

## Health and Safety Policy

<b>Purpose</b>	To outline Eastlight's approach to Health and Safety
<b>Owner</b>	Chief Executive
<b>Related documents</b>	Health and Safety Handbook, Lone Working Policy, Safeguarding Policy, Statutory Compliance policies
<b>Approved by</b>	Shadow Board
<b>Date approved</b>	June 2020
<b>Performance Monitoring</b>	Via Managers, Heads of Service, Health and Safety Committee and The Board
<b>Review frequency</b>	As required – at least every 3 years.
<b>Last review</b>	June 2020
<b>Next review</b>	June 2023
<b>Version</b>	Final
<b>Author</b>	Director of Governance

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## **1. STATEMENT OF INTENT**

Health & safety is at the heart of everything that we do. For Eastlight Community Homes Limited (“Eastlight”/ “we”/ “our”/ “us”), this means keeping our workforce and our residents safe by creating an environment which minimises risks to their health and safety. Eastlight is committed to ensuring the health and safety of our employees, visitors and any others who may be affected by our activities. We accept our responsibilities in providing safe and healthy working conditions and will take all reasonably practicable measures to minimise the risk of injuries or harm to health.

We will ensure that, so far as reasonably practicable;

- Equipment, plant and systems of work are provided and maintained without risks to health
- Arrangements are made for the safe use, handling, storage and transport of articles and substances
- Employees are given such information, instruction, training and supervision as is necessary to enable the safe performance of work activities
- Places of work under our control are maintained in a safe condition without risks to health and that access to and egress from these places are maintained in a safe condition without such risks
- Adequate facilities & arrangements for the welfare of employees at work are provided and maintained.

Arrangements will also be made to enable effective consultation with employees on matters relating to their health and safety which includes developing and maintaining an inclusive Health and Safety Committee that includes representatives for employee safety.

Employees also have a legal obligation to take reasonable care for their own safety, and for the safety of those affected by their acts or omissions. This policy relies on the full commitment and co-operation of each employee to enable Eastlight to comply with its statutory duties.

This policy sits at the top of the wider Eastlight health and safety management system which includes detailed guidance on health and safety arrangements, policies and procedures to enable Eastlight to manage workplace health & safety effectively and fulfil our legal duties.

We will be proactive when it comes to complying with changes to regulations and actively seek out and take account of best practice in health and safety, including, for example, the use of signage to highlight risks and reviewing equipment issued to employees and learning from investigations into accidents.

The policy will be monitored to ensure that the objectives are being achieved and will be regularly reviewed and revised as often as may be appropriate, such as in the light of legislative or organisational changes.

**Emma Palmer**  
**Chief Executive**

**Hattie Llewelyn-Davies**  
**Chair**

**Date:**

## **2. POLICY SCOPE**

- 2.1 This policy applies to everyone who works for, or with, Eastlight, and every aspect of our business. We will comply with all legal and regulatory requirements relevant to our operations including the Health and Safety at Work Act 1974, Housing Act 2004 and all relevant building and fire regulations. We understand our duties to ensure, so far as is reasonably practicable, the health, safety and welfare of our residents, employees (and volunteers), those working on our behalf and the communities in which we operate. We expect those working with us to take reasonable care of their own and other people's health and safety. We will work together with our contractors and the regulators to consistently deliver high standards of health and safety.
- 2.2 This policy covers Eastlight's overall approach to health and safety. Lone Working, Safeguarding and landlord responsibilities regarding building regulations and statutory compliance are dealt with under separate policies. All employees are instructed to familiarise themselves with our arrangements, as we all have a part to play in ensuring that our workplace is safe and healthy. Arrangements for the oversight of health and safety at Eastlight can be found in Appendix A. Specific roles and responsibilities regarding Health and Safety can be found in Appendix B to this policy.
- 2.3 Eastlight's general arrangements regarding health and safety can be found in Appendix C to this policy. 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.

## **3. OUR HEALTH AND SAFETY PRINCIPLES**

- 3.1 We have a series of principles that inform the way in which we approach health and safety, and how we will test our decisions. These principles underpin our approach to health and safety at Eastlight and are as follows:
- **A holistic approach:** We will integrate safety into everything we do, making it an integral part of the way we make our decisions and operate our business.
  - **Safety is a fundamental consideration:** We will foster a culture, both internally and across our supply chain, where safety is a fundamental consideration.
  - **View health like safety:** We will proactively promote health and wellbeing in all aspects of our work.
  - **Safety leadership:** We will provide visible health and safety leadership, setting the standard and expectations for health and safety.
  - **Delivering a safe workplace:** We will ensure that Eastlight puts safety at its heart.
  - **Safe decision making:** We will ensure that we make safe decisions and act to mitigate risks wherever and whenever they occur.
  - **Personal accountability:** Everyone will understand their personal accountability for health and safety and will be empowered to take responsibility for their own and other's health, safety and wellbeing.

## **4. Date of policy**

June 2020

## **APPENDIX A: HEALTH AND SAFETY OVERSIGHT STRUCTURE**

**Board:** The Board has overall responsibility for health and safety at Eastlight, and will monitor compliance with the Health and Safety Management System and relevant health and safety policies within Eastlight Housing. The Board will review and approve the Health & Safety Policy on an annual basis

**Health and Safety Committee:** The Health and Safety Committee is responsible for operational oversight and assurance on health and safety, safeguarding and wellbeing for all employer and landlord risks. The Health and Safety Committee will oversee the implementation and operation of Eastlight's Health and Safety policy and arrangements, to ensure that key risks are identified, and that appropriate control measures are implemented.

**Management Team.** The wider Leadership Team comprising Directors and heads of Service will meet monthly to bring together staff from both the landlord and employer function as well as members of staff responsible for aspects of Health and Safety as required.

Specific Functions of the Team will include:

- To monitor and deliver the actions from the Health & Safety Committee.
- Review Key Performance Indicators relating to Health & Safety
- Review management team compliance checklists, including year-end reports and analysis
- Discuss Health & Safety Policy and implementation
- Discuss and agree Health & Safety Objectives and Targets

**Independent Health and Safety Advisors:** Eastlight will appoint the services of an external Health and Safety Advisor to assist in these duties and complete the following tasks;

- Advise the management team on health and safety matters to assist in achieving compliance with statutory duties and appropriate internal policies.
- Assist in the identification and delivery of relevant health and safety training of employees, managers and directors.
- Provide assistance in the investigation of accidents, incidents and cases of near miss, whether persons receive injury or not or damage to property, plant and equipment occurs and recommend appropriate corrective actions.
- Will be available to accompany managers when health and safety enforcement agencies visit and assist in implementing the requirements arising from such visits.
- Carry out audits on the Health and Safety arrangements.
- Advise Eastlight of any changes to Health & Safety legislation or guidance which may affect Eastlight.
- Review the effectiveness of this General Health & Safety Policy on an annual basis.

## **APPENDIX B: ROLES AND RESPONSIBILITIES**

<b>Role</b>	<b>Accountability</b>	<b>Responsibilities</b>
<b>Board</b>		<ul style="list-style-type: none"> <li>• Review health and safety (H&amp;S) performance regularly</li> <li>• Ensure that the H&amp;S policy statements reflect current board priorities</li> <li>• Ensure that management systems provide effective monitoring and reporting procedures</li> <li>• Be kept informed about significant H&amp;S failures and of the outcome of the investigations into their causes</li> <li>• Ensure that implications in respect of H&amp;S are addressed in all decisions</li> <li>• Ensure that risk management systems for health and safety are in place and effective.</li> </ul>
<b>Chief Executive</b>	Responsible Person	<ul style="list-style-type: none"> <li>• Provide visible leadership to encourage all employees to be safety conscious</li> <li>• Ensure that the responsibility for the implementation and compliance with the Health and Safety Policy is delegated and accepted by the management team and the people under their control.</li> <li>• Appoint competent health and safety representatives to co-ordinate health and safety matters within Eastlight.</li> </ul>
<b>Executive Directors</b>		<ul style="list-style-type: none"> <li>• Ensure that Directors &amp; Heads of Service / managers within their section are suitably trained, competent and fully understand their health and safety obligations.</li> <li>• Support Leadership Team &amp; managers by providing effective resources and advice to achieve high standards of health and safety.</li> <li>• Monitor the health and safety activities within their departments with the assistance of Leadership Team &amp; managers and health &amp; safety representatives.</li> </ul>
<b>Directors/ Heads of Service (LT)</b>		<ul style="list-style-type: none"> <li>• Ensure the day to day implementation of Eastlight's Health and Safety policies in their areas of control.</li> <li>• Bring all relevant Health and safety policies to the attention of their employees, ensuring compliance with safety precautions that apply to their areas.</li> <li>• Undertake hazard identification and risk assessments for their areas of control and introduce and maintain suitable and sufficient control measures and safe working practices.</li> <li>• Issue personal protective equipment identified by the risk assessments that have been undertaken.</li> <li>• Ensure that all new employees are properly inducted into the organisation which must include health and safety awareness of all precautions and procedures applicable to the job and all emergency procedures.</li> <li>• Ensure that no person is permitted to work any kind of machinery or undertake any hazardous task before</li> </ul>

		<p>they have received adequate training and can be deemed competent.</p> <ul style="list-style-type: none"> <li>• Ensure that all employees are aware of how to raise the alarm in the event of a fire and the location of their evacuation point.</li> <li>• Ensure all accidents, incidents and near misses are recorded, investigated and reported to the nominated Health and Safety lead (Head of Asset Management and Investment).</li> <li>• Ensure that any legal requirements relating to the operation of their department are fully complied with.</li> <li>• Ensure that any responsibilities delegated to employees are clearly understood.</li> <li>• Develop and monitor performance reporting to enable monitoring of H&amp;S data and related compliance matters, to enable assurance and exception reporting to Executive, Committee and Board members</li> <li>• In consultation with employees, appoint a Health and Safety representative to co-ordinate health and safety matters within their area of responsibility (which may include attending the H&amp;S Management Team meetings).</li> <li>• Ensure that safe working practices and procedures are observed to prevent illness or injury.</li> <li>• 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.</li> <li>• Follow procedures for complaints, security incidents and other emergencies</li> </ul>
<p><b>Health &amp; Safety Ops Lead</b></p>	<p><b>Operational Lead (Competent Person)</b></p>	<ul style="list-style-type: none"> <li>• Ensure health and safety is integral to the work Eastlight by providing guidance to managers and employees on all aspects of occupational safety and health matters.</li> <li>• Assist managers in promoting high standards of health and safety by raising awareness and monitoring how Eastlight is performing.</li> <li>• Continually review and develop Eastlight's Health &amp; Safety policy, policies and procedures, to ensure that they are relevant to and inclusive of the risks within Eastlight.</li> <li>• Provide the Health &amp; Safety Management Team with health and safety reports, incident statistics and supporting information to ensure that they are informed and advised of key risks, health and safety strategies and the effectiveness of the health and safety management system.</li> <li>• Maintain a database of centralised records and manage the collection, storage and analysis of accident and other health and safety data to produce</li> </ul>

		<p>management information to identify trends and recommend action.</p> <ul style="list-style-type: none"> <li>• Work with HR and Eastlight advisors to assist in identifying, organising, delivering and sourcing appropriate health and safety training.</li> <li>• Keep updated of changes to health and safety legislation and ensure managers and employees are aware of any implications of current and emerging health, safety and welfare legislation, including evaluation options, making recommendations and generating action plans to ensure compliance across Eastlight.</li> </ul>
<b>Management</b>		<ul style="list-style-type: none"> <li>• All Managers have the responsibility for implementing the policy by the development, planning, implementation, monitoring and review of health and safety management for those areas under their control. They must ensure that high standards of health and safety are met within the workplace to protect staff and others visiting Eastlight's premises.</li> <li>• Without detracting from their own responsibilities for health and safety, the Chief Executive, Directors and other Managers may delegate to specified staff within their departments, responsibility for the implementation of specific health and safety procedures.</li> </ul>
<b>Employees</b>		<ul style="list-style-type: none"> <li>• Read and follow the company's health and safety policy statement and be aware of this policy and its procedures.</li> <li>• Attend mandatory health and safety training courses as identified in the Health and Safety corporate training matrix.</li> <li>• Report all accidents, incidents, near misses, dangerous occurrences and hazards to their manager.</li> <li>• Contribute and co-operate with Eastlight on all matters of health and safety.</li> <li>• Be aware of the effects of their work on employees and the general public and ensure they do not create or compound hazards or endanger others by their actions. For example, by taking part or promoting horseplay, pranks or practical jokes that may result in an accident or injury.</li> <li>• Use any appropriate personal protective equipment provided for specific duties and maintain the equipment in reasonable repair including reporting losses or defects to managers.</li> <li>• Not to interfere, tamper or misuse any item provided for health, safety or welfare purposes;</li> </ul>

		<ul style="list-style-type: none"> <li>• Use only the correct tools and equipment provided for the job which they are trained to use and are only designed for that specific intended use.</li> <li>• Refrain from using, and report, any defective or damaged tools, machinery, systems or equipment as well as any health condition which affects their ability to work safely.</li> <li>• Use safe systems of work devised by Eastlight and/or their advisors.</li> </ul>
<b>Fire Marshals</b>		<ul style="list-style-type: none"> <li>• Specific employees are trained as Fire Marshals to act in a supervisory capacity in the safe evacuation of persons from the head office in the event of a fire.</li> </ul>
<b>First Aiders</b>		<ul style="list-style-type: none"> <li>• Sufficient numbers of staff trained in first aid.</li> </ul>

## **APPENDIX C: GENERAL ARRANGEMENTS**

To ensure the effective management of health and safety, Eastlight will:

### **Health & Safety Policy**

- Prepare and publish details of the arrangements for implementing the health and 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 that 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 that all new employees will 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 that the health and well-being of employees is given due consideration when developing working arrangements.
- Ensure that there is no hierarchy when reporting health and safety 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 & safety are monitored.

### **Accidents & 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 that all 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 that contractors are aware of any specific hazards on site prior to them starting work.
- Ensure that contractors have the skills and knowledge to deliver contracts to required standards without risks to health and safety.