

**Department/Team**

**Health and Safety**

**Approved by**

**Approved Date: July 2022**

**Issue Number**

**Responsibility**

**Corporate**

**Policy**

**Review Date: July 2024**

**04**

**Director of Corporate Services**

## **General Aims, Scope and Statement of Intent**

### **1.1 Aims**

Hightown recognises its duty to take all reasonable steps to promote and maintain safe and healthy working conditions, the health and safety of those affected by its activities and to ensure its statutory obligations are met at all times.

This policy outlines Hightown's overall approach to health and safety and how performance and compliance will be monitored and how the Board maintains oversight of this risk area.

### **1.2 Scope**

For clarity, this policy sits alongside a detailed Health and Safety Procedure document that is intended to be a single source of information for all staff regarding their responsibilities and the arrangements, monitoring and training required for all aspects of health and safety.

This policy outlines the general monitoring arrangements and principal responsibilities for the Association as a whole and is approved by the Board.

The detailed Health and Safety Procedure document will be subject to change as and when new arrangements are put in place or there are changes to legislation.

### **1.3 Legal Framework**

Section 2 (3) of the Health and Safety at Work etc. Act (1974).

### **1.4. Health and Safety Policy Statement of Intent**

Hightown is committed to the health, safety and welfare of all its employees and other people affected by its undertakings. It is also committed to ensuring its statutory duties are met.

To achieve this, Hightown will:

- Define the responsibilities and duties for all employees within all operational areas of the business
  - Ensure that adequate resources, including financial resources, are provided to manage safety effectively
  - Maintain a management structure and systems to monitor and review the effectiveness of the health and safety processes
  - Consult with Hightown's Health and Safety Consultation Committee members (see below), and competent Health and Safety advisors on items that require specialist input for particular areas of the business
-

- Ensure that the appropriate health and safety training programmes are identified and delivered to employees
- Provide safe access and egress to places of work
- Manage the safe storage, handling and use of chemicals that may be in use by the business
- Provide and maintain a safe working environment for all employees
- Bring the policy and associated procedures to the attention of all employees, contractors and relevant associated third parties
- Provide safe systems of work and equipment, which are designed to remove or manage risks identified through risk assessments, to employees, visitors, service users/customers and the general public
- Regularly review the policy and, if necessary, revise in the light of significant legislative or organisational change
- Regularly review operational risks and make available to our employees relevant guidance in order to undertake roles and responsibilities safely

## **1.5 Arrangements**

Hightown's Board has responsibility for oversight of Health and Safety as a strategic risk. The Board receives quarterly reports to enable it to maintain this oversight and Board members also scrutinise health and safety matters in greater detail through its Operations and Risk and Audit committees, as set out below at 1.6.

A detailed Health & Safety Procedures document outlines the arrangements in place by which compliance with Health and Safety legislation will be achieved for individual areas of the business; the individuals responsible for each aspect of health and safety are defined, and the processes currently in place.

Effective health and safety requires the commitment of the Board, directors, managers and employees, and Hightown is committed to having arrangements in place to support that partnership, including a Health and Safety Consultation Committee that will meet quarterly and comprise, at least, of the Director of Corporate Services (Chair), the Health & Safety External Advisor, the Head of Asset Management & Procurement, the Head of C&SH Support, and the Head of Development.

The Committee's role is to review and report on performance of health and safety matters, review policies, procedures and practices relating to Health and Safety. The Committee will identify all areas of health and safety which have policy implications including health and safety legislation with regard to employees, residents, service users, visitors and contractors, consider future legislation and its impact on the Association so that management and staff are advised accordingly, review accident statistics and report on trends and make any necessary recommendations to the Chief Executive.

## **1.6 Monitoring**

### **Reporting**

The Board will maintain oversight of this risk through its review of the quarterly high risk register and a quarterly detailed narrative report and dashboard on performance in building, service user and employee health and safety matters. Board Members attending the Risk and Audit Committee and Operations Committee will assist the main Board in this oversight through the Risk and Audit Committee's detailed scrutiny of the risk register, and the Operations Committee's scrutiny of the Health and Safety dashboard and annual Health and Safety report.

---

## **Auditing**

The Health and Safety dashboard reports the completion of tasks in key areas. Further assurance of the quality of these tasks is obtained through regular spot checking by the independent Health and Safety advisor or specialist gas safety consultant and reporting of this to the Health and Safety Consultation Committee.

The areas covered by this additional auditing include:

- Fire Risk Assessments
  - Construction Design and Management (CDM) Regulations compliance on new developments
  - Gas Inspections
-