

If, as a Response staff member, you require assistance in order to read or understand this policy, please let your manager or HR know as translation, interpretation, Braille or a signing service can be made available. For non-Response staff, if assistance is required, please email info@response.org.uk

Directorate:	Governance & Compliance		
Lead Officer:	Head of Health & Safety		
Approved by:	Directors		
Approval Date:	11.12.2022	Review Date:	11.12.2024

Change History

Version	Issue Date	Originator/Modifier	Reason for Change
1	21.10 2021	C Clemmow @ L Packer	new Policy
2	9/12/2022	S Lewis	Review and template change
3			
4			

Policy Statement, Aims and Principles

Response will ensure that:

- the place of work is safe and that there is safe access to and egress from the workplace;
- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times;
- work-related ill health is minimised or eliminated through adopting provisions to support staff at work and encourage good attendance;
- a member of senior management maintains specific responsibility for health and safety;
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation;
- all employees are consulted on matters relating to health, safety and welfare and all such arrangements are brought to employees' attention "in good time" and are monitored and reviewed to ensure that they are effective;
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety;
- each employee will be given such information, instruction and training as is necessary to ensure that they are competent and are kept up-to-date with current professional expertise on health, safety and environmental matters to enable the safe performance of work activities.

Employees must ensure they:

- co-operate with management to enable all statutory duties to be complied with;
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions at work;

- familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- use equipment and materials correctly and in accordance with manufacturers' instruction and training.

Definition

Response's duties will, 'so far as is reasonably practicable', be:

- To observe the requirements of the Health and Safety at Work etc. Act 1974
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required in accordance with and the Management of Health & Safety at Work Regulations 1999;
- To ensure that appropriate personal protective equipment (PPE) is provided and renewed when damaged or in accordance with Manufacturers' recommendations;
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- To consult with the company's employees on health and safety matters;
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- To liaise closely with the Health & Safety Working Group;
- Provide adequate first aid and welfare arrangements for employees whilst at work;
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- To prevent any person working whilst under the influence of alcohol or drugs;
- To provide satisfactory levels of finance, human resources, time etc. to ensure health and safety at all times.

Health & Safety Reporting

Health & Safety will be reported through the Health & Safety working Group (H&SWG) with escalations taken through Senior Management Team (SMT) and Directors. H&S will also report on a bi-monthly basis to the Audit and Risk Committee (ARC) providing Board assurance

Scope

This policy applies to all staff members, including employees, contractors and other staff working on behalf of Response.

Compliance

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) 2013
- Control of Substances Hazardous to Health (COSHH) 2002
- Control of Asbestos Regulations 2012
- Display Screen Assessment Regulations 2002
- Manual Handling Operations Regulations 1992
- First Aid at Work Regulations 1981
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

Related Policies, Procedures and Guidelines

- Accident Incident and Near Miss policy
- Competence & Awareness Policy
- COSHH Policy
- DSE Policy
- Fire Safety Policy & Procedure
- Lone Working Policy & Procedure
- Asbestos Policy & Procedure
- Driving for Work Policy & Procedure
- Electrical Safety Policy & Procedure
- First Aid Policy & Procedure
- Moving and Handling Policy
- Working at Height Policy
- Safe use and Disposal of Sharps Policy
- Legionella Policy and Water Safety Plan

Roles, Responsibilities, Delegation and Accountability

The chain of responsibility will, 'so far as is reasonably practicable', be:

- The overall responsibility for overseeing the effective application of our Safety Policy with the aim of preventing accidents and reducing hazards lies with the Chief Executive;
- The Chief Executive will, when appropriate institute a review of the policy, and make recommendations to the Board of Trustees;
- Managers at all levels will be responsible for the organisation of health, safety and environmental obligations in the office and within their departments;

Head of Health and Safety

The Head of Health & Safety will lead and advise Response on all relevant areas of H&S to develop and promote the delivery of high standards of health and safety management in the working environments and safe practices that are relative to co-owners, clients, contractors and other users of Response's premises

- Liaise with the relevant Response leads on all areas of health and safety and working with external stakeholders when required.
- Where appropriate provide appropriate and suitable advice on aspects of health and safety, as Response first point of contact and where necessary escalate to the relevant escalation pathway
- Participating, and leading as necessary, in emergency and unplanned events
- Communicate complex and sensitive health and safety information in an understandable form to lay people and technical people, which may include giving unwelcome or difficult to accept information for co-owners, clients and contractors
- Develop and maintain standards for risk assessment and work with managers and safety links/coordinators to ensure risk assessment underpins activities within the working environment.
- To develop and maintain programmes for inspection, auditing, risk assessment and toolbox talk training.
- Have the ability to prioritise a workload that sometimes may have dynamic deadline and deliver results
- Support Response in the administration of RIDDOR, accident/incident reporting and the investigation of serious accidents and ill health
- Assist managers within depth benchmarking of health and safety incidents.
- Where appropriate and in conjunction with managers lead with the production, monitoring, review, and implementation of Health and Safety Policies and Procedures throughout Response
- Monitor changes in health & safety legislation, identify those which apply to Response and ensure relevant information is disseminated to appropriate departments
- To work within the provisions of Response Policies and Procedures.
- Lead the production, monitoring and review of the Health and Safety policy and assist managers the implementation (where relevant) of health and safety related policies and procedures.
- Liaise with the relevant Response leads on all areas of health and safety and working with external stakeholders when required.
- Where appropriate provide appropriate and suitable advice on aspects of health and safety, as Response first point of contact and where necessary escalate to the relevant escalation pathway
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- To work within the provisions of Response Policies and Procedures.
- Lead the production, monitoring and review of the Health and Safety policy and assist managers the implementation (where relevant) of health and safety related policies and procedures.

Board Management

The Board of Trustees must provide direction and leadership on health & safety matters as they would for any other undertaking of the business or organisation.

Ultimate responsibility for the Company's Health & Safety Policy rests with the Chief Executive and this duty includes ensuring that the necessary resources are made available.

Chief Executive

The Chief Executive is responsible for the effective implementation of the Policy and they will report formally to each Board on all matters that relate to health & safety policy implementation and performance.

Specific duties will, 'so far as is reasonably practicable', be:

- To keep the Board of Trustees advised as to their responsibilities;
- To ensure adequate financial arrangements are made to meet statutory requirements;
- To ensure that appropriate insurance cover is provided and maintained;
- To maintain the importance of health & safety management on a similar level as other business functions (i.e. financial, operational and environmental factors) within the organisation;
- To ensure that there is an effective policy for Health & Safety together with an effective management system in place for the management of health and safety within the company and the system is periodically audited;
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- To ensure all employees receive adequate and relevant training;
- To provide a visible management commitment by actively promoting higher standards of health and safety whilst discouraging any unsafe practices by others;
- To ensure all Association employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- To monitor the effectiveness of this Policy and to make revisions as necessary.

Directors

The Directors Team are responsible for the implementation and maintenance of the H&S Policy and any associated procedures regarding their Organisations.

Specific duties will, 'so far as is reasonably practicable', be:

- To monitor the implementation and maintenance of this policy, the client's safety requirements and statutory responsibilities;
- To ensure adequate financial provision is made available to enable expert advice and assistance to be sought where necessary on health & safety issues;
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- To ensure co-ordination and co-operation between all parties involved in construction;
- To encourage good health and safety practises;
- To ensure residents and members of the public, affected by Response's operations are adequately protected;
- To ensure that statutory notices are displayed appropriately Response's offices and residential schemes, as necessary;
- To ensure provision of adequate welfare facilities;
- To set a good personal example by wearing the appropriate personal protective equipment;
- To ensure that any unsafe practices are stopped and prompt action taken to prevent any reoccurrence

- To ensure any remedial/corrective actions identified by Health & Safety inspections/audits are completed.
- Make sure that suitable arrangements exist for managing development or major works projects, enabling those carrying it out to manage health and safety risks in a proportionate way in accordance with the Construction (Design & Management Regulations 2015 (CDM).
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken;
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.

HR Manager

The HR Manager's duties will, "so far as is reasonably practicable", be:

- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded and that staff are only allocated work according to their ability. Special consideration should be given to young persons, trainees, new/expectant mothers, disabled and others with special needs;
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities;

Operations Managers/Repairs Manager

- To ensure that written risk assessments for staff and premises under their control, including preventative measures to be taken, are carried out in consultation with staff and communicated to all relevant persons;
- To ensure staff are aware of the emergency evacuation procedure and details of fire drills in their areas and know the location of the first aid facilities and fire evacuation equipment and appliances.
- To ensure that Manufacturers' Safety Data Sheets (MSDS) and COSHH Hazard Information Sheets (relating to any substance/material to be used/stored at the offices) are available to those who may be affected by them.
- To keep an up to date list of those residents which could pose a risk to Response's staff, contractors or other third parties who may have cause to visit such persons;
- To monitor the maintenance of all relevant office site safety records, including regular "safety inspections" of areas within their control.

Employees

All staff, irrespective of level of responsibility, are required to comply with this policy, In particular to:

- Co-operate with management to enable the investigation of accidents and all statutory duties to be complied with;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- To work in compliance with risk assessments and method statements appropriate to their work;
- To comply with all safety signs regarding site safety and personal behaviour;
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- To immediately report defects in equipment and machinery to their Manager;
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it;

- To report any accident, dangerous occurrence or near miss that involve staff, agency workers, contractors, volunteers, visitors, tenants and members of the public to their Manager;
- To avoid improvised arrangements and suggest safe ways of eliminating hazards;
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- To ensure that suitable guards are in position whilst plant and equipment are in use;
- To make unattended plant safe and secure, to switch off and remove keys etc.;
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

Contractors and the Self-Employed

Contractors and the self-employed who are working for Response, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

Training and Staff Support

Health & Safety training is mandatory for all employees including bank staff. This is delivered via E-Learning and is refreshed every two years. Bespoke H&S training is given when required. Support to all staff through various outlets including “Talking Response” webinar H&SWG and ad hoc requests meetings. Contractors will be expected to provide assurances of staff H&S training within their Risk Assessment / Method Statements (RAMS) prior to work being allocated

Equality, Diversity and Human Rights

Response recognises some people experience disadvantage due to their socio-economic circumstance, employment status, class, appearance, responsibility for dependents, unrelated criminal activities, being HIV positive or with AIDS, or any other matter which causes a person to be treated with injustice.

Response is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out our duty with positive regard for the following strands of equality; Age, Disability, Gender, Race, Gender-reassignment, sexual orientation, Religion and/or Belief, Civil Partnership and Marriage, Pregnancy and Maternity.

Response will also ensure that all services and actions are delivered within the context of Human Rights legislation. Staff and others with whom Response works with, will adhere to the central principles of the Human Rights Act (1998)

GDPR Statement

Response Organisation manages all of the data referred to in this policy and supporting documents in accordance with the General Data Protection Regulations 2018. For more information on how we handle information, please see our Privacy Policy on our website.

Review

The effectiveness of this Policy is regularly monitored by the Directorate to determine whether any improvements are needed and is reviewed Bi-Annually