



River Clyde Homes

Health & Safety

Policy

Group Services	Group Services Director
Policy Manager	Health & Safety Manager
Approval Body	RCH Board
Approval Date	23 rd May 2023

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This policy is available, on request, in different languages and in other formats such as large print, audio format and braille as required.

1. Policy Statement

- 1.1** The Chief Executive and the Board of the River Clyde Homes (RCH), are committed to discharging their obligations under the Health and Safety at Work etc Act 1974, The Management of Health and Safety Work Regulations (2006 amendment & 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 by overseeing a Plan – Do – Check – Act methodology That supports the Health and Safety Management System (HSMS)
- 1.2** The RCH Executive Leadership Team (ELT) 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 RCH and it is essential to the efficient operation of their undertakings.
- 1.4** The ELT will ensure this Policy is implemented throughout the organisation 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 the organisation.
- 1.5** This policy is an RCH only policy, Home Fix Scotland (HFS) have their own Health and Safety Policy which is aligned to its operations. The RCH Board (being the overall RCH Group Board) has responsibility for Health and Safety across all Group companies.

2. Scope

This policy applies to:

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

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

4. Policy Principles

The ELT 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 of 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 as identified by risk assessment.
- Provision of adequate welfare facilities, First Aid and Fire Warden 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 and Safety Policy and other procedures relating to health, safety, wellbeing and safe systems of work.

5. Roles and Responsibilities

5.1 The RCH Board and Audit & Risk Committee

The RCH Board is responsible for monitoring compliance with the health and safety policy and the Health and Safety Management System (HSMS) by overseeing a Plan – Do – Check – Act methodology across RCH. On an annual basis, the Board will review and approve the RCH Health and Safety Policy. The Board has a collective role for championing health, safety, and welfare standards.

The Chair or Vice Chair of the Board and the Chief Executive will sign off the RCH Health & Policy Statement on an annual basis. The Policy Statement is attached as Appendix 1 to the Policy.

The RCH Board (being the overall RCH Group Board) has responsibility for Health and Safety across all Group companies.

The Audit and Risk Committee will review health and safety performance and ensure that any issues of significant risk are actioned appropriately.

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 always safety conscious and proactive.
- Ensure responsibility for implementation and compliance with, the Health and Safety Policy is properly assigned and accepted by the ELT and other members of the RCH Senior Leadership Team (SLT) and all employees under their control.
- Appoint the three ELT Directors to lead on the Health & Safety Management Committee and to co-ordinate health and safety matters within RCH. The Head of Business Change and Compliance 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 or Vice Chair of the RCH Board, annually.

5.3 ELT Directors and SLT Members

The ELT Directors and SLT Members will:

- Appoint Managers across RCH to be members of the RCH Health and 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 RCH.
- 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 and Supervisors

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 suitable and sufficient risk assessments, identify all work activities to be risk assessed, including hazard identification and any potential risks, under any areas within their control and maintain, monitor, and review risk control measures as identified by their respective risk assessments.
- 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 information, instruction, training, and supervision.
- Ensure all accidents, incidents, near misses, dangerous occurrences and hazards including Covid 19 incidents are reported to the health and safety team mailbox within 72 hours, in particular those that may fall under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (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 RCH are made aware of health and safety policies, health and safety arrangements and procedures, and are notified of known hazards, risks and carry out their work without risk to others.
- Attend the RCH Health and Safety Forum and actively participate.
- Identify health surveillance requirements by risk assessment for their team and co-operate with Human Resources (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, Executive Leadership Team and Senior Leadership Team 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 of the organisation
- Review and monitor the Health and Safety Management System as being compliant by utilising the Plan – Do - Check - Act methodology
- 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 and Risk Registers, undertaking annual audits.
- 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 Health and Safety performance information.
- Consult with employees directly and through the RCH Health and Safety Forum.
- Assist in identifying, developing, 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 of RCH

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

- Familiarise themselves with this Health and Safety Policy and all health and safety arrangements and procedures, risk assessments and safe systems of work relevant to their role and workplace.
- Attend and complete all mandatory health and safety training courses including e learning Modules 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 within 72 hours.
- 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 and risks or endanger others by their actions or omissions.
- Carry out their duties using safe working practices, regarding 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 reasonably practicably. 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 team 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 reasonably practicably. 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 reasonably practicably.
- 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.
- Always drive safely 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 and Permit to Work etc.
- The RCH Group Compliance Registers
- The RCH Group Employment Policies and Procedures
- The RCH Group Code of Conduct
- The RCH Group Drug and Alcohol Policy
- The RCH Group H&S Arrangements Procedure for Accident, Incident, Near Miss Reporting and Investigation
- The RCH Group Fire Aid Procedure
- The RCH Group COSHH Procedure
- The RCH Group Risk Assessment Procedure
- The RCH Group Health Surveillance Guidance
- The HFS Health & Safety Policy

This Policy should be read in conjunction with the RCH Group Notifiable Events Policy and, in particular, any incident involving the Health & Safety Executive or a serious threat to tenant safety is notifiable to the Scottish Housing Regulator. All Notifiable Events should be reported to the RCH Group Chief Executive.

7. Responsibility for Implementation

- Chair of the RCH Board and other Board members
- Chief Executive and other Executive Leadership Team members
- Heads of Service
- All Line Managers
- All Team Leaders
- All employees

8. Related Legislative and Statutory Framework

- Health & Safety at Work etc Act 1974
- The Management of Health and Safety Work Regulations (2006 amendment & 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 has been completed.

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

The Health and Safety Manager

The River Clyde Homes (RCH) Health & Safety Policy Statement May 2023

The Chief Executive and the Board of the River Clyde Homes (RCH) are committed to discharging their obligations under the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations (2006 amendment & 1999) and all relevant statutory provisions to provide a healthy and safe working environment for all employees and stakeholders.

The Chief Executive and the Executive Directors of RCH known as the RCH Executive Leadership Team (ELT) 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 RCH.

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

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 and Safety to be effective are contained in the full Health and 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 RCH.

Signed:



Chair/Vice Chair of the RCH Board
(On behalf of the RCH Board)

Date:

23/05/2023

Signed:



RCH Group Chief Executive

Date:

23/5/23