



Health & Safety Policy

Date of Board Approval: 8th June 2022

Version: 1

Effective date: 8th June 2022

Last Reviewed: 8th June 2022

Review date: 8th June 2025



Introduction

Empower Housing Association (EHA) recognises the requirement to comply with the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and all other associated legislation, Approved Codes of Practice, and guidance.

EHA's Health and Safety Policy details how we will achieve and demonstrate its commitment to occupational health and safety and establishing and implementing suitable and sufficient safety arrangements. The aim of this Policy is to ensure the safety of employees, staff working at our properties, tenants, members of the public and contractors.

In addition to this policy, there are specific policies relating to:

- Fire Safety Management Policy
- Legionella Management Policy
- Electrical Safety Policy
- Gas Safety Policy

Policy Statement

EHA is committed to managing health and safety in all aspects of its work and to implementing reasonably practicable measures to safeguard the health, safety and welfare of its employees, tenants, and team.

So far as is reasonably practicable, EHA will:

- Ensure all our properties are maintained in a safe condition and any risks to our tenants have been fully considered and addressed.
- Empower is aware that some of our tenants have very specific health and safety considerations.
- Ensure all places of work are maintained in a safe condition, without risks to health.
- Encourage tenants to report incidents.
- Ensure incidents are investigated thoroughly and promptly to identify immediate, route and underlying causes and, where possible, to ensure measures are implemented to reduce or eliminate recurrence.

- Ensure employees are trained in general health and safety awareness and receive job specific training instruction, information and supervision relating to hazards and safe practices.
- Ensure risk assessments are undertaken for hazardous work activities and reviewed regularly, including asbestos surveys, fire risk assessments, work carried out by both Empowers employees and contractors that visit the properties. This also requires communicating with properties on all works carried out.
- Ensure that safe systems of work are implemented for hazardous activities.
- Ensure that contractors (and sub-contractors) and suppliers are committed to achieving and adhering to the standards of health and safety detailed in this Policy and their method statements and risk assessments.
- Ensure that the Health and Safety is considered at all Board meetings.
- Encourage staff working at the properties and other interested parties to participate in health and safety leadership.
- Carry out quarterly health and safety visits to our properties - Performance Review Checks and ensure communication of health and safety issues is effectively relayed to the property staff and recorded.

All employees have a duty to co-operate in the operation of this Policy by:

- Taking reasonable care of their own safety and that of their colleagues, tenants, employees, members of the public and contractors by complying with this Policy and those policies and procedures relevant to their role.
- Not interfering with, misusing, or wilfully damaging anything provided by Empower Housing in the interests of health and safety.
- Train staff to report incidents that have led, or may lead, to injury/damage to people, property, plant, or equipment.

- Attending training courses appropriate to their role and responsibilities as and when necessary.

To ensure this Policy is effective, EHA will:

- Review it at regular intervals and when significant changes are made to health and safety legislation, guidance, related policies, and procedures or within the organisation.
- Immediately, make any amendments known to employees.
- Produce this Policy and related procedures in alternate formats as and when necessary.

Lone Working

There are many definitions of a lone worker; for our own purposes, we will use the HSE definition: a lone worker is someone who “works by themselves without close or direct supervision”. Within EHA, a lone worker is likely to include the following:

- Working out of normal office hours, even on a one-off basis.
- Working with the public/service users on your own or away from colleagues (out of sight or earshot)
- Working on your own in an office, at home or in one of our properties.
- Travelling alone as part of your job (this does not include commuting).

Employer Responsibilities

As your employer, we have a responsibility to make sure you are safe while working for us and this includes any time you are lone working. To do this we will:

- Make sure risk assessments are carried out and reviewed regularly, these are to include up to date tenants risk assessments.
- Provide procedures for working safely while you are lone working.

Lone Working Procedure

Where lone working is necessary you will:

- Make reasonable steps to ensure your own safety; make yourself familiar with the provided tenant risk assessment when visiting properties.
- Remove yourself from any situation you feel unsafe or uncomfortable and move to a place you feel safe and report to your line manager.
- Inform your line manager of any near misses, incidents or safety concerns.
- If working alone in office at night staff member will text Line Manager when they are leaving the office.
- make sure arrangements are in place so that someone else is always aware of your whereabouts.
- If for whatever reason the lone worker finds they will not be back at the expected time the lone worker must ring and let colleagues know of any alterations
- If a visit has to be made at the end of a shift, ensure that you have a mobile phone, and report back to your line manager or to another designated person
- If any visit is deemed to be a potential high risk, it may be necessary to visit in pairs. The need for such additional support should be discussed with the manager so that appropriate arrangements can be made.

Responsibility

The designated officer responsible for implementation and monitoring of this policy will be the Managing Director. The Managing Director will:

- Provide leadership to encourage employees to be always safety conscious.
- Appoint competent health and safety representatives to co-ordinate health and safety matters within EHA, including fire risk assessments and legionella assessments for individual properties.

In addition to the duties outlined in the Health and Safety Policy, all EHA employees will familiarise themselves with the Health & Safety Handbook.

Equality and Diversity

We are committed to respecting diversity in all aspects of our work and will not tolerate any form of discrimination.

Commitment and Review

EHA will formally review this policy every three years. EHA will consult with their tenants and their representatives should there be proposed changes to the content of this policy.