


Health and Safety Policy	
Document Owner: Director of Governance & Business Assurance	Document No: BSG-PL-003
Date Approved: 06/10/2023	Review Date: 23/08/2024


1.0 Introduction and statement of intent

Beyond Housing recognises its duties under the Health and Safety at Work etc. Act (1974). Health and safety is embedded into its culture through effective governance and implementation of the health and safety framework. We will:

- Ensure that commitment to health and safety is related directly to our strategic aims
- Ensure the health and safety framework provides effective governance and compliance with legislative and regulatory requirements
- Ensure that roles and responsibilities are identified clearly with effective arrangements established for the management of health and safety
- Consider all accidents, incidents, injuries and ill health caused by work activities as being preventable
- Empower colleagues to stop any unsafe act or activity and encouraging the reporting of near misses and cause for concerns
- Set and review health and safety performance objectives and targets to drive continual improvement and ensuring effective monitoring and communication takes place
- Ensure effective communication of policies, procedures and arrangements including consultation with colleagues
- Ensure risks are identified and assessed with suitable control measures adopted to maintain a safe and healthy working environment
- Ensure the effective management of contractors who conduct work on our behalf.

The executive director team are responsible for the overall ownership of the health and safety management system and for ensuring suitable arrangements and resources (including financial) are provided. The commitment to effective health and safety management and governance are agreed by the executive director team. This policy applies to all activities undertaken by Beyond Housing.


Signed: _____ **Date:** 24 August 2023
Rosemary Du Rose, Chief Executive


Signed: _____ **Date:** 24 August 2023
James D Hayward RD, Chair of Board

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2.0 Objectives

2.1 The objectives of the health and safety policy are to:

- Set out responsibilities that together underpin our commitment to health and safety
- Ensure effective arrangements are in place to protect colleagues, customers, stakeholders and the general public against risk of injury or poor health arising out of our activities
- Encourage all colleagues and stakeholders to seek continuous improvement in health and safety performance; and to share good practice with one another.

2.2 In pursuing these objectives Beyond Housing will:

- Promote high standards through implementation of the health and safety framework and effective governance
- Work collaboratively with colleagues and their representatives to develop health and safety culture and ensure that appropriate arrangements for consultation are established
- Promote a culture of co-operation and open communication, in which opportunities to learn from actual and potential failures are maximised
- Provide effective training and development to support colleagues in meeting legal requirements, recognising that individuals have responsibilities for ensuring the safety of themselves and others
- Ensure procedures which include roles, responsibilities and processes are implemented and continually developed to effectively manage those areas of significant risk
- Ensure line responsibility for health and safety is clear
- Pro-actively manage health and safety by maintaining a health and safety management system to deliver the health and safety policy
- Maintain control of contractors' work by appropriate specification, supervision and monitoring
- Regularly review and, where necessary, revise this policy and the supporting procedural documents and arrangements.

2.3 The implementation of this policy will be delivered with 18 supporting procedures, **appendix A**, which form the arrangements section of this health and safety policy in compliance with legal requirements.

2.4 Colleagues are required to follow the procedures at all times in conducting their activities. All contractors are expected to conduct themselves in a manner to achieve a high standard of health and safety at all times.

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3.0 Definitions

- 3.1 **Accident:** An accident is an unplanned, uncontrolled event which has led to injury to people, damage to plant, machinery, or the environment and/or some other loss.
- 3.2 **Incident:** An incident is an unplanned, uncontrolled event which has resulted in either an accident or a near miss.
- 3.3 **Near misses:** Near misses are unplanned, uncontrolled events that had the potential to lead to injury to people, damage to plant, machinery, or the environment and/or some other loss.
- 3.4 **Control measures:** A control measure is any action, activity or use of equipment that can be used to prevent or eliminate a hazard or reduce it to an acceptable level.
- 3.5 **Hazard:** A hazard is something that has the potential to cause harm including ill health, injury, loss of product and/or damage to plant and property.
- 3.6 **Relevant or interested parties:** A relevant or interested party may include, but is not limited to, customers, clients, insurers, contractors, legal teams, Health and Safety Executive, local fire authorities, Environment Agency, local authorities, professional associations, and awarding bodies.

4.0 Responsibilities

- 4.1 To support the implementation of the policy, clear roles and responsibilities are required - the organisation chart for health and safety leadership and management is detailed at **appendix B**. The key roles and responsibilities are detailed within the subsections below.
- 4.2 The **Board** is responsible for governing the health and safety framework and ensuring that adequate system of internal control exists for the management of health and safety. The Board have delegated authority to the executive directors to provide assurance on effective health and safety control. The **Board** will also:
- Review the effectiveness of the health and safety arrangements and performance on a regular basis

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- Provide scrutiny and challenge to ensure internal control mechanisms are operating effectively
- Consider and approve the health and safety policy and provide adequate resource allocation to ensure that Beyond Housing maintains robust health and safety arrangements.

4.3 The **Chief Executive** has overall accountability for the health and safety of any colleagues, customers, visitors and contractors whilst they occupy premises under Beyond Housings control. The **Chief Executive** is also responsible for the health and safety of other stakeholders and neighbours who may be affected by the work and undertakings of Beyond Housing. The **Chief Executive** has overall responsibility to make arrangements ensuring that:

- They maintain a broad awareness of current statutory requirements and principles of good practice regarding health and safety
- The requirements of the health and safety policy are organised, planned and implemented
- The **Board** is informed of relevant health and safety matters affecting the organisation, its colleagues, contractors, customers, neighbours, other stakeholders and the wider public
- Monitoring, measuring, reviewing and auditing of health and safety performance is undertaken

4.4 In order to assist the **Chief Executive** in discharging their designated health and safety responsibilities, the **Executive Director team** are joined by the **Director of Governance and Business Assurance** in an executive health and safety forum, who will be responsible for facilitating compliance with health and safety legislation by promoting health and safety management throughout the **senior leadership team**, which will involve:

- Co-ordinating and monitoring the effectiveness of health and safety arrangements
- Ensuring arrangements exist for the development and review of appropriate procedures on health, safety and welfare issues
- Ensuring adequate resources are available to implement this policy and supporting procedures
- Ensuring appropriate colleague training requirements are identified and that effective arrangements exist for training provision and delivery.

4.5 The **Director of Governance and Business Assurance** has delegated responsibility for providing leadership, direction and overview of the health and safety framework and management system supporting the implementation of this policy. The **Director of Governance and Business Assurance** will:

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- Incorporate health and safety management into the risk management framework ensuring that risk registers are developed and implemented
- Maintain a broad awareness of statutory requirements and principles of good practice for health, safety and welfare and industry specific issues relevant to our operations
- Consult with the **Executive Directorate team** and Senior **Leadership team** to ensure adequate resources are made available to implement the health and safety policy
- Develop health and safety objectives and associated success criteria to monitor performance.

4.6 The **Senior Leadership team** are responsible for the implementation of this policy which will include:

- Ensuring that the health and safety policy and relevant supporting procedural documents are brought to the attention of colleagues
- Ensuring that health, safety and welfare is considered during planning of work activities to enable adequate resources and risk controls to support delivery of the health and safety policy and supporting procedures
- Advising the **Executive Directorate team** of any significant adverse incidents, unacceptable risks they become aware of and associated remedial plans
- Ensuring commitment to the health and safety management system within their area of responsibility.

4.7 **Managers and service team leaders** are responsible for the operational implementation of the health and safety policy and supporting arrangements and will ensure that:

- **Colleagues** have been provided with relevant information, instruction, supervision and training including procedural arrangements, to enable them to safely carry out their duties
- Risk assessments and method statements (where appropriate) have been completed for work activities and identified control measures are implemented
- Accidents, incidents and ill-health arising out of work activities are reported, recorded and investigated
- Work activities are regularly inspected and monitored to identify compliance with procedural arrangements and to identify any potential unsafe acts/conditions
- Actions identified from audits, inspections incident investigations are implemented and closed out as per the agreed target dates
- **Contractors** under their control are adequately controlled and monitored to ensure that risks arising from their work activities are suitably controlled.

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4.8 All **colleagues** have a responsibility to:

- Take reasonable care of themselves, colleagues and any other person who might be affected by their actions and to work in a safe manner
- Co-operate with Beyond Housing on health and safety issues
- Not interfere with or misuse anything provided for their or other's health, safety or welfare
- Ensure that any equipment and Personal Protective Equipment (PPE) is utilised correctly and in accordance with instruction and training
- Report any defects, unsafe acts/conditions, accidents, incidents, dangerous occurrences and near misses whether injury is sustained or not
- Ensure that they report any ill health or medical condition, including the use of medication which may affect their ability to work safely
- Attend health and safety training and health surveillance as required
- Conduct their undertakings in compliance with the Beyond Housing's health and safety policy and procedures.

4.9 All **contractors** and sub-contractors under the control of or employed directly or indirectly by the Beyond Housing must undertake their work in a safe manner. This work must be undertaken in accordance with statutory requirements and Beyond Housing's policies and procedures. Contractors must ensure that:

- They conduct their work so as to ensure, so far as is reasonably practicable, that other persons are not exposed to risks to their health and safety
- They are competent and authorised to carry out the required work and they have the supporting documentation to evidence this through risk assessments, safety plans, method statements, permits to work, etc.
- All their colleagues (and sub-contractors) are provided with suitable and sufficient information, instruction and training relating to their work activities as needed
- They report accidents and incidents when undertaking their work and incidents which occur as a result of the contractor's undertakings.

4.10 The **Health and Safety team** fulfil the role of competent persons as required by Management of Health and Safety at Work Regulations 1999 (Regulation 7). The Health and Safety team has specific responsibility for:

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- Developing the health and safety policy and supporting procedural arrangements to ensure compliance with relevant statutory requirements
- Providing advice and guidance in relation to the management of health and safety
- Liaising with the **Board, Executive Directors** and **Senior Leadership team** with regards to the development of appropriate controls for the management of health and safety risks
- Advising on the development of health and safety action plans, including the setting of realistic short-term and long-term objectives
- Ensuring that effective mechanisms are established for accident/incident reporting
- Analysing reactive and proactive health and safety data and producing reports for relevant parties, identifying trends and recommending consequential changes as required
- Monitoring health and safety performance and providing regular reports to the **Board, Executive Director team** and **Director of Governance and Business Assurance**
- Developing and supporting the delivery of colleague health and safety training
- Ensuring that appropriate proactive monitoring mechanisms are established
- Liaising with the Health & Safety Executive (HSE), and other health and safety related external agencies.

4.11 **Health and safety representatives** have the following functions:

- To represent **colleagues** in consultation with managers on health, safety and welfare issues
- To investigate health, safety or welfare complaints raised by any **colleague** whom they represent
- To make representation to the employer on matters relating to, or affecting the health, safety and welfare at work of **colleagues**
- To highlight potential unsafe acts/conditions in the workplace and to be proactive by assisting in preventing accidents and incidents in the workplace
- Working in partnership with management on all issues of health, safety and welfare at work
- Assisting with the investigation of accidents and incidents where required
- Assist with health and safety audits/inspections when required.

4.12 The **Asset Management team** has a specific responsibility for:

- Supporting the **Health and Safety team** in ensuring that safe places of work are maintained in accordance with Health, Safety and Welfare Regulations 1992
- Developing appropriate procedures to document arrangements to support compliance with legislative requirements in relation to management of premises and assets

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- Co-ordinating and delivering action plans and providing assurance on compliance in relation to management of premises and assets
- Monitoring facilities management compliance and providing regular exception reports to the **Executive Director team**
- Ensuring that effective and auditable records and documentation are in place and accessible
- Liaising with contractors and agencies employed for maintenance and inspection of facilities and systems to ensure compliance with statutory requirements, company policy and procedures.

5.0 Reporting

5.1 Health and safety performance is reported through the health and safety framework.

6.0 Consultation

6.1 The health and safety framework includes a process for consultation with colleagues and their representatives in accordance with the Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

6.2 Consultation on health and safety policy reviews will also take place with Leadership team.

7.0 Review

7.1 This policy will be subject to a 12 month review although this may be completed earlier if there are:

- Changes to existing, or the introduction of new, legislation
- Changes in technology or operational procedures
- Significant learning following operation of the arrangements
- The findings of a major accident investigation
- A request by the Health and Safety Executive.

7.3 It will be the responsibility of the **Health and Safety team** to:

- Assess any requests for a review of the policy and associated documents
- Consult with stakeholders on the required change
- Undertake the review and update the policy, procedure(s) and guidance as required

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- All records of changes to the policy and procedures will be retained for future reference and subject to audit as required.

8.0 Monitoring

- 8.1 Health and Safety controls will be monitored by implementation of a health and safety framework and assurance will be provided by the executive health and safety forum. The monitoring of health and safety performance will highlight any failures and weaknesses in the health and safety management system, equipment, procedures, training, provision of information and other risk controls. Early identification of any such failures or weaknesses will allow for appropriate action to be taken.
- 8.2 The **Health and Safety team** shall continually measure the health and safety performance through the scrutiny of customer feedback, audits, workplace inspections, ill health cases and accidents.
- 8.3 Accidents, including injuries and near misses will be monitored and analysed by the **Health and Safety team** in conjunction with the **Senior Leadership team** with a view to identifying trends, eliminating their causes, and therefore reducing reoccurrence.
- 8.4 Performance reporting in relation to health and safety will be regularly reported to the **Executive Directorate team** and wider **Leadership team**

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Appendix A – Supporting procedures

HSP01 – Accident and incident reporting
 HSP03 – Contractor management
 HSP04 – Manual handling
 HSP09 – Confined & Enclosed Spaces
 HSP10 – Lone working
 HSP 13 – Risk assessment and method statement
 HSP16 – Control of substances hazardous to health (COSHH)
 HSP18 – Work at height
 HSP20 – Provision and use of work equipment
 HSP21 – First aid at work
 HSP23 – Control of vibration
 HSP27 – Noise at work
 HSP28 – Construction Design Management (CDM)
 HSP31 – Audit
 HSP33 – Display screen equipment
 HSP38 – Permit to work
 HSP44 – Compliance Sampling Procedure
 HSP45 – Health and Safety inspections

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Appendix B – Health and safety organisation chart

