

# Health & Safety Policy

<b>Approved by</b>	EMT
<b>Effective date</b>	October 2018
<b>Review date</b>	October 2019
<b>Policy developed by</b>	H&S Team
<b>Associated procedure</b>	Lone Worker Policy Working at Height Policy Guidance & Risk Assessment Policy Driver Handbook Manual Handling Policy

## Say hello

> Registered Office: Connexus Housing Ltd, The Gateway, The Auction Yard, Craven Arms, SY7 9BW  
> 0333 231 3233 > connexus-group.co.uk > hello@connexus-group.co.uk > @weareconnexus

## 1.0 INTRODUCTION

Connexus Housing Group regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our workforce and others who may be affected by our activities.

We recognise our duty of care in complying with the Health and Safety at Work Act 1974 as amended, the Management of Health and Safety Regulations 1999 and all other allied relevant legislation as appropriate.

## 2.0 DEMONSTRATING COMMITMENT

Connexus will:

- Provide and maintain an environment that is safe and without risk to work colleagues, tenants, visitors and contractors.
- Provide adequate resources to maintain Health and Safety Standards.
- Provide adequate well maintained welfare facilities at work and provide a healthy working environment.
- Provide work colleagues with such information, equipment (including PPE), instruction training which is relevant and supervision as is necessary to secure their Health and Safety at work and that of others who may be affected by their actions.
- Provide and maintain systems of work that are safe and without risk to Health and Safety.
- Conduct activities to ensure that third parties are not exposed to risk to Health and Safety arising from colleague's activities or instructions.
- Carry out risk assessments and review them on a regular frequency to maintain agreed standards of Health and Safety.
- Provide associated policies for relevant topics where required
- Ensure that all machinery, plant and equipment are maintained in a safe condition.
- Ensure there is a safe system of work in place for any hazardous materials.
- Ensure accidents/incidents are investigated thoroughly to identify route and underlying causes and where possible ensure measures are implemented to reduce or eliminate re-occurrence.
- Ensure that the Health and Safety representatives reflect all areas of the business and are utilised to consult with all colleagues on key areas of health and safety.

Connexus will support continuous improvement, to achieve this we will:

- Maintain an effective health and safety management system.
- Systematically review and refine our policies, procedures and arrangements.
- Set minimum standards and performance indicators for health and safety.
- Measure our performance and benchmark it with similar organisations.

- Publish regular reports on our findings.
- Use the information positively to improve performance

### **3.0 ROLES, RESPONSIBILITIES AND DUTIES**

#### THE BOARD

The Board of Connexus Group has overall responsibility for the health and safety and welfare of the workforce and anyone else who could be affected by the business/ activities of the companies in the Group e.g. customers, contractors, stakeholders and the public in general.

This responsibility includes:

- Providing active leadership and direction for health and safety.
- Securing adequate resources for health and safety management.
- Overseeing health and safety performance.

#### CHIEF EXECUTIVE

The Chief is responsible for ensuring:

- Effective arrangements and structures are in place to manage health and safety.
- Effective health and safety policies are developed and implemented consistently across Connexus Housing Group.
- A regular planned programme of audits and inspections is implemented to monitor health and safety performance.
- Positive action is taken to improve health and safety performance where problems are identified.
- Adequate resources (people & budgets) are made available for managing health and safety.
- Making sure health and safety is given equal priority with other management functions and is included in business planning.
- Support is given to continuous improvements by demonstrating a proactive positive attitude to health and safety matters.
- The promotion of workplace participation in health and safety by supporting consultative arrangements.

#### DEPUTY CHIEF EXECUTIVE AND DIRECTORS

The Deputy Chief Executive and Directors are responsible for the health, safety and welfare within their teams and will ensure that health and safety is recognised as an integral part of the overall management culture.

They will encourage the development of a positive attitude to health and safety among employees by visibly demonstrating their own commitment to achieving a high standard of health and safety performance.

Directors are to:

- Be aware of their health and safety responsibilities and duties as Directors, Managers and employees;
- Ensure all their employees follow health and safety arrangements and procedures;
- Ensure that all their employees have suitable and sufficient training to carry out their work tasks efficiently and safely;
- Monitor health and safety arrangements within their area;
- Report via the EMT meeting on a 6 monthly basis on any health and safety issues within their area;
- Ensure, that when considering any changes to their area of operation, that health and safety arrangements are considered during the process, including the planning stage;
- Be aware that health, safety and welfare duties may be delegated to their line managers, however, the legal accountability remains with the Director. Employees with delegated duties will have a level of responsibility and will be required to implement any directed health and safety arrangements.

#### MANAGERS (Including Supervisors & Team Leaders)

Connexus Group believes that health and safety is a basic management function. All managers are responsible for:

- Promoting a positive and proactive approach to health and safety.
- Communicating their personal commitment to health and safety by setting a good example.
- Implementing and communicating health and safety policies, standards and procedures.
- Making sure that risk assessments for the work activities they control are carried out in consultation with their team members.
- Devising, implementing and reviewing safe working procedures for all activities under their control.
- Monitoring health and safety performance by carrying out regular workplace inspections, spot checks and safety audits.
- Identifying their team members' health and safety training needs through risk assessment and task monitoring.
- Encouraging their team members to participate actively in health and safety.
- Making sure all work-related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken.
- Deliver toolbox talks, H&S topics and lessons learnt at team meetings.
- Risk assessments and safe methods of work are in place, reviewed and updated regularly and at least annually.
- Inducting colleagues including ensuring they are aware of policies, training and lone working.

## HEALTH & SAFETY ADVISORS

The role of the Group Health and Safety Advisors is primarily to assist the Group in the preparation, introduction of monitoring, reviewing and auditing of the Health and Safety Policy and arrangements throughout the organisation.

The Management of Health and Safety at work Regulations 1999 require employers to seek health and safety advice from a "Competent Person". The Group Health and Safety Advisor is the "Competent Person" for the Group. However, this does not absolve the Boards, Chief or Deputy Chief Executives, Directors, Managers or employees from their health and safety responsibilities and duties.

In the event that a consultant is to be used, they will be issued with a formal agreed 'Service Level Arrangement' (SLA) for the duration or specific assignment.

The Health and Safety Advisors duties include:

- Being the "Competent Person" for the Group;
- Following the conditions as laid out in the 'Arrangement;'
- Advising on all health and safety and welfare matters
- Managing the reporting of any company RIDDORS
- Co-ordinate with fire evacuations where relevant
- Carry out visits where necessary on new development sites
- Oversee the usage and monitoring of the lone worker system
- Manage the company audit register for health & safety
- The preparation and review of health and safety policies and procedures;
- Undertaking investigations into incidents as necessary, with line managers.
- Advising on health and safety training and where appropriate other training which has an impact on health and safety procedures;
- Maintain a system of consulting with all colleagues on health and safety matters, including the review of policies and procedures etc.
- Reporting monthly to the EMT on accidents, incidents and near misses.
- Attend departmental team meetings when specifically requested to provide expert guidance.
- Create accident, incident and near misses reports for monthly team meetings.
- Deliver First Aid training for the group

## COLLEAGUES

Every colleague is responsible for familiarising themselves with this policy and procedures that are associated with it.

Colleagues are to:

- Take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omission's at work;

- Co-operate with others to fulfil our statutory duties;
- Not misuse, wilfully damage or interfere with tools or equipment provided in the interest of Health and Safety;
- Comply with the annual MOT, vehicle insurance and driver checking procedure.
- Work safely and take reasonable care of themselves, colleagues, service users, tenants and the general public or any person who may be affected by our work activities;
- Follow our safety procedures and instructions;
- Report immediately all accident and incidents, including near misses to their line manager and the Group's Health and Safety Advisors;
- Advise their line manager of any, or potential hazards or failure of any Health and Safety procedure or system;
- Wear protective clothing where provided for use at work;
- Attend and participate in any training courses arranged for them;
- Actively participate during proactive initiatives.
- Where vehicles are provided follow the company driver handbook for vehicle safety.
- Use only tools, equipment and plant they are trained to use and that which is appropriate to the task.

### CONTRACTORS AND CONSULTANTS

All contractors and consultants are responsible for familiarising themselves with this Policy and its associated procedures before carrying out any work for the Group.

The duties of contractors working for or on behalf of the Group are:

- Adhere to all applicable safety legislation; including where applicable, adherence to the requirements of the Construction, Design, Management (CDM) Regulations 2015;
- Provide when requested risk assessments and method statements for the work being undertaken;
- Provide the Group with current employers' and public liability insurance certificates;
- Ensure that all employees working on the contract are trained, competent and where required certified or licenced to undertake the work the organisation have been contracted to do;
- Ensure all employees work safely and take reasonable care of themselves and others;
- Report and investigate any incidents including near misses that occur whilst working for the Group.

### ARRANGEMENTS

**Emergencies** – evacuation procedures are in place, fire wardens and first aiders trained to implement these procedures if necessary.

**Occupational Health** – in order to ensure that the risks to the health of our colleagues from work activities is controlled the Group will implement health surveillance to allow early

identification of work related ill health where appropriate, assist employees to return to, and remain in, work following injury or ill health, collect and analyse and make available essential information as needed.

**Tools plant and equipment** – which are provided by the Group for all work activities will meet the requirements of relevant legislation and guidance. The Group will ensure that colleagues are competent to use the tools, plant and equipment through provision of information, instruction and training

**Monitoring** – to ensure that health and safety performance continually improves, active and reactive monitoring of the controls of hazards will be conducted through audits and inspections. This will include the following: statutory testing or equipment, evaluating data relating to accidents and near misses through reactive monitoring.

#### POLICY REVIEW

Review at regular intervals and when there is significant changes within health and safety legislation, guidance related policies and procedures, changes in key personnel, management restructure, recommendations through a safety audit or a request from a third party.

Present any changes to EMT and Group Board Management for approval.

Communicate and consult with all colleagues and contractors by bringing this policy to their attention via the induction process, training and display around the Groups work places and ensuring all amendments are also communicated.



October 2018

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Duncan Forbes

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Date

Chief Executive (Interim)