



HEALTH & SAFETY POLICY

Contents

1.	Policy Statement	3
2.	Scope	4
3.	Statutory & Regulatory Reference	5
4.	Eastlight Health & Safety Principles	5
5.	Equality Impact Assessment	5
	APPENDIX 1 – Health & Safety Oversight Structure	6
	APPENDIX 2 – Roles & Responsibilities	7
	APPENDIX 3 – General Arrangements	11

1. Policy Statement

- 1.1** Health, safety and wellbeing are at the heart of everything we do at Eastlight Community Homes (hereafter 'Eastlight').
- 1.2** Eastlight takes a proactive approach to fostering a positive culture, and we accept our responsibility in keeping our people, customers and communities safe, by creating an environment that so far as is reasonably practicable, minimises health and safety risks.
- 1.3** We commit to:
- Compliance with applicable laws and regulations related to health and safety;
 - Hubs, equipment and plant operating in a way that minimises health and safety risks, including appropriate arrangements for use, handling, storage and transport of articles and substances;
 - Safe systems of work that support a positive health and safety culture, and minimise risks and issues;
 - A risk assessment framework and procedures that support daily activity;
 - Leaders and managers being competent and equipped to ensure that our people work in a safe way and that they are given appropriate and up to date information, training and supervision as is necessary to perform safe work and deliver safe services;
 - Regular consultation with our people on health, safety and wellbeing matters and encouragement of full co-operation by all employees;
 - Regular review of our operations to make improvements beyond those legally required at a reasonable cost;
 - Health & Safety Committees that take overview of business activity in this respect;
 - Proactively understanding and complying with changes to regulation;
 - Cultural improvement, including our approach to health, safety and wellbeing at work; and
 - Robust and regular performance monitoring.

- 1.4** Our people (those employed by Eastlight) must commit to:
- Taking reasonable care for their own safety and for the safety of those affected by their acts or omissions;
 - Taking responsibility for their work and how it is carried out, including compliance with safe systems at work;
 - Resolving identified risks and issues or reporting the same where they do not have the accountability to resolve them; and a
 - Full commitment and co-operation to enable Eastlight to comply with its statutory duties.
- 1.5** Those working with us (volunteers, contractors etc.) must commit to:
- Taking reasonable care of their own and other people's health, safety and wellbeing; and
 - Where applicable, deliver and proactively demonstrate corporate commitments that were made as part of a procurement process and/or as set out in our contractual arrangements.
- 1.6** This Policy is part of our proactive culture and management of health and safety and is therefore reviewed as part of that activity to ensure that it remains fit for purpose.

Chief Executive	Chair of Board
Emma Palmer	Hattie Llewelyn-Davies
03/10/2023	03/10/2023

2. Scope

- 2.1** This Policy applies to all our people (everyone that works for Eastlight).
- 2.2** All business activity and all aspects of service delivery are covered by the scope of this Policy.
- 2.3** This Policy supports our compliance with all health and safety legal and regulatory requirements.
- 2.4** Related policies (e.g. Safeguarding) will work with this Policy to foster the right culture and provide comprehensive support across the business. The management picture of Health & Safety at Eastlight is shown in Appendix 1; specific roles and responsibilities are at Appendix 2; and general arrangements in Appendix 3.

- 2.5** Detailed guidance concerning health and safety arrangements can be found in the Health and Safety Handbook issued to all employees and made available to all contractors. Guidance will be updated as required and any changes publicised to employees and contractors and the Handbook reissued.
- 2.6** This Policy will be reviewed annually or sooner if there are changes to legislation, premises, business activity or risk assessments, following an accident or dangerous occurrence or following enforcement action or at the request of the Enforcing Authority. A review will also be triggered if there are major changes to the organisation structure or new processes or technology that changes business risk.

3. Statutory & Regulatory Reference

- 3.1** This Policy applies to all our people (everyone that works for Eastlight).

4. Eastlight Health & Safety Principles

- 4.1** We have a series of principles that create the health, safety and wellbeing culture at Eastlight, underpinning our approach to decision-making.
- 4.2 Our Principles**
 - 4.2.1** Our approach to health, safety and wellbeing is the way we do things around here and is always a fundamental consideration.
 - 4.2.2** We integrate safety into our business, our decision-making and how we deliver services.
 - 4.2.3** We will proactively promote health and wellbeing in the business.
 - 4.2.4** We will provide visible leadership, set the standard and be clear on our expectations for health, safety and wellbeing.
 - 4.2.5** Everyone will understand and commit to taking personal accountability for health, safety and wellbeing and will be empowered to take responsibility for their own and others' health, safety and wellbeing.

5. Equality Impact Assessment

- 5.1** Completed.

APPENDIX 1 – Health & Safety Oversight Structure

ROLE	OVERSIGHT
Board	Has overall responsibility for health and safety at Eastlight
Health & Safety Strategic Committee	Will lead a positive Health & Safety culture throughout Eastlight, provide oversight on behalf of the business and assurance for the Board. The scope includes all landlord and employer health, safety and wellbeing activity and safeguarding
Health & Safety Operational Forum	Encourage all staff engagement, feedback and works through elected representatives from the workforce. It oversees operational performance within the business and provides assurance to the Health & Safety Strategic Committee
Directors and Heads of Service Group	Responsible for operational activity and performance across the business, including that which relates to health, safety and wellbeing activity, compliance and productivity
Independent Health & Safety Advisors	<p>Eastlight appoints the services of an external Health and Safety Advisor to assist as follows;</p> <ul style="list-style-type: none"> • Advice on activity, compliance and statutory duties, including changes to regulation, statute and horizon scanning; • Support with training, investigations, enforcement action and identification of improvements or corrective actions as appropriate; • Carry out audits as requested/agreed with the business; and • Provide guidance in relation to our policies, procedures and risk assessment framework.

APPENDIX 2 – Roles & Responsibilities

ROLE	ACCOUNTABILITY	RESPONSIBILITIES
Board	Ultimate Duty Holder	<ul style="list-style-type: none"> Review Health & Safety performance Ensure that the Health & Safety Policy reflects Board priorities Ensure the Board receives adequate assurance Take adequate oversight of Health & Safety failures, corrective action and improvement plans Take decisions in regard to Health & Safety implications Have oversight of risk management systems and business activity to ensure effective operation.
Chief Executive	Duty Holder	<ul style="list-style-type: none"> Visible leadership and custodian of the culture Responsible for the Health & Safety Policy and ensuring appropriate supporting framework to all the Board to satisfy its health and safety duties (H&S Committee(s)) Appropriate delegation of the Health & Safety Policy Responsibility to ensure adequate oversight is provided in the business and at Board.
Executive Directors	Duty Holder and Responsible Persons	<ul style="list-style-type: none"> Ensure they and their teams are suitably trained, competent and fully understand their health and safety obligations Visible cultural leadership and effective management to ensure adequate and effective resources to discharge our responsibilities in respect of both landlord and employer health and safety obligations Directorate responsibility for safe systems of work and Health & Safety performance.

Directors and Heads of Service	Responsible Persons	<ul style="list-style-type: none">• Visible leadership and operational management and decision-making ensuring discharge of Health & Safety obligations• Give adequate time and focus to Health & Safety in the management of the team, and work and ensure appropriate attention in managing the service• Review Health & Safety policies, procedures and activity embedded in other policies and procedures to ensure that they adequately support the business• Undertake hazard identification and risk assessments, and maintain suitable and sufficient control measures and safe working practices• Ensure legal requirements are fully complied with• Develop and monitor performance reporting to enable monitoring of Health & Safety data and related compliance matters, to enable assurance and exception reporting to Executive, Committee and Board Members• Ensure contractors and agency workers are made aware of health and safety procedures, are notified of known hazards and carry out their work without risk to others.
People Director	Competent Person	<ul style="list-style-type: none">• Provide guidance to the business on all aspects of occupational safety and health matters• Raise Health & Safety awareness, provide appropriate training• Ensure adequate skills and expertise to provide appropriate reporting, performance information, maintenance of a centralised database and records, and creating and roll out of suitable training.

Health & Safety Manager	Responsible & Competent Person	<ul style="list-style-type: none"> • Carry out inspections of operational sites and offices in respect of Health and Safety compliance as and when requested • Prepare and submit reports of inspections and identify areas of improvement / non-compliance where current legislation or Company policy is not being achieved • Provide health and safety awareness training for staff in key areas when requested • Immediately advise of any operation that they believe will result in a risk to serious personal injury or contraventions of statutory provisions • Advise of changes to Health and Safety legislation or approved Code of Practice to ensure compliance • Other duties as agreed under terms of contract, implied or stated.
Employees	Competent Persons	<ul style="list-style-type: none"> • Familiarise themselves with and observe our health, welfare and safety rules and requirements, in so far as they affect their workplace and activities • Operate equipment for which they have been given authority • Follow all safe working procedures which have been advised • Keep equipment (including protective equipment), used or responsible for in good condition • Use the correct equipment (including protective equipment) • Always comply with COVID secure requirements • Immediately report defects in equipment or poor working practices • Be alert to and suggest ways of removing or reducing hazards • Report near misses, accidents, dangerous occurrences and potentially serious incidents • Understand fire, emergency and evacuation procedures • Attend health, welfare and safety training courses when requested to do so and use the information and apply the knowledge gained.

Contractors
and third
parties

Competent
Persons

- Sub-Contractors are selected using an assessment to include health and safety, and reference areas to ensure that the contractor is competent and adequately resourced
- Safety of all others on site and third parties must be ensured
- Method statements and risk assessments must be provided before starting work
- Report to the Site Representative on arrival to the site for induction purposes, where applicable
- Provide relevant safety equipment and PPE (Personal Protective Equipment) to carry out the task safely
- Use the correct equipment and tools for the job and keep them in good condition
- Report near misses, accidents, dangerous occurrences
- Comply with any safety directives given
- Comply with COVID secure requirements
- Maintain training records and a work log to verify the validity of the same
- Full insurance against risk of accidents and damage and provide evidence of the insurance.

APPENDIX 3 – General Arrangements

Health & Safety Policy

- Prepare and publish details of the arrangements for implementing the Health & Safety Policy
- Review the Policy at regular intervals not exceeding three years or following significant changes in organisational or working arrangements
- Establish an effective system to ensure that employees are aware of, understand and agree with their health and safety responsibilities
- Promote, monitor and review information and guidance on health and safety, incorporating new legislation, codes of practice and appropriate industry best practice
- Ensure sufficient and valid Employers Liability Insurance is provided and available.

Risk Assessment

- Ensure a suitable and sufficient assessment of all workplaces, work equipment and work activities under its control to identify significant risks to health and safety. Assessments will follow the standard five steps to risk assessment process
- Implement control measures to reduce risk to an acceptable level and ensure safe working conditions, including the provision of protective devices and personal protective equipment
- Consider any special needs of employees, including persons with disabilities, known medical conditions, temporary workers, young persons, pregnancy and new mothers when carrying out risk assessments.

Safe Systems of Work

- Provide safe working practices and procedures for premises, work equipment, machinery, materials and substances in use including regular maintenance and servicing, and ensure relevant records are kept
- Provide information and procedures on specific risks that are relevant to the organisation such Lone Working and Violence at Work.

Information, Instruction, Training and Supervision

- Establish an effective system to ensure that employees are aware of, understand and agree with their health and safety responsibilities
- Appoint competent persons to implement preventative and protective measures and ensure that suitable training in health and safety is provided to assist them to effectively control health and safety risks
- Ensure all new employees receive health and safety induction training. Employees have a legal duty to use this training whilst undertaking their work
- Provide access to specialist advice or training when required
- Plan, implement, monitor and review the corporate training programme for Eastlight.

Communication and Consultation with Employees

- Consult with and advise, staff and other persons, including Contractors, temporary staff and visitors, of health and safety risks from equipment, substances in the workplace and working practices
- Ensure the health and wellbeing of employees is given due consideration when developing working arrangements
- Ensure there is no hierarchy when reporting health and safety, and that all staff are empowered to report issues
- Ensure employees can access the compliant HSE 'What you need to know' H&S law poster in our workplaces.

Monitoring – Active

- Plan, implement and review an effective Planned, Preventative Maintenance programme for all properties managed by Eastlight
- Carry out inspections and audits to ensure compliance with health and safety statutory duties and the Eastlight Health & Safety Policy
- Ensure Key Performance Indicators relating to health and safety are monitored.

Accidents and Emergencies

- Ensure any injuries are treated, recorded, reported to the relevant authorities (if necessary) and that accidents are investigated to enable effective remedial action to be taken
- Implement procedures to follow in the event of emergencies and ensure that they are reviewed on a regular basis
- Appoint and train competent persons to deliver first aid assistance
- Implement preventative fire measures and provide protective Fire Safety arrangements to reduce the risk to persons in the event of a fire.

Workplace

- Provide suitable facilities for the welfare of employees
- Design new places of work to minimise any risks to health and safety
- Carry out routine workplace inspections by relevant Managers in the areas for which they are responsible
- Carry out additional inspections and/or assessments if significant changes to work activities are made or if a person with additional requirements starts work.

Management of Approved Contractors

- Ensure contractors are aware of their responsibilities for ensuring their employees understand and comply with appropriate procedures
- Instruct contractors to provide their own health and safety policy and procedures when appropriate
- Ensure contractors are aware of specific hazards on site prior to starting work
- Ensure contractors have the skills and knowledge to deliver contracts to required standards without risks to health and safety.

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