contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided that the equipment is in a sound condition and they are competent to use it.
- 4.2.15 A competent, named individual will be appointed to co-ordinate each contract, including site visits as required. This individual will be expected to encourage and develop the right safety culture amongst contractors and sub-contractors. Incidents outside of normal hours will be raised via the Out of Hours Team who will either take steps to make the site safe or escalate the matter with the Incident Management Team in line with our Business Continuity Plans.
- 4.2.16 Where construction work is carried out, any necessary reporting and consultation will be in accordance with the principal contractors health and safety plan or site rules.
- 4.2.17 Where any construction work is carried out at premises that is subject to the Construction (Design and Management) Regulations, RBH will appoint an in-house Principal Designer for each project.
It will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently.
- 4.2.18 RBH will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared.
- 4.2.19 RBH will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection and that when any such file is handed over to a third party, the necessary steps are taken so that the party understands the purpose and nature of the file.

Part Two - Framework Arrangements

5. Legislative Context

- 5.1 As previously stated this Framework and Policy Statement is based on the provisions of the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Health and Safety Executive (HSE) document HS(G)65, 'Successful Health and Safety Management'
- 5.2 The Framework and Policy Statement are designed to provide an overall basis for ensuring that RBH comply with all relevant statutory requirements and is supplemented by specific policies, procedures, safe systems of work statements and risk assessments. These are outlined in more detail in section 6 below including links to relevant supporting documentation.

6. Accountability

- 6.1 RBH Executive Management Team shall ensure that everyone is held accountable for their responsibilities under the Health and Safety policy and arrangements.
- 6.2 This should be achieved primarily through training and supervision and non-compliance with RBH policy and procedures may lead to disciplinary action being taken.
- 6.3 Supervision is considered an essential element of an effective health and safety strategy and will be proportionate to the risks involved in the work activity and the competence and experience of employees to identify and deal with it.
- 6.4 Even for low risk activities some supervision is needed to ensure that employees have not become complacent

7. Framework for the successful management of health safety and well-being - (Management of health and Safety at Work Regulations 1999)

In accordance with the regulations RBH will take a proactive approach to the control of risks that are presented in the course of our activities

To support the overall aims of RBH health and safety policy statement and the society's arrangements for health and safety, a series of supporting policies and procedures have been developed. These documents set out RBHs specific duties to ensure it complies with current health and safety legislation.

Each section/team may further develop guidance and work instructions, for each of their teams, ensuring that the contents are met and implemented where necessary.

Key health and safety arrangements and procedures are: (not exhaustive):

Health and Safety Framework

- Workplace safety
- Risk assessments
- Training
- Accidents reporting
- Control of Substances Hazardous to Health (COSHH)
- Manual Handling
- Display Screen Equipment (DSE)
- Fire Safety Policy
- Construction Design and Management (CDM)
- Gas Safety Policy
- Water Safety Policy
- Noise and Vibration at Work Regulations;
- Personal Protective Equipment at Work Regulations;
- Provision and Use of Work Equipment Regulations;
- The Control of Asbestos Regulations.

Links to Health and Safety Information (hyperlink to intranet?)

8. Risk Management

- 8.1 The effective management of health and safety issues is an integral part of risk management and RBH take a proactive approach to the control of risks in accordance with the Management of Health and Safety at Work Regulations 1999. Risk Management is a discipline which cuts across all activities, from strategic to operational, and applies across all business areas to ensure that risks which could impact on the society's objectives are identified and minimised. For RBH, the health and safety related aims of risk management include:
- protecting service delivery and its quality
 - protecting reputation and image of the society
 - securing the assets of the society
 - securing the well-being of employees and customers
 - ensuring probity and sound ethical conduct
 - avoiding criminal prosecution or litigation
 - avoiding financial loss, fraud or corruption
 - reducing the total cost of risk to the society
- 8.2 Appendix 1 sets out the arrangements that RBH have put in place in order to manage health and safety and comply with specific legislative requirements.

9 Risk Assessments

- 9.1 In accordance with the Management of Health and Safety at Work Regulations, all work activities will be assessed for general risks to the health, safety and welfare of employees.
- 9.2 Risk assessments will be conducted by line managers and/or employees with support and guidance provided by the Health and Safety team.
- 9.3 Any significant findings in the risk assessment process will be recorded on the appropriate risk assessment forms and the information will be used in the development of safe systems of work and method statements that will be issued on a formal basis to those employees who need to be aware of the risks identified.
- 9.4 If there are new developments in legislation or changes in working practices or procedures, which may suggest that an assessment is no longer valid, the risk assessment will be reviewed.
- 9.5 Notwithstanding the general requirements in 7.1 above risk assessments will also be carried out in order to comply with the requirements stated in the following specific health and safety regulations.

10. Monitoring and Review of Framework

- 10.1 RBH considers that health and safety arrangements are too important to be left to chance and assume that they work. Consequently, Directors, Heads of Service and managers/supervisors need to check the health and safety precautions are in place, the systems are working and that risk control measures are both effective and maintained.
- 10.2 Such reviews should be commissioned by the Head of Legal and Compliance following discussion with the Executive Management Team and Heads of Service. The Head of Legal and Compliance will then set future policies, judge the adequacy of health and safety performance and decide upon action needed with the Health and Safety Manager.
- 10.3 Monitoring and review will form a significant part of the health and safety management process within the Society. Ongoing standards will be monitored on both a pro-active and reactive basis through the Health and Safety Committee and Management Team Meetings.

- 10.4 Pro-active monitoring will typically include regular audits, inspections, and assessments, statutory testing of equipment and preventative maintenance programs. Reactive monitoring will include evaluation of data relating to injuries, ill health, damage and loss, appropriate consideration of any complaints and the introduction of systems to prevent recurrence.
- 10.5 The sequence and timing of reviews will be specified by an audit and review schedule that will include:
- The reason for any amendment;
 - A description of the amendment;
 - The date of the amendment.
- 10.6 Any such amendments will be brought to the attention of all those employed within the Society by what will be considered as being the most effective method at that time.
- 10.7 For more information on health and safety in the workplace, contact your immediate supervisor and/or the Society's Health and Safety section.
- 10.8 All RBH strategies, policies and procedures are reviewed on a regular basis in order to ensure that they are 'fit for purpose' and comply with all relevant legislation and statutory regulations.
- 10.9 This policy, including any other related procedures will be reviewed annually in order to ensure its continued appropriateness and formally reviewed and submitted to the appropriate 'approving body' every three years.
- 10.10 Each subsection of the framework will contain it's own Key performance indicators where appropriate. In relation to the framework in particular the following will be tracked.

KPI	Detail	Receiving body
Number of Riddors	Number of riddors reported to HSE within the period and, working days lost and cause By Directorate and service	Health and Safety Committee, EMT, Audit Committee and Board
Number of accidents	Details of incidents including cause and number of working days lost. By Directorate and service	Health and Safety Committee, EMT, Audit Committee and Board

Percent of team with xxx in last 3 years		Health and Safety Committee, EMT, Audit Committee and Board
Percent of employees who have received briefing on policy	Number of employees	Health and Safety Committee, EMT, Audit Committee and Board

Appendix 1 - Statement of Intent

The Chief Executive issues the following General Statement of Intent. It applies to all persons working for, or on behalf of, the Society

It is the intention of the Chief Executive that all work carried out by the society's employees and/or contractors will be done so in a safe manner and in accordance with relevant statutory provisions

The society's Executive Management Team (EMT) views the managing of risks to health and safety as a management responsibility and considers it to be equally important to that of any other management function. The EMT also believes that the promotion of health, safety and welfare measures is a mutual objective for management and employees at all levels.

It is EMT's remit to assess all significant risks to the health and safety of employees and others (i.e. members of the public, contractors and visitors) which may arise from any of the society's undertakings and to develop, implement and maintain, preventative and/or protective measures designed to avoid or minimise those risks as far as it is reasonably practicable to do so.

To this end, EMT shall provide such resources and competent technical advice as may be necessary to enable all employees to meet their health and safety responsibilities. EMT are fully committed to this policy and shall provide support to persons charged with responsibility for its implementation.

The Chief Executive, Service Directors, Heads of Service, Managers and/or Supervisors are expected to accept their responsibilities for health and safety in full and to recognise the need for the provision and maintenance of equipment, premises, systems of work and a safe and healthy working environment in connection with all undertakings occurring within their Section. They must also arrange for the adequate provision of information, instruction, supervision and training to persons for whom they have responsibility and ensure the effective

delegation of their health and safety responsibilities when they are absent from the workplace.

Successful implementation of this policy requires the commitment of everyone employed within the society and the acceptance by individual employees of their own responsibilities in respect of:

- Using plant, machinery, equipment, articles, substances, transportation or safety devices, provided by the society in accordance with any information, instruction supervision and/or training received.
- The duty to immediately inform their line manager or supervisor of any work situation which they reasonably consider represents a serious and imminent danger to health and/or safety, and of any other matter that they reasonably consider represents a weakness in the society's health and safety arrangements.

In addition to having responsibilities under this policy and its associated procedures, employees are hereby reminded that they also have legal obligations under Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974, namely:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions (or lack of action) at work.
- To co-operate with their line manager or supervisor on health and safety matters so far as is necessary to enable the EMT to comply with the various obligations imposed on it by way of health and safety legislation
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

EMT stresses its commitment to health and safety to the extent that where it is believed that wilful disregard for safe working practices by any employee, including managers and supervisors, particularly where such action seriously puts at risk the health or safety of themselves and/or any other persons, it shall be considered as gross misconduct/negligence and lead to disciplinary action being taken against that individual.

A copy of the General Statement shall be issued to all those employed within the society. It will be reviewed, added to or modified as necessary and may be supplemented by further statements in connection with the work of particular groups of employees.

I and the other members of the Board and Executive Management Team are committed to this policy and to the implementation and monitoring of the highest standards of health, safety and welfare across RBH. I expect every member of RBH to share this commitment and to work together to achieve it. Therefore, I would encourage you to adopt at all times a positive attitude to health and safety requirements and to promote a healthy and safe working environment for ourselves, and others affected by the work of RBH.

Signed:

Date:

Chief Executive, Rochdale Boroughwide Housing

Signed:

Date:

Chair of RBH Board

Appendix 2 – Health and Safety Arrangements

This section provides information on specific arrangements for the management of health and safety issues. RBH is committed to the provision of:

- A safe place of work;
- Safe access and egress;
- Safe handling and transportation of substances and articles;
- The provision of information, instruction and training;
- Suitable supervision.

Therefore we shall develop our health and safety management system in accordance with HSG 65 successful health and safety management system which focuses on the following approach:

- Plan
- Do
- Check
- Act

By adopting this approach RBH seeks to focus on the prevention of injury and ill health and foster a positive safety culture.

1 Lone Working / Violence

RBH recognises that it has a moral and legal obligation to strive to eliminate the danger posed by threats of violence at work.

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RBH will ensure, as far as is reasonably practicable, that employees who are required to work alone or unsupervised are protected from risks to their health and safety.

Assessments of risks will be carried out under the Management of Health and Safety Regulations. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, substances and environment etc.

Further information is available via the Lone Working Policy.

2 Stress at Work

RBH recognises that its responsibilities extends to mental well being as well as physical health and is committed to providing a supportive working environment that maintains and promotes the health and well being of its employees. Our employees are our most important asset.

The Society's objective is to increase the general awareness of stress and methods to prevent and combat negative workplace stress through the provision of information, guidance and training to both managers and employees.

Further information is available in the stress toolkit.

3. Equality Act

The Equality Act 2010 has replaced all existing equality law. The Act has modernised and streamlined previous equality legislation.

RBH has a long standing commitment to equality and diversity.

RBH recognises that its customers, employees, Board Members and partners come from many diverse backgrounds, bringing with them different experiences and needs.

Further information is available via the Equality and Diversity Policy.

4. The Workplace (Health, Safety and Welfare) Regulations 1992

RBH will ensure that suitable arrangements are made with respect to the provision of welfare facilities within their offices. This will include adequate sanitary and wash facilities, adequate ventilation, temperature and humidity, adequate working space with suitably arranged workstations and so far as is reasonably practicable appropriate lighting.

Housekeeping shall be maintained at the highest standards ensuring walkways; traffic routes and emergency exits are clearly marked and kept clear from obstructions.

RBH will always meet and seek to exceed the minimum requirements under the Workplace Regulations in order to meet the needs of its employees following internal consultation. These arrangements are currently set out in the campus guide.

5. Construction Design and Management (CDM) Regulations 2015

The CDM 2015 Regulations apply to most common building, civil engineering and engineering construction work. HSE must be notified of the site if the construction work is expected to either:

- last longer than 30 days; and 20 persons at any one time, or
- involve more than 500 person days of construction work.

RBH will ensure that contractors meet requirements of the Health and Safety at Work etc. Act 1974 and CDM regulations and ensure they are fulfilled with respect of matters, which are within their control.

Further information is available via the CDM Policy.

6. Contractors

As site occupiers, RBH will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on-site and the public.

RBH will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by RBH.

7. Safety Rules and Procedures

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements, together with any special health and safety requirements likely to affect cost or time-scales.

8. Equipment

Plant and equipment, such as temporary access platforms, ladders, personal protective equipment, lifting equipment, internal transport vehicles and electrical equipment, will not be loaned to contractors unless exceptional circumstances prevent contractors

from using or hiring their own.

Even in these circumstances, contractors will only be permitted to use such equipment with written authority to do so for a specified task and period, provided that the equipment is in a sound condition and the contractor is competent to use it.

9. Reporting

All employees will be expected to report danger (within their capability to recognize unsafe practices) to their manager or supervisor, who will be expected to either:

- Stop the work if serious or imminent danger to persons or property, other than the contractors employees, is foreseen;
- Notify the team/individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

Where construction work is carried out, such reporting and consultation will be in accordance with the principal contractors health and safety plan or site rules.

Where any construction work is carried out at premises that is subject to the Construction (Design and Management) Regulations, RBH will appoint an in-house Principal Designer for each project. It will ensure that those they appoint are competent and have adequate resources available to carry out their duties competently.

RBH will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared.

RBH will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection and that when any such file is handed over to a third party, the necessary steps are taken so that the party understands the purpose and nature of the file.

10. Control of Asbestos Regulations 2012

RBH is aware of the hazards associated with the exposure to asbestos dust and are committed to the prevention of such exposure to employees, sub contractors or to other persons who may be affected.

Further information is available via the Asbestos Policy.

11. Control of Substances Hazardous to Health Regulation 2002 (as amended)

RBH will ensure that an assessment of risk is undertaken for any hazardous substances

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used and will continually assess whether the use of hazardous substances can be eliminated or substituted for a less hazardous substance.

The Control of Substances Hazardous to Health Regulations requires any hazardous substances used at work to be assessed before use. Any chemical or substance that is hazardous within the definition of these Regulations should, where possible, be eliminated from use or substituted for a safer alternative. Where a hazard exists or there is a residual hazard, the possible extent of exposure will be evaluated and control measures put in place.

No substance shall be used unless it has been fully assessed for potential risks to the user and others and effective control measures have been developed. The only exception to this is where a substance is being used for the first time. In this situation, the user will have already carefully considered the contents of the relevant Material Safety Data Sheet and will be conducting a formal risk assessment during this first use of the substance.

Employees will be informed of any significant findings of risk assessments carried out on the substances used within the sections.

Managers will arrange for all assessments of working practices under their control to be regularly reviewed, especially where there is reason to believe that they are no longer valid (i.e. in the event of an accident) or there has been a change to methods of work.

As with other activities, information, instruction, supervision and training will be provided to employees regarding the safe use, handling, storage and transportation of hazardous substances.

All substances and/or their receptacles will be disposed of in accordance with the manufacturers/suppliers recommendations.

12. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

RBH encourages all persons to report all accidents and ill health, and ensure that these are reported to the relevant enforcing authorities as per the requirements of the regulations.

13. First Aid

In accordance with the Health and Safety (First Aid at Work) Regulations, adequate facilities and equipment will be provided at premises to enable first aid to be rendered to employees who are injured or become ill at work. A sufficient number of employees

will receive approved training, and refresher training, in order for them to be able to immediately and effectively administer first aid treatment.

Records of personnel who have received training and refresher training in first aid will be maintained and updated. Where requested, first aid personnel shall provide records of treatments administered to injured or ill persons.

First aid personnel contact details will be prominently display on notice boards to ensure that such information is available to those who might need their service. First aid personnel will also arrange for adequate cover during periods of absence from the workplace.

First aid kits shall be situated in a readily identifiable and easily accessible location that is clearly marked by way of a prominent notice in accordance with the Health and Safety (Safety Signs and Signals) Regulations. First aid personnel will regularly check the contents of first aid kits to ensure that they contain the requisite types and amount of equipment.

14. Emergencies

RBH Premises will have written procedures to deal with emergency evacuation. Employees will be made aware of these procedures by way of regular evacuation exercises, documentation and posters prominently displayed on notice boards and in other areas as considered appropriate.

All employees will be notified of competent nominated persons trained to implement the procedures in the event of an emergency evacuation.

Fire is a significant risk within occupied buildings and so effective fire prevention and/or protection measures are essential.

Each employee must therefore comply with RBH's policy on no smoking in any RBH premise, i.e. buildings and vehicles. In addition, employees are required to adopt safe practices in the use of electrical equipment, use and storage of flammable substances and activities involving hot work. Employees are also encouraged to report immediately any situation that might adversely affect fire safety and to avoid the unnecessary storage of waste or goods in areas prejudicial to fire safety arrangements.

Where appropriate, a logbook will be maintained by local Fire Marshals (or nominated persons) at each of the premises occupied by employees. Such logs will contain records of inspections, tests and examinations of escape routes; fire fighting appliances, emergency lighting, alarms and fire drills.

Where applicable, fire alarms will be sounded weekly for audibility throughout the premises.

Further information is available in the Fire Safety Policy and supporting documentation.

15. The Regulatory Reform (Fire Safety) Order 2005

These regulations apply to all premises of RBH. RBH will:

- Ensure that a fire risk assessment is conducted of the workplace;
- Identify and record the significant findings of the risk assessment;
- Provide and maintain suitable and appropriate fire precautions as are necessary to protect persons who work or visit RBH offices;
- Provide information, instruction and training to employees with respect to the fire precautions that have been developed for the workplace;
- Ensure that persons shall be nominated to act as fire marshals in the event of fire. These persons will be given suitable and adequate training to perform these duties effectively.

Further information is available via the Fire Safety Policy.

16. Smoke Free Regulations 2007

The regulations ban smoking in enclosed public spaces and workplaces. The regulations impact on:

- Our vehicles;
- Our office buildings including reception areas;
- Communal areas in accommodation blocks, which are also a workplace such as independent living schemes and high-rise flats;
- Any other communal areas which would be classed as enclosed public spaces such as meeting rooms.

RBH is committed to ensuring the health, safety and welfare of employees, board members, tenants, visitors and contractors visiting our work places, in compliance with the Health Act 2006.

We recognise our duty to protect employees, board members and others from harmful exposure to tobacco smoke and to protect non-smokers from discomfort caused by tobacco smoke. Therefore we aim to provide, as far as practicable, a smoke free working environment.

Further information is available via the Smoking at Work Policy.

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17. Display Screen Equipment Regulations 2002 (as amended)

Where employees are identified as ‘users’ under the Health and Safety (display screen) Regulations. RBH will ensure that their workstations are assessed for ergonomic layout with considerations for seating, workspace and VDU equipment and local environmental conditions. Work routines will be arranged to ensure that sufficient breaks are taken from VDU equipment to prevent the onset of fatigue. Information, instruction and training shall be provided to ensure users are aware of the hazards/control measures associated with display screen equipment and workstation layout. This will include:

- Display screen workstation assessments will be carried out using a questionnaire-type assessment form. Analysis of completed forms will help to identify potential problem areas and allow for appropriate remedial action to be taken;
- In accordance with the Display Screen Equipment Regulations, eye and eyesight testing will be made available to habitual users of display screen equipment (DSE) at their request;
- Any user of DSE who experiences feelings of ill health, i.e., headaches, poor vision, pain in the shoulders, arms and fingers, etc. should report the matter to their immediate supervisor;

Where possible, the supervisor should seek to minimise any potential risk to health by planning (with the employee) the layout of the workstation and considering alternative working patterns, i.e. incorporate breaks away from the screen by introducing alternative tasks in order to prevent long uninterrupted periods spent using the equipment.

Further information is available via the Display Screen Equipment Policy.

18. Agile Working

Irrespective of where our employees work, under the Health and Safety at Work etc. Act 1974, RBH has a duty to protect the health and safety of its workforce.

RBH’s Agile Working Strategy defines new ways of working. Agile working breaks the connection with a permanent desk – utilising other work spaces as necessary, such as working from home or from other RBH campus sites.

Agile working means that employees will not have a workstation specifically allocated to them but instead they’ll be able to use a ‘pool’ of workstations.

Managers are required to ensure that the risks associated with the particular work styles adopted are adequately assessed and that, where necessary suitable arrangements are put in place to minimise those risks.

Employees are required to report to their line managers any health and safety problems or issues as well as any incident or 'near miss' occurrences that occur in the course of their work.

19. Homeworking

Homeworking arrangements are covered by the Health and Safety etc. Act 1974. This means RBH has a duty to manage homeworker's health, safety and welfare as it does for employees based in RBH premises.

RBH has a duty to ensure DSE equipment used by home workers is safe and does not affect employee's health. Homeworkers are required to:

- Take reasonable steps to ensure that the place of work at home provides a safe and secure environment without risk to personal injury;
- Report any work related accidents to their manager whilst working at home so that details are entered into the appropriate accident book.

Further information is available via Homeworking Policy.

20. Manual Handling

The potential for injury from manual handling activities in many of the working practices carried out within the Society is clearly recognised. To ensure that such risks are minimised, an assessment will be made of all working activities involving lifting and handling operations following which a range of control options will be explored. These will include:

- Avoiding the manual handling activity;
- Introducing automation or mechanical aids;
- Introducing smaller or lighter loads;
- Altering the system of work to reduce the degree of effort required;
- Modifying the layout of the workplace to improve accessibility and the movement of loads;
- Issuing Personal Protective Equipment (PPE) for hands and feet.

Following the assessment, those persons likely to be involved in the handling activity will be given adequate information, instruction and training to minimise the risks identified and in kinetic handling techniques.

In addition to the above, employees are required to:

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- Follow all safe systems of work using any lifting and/or handling aids provided;
- Avoid moving loads which involve excessive twisting, stretching or stooping of the body;
- Report any work activity that may give rise to manual handling problems or any defects/shortcomings in mechanical or automated lifting appliances.

21. Portable Electrical Equipment

Portable electrical equipment, i.e. any electrical equipment that can be easily moved or has a plug on the end of the wiring, is common to a large number of areas of work within the Society and constitutes a significant risk that must be controlled.

In order to minimise the risks associated with portable electrical equipment, an annual test will be carried out by a competent technician on all such appliances.

All items of equipment that have been tested and certified as being fit for use will be marked and/or tagged accordingly.

Periodic visual inspections will be conducted by employees to determine whether or not any equipment has been damaged and/or is showing any signs of wear and tear. Employees will report any defects to their line manager who will then arrange for the appliance to be immediately removed, repaired or replaced.

Any items taken out of use because of a defect will be made safe (i.e. removed from the work area or have the plug taken off) and clearly labelled as being out of order.

22. Personal Protective Equipment

Where reasonably practicable, risks to health and safety will be removed or minimised at source, i.e. by substitution or by engineering control. Where this is not possible, or where only limited protection is achieved, personal protective equipment (PPE) will be provided.

PPE will be supplied following assessment of the work activity and of the types of PPE required.

The types of equipment to be used, as well as the health and safety risks that need to be controlled, will be brought to the attention of employees.

Where PPE is provided, employees will be given information, instruction, supervision and/or training in its correct use and will be expected to make full and proper use of the equipment under identified circumstances or in the areas for which it is intended.

23. Plant and Equipment

Plant and equipment will only be operated by personnel who have been authorised and trained to do so. Persons using plant and/or equipment will be made aware of the potential risks arising from the intended use of such equipment and of the correct operating procedures. Information will also be provided to employees in respect of the action to be taken in the event of the plant and/or equipment deviating from its normal function, i.e. how to remedy the situation (provided that the defect is fully understood and that it is safe to attempt remedial action) or how, when and where to report the matter.

Only approved plant and equipment will be supplied for use at work and all such items shall meet the requirements of the Provision and Use of Work Equipment Regulations.

Where appropriate, employees will be issued with formal safety procedures and systems of work. All reasonable steps will be taken to assess:

- Operation, control systems and servicing access requirements;
- The position of the plant or equipment and its layout with regard to defining a non-access zone;
- Specific safety features such as guards and isolation procedures;
- Suitability of machine adjustment procedures;
- Maintenance and cleaning arrangements;
- The environment in which the plant and/or equipment is to be used.

No tool should be used without the manufacturers recommended shields, guards or attachments.

Records will be kept of maintenance schedules, reports and of training given to employees.

It is the responsibility of all employees to ensure that any tools or equipment that they use are in good and safe condition.

Employees are required to promptly report any mishaps, defects or shortfalls in the use of plant and equipment and are required to co-operate with their line manager in all aspects of safe working practices.

All tools must be properly and safely stored when not in use.

24. Gas Safety (Installation and Use) Regulations 1998

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In accordance with the Gas Regulations and the Health and Safety at Work Act, RBH will ensure that:

- All gas appliances, flues and associated pipe work are maintained in a safe condition;
- Records of safety checks on each appliance are maintained;
- Safety checks are completed upon installation and annually thereafter by a competent engineer (i.e., GasSafe Registered Gas Installer).

Further information is available via Gas Safety Policy.

25. Work at Height Regulations 2005 (as amended)

Falls from height remains the most common kind of workplace fatality. The primary objective of the work at height regulations is to ensure that all work at height is performed safely.

Work at height covers all activities where there is a possibility of a fall involving distance liable to cause injury. RBH recognises its obligations under the regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.

26. Legionella

Rochdale Boroughwide Housing accepts it has a responsibility to protect employees and others who may be affected by its business operation against the risk of legionella infection (legionellosis). This could arise from plant, equipment, facilities, work or work related activities. RBH implement relevant procedures to ensure this responsibility is met.

Further information is available via Water Safety Policy.

27. Work Related Driving

There is a legal duty under the Health and Safety at Work Regulations to ensure as far as reasonably practicable, the health and safety of all employees while at work. This duty includes risks posed by work related driving activities. It is RBH policy to:

- Maintain all Society's vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants and other road users at all times;
- Ensure employees carry out daily and weekly checks, and keep the vehicle lights, windscreen and mirrors clean and report defects via the defect reporting procedure.
- Drivers using their own vehicles will provide a current MOT certificate on an annual basis and ensure that the vehicle is maintained in a road worthy condition.

Further information is available in the Drivers Handbook.

28. Information, Instruction and Training

EMT recognises that training is an important element to achieving competence, not least in the area of health and safety. It is believed that suitable and adequate training contributes towards the overall safety culture of the Society and is therefore needed at all levels, including senior management.

Health and Safety training will be provided for all employees during their induction process. The responsibility for identifying future training needs and arranging and monitoring the effectiveness of training rests with managers.

The Society approach to the assessment of risks, workplace monitoring and accident investigation, should help determine the level of training needed for each type of work as part of the preventative and/or protective measures adopted.

This might include basic skills training, specific on-the-job training, training in general health and safety issues and emergency procedures, and by way of more specialist courses as may be considered necessary to meet identified needs. In providing health and safety training the Society seeks to achieve the following objectives:

- To encourage a culture of ongoing development and raise awareness of the importance of good health and safety management;
- To reduce potential problems (i.e. injuries, ill health, damage or loss) which may arise due to unsafe working conditions and/or practices;
- To meet the requirements of health and safety legislation.

EMT believe that these objectives cumulate to provide the overall aim of achieving and maintaining the highest possible standards of health and safety, thus ensuring the well being of employees, contractors, visitors and members of the public.

29. Safe System of Work

The following procedures should be observed with regard to safety representatives and representatives of employee safety.

- In the case of union-appointed safety representatives, unions should inform the Society in writing of the individual safety representative's appointment;
- Union appointed safety representatives should understand the way in which safety consultation and the Health and Safety Committee operates within the Society – they should also have an understanding of the group or constituency that they represent;
- Health and Safety Committee members will receive adequate training;
- Union appointed safety representatives and Health and Safety Committee members should be aware of the disputes and grievance procedures in operation within the Society;
- The Health and Safety Committee should meet as scheduled, there should be agendas for meetings and minutes should be carefully recorded – information about these meetings should be available for the entire workforce;
- The Health and Safety Committee's chairperson will have the authority to act upon the committee's decisions;
- The Health and Safety Committee will have terms of reference and properly formulated aims and objectives.

Consultation

RBH acknowledges the importance of employee involvement in health and safety matters and the importance of the positive role played by safety representatives, safety committees and representatives of employee safety. As such the Society provides the facilities and assistance that such representative and committees might reasonably require in order to carry out their functions.

The Society will undertake consultation with safety representatives such as Trade Unions over issues related to health, safety and welfare. Any relevant information will be provided to these representatives so that they are able to carry out this function.

30. General Health and Welfare

It is the intention of RBH to adopt and maintain a proactive model of health care, with the emphasis on the prevention of ill health rather than individual problem solving. The Society objective is to ensure that the risks to employees' health from work activities are properly controlled.

To do this, and in accordance with the Health and Safety Executive's vision for an

occupational health strategy for Great Britain, a number of aims have been identified:

- To have suitable procedures and systems in place to address occupational health issues within the Society and to target them for action;
- To have access to sound advice on occupational health that is appropriate to the needs identified;
- To collect, analyse and make available, essential occupational health information;
- To have systems for assessing the effectiveness of occupational health control measures;
- To secure commitment and participation from interested parties;
- To have systems/processes in place for assisting employees to return to (and remain in) work following injury or ill health events.

EMT recognises that health promotion is also an essential part of any good occupational health strategy and so aims to develop and implement methods of promoting important health messages e.g. addressing issues related to lifestyle, or other health risks.

31. Health and Safety Committee (HSC)

In support of the Society's commitment to health and safety and, in order to maintain effective communications, a health and safety committee has been formed which will act as an advisory group to the Executive Management Team.

The remit of the HSC is:

- To advise the Society's management team on matters relating to general health and safety policy;
- To recommend to the Society's management team actions necessary to implement health and safety policies and standards;.
- To monitor the extent of compliance with the Society's health and safety policies and to recommend to the society's management team actions necessary to address areas of non-compliance;.
- To monitor performance and develop an accident prevention programme;.
- To provide a forum for consultation and discussion of health and safety matters;.
- To promote a positive culture in respect of health and safety and of continuing improvement;.
- Ensure data is provided at least quarterly to the Society's Executive Management Team.

Membership - The membership of the HSC will include:

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- A Representative from the Executive Management Team;
- Representative from the Trades Unions;
- Health and Safety Manager;
- Employee/Supervisory/Managerial representatives nominated to attend;
- Co-opted members, e.g. Occupational Health Advisor, Medical Physician, HR Manager, or any other person who may serve the purpose of the Committee.

The Committee shall meet on a quarterly basis. Additional meetings will be convened if this is considered necessary.

The committee may appoint sub-committees as is considered necessary.