

# Plymouth Community Homes

## HEALTH AND SAFETY POLICY

### 1 Summary

<b>Approved by:</b>	<i>Audit and Risk Committee</i>
<b>On:</b>	<i>Next formal approval by the Audit and Risk Committee will be April 2024 in line with changes to the presentation of the annual H&amp;S report.</i>
<b>Date to be reviewed:</b>	<i>March 2024</i>
<b>Review arrangements:</b>	<i>Property &amp; Safety</i>
<b>Document location:</b>	<i>Intranet document library / website</i>

This policy sets out how Plymouth Community Homes will, in so far as is reasonably practicable, ensure the health, safety & welfare at work of all its employees and ensure that non-employees such as visitors and tenants are not exposed to health and safety risks from its work activities.

The policy also sets out our commitment to achieving compliance with and beyond the minimum requirements of the Health and Safety at Work etc. Act 1974 and associated Regulations.

### 2 Who this document is relevant to:

These policies apply to all employees, contractors, tenants and visitors in Plymouth Community Homes premises and those affected by our activities.

### 3 Related Health and Safety Management Standards

There are a number of health and safety management standards and other health and safety related documents (e.g. fire, driving, Covid-19). Scope of documents can be found on page 9.

### 4 Related legislation and national guidance

Health and Safety at Work Act 1974.

### 5 Training Requirements

The Governance Team to arrange health and safety related training in conjunction with Health and Safety team recommendations.

EMT to attend targeted health and safety courses commensurate to their position and responsibilities.

IOSH Managing Safely to be undertaken by all Senior Managers and Line Managers.

Employees to attend relevant training as identified in their Departments Learning and Development plan.

### 6 This document replaces:

Health & Safety Policy dated December 2022.

### 7 Process for monitoring compliance and effectiveness

Monitored by Health & Safety audits and inspections.

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# Health and Safety Policy Statement

Plymouth Community Homes takes the health, safety and wellbeing of its staff very seriously - along with prioritising the health, safety and wellbeing of all its visitors, tenants, customers, contractors and local people in the communities we work within.

Our approach is not to prevent people from carrying out daily tasks or holding events to benefit the community - but our team is committed to ensuring no employees, tenants or visitors are exposed to health and safety risks from our work activities, along with enabling any identified risks to be well managed and ensuring our full compliance with required Government regulations.

## How are we going to do this?

By providing the right tools, equipment, advice and training to our workforce, and ensuring sensible systems are in place to prevent anyone from being harmed by our activities.

We assess any significant risks and communicate the outcome to the relevant people to make sure everyone is aware of how to carry out the activity in a safe way.

We provide and maintain safe and healthy working conditions and places to live.

## Who is going to make sure this happens?

We all have a responsibility to make sure our activities are carried out safely, and we ask our staff, customers, visitors and contractors to commit to following our safe working practices so we can deliver safe homes and safe working environments.

The Board and Chief Executive of PCH have a commitment to ensuring the right resources and funding are in place for this to happen.

Further information on how you can help is found in our Health and Safety Policy, which will be reviewed regularly.

**Signed:**



**Jonathan Cowie - Plymouth Community Homes Chief Executive**

**Date:** 21 December 2023

**YOUR SAFETY IS IMPORTANT TO US**



# Plymouth Community Homes Health & Safety Structure Chart



## **ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY**

### **1. Board Members will give strategic direction and will:**

- 1.1 Lead in line with core actions and good practice outlined in the Institute of Directors and Health and Safety Commissions 'Leading Health and Safety at Work - Leadership Actions for Directors and Board Members' (indg417).
- 1.2 Approve the health and safety policy and approve and provide resources to manage health and safety within the business and consider health and safety in all business decisions.
- 1.3 Monitor the overall performance of health and safety.

### **2. Our Executive Management Team will give strategic direction and will:**

- 2.1 Provide direction and approve the health and safety policy and management standards.
- 2.2 Ensure that robust health and safety management systems, arrangements and organisation exist in each Directorate.
- 2.3 Support the Chief Executive in meeting their health and safety responsibilities.
- 2.4 Review and monitor health and safety performance.
- 2.5 Discuss health and safety at EMT meetings.

### **3. Our Chief Executive is ultimately responsible and will:**

- 3.1 Lead in line with core actions and good practice outlined in the Institute of Directors and Health and Safety Commissions 'Leading Health and Safety at Work - Leadership Actions for Directors and Board Members' (indg417).
- 3.2 Be responsible for the overall development and implementation of effective proactive health and safety management within Plymouth Community Homes.

### **4. Our Director for Corporate Services will:**

- 4.1 Be nominated health and safety 'champion' at Executive Management Team (EMT).
- 4.2 Consult with EMT to regarding issues identified and organisational performance that is monitored by Plymouth Community Homes Audit and Risk Committee.
- 4.3 Monitor and review progress against the Property and Safety Service plan.

### **5. Our Directors will provide strategic direction and will:**

- 5.1 Deliver effective health and safety leadership in line with core actions and good practice outlined in the Institute of Directors and Health and Safety Commissions 'Leading Health and Safety at Work - Leadership Actions for Directors and Board Members' (indg417).
- 5.2 Be overall responsible for health and safety compliance and performance in their Directorate.

- 5.3 Set targets and objectives, and provide resources to ensure that the policy is used in safe working arrangements and that performance is measured and reviewed.
- 5.4 Provide visible and active leadership in good health and safety practice and leading by example.
- 5.5 Recognise the extent of their own personal responsibilities and liabilities and ensuring their own level of health and safety competency.
- 5.6 Adequately resource health and safety with both time and finances.
- 5.7 Make adequate provision for consultation with employees, including appointed safety representatives, on health and safety matters by their Senior Managers.
- 5.8 Include 'health and safety' as a standing item at management team meetings.
- 5.9 Promote sensible risk management throughout our business and direct managers to ensure all significant risks are properly assessed, recorded, adequately controlled and reviewed.

**6. Our Senior Managers, Line Managers, Supervisors and Team Leaders will provide strategic and operation direction and will:**

- 6.1 Give health and safety a high priority, and consider health and safety implications in all business decisions.
- 6.2 Meet the requirements of our health and safety management standards.
- 6.3 Identify all work-related hazards and with our health & safety advisors undertake suitable and sufficient risk assessments to reduce risks to a level that is as low as reasonably practicable.
- 6.4 Develop safe working practices, and make sure that staff are adequately informed, instructed, trained and supervised.
- 6.5 Identify individuals who may need particular support e.g. those at higher risk from Covid-19, pregnant workers, young people or workers with a disability and provide support.
- 6.6 Make sure health and safety systems are used (such as accident reporting and investigation, planned inspections of the workplace etc).
- 6.7 Make sure systems are in place and used to consider and ensure competency of suppliers and contractors, and monitor their health and safety performance.
- 6.8 Encourage the involvement of staff in health and safety decision making through inclusion on agendas at team meetings, toolbox talks, 1-2-1's and appraisals etc.
- 6.9 Recognise the extent of their own personal responsibilities and liabilities and recognise their own limits of health and safety competency and ask for help if needed.
- 6.10 Provide visible and active leadership in good health and safety practice and lead by example.
- 6.11 Bring this Policy and relevant health and safety management standards to the attention of all employees and check that they fully understand the content.
- 6.12 Regularly monitor and review health and safety.

- 6.13 Nominate suitable people to undertake health and safety functions, such as risk assessors, fire wardens, first aiders, workplace inspections etc.
- 6.14 Have adequate provision for consultation with employees, appointed safety representatives, contractors and tenants on health and safety matters, and include 'health and safety' as a standing item at team meetings.
- 6.15 Keep health and safety records to meet legal requirements such as risk assessments, workplace inspections and supervision notes.
- 6.16 Investigate incidents to employees and members of the public and assist the health and safety team in the investigation of more serious incidents.
- 6.17 Ensure staff report all accidents, incidents and near misses.
- 6.18 If you are a Person in Control (PIC) of a premise then you must ensure that all statutory duties are undertaken.
- 6.19 Provide and maintain adequate welfare facilities including drinking water, safe access and egress, clean and tidy workplaces, heating, lighting and ventilation and safe plant and equipment
- 6.20 Read the relevant asbestos register before any building or alteration work is undertaken which disturbs the fabric of the building.
- 6.21 Co-operate and work with the Health & Safety Team.
- 6.22 Put in place a suitable system where visitors are required to record their visit to the particular premises (e.g. visitor's book).

## **7. Our Employees will:**

- 7.1 Co-operate with their employer on all health and safety matters.
- 7.2 Observe safe working procedures at all times and consider the health and safety of themselves and others at all times.
- 7.3 Tell their manager immediately of any health and safety problems or issues in the workplace.
- 7.4 Report any accidents, incidents or near misses to their manager.
- 7.5 Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety.
- 7.6 Not misuse any equipment and safety devices that have been provided in the interest of their health and safety.

## **8. Our Health and Safety Team will:**

- 8.1 Act as the 'competent person' as defined in the Management of Health and Safety at Work Regulations 1999.
- 8.2 Lead and support Plymouth Community Homes in managing its health and safety responsibilities.
- 8.3 Review all new health and safety legislation and HM government guidance to ensure user friendly health and safety policy and management standards are introduced and kept up-to-date.



- 8.4 Develop and maintain a close working relationship with the board, employees, contractors and tenants on matters relating to health and safety.
- 8.5 Respond to customers, tenants and contractors enquiries promptly and provide sensible risk management solutions.
- 8.6 Promote and advise on the process of risk assessment and support managers in carrying out these assessments.
- 8.7 Compile and provide statistics on incidents and health and safety performance.
- 8.8 Inform the Health & Safety Executive (HSE) as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 8.9 Assist in the investigation of serious incidents and accidents.
- 8.10 Develop and implement suitable health and safety monitoring systems.
- 8.11 Where they have reason to believe that the health and safety of employees or others is at risk, will temporarily suspend or stop any unsafe system of work or process undertaken including by any contractor.
- 8.12 Liaise with the appropriate enforcing authorities (such as the HSE etc.)
- 8.13 In conjunction with Managers monitor the health and safety standards of contractors.
- 8.14 Actively seek solutions to promote sensible risk management across Plymouth Community Homes that takes bureaucracy away from our customers.

## **9. Visitors, Contractors, Tenants and Members of the Public visiting premises/workplaces will:**

- 9.1 Comply with our health and safety policy, management standards and local procedures.
- 9.2 Where applicable will be required to wear a 'visitors' identification badge.
- 9.3 Where applicable work to agreed method statements and risk assessments etc.

## **10. Our Risk Manager and Audit & Risk Committee will:**

- 10.1 Monitor and review the Corporate Risk Register, and provide advice on reducing the risk to the organisation.
- 10.2 Provide assurance to the Board on our Health and Safety arrangements (following scrutiny by ARC)
- 10.3 Monitor the Health and Safety performance of Plymouth Community Homes.
- 10.4 Further details of the roles and responsibilities can be found in the Audit and Risk Committee Terms of Reference.

## **11. Employee Representation**

- 11.1 We promote and value the contribution that employee representation can make to improving and maintaining health and safety standards.
- 11.2 We will provide facilities and assistance to safety representatives to enable them to carry out their duties.

- 11.3 We will consult employees in good time on matters of health and safety arrangements and practice through its appointed safety representatives.
- 11.4 We encourage our safety representatives to develop a pro-active approach to health and safety within their areas of responsibility, and to work with our managers and health and safety advisors in developing joint solutions.

## **12. Systems for implementing the Health and Safety Policy**

- 12.1 Further guidance on specific topics will be in health and safety management standards.
- 12.2 These will develop over time with changes in health and safety legislation and best practice and will be updated and revised as necessary by our health and safety team.
- 12.3 Our Health and Safety Policy and management standards are the minimum standard that is expected to be achieved, and against which health and safety performance will be monitored, reviewed and audited.
- 12.4 Copies of the Health and Safety Policy and management standards can be found on the intranet under [Resources > Health and Safety> documents](#).

## **13. Monitoring**

- 13.1 Overall health and safety performance and compliance shall be monitored using a variety of quantitative (factual) and qualitative (subjective) measures such as:
- incident statistics;
  - provision of health and safety training;
  - existence of up-to-date operational documentation;
  - findings from internal and external health and safety audits;
  - other performance indicators as described within health and safety related operational procedures;
  - external benchmarking against comparable organisations.
- 13.2 The corporate health and safety service will provide the following periodic management information/reports:
- Quarterly information on key performance indicators
  - Quarterly health and safety dashboard report to the Executive Management Team
  - Monthly health and safety dashboard report to Senior and Wider Management teams
  - An annual Health and Safety report to the Audit and Risk Committee;
  - An annual Health and Safety report to the Board.

## 14. Management Standards and Other Associated Health and Safety Documents:

Accident and Investigation (MS01)

Asbestos (MS02)

Contractors (MS03)

COSHH (MS04)

Display Screen Equipment (MS05)

Electricity at work (MS06)

Event safety (MS07)

Fire (MS08)

First Aid (MS09)

Forklift truck safety (MS10)

Gas(MS11)

Health and safety induction (MS12)

Health and safety inspections (MS13)

Legionella (MS14)

Lone working (MS15)

Manual Handling (MS16)

New & expectant mothers (MS17)

Noise at work (MS18)

Risk assessment (MS19)

Stress (MS20)

Vibration at work (MS21)

Violence and Aggression (MS22)

Work at height (MS23)

PPE (MS24)

Occupational Health (MS25)

Construction Design and Management (MS26)

Hybrid Working (MS27)

Confined Spaces (MS28)

Scaffold (MS29)

Drivers Handbook (FLT IN 001)

Fire Safety Management Policy (H&C)

HM Government Guidance for Covid-19 ([Govt.UK website](#))

PCH Risk Assessments and Work Instructions for Covid-19 ([PCH CV-19](#))