

River Clyde Homes Group Health & Safety Policy

Approval Details and Version Control

Policy Author	Policy Owner	Version Number	Approval Details	Date Effective	Next Review Date
Health and Safety Manager	Group Director: Resources & Transformation			June 2019	June 2020

1. Policy Statement

- 1.1** The Chief Executive and the Boards of the River Clyde Homes (RCH) Group; River Clyde Homes and Home Fix Scotland, hereinafter referred to as the RCH Group, are committed to discharging their obligations under the *Health and Safety at Work Act 1974*, *The Management of Health and Safety Work Regulations 1999* and all relevant statutory provisions to provide a healthy and safe working environment for all employees and stakeholders. The Health & Safety Policy provides the framework on how they will discharge their obligations.
- 1.2** The Chief Executive and the Executive Directors of RCH and the Managing Director of Home Fix Scotland, known as the RCH Group Executive Management Team (EMT) will endeavour to ensure the safety and health of all persons who could foreseeably be affected by activities under their control.
- 1.3** Ensuring the health, safety and welfare of employees is of prime importance to the companies and it is essential to the efficient operation of their undertakings.
- 1.4** The EMT will ensure this Policy is implemented throughout the whole organisation and its subsidiary and take all reasonably practicable measures to ensure the health, safety and welfare at work of its employees and any other person who may be affected by the operations of either company.

2. Scope

This policy applies to:

- All Board members of the RCH Group
- All employees of the RCH Group
- All customers, contractors and other stakeholders visiting or carrying out work on behalf of or with the RCH Group

As appropriate, RCH will ensure the promotion of equal opportunities by publishing information and documentation in different languages and other formats such as large print, audio format and braille as required.

RCH will comply with all aspects of the Equality Act 2010.

3. Key Stakeholders

- All RCH Group Board members
- All RCH Group employees
- All customers, contractors and other stakeholder partners

4. Policy Principles

The EMT will ensure, as far as reasonably practicable, the following principles are achieved:

- Adequate and proportionate control of health and safety risks arising from work activities.
- Effective consultation with employees on matters affecting their health, safety and wellbeing.
- Promotion of a positive health and safety culture.
- Provision of safe systems of work, safe working conditions and safe plant, machinery and equipment for use at work.
- Safe storage, handling, transport and use of substances and articles.

- Provision of adequate information, instruction, training and supervision to employees.
- Provision and maintenance safe access and egress to and from the workplace.
- Ensuring all employees are competent to do their tasks safely, by providing appropriate training and refresher training.
- Provision of adequate welfare facilities and First Aid arrangements at all premises and work locations.
- Prevention of accidents and work-related ill health and investigation of incidents and accidents to avoid recurrence.
- Allocation of adequate resources to ensure this policy functions effectively.
- Regular reviews of the Health & Safety Policy and other procedures relating to health, safety, wellbeing and safe systems of work.

5. Roles and Responsibilities

5.1 The RCH Group Board

The RCH Group Board is responsible for monitoring compliance with the health and safety policy and management system across its group companies. On an annual basis, the Board will review and approve the Health and Safety Policy, review health and safety performance and ensure that any issues of significant risk are actioned appropriately. The Board has a collective role for championing health, safety and welfare standards. The Chair of the Board and the Chief Executive will sign off the Health & Policy Statement on an annual basis. The Policy Statement is attached as Appendix 1.

5.2 The Chief Executive

The Chief Executive is ultimately responsible for implementation of the Health and Safety Policy at all levels of the group companies and the provision of adequate resources to meet health and safety requirements.

The Chief Executive will:

- Provide leadership to encourage all employees to be safety conscious at all times.
- Ensure responsibility for implementation and compliance with, the Health and Safety Policy is properly assigned and accepted by the EMT and other members of the RCH Group Senior Management Team (SMT) and all employees under their control.
- Appoint the three EMT Directors to lead on the Health & Safety Management Committee and to co-ordinate health and safety matters within the RCH Group. The Head of Corporate Services and the Health & Safety Manager will also be members of the Health & Safety Management Committee.
- Sign off the Health & Safety Policy Statement with the Chair of the RCH Group Board, annually.

5.3 EMT Directors and SMT Members

The EMT Directors and SMT Members will:

- Appoint Managers across the RCH Group companies to be members of the Health & Safety Forum. The Forum membership will include the safety representatives from the recognised trade unions.
- Ensure that Managers within their departments are suitably trained, competent and fully understand their health and safety obligations.
- Support managers by providing resources and advice to ensure proportionate and effective standards of health and safety are achieved.
- Support the health and safety function throughout the RCH Group companies.
- Monitor the activities of their directorates and departments in relation to health and safety to ensure compliance with relevant legislation, policies, procedures and good practice guidelines.

5.4 Managers

Managers at all levels of the organisation will:

- Provide leadership, support and coaching to their team in relation to Health and Safety.
- Bring the Health and Safety Policy to the attention of employees under their management and ensure an understanding of the content.
- Undertake hazard identification and related risk assessments for their areas of control and introduce and maintain suitable and sufficient control measures.
- Ensure their members of staff are provided with Personal Protective Equipment (PPE) as identified in risk assessments and ensure employees are trained in the use, maintenance and storage of PPE. Signed records to evidence the receipt of PPE will also be maintained and forward to the health and safety team.
- Ensure that employees are not permitted to carry out any kind of hazardous task before they have received adequate training, instruction and information.
- Ensure all accidents, incidents, near misses, dangerous occurrences and hazards are reported to the health and safety team as soon as is reasonably practicable, in particular those that fall under RIDDOR. Undertake investigations where appropriate and act upon the findings.
- Ensure that any legal requirements relating to the operation of their department or team are fully complied with.
- Ensure that any health and safety responsibilities delegated to employees are clearly understood.
- Ensure contractors (and subcontractors) appointed to carry out works on behalf of the RCH Group companies are made aware of health and safety policies and procedures, are notified of known hazards and carry out their work without risk to others.
- Attend the Health and Safety Forum and actively participate.
- Identify health surveillance requirements for their team and co-operate with HR to ensure that appointments are attended.
- Create an open environment which encourages employees to raise and discuss health and safety issues within their respective work areas.

5.5 Health & Safety Manager

The Health & Safety Manager will:

- Keep the Chief Executive and Senior Management Teams informed of health and safety related matters that may affect the area of service under their responsibility.
- Provide guidance to employees at all levels of the organisation on all aspects of health and safety.
- Monitor, and continually strive to improve, health and safety performance and the health and safety culture.
- Assist line managers to promote high standards of health and safety by raising awareness of key issues as and when required.
- Regularly review and develop the health and safety policy and procedures to ensure they are relevant to, and inclusive of, the hazards facing the RCH Group companies.
- Monitor Compliance Registers.
- Maintain records of all reported incidents, accidents and near misses to allow trends to be identified and necessary action to be taken to reduce or prevent recurrence.
- Provide the Health & Safety Management Committee with performance information.
- Consult with employees directly and through the Health & Safety Forum.
- Assist in identifying and organising appropriate health and safety training in conjunction with line managers.
- Assist with the investigation into Employers Liability and Public Liability claims, analysing claims data to identify trends and mitigate potential for future claims.

- Liaise with the recognised trade union safety representatives as required.

5.6 Employees the RCH Group

In addition to the duties outlined in the Health and Safety Policy Statement, all employees will:

- Familiarise themselves with this Policy and all health and safety procedures, risk assessments and method statements relevant to their role and workplace.
- Attend mandatory health and safety training courses as and when necessary.
- Report all accidents, incidents, near misses, dangerous occurrences and hazards to their line manager as soon as is practicably possible and forward to the health and safety inbox.
- Contribute and co-operate with management on all matters of health and safety.
- Be aware of the effects of their work on colleagues, tenants, members of the public and contractors and ensure they do not create or compound hazards or endanger others by their actions or omissions.
- Carry out their duties using safe working practices, with regard to themselves, their colleagues, tenants, members of the public and contractors.
- Report any matters they consider to be a danger to health and safety to their line manager as soon as is practicably possible. This includes any deficiencies or shortcomings they have identified within this Policy and/or with arrangements for the management of health and safety. Reporting should be via the health and safety email inbox.
- Use Personal Protective Equipment (PPE) appropriate for the task and maintain the equipment in reasonable repair, including reporting losses or defects to their line manager as soon as is practicably possible. Sign for receipt of PPE.
- Not interfere with, tamper or misuse any item provided for health, safety or welfare purposes.
- Only use the tools, equipment and plant appropriate for the task and which they are trained to use and refrain from using and report to their line manager, any defective or damaged tools, plant or equipment.
- Report any health condition that affects their ability to work safely to their line manager and the Human Resources (HR) Team as soon as is practicably possible.
- Use safe systems of work for tasks relating to electricity, gas installations, handling of chemicals, use of potentially hazardous equipment, manual handling and repetitive tasks and any other activities that could potentially present a significant risk to health and safety.
- Drive safely at all times whilst undertaking company business, whether in a company vehicle or in their own vehicle.
- Immediately liaise with their line manager if they are faced with a conflict between health and safety and the demands of their job.
- Attend health surveillance appointments as arranged with the relevant paperwork.

6. Related Documents

- The RCH Group H&S Manual, including Risk Assessments, Method Statements etc.
- The RCH Group Compliance Registers
- The RCH Group Employment Policies and Procedures
- The RCH Group Code of Conduct

7. Responsibility for Implementation

- Chair of the RCH Group Board and other Board members
- Chief Executive and other Executive Management Team members
- Heads of Service
- All Line Managers
- All Employees

8. Related Legislative and Statutory Framework

- Health & Safety at Work Act 1974
- The Management of Health and Safety Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007
- All Statutory Regulations, Directives and Approved Codes of Practice

RCH will meet all legal obligations and comply with legislation in relation to this policy subject.

9. Equalities Impact Assessment

The Equalities Impact Assessment for this policy is attached as Appendix 2

10. Policy Review

This policy will be reviewed on an annual basis unless amendment is prompted by a change in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

11. Contact Person

Health & Safety Manager

The River Clyde Homes (RCH) Group Health & Safety Policy Statement June 2019

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The Chief Executive and the Executive Directors of RCH and the Managing Director of Home Fix Scotland, known as the RCH, known as the RCH Group Executive Management Team (EMT) will endeavour to ensure the safety and health of all others who could foreseeably be affected by activities under their control. The health, safety and welfare of employees are of prime importance and essential to the efficient operation of the RCH Group companies.

The EMT will ensure that this Policy is pursued throughout the whole of the organisation and will take all reasonably practicable precautions to ensure the health, safety and welfare at work of its employees and any other person, not employed by the RCH Group who may be affected by the activities of the Group companies.

To achieve high health and safety standards the active co-operation of all employees is essential. Employees are reminded of their duty, under the legislative and regulatory framework, to take care of their own safety and that of any other persons and to co-operate with their employer to enable them to carry out their responsibilities successfully. The organisation, responsibilities and arrangements to enable this Policy on Health & Safety to be effective are contained in the full Health & Safety Policy.

The full Policy and the associated documents will be reviewed annually (as a minimum) or as and when required and will be publicised within the offices throughout the RCH Group companies.

Signed Designation
(On behalf of the RCH Group Board)

Signed..... Designation
(RCH Group Chief Executive)

Date