

Policy 1 Health and Safety Management

1.0 Introduction

Housing and Property Service recognises its responsibility to adopt a planned and systematic approach to the implementation of health and safety management. The under noted Policy has been developed to meet this need.

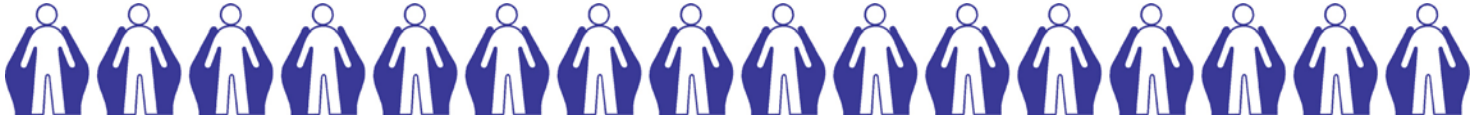
2.0 Policy aims

Housing and Property Service intends to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees and others who may be affected by their activities including members of the public, contractors, elected members, etc by the establishment and maintenance of a Health and Safety Management System. The Health and Safety Management System will ensure the assessment of risks and the effective Planning, Organisation, Control, Monitoring and Review of the preventative and protective measures necessary to control the risks.

The Health and Safety Management System contains three primary elements;

- i. **Management Arrangements** to define the performance standards and responsibilities for health and safety management, and the processes necessary to organise, plan, control and monitor the design and implementation of a Risk Control System. A summary of the responsibilities for the management of health and safety within Housing and Property Service is attached to this policy.
- ii. The **Risk Control System** shall make sure that appropriate Workplace precautions, procedures and safe systems of work are identified, implemented and kept in place to;
 - address any risks arising out of the undertaking of Housing and Property Service
 - monitor remaining residual risk issues for action and prioritisation.
- iii. **Procedures** containing workplace precautions shall be provided and maintained to prevent harm and be communicated to those persons at the point of risk, and three secondary elements;
- iv. **Protocols** for action in the event of an emergency are defined
- v. **Record keeping** arrangements are established, and employees provided with
- vi. understandable **Information, training and instruction.**





3.0 Risk assessment

- a) In accordance with regulation 3(1) of the Management of Health and Safety at Work Regulation 1999, the **Housing and Property Service Management Team** shall ensure that **Health and Safety Management System** are developed and implemented encompassing suitable and sufficient assessments of: -
- 👤 the risks to the health and safety of Housing and Property Service employees to which they are exposed whilst they are at work; and
 - 👤 the risks to the health and safety of persons not in Housing and Property Service employment arising out of or in connection with the conduct or undertaking of the Service.

Principles of prevention

The principles of prevention to be applied when considering the control of risks are set out in the schedule to this policy.

Competent persons

A competent person shall carry out risk assessments.

The **Housing and Property Service Management Team** shall identify competent persons, preferably within the Service, having sufficient training and experience or knowledge and other qualities to enable them to properly assist in completing necessary risk assessments.

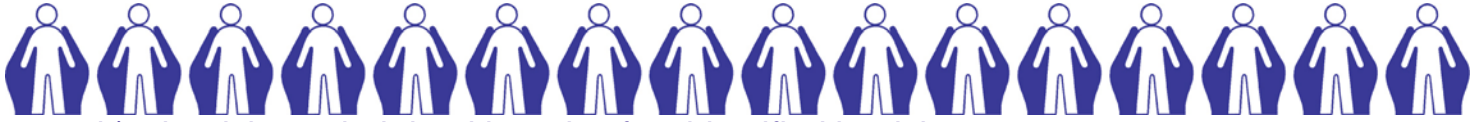
Serious and imminent danger and contacts with external Service

Risk assessments shall, as necessary, give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in their undertaking and include for any necessary contacts with external Service which may need to be arranged, particularly as regards first-aid, emergency medical care and (where applicable) rescue work.

Information for employees

The **Housing and Property Service Management Team** shall provide employees with comprehensible and relevant information on: -





- b) the risks to their health and safety identified by risk assessments;
- c) the preventive and protective measures;
- d) the appropriate procedures to be followed in the event of serious and imminent danger to persons at work and the measures provided for emergency escape in the event of fire;
- e) the identity of those persons nominated as competent persons to undertake risk assessments and
- f) where two or more employers share a workplace, the identified risks arising out of such employers undertaking.

Co-operation and co-ordination

The **Housing and Property Service Management Team** shall ensure that measures are taken to co-operate with other employers (or participate with other Service of the council, particularly in multi-occupancy building locations), and to arrange for reasonable steps to co-ordinate the assessment of risks and safety measures required for premises.

Persons working in host employers' or self-employed persons' undertakings

Housing and Property Service Management Team shall ensure that: -

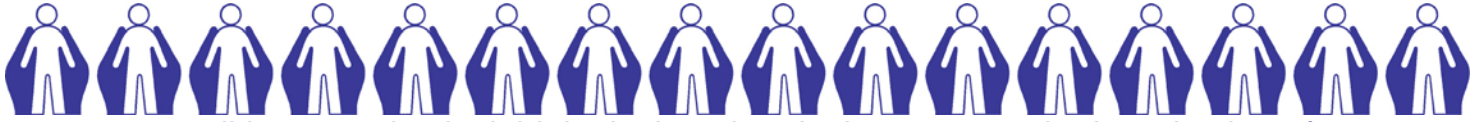
- g) Non-employees (e.g. contractors) working within premises under their control are provided with appropriate instructions and comprehensible information regarding any risks to that person's health and safety which have been identified and
- h) Housing and Property Service employees working on premises not under control of the council are provided with appropriate instructions and comprehensible information regarding any risks to that person's health and safety which have been identified by the owner of the premises.

Risk assessment in respect of new or expectant mothers

Housing and Property Service Management Team shall ensure that risk assessments undertaken take account of: -

- i) women of child-bearing age; and
- j) work which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any processes or working





conditions, or physical, biological or chemical agents, on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.

Protection of young persons

Housing and Property Service Management Team shall ensure that young persons (under the age of 18) employed by the service are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

Construction works let or managed by Housing and Property Service

Risk assessments required, where Housing and Property Service act in the capacity of as Designer or Contractor under the Construction (Design and Management) Regulations 2007 shall be recorded and be communicated to those persons who need to be advised of the findings and control measures.

Note, Designer duties apply whenever a designer is designing construction work regardless of whether a project is notifiable or not. (*Definitions of designer, design and construction work are as stated in the CDM Regulations*).

4.0 Method of control

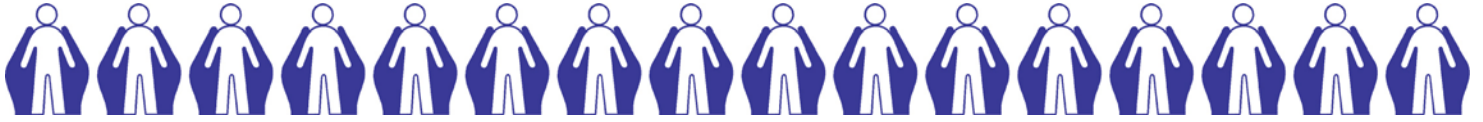
Housing and Property Service Management Team shall identify suitable **Managers** with a **Delegated Responsible Person** remit to;

- 🛡 ensure that arrangements are developed and implemented to provide appropriate control and supervision of risk assessment procedures,
- 🛡 precautions to control identified risks are developed to provide safe methods of work, and
- 🛡 systems provided for risk control are operated effectively.

Employees shall comply with the systems set up to improve their safety, and shall report to management any incident which affects their safety that occurs.

In seeking to implement the control measures detailed above, all staff shall take account of any specific workplace Codes of Practice which make reference the Management of Health and Safety.





5.0 Monitoring performance

Housing and Property Service Management Team shall record incidents and all instances of non-compliance with regard to the Management of Health and Safety, review incidents and, where practicable, implement measures to prevent recurrence.

The **Head of Construction** is responsible for preparing and presenting an annual report on Health and Safety performance to the Director of Housing and Property Service.

6.0 Training

Housing and Property Service Management Team shall take into account staff capabilities as regards health and safety and provide adequate health and safety, and risk assessment training: –

- a) to employees on their being recruited to their function; and
- b) on their being exposed to new or increased risks because of;
 - 👤 their being transferred or given a change of responsibilities within the service,
 - 👤 the introduction of new work equipment into or a change respecting work equipment already in use,
 - 👤 the introduction of new technology, or
 - 👤 the introduction of a new system of work into or a change respecting a system of work already in use.

The training shall be repeated periodically where appropriate and;

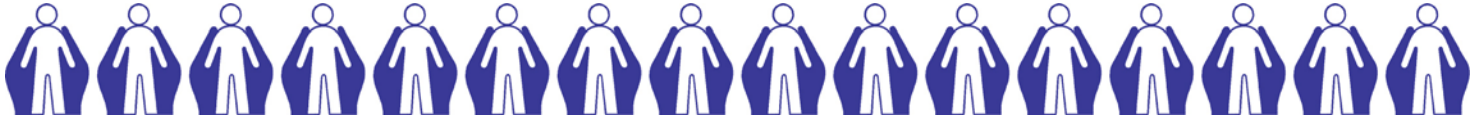
- c) be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and
- d) take place during working hours.

Employees shall take part in necessary training.

7.0 Auditing performance

Housing and Property Service Management Team shall ensure that audits are carried out at least annually or as appropriately identified by Risk Assessment.





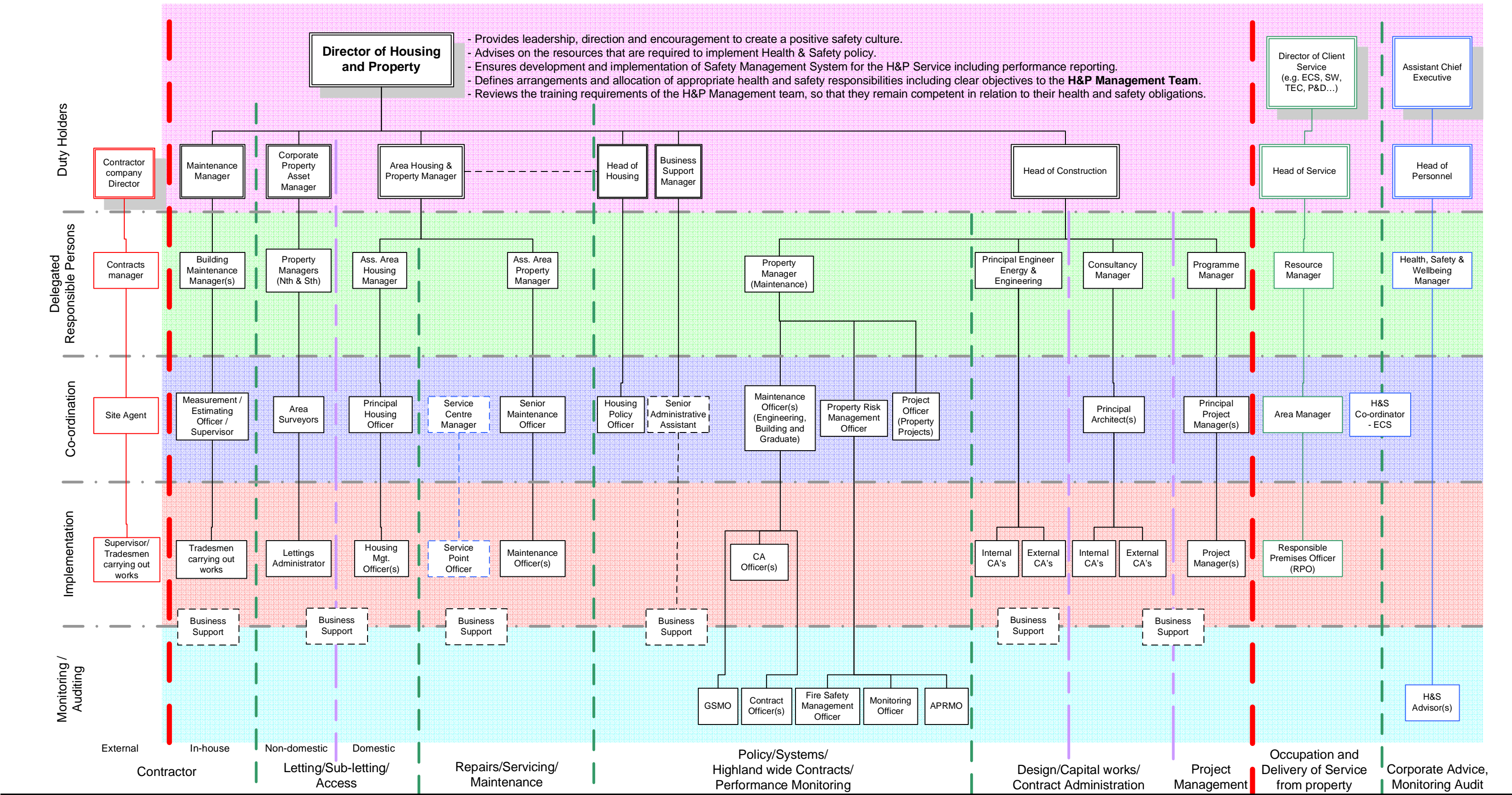
8.0 Schedule

General Principles of Prevention

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) adapting to technical progress;
- f) replacing the dangerous by the non-dangerous or the less dangerous;
- g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) giving collective protective measures priority over individual protective measures; and
- i) giving appropriate instructions to employees.



Housing and Property Organisation and Relationships (Simplified view with Health and Safety Management arrangements)



KEY to Health & Safety Responsibilities

Duty Holders - H&P Management Team to ensure;

- H & S Management System are developed and established encompassing suitable and sufficient assessments of risks to the H&S of H&P employees at work; and others arising out of or in connection with the conduct or undertaking of the Service
- **Managers** are identified as **Delegated Responsible Persons** with responsibilities for control and supervision of risk assessment procedures
- competent persons to assist assessment completion are identified
- H&P employees are provided with information on any risks to their H & S
- that measures are taken to co-operate with other employers and co-ordinate the assessment of risks and safety measures required for premises, and
- H&P employees working on premises not under control of the council are provided with instructions and information on risks to that person's H & S identified by the owner of the premises.

Delegated Responsible Persons - **Managers** to ensure;

- high standards of health and safety performance are provided as an integral part of service delivery
- ensure awareness and application of the Safety Management System established covering their role, reviewing its continuing suitability and effectiveness through consultation, including reporting performance to the Director of H&P
- understand and manage their health and safety obligations defining responsibilities including empowering **Principal Officers** and allocating appropriate resources for health and safety.
- Identifying and meeting the training requirements of Principal Officers so that they remain competent.
- coordinating accident reporting within their area of control.

Co-ordination - **Principal Officers** to ensure;

- effective team leadership and encouragement to create a positive safety culture demonstrating high standards of health and safety performance as an integral part of service delivery.
- ensure awareness and application of the Safety Management System covering their work scopes, reviewing its continuing suitability and effectiveness through consultation with staff they supervise, identifying any health and safety deficiencies.
- managing and supervising the activities of **H&P employees** under their control, consulting with them and ensuring that assigned work is done safely.
- inducting new / transferred employees and identifying training requirements for individuals to ensure their competency.

Implementation - **All Employees of Housing and Property**

Responsible for:-

- working safely and efficiently with proper regard for others.
- following the council's safety arrangements and procedures.
- using work and protective equipment properly.
- reporting health and safety deficiencies, accidents or incidents
- participating in any accident or incident investigations