

Health and Safety Policy

Version Control						
Version	Date drafted	Date approved	Approved by	Date reviewed	Next review date	Owner
Final	08/03/2024	25/03/2024	Board	N/A	08/03/2025	CEO
2025 review			Board	24/03/2025	24/03/2026	CEO

1. Introduction

- 1.1. Westmoreland Supported Housing Limited (WSHL) 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.
- 1.2. WSHL's Health and Safety Policy details how we will achieve and demonstrate our commitment to occupational health and safety, and establishing and maintaining suitable and sufficient safety arrangements.

2. Purpose

- 2.1. The aim of this Policy is to ensure the safety of employees, staff working at our properties, tenants, members of the public and contractors.

3. Linked policies

- 3.1. The following policies are concerned with specific areas of health and safety in our tenants' homes, and should be read in conjunction:
 - Asbestos Management Policy
 - Damp and Other Hazards Policy
 - Electrical Safety Policy
 - Fire Safety Policy
 - Gas Safety Policy
 - Lift Safety Policy
 - Repairs and Maintenance Policy
 - Water Safety Policy

4. Health and safety policy statement

- 4.1. WSHL recognises that as a priority, employees should be safe in their job roles and residents should be safe in their homes. WSHL undertakes to do everything reasonably practicable to protect the health and safety of employees, residents, property, staff and visitors through the implementation and maintenance of safe systems of work.

5. Responsibilities

5.1. So far as is reasonably practicable, WSHL will:

- Ensure all our properties are maintained in a safe condition and any risks to our tenants, employees, partners and other visitors have been fully considered and addressed. In doing this, WSHL acknowledges 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, root 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 specific training instruction, information and supervision relating to hazards and safe practices
- Ensure risk assessments are undertaken for hazardous work activities and that they are reviewed regularly, including asbestos surveys, fire risk assessments, gas and electrical works, and in respect of all work carried out by WSHL's contractors that visit its properties
- 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 own method statements and risk assessments
- Ensure that health and safety is considered at all Board meetings
- Encourage Care Provider staff working at WSHL's properties and other interested parties to take responsibility for health and safety management
- Carry out monthly visits to all of our properties, during which any health and safety issues will be highlighted to the property staff for remediation

5.2. 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 all policies and procedures that are relevant to their role
- Not interfering with, misusing, or wilfully damaging anything provided by WSHL in the interests of health and safety
- Training property 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

5.3. To ensure this Policy is effective, WSHL will:

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

6. Lone workers

- 6.1. Many of WSHL's employees will meet the definition of a lone worker during the course of their employment.
- 6.2. WSHL's Lone Working Policy details additional health and safety considerations and responsibilities for WSHL and employees who are lone workers.

7. Policy review

- 7.1. This policy will be reviewed every year.