



# Health & Safety Policy

Policy Ref: C07

<b>Prepared By</b>	Chief Executive
<b>Date of Review</b>	June 2024
<b>Date of Next Review</b>	June 2027
<b>Reviewed By</b>	PHA Board

## **Policy Objectives**

PHA's Health & Safety Policy aims to

- prevent accidents and cases of work-related ill health;
- manage health and safety risks in our workplace;
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- provide personal protective equipment where necessary;
- consult with staff on matters affecting their health and safety;
- provide and maintain safe equipment;
- ensure safe handling and use of substances;
- maintain safe and healthy working conditions;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- monitor and review this policy routinely (at least every three years).

## **Responsibilities for Health and Safety**

The Board of Partick Housing Association (PHA) is responsible for the conduct of the business of the organisation.

PHA's Board, Leadership Team and Management Team recognise that health and safety is a fundamental part of the safe, efficient and effective delivery of service.

The Health & Safety Panel meets quarterly, with its remit and agenda aligned to focus on the Scottish Housing Regulator's priorities in relation to tenant and resident health and safety. As such, the Panel's focus is on providing assurance on our compliance with relevant safety requirements, including gas safety; electrical safety; water safety; fire safety; asbestos; damp and mould; and lift safety.

This Health & Safety Policy is linked to a series of related PHA policies, including:

- Gas Servicing Policy;
- Electrical Inspections Policy;
- Water Safety Policy;
- Asbestos Management Policy;
- Repairs & Maintenance Policy;
- Void Management Policy;
- Estate Management Policy;
- Risk Management Policy; and
- Training & Development Policy

Overall responsibility for ensuring this policy is put into practice rests with the Chief Executive who delegates key tasks to the Investment Director who is responsible day-to-day for oversight of the implementation of the policy and associated procedures.

PHA is committed to its responsibilities as a good employer and is committed to the objective of attaining a high standard of health and safety performance in the delivery of services. This will be achieved by:

- creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
- meeting its responsibilities to employees, to other persons, and to the environment in a way which recognises that legal requirements are the minimum standard; and
- adopting a planned and systematic approach to the implementation of PHA's Health & Safety Policy.

**The Health and Safety at Work Act 1974** imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of PHA, so far as is reasonably practicable, to ensure that:

- responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the organisation; and
- all practicable steps are taken to manage the health, safety and welfare of all employees at work, any other person whether employed or otherwise, and the community at large who may be affected by the activities, operations or statutory undertakings of PHA.

In addition, PHA will conduct its business in such a way that the health and safety of staff, the public, customers, residents, contractors and visitors to any premises under its control, are not put at risk.

It is the intention of PHA, so far as is reasonably practicable, to ensure that:

- a) The working environment of all employees is safe and without risks to health and that there are adequate provisions made with regard to the facilities and arrangements for their welfare at work. All places of work under PHA's control are maintained in a condition that is safe and without risks to health and safety, including the means of access and egress.
- b) The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under PHA's control.
- c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- e) Employees are provided with such information, instruction, training and supervision as necessary to secure their health and safety and a culture of risk management is promoted throughout the business operations of PHA.

It will be the duty of **all employees** at work to ensure:

- f) That reasonable steps are taken to safeguard the health and safety of themselves and others who may be affected by their acts or omissions at work.

- g) Co-operation with the PHA's Board so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.
- h) Report all health and safety concerns to the appropriate person.

**EVH Health & Safety Control Manual**

PHA follows the Health & Safety Management System set out by ACS Ltd. The Health & Safety Control Manual (HSCM) is the backbone of our Health & Safety information and is intended to provide a self-contained, complete management system. Each section contains a note of the relevant legislation, model work procedures and where appropriate, copies of all forms to be used. The HSCM has, where appropriate, been modified to reflect local conditions relevant to PHA.

The HSCM sets out the actions needed to help our organisation to comply with the general requirements of the Health & Safety at Work Act and the specific requirements of over 30 pieces of Health & Safety Legislation.

The HSCM underpins our Health & Safety Management System to support us in complying with our legal obligations. It includes a comprehensive set of suggested policies, procedures and templates. ACS reviews the content of the HSCM every six months to keep pace with changing legislation and good practice and then issues updates to EVH members.

The main sections contained within the Control Manual are:

- Policy and the Organisation;
- Buildings;
- People;
- Work Carried out by Employee;
- Work Carried out by Contractors; and
- Appendices.

PHA's stock portfolio includes residential and commercial premises, land, development sites, common areas and backcourts, plant and plant rooms, and lifts. In relation to these items, PHA will ensure that contracts and procedures for maintenance, servicing, inspection and testing are put in place and monitored regularly to safeguard the health and safety of tenants, factored homeowners, customers, staff, contractors, visitors and members of the public.

	<b>Signed</b>	<b>Date</b>
PHA Chair		
PHA Chief Executive		