

## Health, Safety and Welfare Policy

Title:	Health Safety and Welfare Policy
Person Responsible:	Cath Purdy, Chief Executive
Customer consultation arrangement:	N/A
EIA required:	No
EIA Completed (date):	N/A
Approved by:	Board
Business Strategy Theme	Growing
Approval Date:	May 2020
Links to other Policies:	<ul style="list-style-type: none"> <li>• Asbestos Management Policy,</li> <li>• Lone Working Policy,</li> <li>• Driving for Work Policy,</li> <li>• Gas Policy,</li> <li>• FELLR (Fire, Electrical, Legionella, Lifts, Radon) Safety Policy,</li> <li>• Welfare (PPE, DSE, Noise and First Aid, Health accident, incident) Policy Statement,</li> <li>• Safety (Manual Handling, Working at Height, Working with Equipment, COSHH) Policy statement,</li> <li>• CDM 2015 Policy Statement,</li> </ul>
Review Date:	April 2021

Document management		
Version	Date amended	Amendments
1	April 2019	First version in new policy template
2	April 2020	Update to the previous policy – key focus on; definition & vision, culture, competency and accountability

### 1. Purpose

This document outlines South Lakes Housing’s general policy on Health, Safety and Welfare at work. The aim of the policy is to comply with health and safety legislation and regulations but also to facilitate a culture of managing safety and promoting a healthy workplace.

This will be achieved by focussing on the following:

- General statement on Health, Safety and Welfare
- Organisation competency and responsibility

- General arrangements
- Enforcement

These are set out in more detail under Section 4 and in the supporting policies policy statements, procedures, method statements and risk assessments.

## 2. Regulatory and Legislative Requirements

This policy complies with the UK Health and Safety legislation and regulations. This includes:

- **Health and Safety at Work Act (HSWA) 1974**
  - This Act places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety, and welfare of employees, and to ensure that employees and others are kept safe.
  - Under the Act, SLH has an obligation to ensure any potential risk of work-related harm or Injury is eliminated or controlled.
  - As an organisation with more than five employees SLH must have a written health and safety policy statement, setting out how we manage health safety and welfare in our organisation. Key term – ‘reasonably practicable’, balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
- **Management of Health and Safety at Work Regulations (MHSWR) 1999**
  - These Regulations require employers to consider the health and safety risks to employees and to carry out risk assessments to protect employees from exposure to reasonably foreseeable risks. A risk assessment is an examination to:
    - determine what hazards exist in the workplace;
    - establish the significance of the risk;
    - identify and implement prevention and control measures; and
    - produce a clear management action plan.
  - As an employer with more than five employees, we must record the significant findings of our risk assessments and any groups of employees identified by them as being especially at risk. In addition, employers have a requirement to appoint competent people, set up emergency procedures, provide information to employees and work together with employers sharing the same workplace.
  - Employees, on the other hand, are required to use the information/training they have received, and to report dangerous situations/shortcomings in health and safety arrangements.
- **Safety Representatives and Safety Committees Regulations 1977:** require employers to consult with any nominated representatives in their workplaces.
- **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

- **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).
- **Personal Protective Equipment at Work Regulations 1992:** require employers to Provide appropriate protective clothing and equipment for their employees.
- **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery, is safe.
- **Manual Handling Operations Regulations 1992:** cover the moving of objects by hand or bodily force.
- **Health and Safety (First Aid) Regulations 1981:** cover requirements for first aid.
- **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.
- **Employers' Liability (Compulsory Insurance) Act 1969:** require employers to take out insurance against accidents and ill health to their employees.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
- **Noise at Work Regulations 1989:** require employers to act to protect employees from hearing damage.
- **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** require employers to assess the risks from hazardous substances and take appropriate precautions.
- **Construction (Design and Management) Regulations 2015:** cover safe systems of work on construction sites.
- **Gas Safety (Installation and Use) Regulations 1994:** cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.
- **Control of Asbestos Regulations 2012:** cover specific duties for employers to manage the risk of exposure to asbestos in buildings they control where employees and others carry out work or other activities that could cause exposure.
- **The Control of Lead at Work Regulations:** place a duty on employers to prevent or control employee exposure to lead.
- **Ionising Radiation Regulation 2017:** requires employers to keep exposure to ionising radiations as low as reasonably practicable. From sources such as; electrical equipment emitting ionising radiation or naturally occurring radon gas and its decay products.

### **3. General Principles**

The overall aim of this policy is to ensure that SLH complies with health and safety legislation and to provide a framework for facilitating a health, safety and welfare culture.

### **4. Health, Safety and Welfare – Our Approach**

This divides in to four areas: 4.1 General statement, 4.2 Organisation competency and responsibilities, 4.3 general arrangements 4.4 enforcement.

#### **4.1 Chief Executive’s Statement of Commitment**

SLH and its subsidiary company, Cumbrian Housing & Property Services Ltd (CH&PS) are committed to safeguarding the health safety and welfare at work of all employees, contractors, sub-contractors, visitors and those who may be affected by its work activities.

##### **What we mean by Health and Safety?**

Health and Safety is about creating the right culture and conditions whereby people can go about their day/task without harm.

As Chief Executive I accept the duties and obligations imposed upon me by all relevant safety legislation and realise the importance of placing health safety and welfare as an over-riding priority within SLH. The SLH Board and the SLH Executive Management Team will support me in this role.

Subsidiaries to SLH shall generally conduct themselves in accordance with and with reference to this and all other relevant SLH policies. These statements shall be held as sub-files to this policy.

**Our Health and Safety vision?**

Health & Safety is not just about complying with the law, it is an integral part of our new Business Strategy. The strategy contains a bold target to achieve best practice (through the ISO accreditation) as part of our vision;

- Where everybody feels valued, consulted and safe
- Where everyone receives the right training and support to perform their jobs competently and safely
- Where working safely is recognised and rewarded
- Where people 'speak out' about health and safety concerns
- Where managers relentlessly drive the health & safety message forward, are visible and approachable
- Where there is continuous improvement which can be 'seen' by stakeholders
- Where lessons are learned from errors, violations near misses and stakeholder feedback
- Where there is a 'just culture', which is the balancing point between 'no blame' and 'no accountability'

Whilst accepting the legal standards set by national legislation, SLH is committed to promoting a shared safety culture that aims to produce the highest standards of health safety and welfare. This process will continue to raise standards within SLH beyond the legal requirements. I believe that achieving these high standards will positively contribute to the overall quality of the work environment and services provided by SLH. I will make available sufficient resources to ensure that they are met.

I accept that although the final level of responsibility for implementing SLH's Health Safety and Welfare (HS&W) policy rests with me, each and every individual employee must take an active role in effectively implementing the policy in line with the responsibilities framework set out in the 'Organisation' section. I urge all employees to co-operate fully in the measures that SLH will be taking as part of this policy, to ensure that their work situations are as safe and healthy as possible.

As Chair of the Board I know we want to not only be assured that we are meeting legal expectations but make sure we have a culture which ensures the safety of our colleagues and customers is paramount and that we have a renewed focus on health and welfare. On behalf of the Board, I will ensure that the Board will not only seek assurances that we comply with the relevant regulations but our governance framework will help to develop a culture of not just the 'safety' elements but also a renewed focus on the 'health' part too.

<b>Ian Munro Chair of SLH Board</b>		

The SLH Executive Management Team will deputise for me as required on Health, Safety and Welfare matters.

<b>Cath Purdy Chief Executive</b>		

This statement of commitment is fully endorsed by the representatives of key stakeholders.

On behalf of the Audit and Risk Committee, I will ensure that the Committee will review compliance in relation to Health Safety and Welfare and report exceptions to the Board. The Committee will support the promotion of Health, Safety and Welfare across South Lakes Housing.

Keith Bevan <b>Chair Audit and Risk Committee</b>	

On behalf of the Executive Management Team, I will ensure that my Directorate will not only comply with the responsibilities laid out in this policy but will lead by example and promote a culture of Health, Safety and Welfare across South Lakes Housing.

Hilda Kaponda <b>Executive Director of Resources</b>	
Alison Kinnon <b>Director of Customers</b>	
Richard Hayes <b>Director of Assets</b>	
John Mansergh <b>Director of Business Assurance</b>	

## 4.2 Organisation Competency and Responsibility

### Board Directors

The leadership of an effective health and safety culture comes from the top; Members of the SLH Board have both collective and individual responsibility for the leadership of health safety and welfare (as well as compliance). Executive Directors and Board Members shall continually examine their behaviours, both individually and collectively, against guidance and information given and available - and, where they see that they fall short of the standards it sets them, shall become more effective leaders in health, safety and welfare.

#### What is competence?

“The essence of competence is relevance to the workplace. What matters is that there is a proper focus on both the risks that occur most often and those with serious consequences.

Competence is the ability for every director, manager and worker to recognise the risks in operational activities and then apply the right measures to control and manage those risks.”

**Judith Hackitt, HSE’s Chair**

Board Members shall seek the information and training appropriate to achieve at least minimum competency for their role and responsibility.

They shall also perform a scrutinising role, ensuring the integrity of processes primarily through the following;

- The Audit and Risk Committee 'terms of reference' include identification of key areas for improvement in business management of the health & safety management.
- The Audit and Risk Committee monitoring of Health Safety and Welfare compliance via a quarterly 'compliance' report, including Health Safety and Welfare dashboard and 'deep dives'.
- The Audit and Risk Committee approving an annual Internal Audit plan which involves receiving assurance on Health Safety and Welfare compliance (three-year cycle).
- The Audit and Risk Committee monitoring the implementation of Internal Audit reports throughout the year and commissioning an annual 'follow-up' review.
- The Board receives quarterly performance and risk reports, including exception reporting on Health & Safety.
- The Board receives an annual Health and Safety Report, from the Health and Safety Manager.
- Board Members receive appropriate training to ensure their competence in their scrutineering role.
- Beyond scrutiny the Board directs responsibility for Health, Safety and Welfare to the Chief Executive and the Executive Management Team.

The **Company Directors Disqualification Act 1986** applies if Directors are found guilty of an offence under the Health and Safety at Work Act etc.

### **Executive Management Team**

As well as having duties under SLH's Health, Safety and Welfare Statement, the Directors are personally responsible for the effective implementation of the Health, Safety and Welfare Policy in their areas and will ensure they are competent to;

- Provide leadership on occupational health, safety and welfare to their managers, employees, contractors and sub-contractors and support improvements in safety standards and culture.
- Shall accept 'Competency Challenge' and participate in recognised Health Safety and Welfare training for their responsibilities.
- Shall appoint and ensure that all staff under them are competent to fulfil the duties and responsibilities assigned to them, shall identify and commission appropriate Health Safety and Welfare Training for their staff.
- Shall fully and clearly assign duties and responsibilities.
- Will consult with the Health, Safety and Welfare Manager and any other employees to monitor the need for any further Health, Safety and Welfare measures, instruction or training to ensure the health, safety and wellbeing of all employees and other people who may be affected by the activities of their area.

- Will consult with the Health, Safety and Welfare Manager and other employees to keep informed of any accidents, incidents or Health, Safety and Welfare issues occurring within their area.
- Will appoint, a named competent Senior Manager who will deputise on all matters involving Health, Safety and Welfare at work in their absence. (John Mansergh appointed – NEBOSH Certificate in Health and Safety Leadership).

### **Director of Business Assurance (Director Responsible for Health Safety and Welfare)**

The Director Responsible for Health and Safety is accountable to the Chief Executive and the Board for all matters relating to health, safety and welfare of employees and those affected by the company's operations.

The Director Responsible for Health and Safety will:

- Ensure that the HS&W Policy is reviewed at least annually and that it is adopted and signed by all stakeholders' representatives.
- Understand and ensure that the implications and duties imposed by new or revised Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Executive Team and the SLH Board.
- Ensure that company related health and safety matters are brought to the attention of the Executive Management Team and the SLH Board at regular intervals and maintain reporting structures.
- Ensure that good communications exist between employer and employees and that they are maintained.
- Liaise with the Health Safety and Welfare Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources and direct reporting to the Executive Team and the Board.
- Ensure adequate means of distributing and communicating health, safety and welfare information obtained from the H.S.E., Safety organisations and Trade associations regarding, new techniques of accident prevention, new legislation requirements and codes of practice etc.
- Ensure that an adequate programme of training for health and safety is established and that the safety culture is encouraged amongst employees.
- Ensure they are competent to manage health and safety (with the necessary skills, knowledge, training, experience and attitude)  
Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.

### **Senior Managers**

Each Senior Manager will be responsible for the day to day operation of all Health, Safety and Welfare systems and procedures within their Service Area.

They will be responsible for the effective implementation of this policy within their area of responsibility and should demonstrate their competency to do so. They will carry out the following duties in consultation with the Health, Safety and Welfare Manager and other appropriate officers;

- Provide leadership on occupational health, safety and welfare to their managers, employees, contractors and sub-contractors and support improvements in safety standards and culture.
- Participate in recognised Health Safety and Welfare training for their responsibilities.
- Shall appoint and ensure that all staff under them are competent to fulfil the duties and responsibilities assigned to them, shall identify and commission appropriate Health Safety and Welfare Training for their staff.
- Ensure that occupational health, safety and welfare issues are taken into account in all service development plans and at the design stage of new initiatives.
- Satisfy themselves that the established safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction are rectified.
- Keep themselves informed of any accidents, incidents and Health, Safety and Welfare issues occurring in their area of responsibility.
- Monitor the necessary records for further Health, Safety and Welfare measures, instruction and training.
- Ensure that suitable and sufficient risk assessments and method statements are carried out in their area of responsibility. These should be recorded, shared with the relevant staff, and reviewed at least yearly (or sooner if there is any significant change), and modified if necessary. Ensure that all employees in their area of responsibility have been informed of any risks to their health and safety.
- Ensure that they and their teams are complying with lone worker risk assessments and using devices and following escalation procedures.
- In the absence of the Senior Manager a named competent officer will deputise on all matters involving Health, Safety and Welfare at work.

### **Other officers with management/supervisory responsibility**

Staff who manage, supervise or have responsibility for employees, contractors, sub-contractors, trainees or members of the public are accountable for Health, Safety and Welfare within their management control. They will;

- Provide management of occupational health, safety and welfare to their staff and support improvements in Health, Safety and Welfare standards and culture.
- Participate in recognised Health Safety and Welfare training for their responsibilities.
- Shall ensure that all staff under them are competent to fulfil the duties and responsibilities assigned to them, and that they attend assigned Health Safety and Welfare Training.
- Ensure that occupational Health, Safety and Welfare issues are taken into account at the design stage of new initiatives and projects.
- Be responsible for taking the necessary steps to ensure the health, safety and wellbeing of all employees, trainees and other persons who may be affected by work activities (e.g. visitors, members of the public, contractors and subcontractors) these steps should be recorded on method statements.

- Continually assess the risks to Health, Safety and Welfare in their area of responsibility. Ensure that all significant hazards arising in their area of responsibility are adequately addressed.
- Where risks cannot immediately be eliminated, ensure that reasonable action is taken to reduce the risk to the lowest level practicable. These actions should be recorded on a risk assessment form and brought to the attention of those affected.
- Ensure that accidents and incidents within their area of responsibility are reported promptly to the Health, Safety and Welfare Manager, as required by the Accident Reporting Procedure and ensure that incidents are investigated, and reasonable action is taken to prevent a recurrence.
- Ensure that all members of staff in their area of responsibility receive appropriate Health, Safety and Welfare training, with specific regard to the safety of themselves and others, and have sufficient knowledge, skills and information to carry out their work safely.
- Ensure that new staff are given an appropriate workplace safety induction during the first week at work.
- Ensure that they and their staff are kept up to date with all relevant Health, Safety and Welfare information (e.g. consult the Health & Safety website portal regularly).
- Ensure that all employees (including contractors and sub-contractors), where required, have appropriate protective equipment and clothing, and are given suitable information, training and instruction on its use.
- Ensure that they and their teams are complying with lone worker risk assessments and using devices and following escalation procedures. Managers will monitor usage of lone worker devices and deal with any performance issues.

**All employees, contractors, sub-contractors and agency staff working for SLH.**

All directly or indirectly employed personnel will;

- Comply with safe systems of work and procedures at all times whilst at work and conduct themselves in such a manner so that they, or other people, are not put at risk by their activities.
- Co-operate with supervisors and managers on all matters affecting Health, Safety and Welfare at work.
- Participate in recognised Health Safety and Welfare training for their responsibilities.
- Report any hazard or defects that may affect health safety and wellbeing to their supervisor or manager immediately.
- Immediately report all accidents, incidents and near misses occurring in their area of work to their manager/supervisor and follow the accident/incident reporting procedure.
- Wear the necessary protective clothing and use the correct safety equipment and PPE provided by or required by SLH
- Keep up to date with Health, Safety and Welfare policies, procedures and guidance as required by their supervisor or manager.
- Only use machinery/equipment for which they have been fully instructed and trained.

- Feel free to make suggestions to their Manager or any member of the Executive Management Team which may improve the Health, Safety and Welfare of employees or anyone affected by the work of SLH.
- Only use a mobile device whilst it is safe to do so and never whilst they are driving.
- Comply with COSHH regulations.
- Never work at height above three steps unless adequately trained in Working at Height.
- Comply with the Lone Working Policy, including the use of devices.

## Health, Safety and Welfare Manager

The Health, Safety and Welfare Manager will;

- Promote a positive occupational Health, Safety and Welfare culture that aims for the highest standards from all members of the organisation.
- Produce regular performance reports on H&S compliance issues.
- Manage SLH's Safety Management System and report to senior management on occupational safety performance and standards.
- Develop a plan to achieve ISO 45001 accreditation for Occupational Health and Safety management system by September 2024.
- To advise others and manage the implementation of Dynamic Risk Assessments and Codes of Safe Working Practices during emergency and business continuity events.
- Advise and inform directors, managers and employees on all aspects of occupational health, safety and welfare and provide advice on new legislation and policies impacting on the work of SLH.
- Attend meetings, provide advice, training and undertake site visits to monitor the practice of health, safety and welfare.
- Coordinate and maintain health and safety related accreditations.
- Maintain an incident reporting, recording and investigation system, including HSE notifications and RIDDOR reporting.
- Have the authority to stop work in cases where there is a risk of serious personal injury or death.



<b>Plan</b>	<ul style="list-style-type: none"> <li>• Determining your policy</li> <li>• Planning for implementation</li> </ul>
<b>Do</b>	<ul style="list-style-type: none"> <li>• Profiling your health and safety risks</li> <li>• Organising for health and safety</li> <li>• Implementing your plan</li> </ul>
<b>Check</b>	<ul style="list-style-type: none"> <li>• Measuring performance</li> <li>• Investigating accidents and incidents</li> </ul>
<b>Act</b>	<ul style="list-style-type: none"> <li>• Reviewing performance</li> <li>• Learning lessons</li> </ul>

## Human Resources

The HR Manager will ensure that there is an appropriate budget for Health, Safety and Welfare training and equipment. Also ensure that all identified competency weaknesses are addressed. The HR Manager is responsible for ensuring there is an up to date record of all staff training on health and safety.

### **4.3 General Arrangements for Health and Safety**

In order to promote a Health, Safety and Welfare culture that aims to produce high standards, the following arrangements are in place and tested by the four key stages.

#### **Supporting Information**

SLH has a comprehensive suite of supporting; Policies, Policy Statements, Risk Assessments, Method Statements, Toolbox Talks, Staff Briefings, Safety Code of Conduct/Code of Working Practice and Working Processes.

#### **Safety Training**

Safety training forms an integral part of training within SLH. This is particularly important with induction training for new staff Managers should ensure this takes place.

The Health, Safety and Welfare training needs of employees should be the subject of periodic reviews by managers and supervisors and any necessary refresher training carried out.

All employees should have sufficient knowledge, skills, and information to carry out their work safely.

#### **Health Monitoring**

Health monitoring is an informal, non-statutory method of surveying our workforce for symptoms of ill health.

Health surveillance is not needed for most workers, but in some work situations and for some exposures/activities it is required by law. SLH will develop its monitoring process to the best practice standard of its sector for the exposure its employees may experience.

#### **Reporting of accident /incidents under RIDDOR**

Some types of accident/incident require reporting to the enforcing authorities. This decision should be made by a relevant (and available) senior manager (*after consulting with the Health, Safety and Welfare Manager, if available, who will confirm whether the incident is reportable and advise on the completion of the online report form*).

#### **Accident/incident/near miss investigation**

Unless the incident is trivial, all accidents, incidents or near misses shall have an appropriate level investigation and report (root cause analysis) conducted by the appropriate level manager of the relevant area. Adverse or causal conditions will be rectified, and briefings or training will be given to affected staff. This will help to ensure that the incident is not repeated.

#### **Fire Prevention and Control**

SLH manages fire prevention and control to at least the minimum standards required by legislation. These standards are implemented by the Compliance Manager and monitored by the Health, Safety and Welfare Manager.

All arrangements for fire prevention and control are contained in the Fire, Legionella and Radon Policy Statement. This statement also establishes the FLR safety group that meet biennially.

### **Training in Fire Prevention and Control**

Training sessions will be arranged for employees on fire prevention and control where appropriate.

### **Visitors and the Public**

All reasonable action will be taken to ensure that visitors are accompanied in premises and properties owned or managed by SLH where risks are known to exist, or visitors are made aware of such risks by briefing or appropriate signage.

SLH will conduct its undertakings in such a way as to ensure that members of the public are not endangered by work carried out by its employees.

### **First Aid Service**

SLH provides first aid services and facilities to at least the minimum standards required by legislation. These standards are monitored by the Health, Safety and Welfare Manager.

Arrangements for training in First Aid for employees shall be made through Human Resources. Details are contained in the Welfare, PPE, DSE, Noise and First Aid Policy Statement.

### **Safety Representatives and Safety Committees**

SLH will consult with recognised trade unions and employee safety representatives on Health, Safety and Welfare issues through Safety Committees (the SLH Staff Forum) and other meetings as appropriate.

Such consultation and negotiation should take place, where practicable, in good time and using existing procedures to ensure effective consultation on matters that affect the Health, Safety and Welfare of the employees they represent.

SLH's Staff Forum is established to enable management and staff to bring matters of health, safety and welfare to each other's attention and to formally adopt a method of education and training. It monitors our safety performance and activities and promotes a 'Safety First' Culture. It is time tabled to meet every eight weeks or more frequently if required.

### **Contractors on our premises or working on our behalf**

All contractors are required to submit their Health, Safety and Welfare policies and documentation prior to being appointed on the approved contractors list.

All officers appointing contractors should ensure that the contractors' competency to carry out the appointed task has been checked.

All contractors are required to carry out a risk assessment of any significant hazards and this should be the subject of pre-contract and subsequent liaison.

On-site Communication - contract work involving occupied premises carries a dual responsibility. Employees organising such work should ensure there is effective liaison between the contractor and the custodians of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety.

### **Building Custodian Responsibilities**

Building custodians must inform contractors of any known Health, Safety and Welfare risks that they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building, asbestos data.

### **Lone working**

Managers and staff must comply with the Lone-working Policy

### **Dynamic Health & Safety Risk Assessments**

Dynamic risk assessments are the process of mentally observing, assessing and analysing the environment while we work, to identify and remove risks. The process allows individuals to identify a hazard on the spot and make quick decisions in regard to their own and other safety. This is used in emergency and business continuity situations but should be documented within a reasonable timescale of an incident e.g. next working day in most cases.

### **Help and Advice**

Any employee can obtain help and advice on all aspects of occupational Health, Safety and Welfare from the Health, Safety and Welfare Manager.

[HandSAdvice@southlakeshousing.co.uk](mailto:HandSAdvice@southlakeshousing.co.uk)

## **4.3 Enforcement**

### **External**

The enforcement of health and safety legislation is split between the Health and Safety Executive (HSE) and local authorities (LA's).

In general, HSE covers factories, building sites, mines and quarries, farms, fairgrounds, railways, chemical plants and offshore and nuclear installations.

LA's cover offices, shops, warehouses, hotel and catering, sport, leisure, consumer services (e.g. launderettes, hairdressers, undertakers, shoe repair, tyre and exhaust fitters), residential care homes and churches.

In addition to providing published information and verbal advice, the enforcement methods available to HSE and LA inspectors include;

- providing written information regarding breaches of law,
- requiring improvements in the way risks are managed (application of an improvement notice),

- stopping certain activities where they create serious risks (application of a prohibition notice), and
- recommending and bringing, prosecutions where there has been a serious breach of law.

HSE and LA inspectors work to a single enforcement policy statement.

<http://www.hse.gov.uk/pubns/hse41.pdf>

### **Internal**

The Actions SLH will take to ensure effective enforcement of this policy are to:

- Provide awareness/competence training to appropriate levels.
- Regularly audit performance and compliance through; established internal auditing process, auditing of documentary evidence and recording systems, shadowing or visiting of working processes by the Health and Safety Manager, Investigating incident/accident reports.
- Escalating, as appropriate, to senior/executive management any reported or observed breaches of policy expectations.

## **5. Monitoring & Review**

Adherence to this policy will be monitored by the SLH Health & Safety Manager. Implementation is also monitored by the internal SLH Staff Forum. The notes of these meetings are reported to the SLH Audit & Risk Committee.

The Audit and Risk Committee monitoring of Health Safety and Welfare performance via a quarterly 'compliance' report, including a dashboard and series of 'deep dives' into areas of compliance. The Audit and Risk Committee approves an annual Internal Audit Plan which involves receiving assurance on Health Safety and Welfare compliance. The Audit and Risk Committee also monitors the implementation of Internal Audit reports throughout the year and commissioning an annual 'follow-up' review.

The Board receives quarterly performance and risk reports, including exception reporting on Health & Safety. The Board also receives an Annual Health and Safety Report, from the Health and Safety Manager.

This policy will be reviewed by the Audit & Risk Committee once per annum, in line with the 'terms of reference', ahead of approval by the Board. The Policy may also be reviewed sooner where there is a need to address operational issues, or where best practice and wider learning has evolved or where there has been a recommendation arising from an audit.