

Governance and Financial Viability Policy

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HEALTH AND SAFETY POLICY

**This document forms section five of Victory Housing Trust's
Governance and Financial Viability Policy**

Last Reviewed November 2016



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5. **HEALTH AND SAFETY POLICY**

5.1 **Policy Statement**

- i Victory takes seriously the health, safety and well-being of its workforce and this is the Health and Safety Policy of Victory Housing Trust (Victory). Victory's statement of general policy is:
- To provide adequate control of health and safety risks arising from our work activities;
 - To consult with our employees on matters affecting their health and safety;
 - To provide safe equipment;
 - To ensure safe handling and use of equipment;
 - To provide information, instruction and supervision of employees and workers;
 - To ensure all employees and workers are competent to do their tasks, and to give them adequate training;
 - To select and use competent contractors;
 - To prevent accidents and cases of work-related ill health;
 - To maintain safe and healthy working conditions; and
 - To review and revise this policy as necessary at regular intervals.
- ii This document sets out Victory's Health and Safety Policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

5.2 **Introduction**

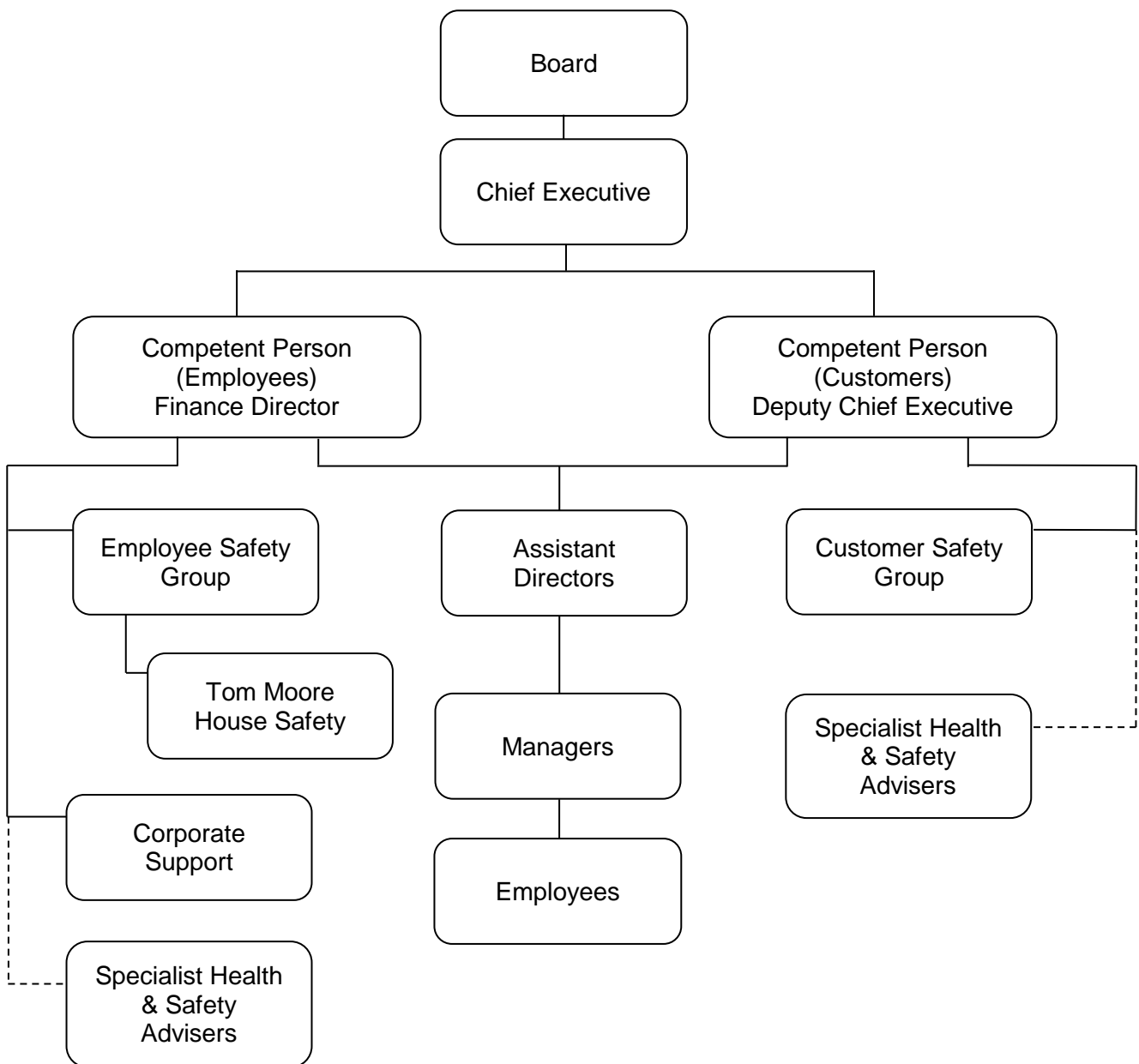
- i Victory has an obligation to comply with statutory health and safety responsibilities as an employer and provider of housing and services. The arrangements for managing health and safety are contained within the Safety Management System and other procedures which are published on the company network.
- ii Victory's **Health and Safety Policy** and **Safety Management System** are designed to serve as reference documents for all matters relating to health and safety at work in an endeavour to promote the highest practicable standards of health, safety and well-being within the organisation.
- iii All Victory activities shall be carried out in accordance with the relevant regulations, approved codes of practice and associated HSE guidance. These shall provide the default position of the organisation whether or not internal procedures, policies and practices exist.

5.3 **Purpose**

- i The purpose of this policy is to establish the aims, principles and values that will be followed by Victory in maintaining a safe and healthy working environment for employees and workers and ensuring appropriate levels of safety for other people affected by its activities.

5.4 Scope and Structure

- i Victory's responsibility includes the safety of all employees, workers and other people affected by its activities.
- ii Victory recognises that by the nature of its business in property ownership, maintaining and building properties that there are a number of health and safety matters to consider which include, but are not limited to, Asbestos, Legionella, Gas (and heating) Safety, Fire Risk Assessments and Electrical Safety.
- iii The simplified organisation chart below illustrates the health and structure of the organisation.



5.5 Roles and Responsibilities

- i Health and safety at work is considered everyone's responsibility. Victory has responsibility for all employees and workers, and all Victory employees and workers have personal responsibilities to themselves and others.
- ii The Management of Health and Safety at Work Regulations 1999 require the appointment of a competent person(s) to help implement the measures needed to comply with legal requirements. Victory have appointed the Deputy Chief Executive and the Finance Director supported by specialist, external Health & Safety advisers.
- iii Day-to-day responsibility for ensuring policy, procedures and the health and safety arrangements are put into practice is delegated to the Business Team and Managers.
- iv General health and safety responsibilities are set-out in the table below; further responsibilities are detailed in the Safety Management System.

Chief Executive	<p>Overall responsibility for all matters relating to the health, safety and well-being of all persons employed by Victory and for ensuring that members of the general public who may be affected by any of its activities are not thereby exposed to risks to their health and safety. The Chief Executive shall:</p> <ol style="list-style-type: none"> 1. Ensure that an effective organisation-wide Health and Safety Policy is implemented and maintained. 2. Promote health and safety, leading by example and adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others. 3. Establish and maintain the importance of health and safety management on a similar level as other business functions (i.e. financial, human resources, operational, environmental factors) within the organisation. 4. Ensure adequate time and resources are committed at a strategic level in order to implement the Health and Safety Policy, associated procedures and systems. 5. Consider health and safety factors when making business decisions in order to avoid conflicts of interest between financial, operational, environmental, personnel and health and safety objectives. 6. Be ultimately responsible for ensuring that the organisation complies with all relevant health and safety legislation. 7. Regularly monitor the effectiveness of the Health and Safety Policy and associated procedures and practices and implement strategic improvements as required. 8. Immediately stop any unsafe behaviour or working practice that they observe.
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	<ol style="list-style-type: none"> 9. Comply with the Health and Safety Policy, associated procedures and practices. 10. Report to the Leadership Team: <ul style="list-style-type: none"> • Any hazards or other health and safety issues within their working environment or any hazards or issues which may affect service delivery and/or customers. • All incidents, accidents and near misses in accordance with the health and safety policy and procedure. • Any factors that may prevent compliance with the health and safety policy, procedure and systems. • Any change in personal circumstances that may increase risk to the employee or worker or customer 11. Present an annual report on the safety performance of the organisation to the Board. 12. Nominate competent officers to be responsible for the various aspects of health and safety arrangements within the organisation.
Board	<ol style="list-style-type: none"> 1. Ensure that adequate personnel, financial and operational resources are available to implement and maintain the Health and Safety Policy and associated procedures and practices. 2. Lead by example, adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others. 3. Maintain the importance of health and safety management on a similar level as other business functions (i.e. financial, personnel, operational and environmental factors) within the organisation. 4. Consider health and safety factors when making business decisions in order to avoid conflicts of interest between financial, operational, environmental, personnel and health and safety objectives. 5. Regularly monitor the effectiveness of the Health and Safety Policy and the associated procedures and practices and make strategic improvements as required. 6. Receive an annual report on safety performance of the organisation.
Directors	<p>Overall responsibility for health and safety matters in relation to their service areas and shall:</p> <ol style="list-style-type: none"> 1. Ensure that adequate personnel, financial and operational resources are available to implement and maintain the Health and Safety Policy and associated procedures and practices. 2. Lead by example, adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others.

	<ol style="list-style-type: none"> 3. Maintain the importance of health and safety management on a similar level as other business functions (i.e. financial, personnel, operational and environmental factors) within the organisation. 4. Consider health and safety factors when making business decisions in order to avoid conflicts of interest between financial, operational, environmental, personnel and health and safety objectives. 5. Identify departmental safety requirements and objectives. 6. Regularly monitor the effectiveness of the Health and Safety Policy and the associated procedures and practices and make strategic improvements as required. 7. Immediately stop any unsafe behaviour or working practice that they observe. 8. Be responsible for ensuring that operations and activities under their control comply with all relevant health and safety legislation. 9. Nominate competent officers to be responsible for the various aspects of health and safety arrangements within the organisation 10. Comply with the Health and Safety Policy, associated procedures and practices. 11. Report to the Chief Executive: <ul style="list-style-type: none"> • Any hazards or other health and safety issues within their working environment or any hazards or issues which may affect service delivery and/or customers. • All incidents accidents and near misses in accordance with the health and safety policy and procedure. • Any factors that may prevent compliance with the health and safety policy, procedure and systems. • Any change in personal circumstances that may increase risk to the employee or worker or customer.
Assistant Directors	<p>Responsible for ensuring that the health and safety aims and objectives of the organisation are implemented at an operational level, and shall:</p> <ol style="list-style-type: none"> 1. Execute the Health and Safety Policy operationally and ensure that personnel under their control understand and comply with the policy, associated procedures, practices and relevant legislation. 2. Promote health and safety, leading by example and adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others. 3. Monitor the effectiveness of the Health and Safety Policy, and associated procedures and practices to ensure that control measures are adequate and health and safety objectives are being achieved.

	<ol style="list-style-type: none"> 4. Ensure that adequate resources are available and alert the appropriate Director should increased provision be required. 5. Advise Managers of their responsibilities and ensure that they have the necessary level of competence (training, knowledge, experience etc.) to carry them out. 6. Appoint competent contractors and ensure that their activities are controlled and coordinated. 7. Liaise with external bodies and organisations on matters of health and safety. 8. Ensure that adequate procedures exist to deal with emergency situations and that these procedures are tested on a regular basis. 9. Oversee the risk assessment process ensuring that assessments are carried out and safe systems of working are introduced and complied with. 10. Nominate competent officers to be responsible for the various aspects of health and safety arrangements within the organisation 11. Immediately stop any unsafe behaviour or working practice that they observe. 12. Report to their Director: <ul style="list-style-type: none"> • Any hazards or other health and safety issues within their working environment or any hazards or issues which may affect service delivery and/or customers. • All incidents accidents and near misses in accordance with the health and safety policy and procedure. • Any factors that may prevent compliance with the health and safety policy, procedure and systems. • Any change in personal circumstances that may increase risk to the employee or worker or customer.
Managers	<p>Responsible for controlling staff within their team and the operations they undertake and shall:</p> <ol style="list-style-type: none"> 1. Promote and manage health and safety, leading by example and adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others. 2. Be conversant with the organisations Health and Safety Policy, associated procedures and practices. 3. Implement the Health and Safety Policy operationally and ensure that all operations and activities under their control are conducted in accordance with the Policy and associated procedures and practices. 4. Ensure that members of their staff receive adequate health and safety information, instruction and training with respect to their work activities. To ensure that induction and any training identified as part of the risk assessment process are included.

	<ol style="list-style-type: none"> 5. Report all incidents and accidents in accordance with the Health and Safety Policy and associated Procedures. 6. Advise the relevant Assistant Director immediately if the resources available are inadequate (or any other reason) which may prevent them from complying with the relevant health and safety requirements. 7. Immediately stop any unsafe behaviour or working practise that they observe. 8. Ensure that safety procedures and systems are implemented on a day-to-day basis including completion of risk assessments, conducting inspections and completing health and safety checks. 9. Not allow any work to go ahead which may endanger the health or safety of any of the employees, workers or others or which cannot be done in accordance with the policy and procedures. 10. Regularly monitor the effectiveness of health and safety measures and discuss health and safety matters with their Assistant Director and other staff as required. 11. Report to their Assistant Director: <ul style="list-style-type: none"> • Any hazards or other health and safety issues within their working environment or any hazards or issues which may affect service delivery and/or customers. • All incidents accidents and near misses in accordance with the health and safety policy and procedure. • Any factors that may prevent compliance with the health and safety policy, procedure and systems. • Any change in personal circumstances that may increase risk to the employee or worker or customer.
Employees	<ol style="list-style-type: none"> 1. Promote health and safety, leading by example and adopting a high personal standard of health and safety attitude and behaviour and at all times discouraging unsafe practices by others. 2. Comply with the organisations Health and Safety Policy and follow all procedures, risk assessments, systems, instructions and practices in relation to health and safety. 3. Conduct their work activity with regard to their health and safety and that of others and use all materials and equipment in accordance with procedures and in a correct and safe manner. 4. Comply with all health and safety requirements of the workplace (and other locations) where they work. 5. Use personal protective equipment correctly and in accordance with risk assessments and manufacturers health and safety guidance. 6. Stop any work that they cannot carry out safely and in accordance with the relevant risk assessments and report the issue to their Manager.

	<p>7. Seek advice from their Manager if they are unsure of anything regarding safe working practices.</p> <p>8. Report to their Manager:</p> <ul style="list-style-type: none"> • Any hazards or other health and safety issues within their working environment or any hazards or issues which may affect service delivery and/or customers. • All incidents accidents and near misses in accordance with the health and safety policy and procedure. • Any factors that may prevent compliance with the health and safety policy, procedure and systems. • Any change in personal circumstances that may increase risk to the employee or worker or customer. <p>9. Ensure they work closely with their Manager at all times when new to their task and/or are where they are undergoing training. Employees and/or workers should never undertake any task unsupervised that they do not understand or which involves the use of equipment, materials or substances that they are unfamiliar with or have not used before.</p>
Employee Safety Group	<p>Victory has established a group of staff who form the Employee Safety Group. The Group's primary objective is to help ensure safety for employees and compliance with regulatory and statutory obligations.</p> <p>The group is led by the Finance Director and includes the appointed staff safety representatives. The group will utilise the support of a specialist health and safety consultant, as required. The group meets on a quarterly basis.</p> <p>The Employee Safety Group reports through the Executive Team to the Chief Executive and the Board.</p>
Customer Safety Group	<p>In order to ensure that the planning and delivery of services supports customer safety and enables Victory to meet its obligations, Victory has established a Customer Safety Group. The role of the group is to oversee the safety aspects of the operational services that Victory provides and to ensure that services are well planned, co-ordinated across teams, efficient and effective.</p> <p>The group is led by the Deputy Chief Executive, and includes members of various teams. The group will also utilise the support of a specialist health and safety adviser, as required.</p> <p>The Customer Safety Group reports through the Executive Team to the Chief Executive and the Board.</p>

Corporate Support	<p>The role of the Corporate Support Team, in relation to Health and Safety, is to contribute to the prevention of occupationally related diseases and to monitor the health and well-being of employees. It includes:</p> <ul style="list-style-type: none"> • The assessment of all prospective employees on their fitness for work. • Liaison work with Managers with respect to work activity risk assessments and personalised risk assessments. • Assisting Managers and their staff with the management of sick absence. • Carrying out health surveillance, required by health and safety legislation. • Developing and implementing policies and guidelines that may influence the health, safety and well-being of employees. • Arranging training in conjunction with line managers. <p>Provide Health and Safety Administration and co-ordination of the Safety Management System (SMS).</p>
Tom Moore House Safety Team	<p>The focus of the Group is with regard to Victory staff working in and around the Tom Moore House head office.</p> <p>The group includes all appointed first aiders and fire marshals.</p>
Specialist Health and Safety Advisers	<p>Victory will appoint specialist Health and Safety advisers as required.</p>

5.6 **Definitions and Policy links**

- i Victory has a Safety Management System and a range of health and safety procedures that set out the detailed arrangements for dealing with health, safety and well-being matters. These are published and maintained on the company network.
- ii This policy maintains links to all other organisation policies and documents and needs to be read in conjunction with them.
- iii The term “employee” and “worker” is used throughout this policy for all Victory employees and workers who are employed and work under the direct instruction of Victory management. Reference to the workplace shall mean anywhere that employees and workers undertake their work activity and shall include all field locations as well as fixed premises.