

Railway Housing Association

Health & Safety Policy

1.0 STATEMENT OF INTENT

- 1.1 The Association believes that excellence in the management of health and safety is an essential element within its overall business strategy and is committed to meeting its health and safety responsibilities.
- 1.2 It is the policy of the Association to protect residents and any other persons who may be affected by our undertakings, from any foreseeable hazard or danger; and to ensure as far as is reasonably practicable the health, safety and welfare of all of the employees, contractors and consultants working for the company.
- 1.3 The Association is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Association will strive to go beyond the requirements of legislation.
- 1.4 The Association is committed to ongoing monitoring and review of processes, so that continual improvement in the management of health and safety can be achieved.
- 1.5 Our general intentions are to -
- Meet all statutory requirements to protect the health and safety of our residents, employees and anyone else affected by our activities
 - Provide adequate control of the health and safety risks arising from our work activities
 - Allocate adequate finances and resources to fulfil our health and safety responsibilities
 - Consult with our residents and employees on matters affecting their health and safety
 - Maintain properties to a standard that is fit for purpose and safe for residents to live in or for members of staff to work in
 - Comply with Gas Safety Regulations and check gas installations annually
 - Comply with the Control of Asbestos Regulations
 - Carry out annual fire risk assessments of our offices and the communal areas of sheltered housing schemes; and biennial fire risk assessments of other schemes with communal staircases
 - Regularly check fire detectors, fire alarms, emergency lighting systems, fire extinguishers and any other fire equipment provided by the Association
 - Comply with the Furniture and Furnishings (Fire Safety) Regulations
 - Operate a no smoking policy in all offices and in the communal areas of dwellings, in accordance with the Health Act 2006 and the Smoke Free (Premises and Enforcement) Regulations
 - Carry out periodic electrical testing every five years

- Ensure regular checks and servicing of passenger lifts
- Operate an effective system of water hygiene management to ensure the safe supply of hot and cold water in dwellings with communal water systems and in offices
- Comply with Construction (Design and Management) Regulations
- Carry out stock condition surveys on a 5 year rolling programme
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Provide adequate safety equipment
- Carry out annual risk assessments for staff who are required to work unaccompanied
- Prevent accidents and cases of work related ill health
- Maintain safe and healthy working conditions that promote wellbeing.

1.7 This policy is supported by the Association's detailed policies and procedures for specific health and safety responsibilities –

- Asbestos management
- Fire safety
- Gas safety
- Lettable standard
- Lone working
- Procurement
- Repairs and maintenance
- Safeguarding vulnerable adults
- Smoke free
- Stress management
- Violence against staff
- Water safety.

2.0 RESPONSIBILITY

2.1 The Chief Executive is responsible for the effective implementation of this policy.

2.2 All employees have duties under the Health and Safety at Work etc. Act 1974 to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also legally required to co-operate with the Association in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

2.3 A Health and Safety handbook is provided to each member of staff, providing detailed guidance on their rights and responsibilities; and all policies are available to staff on the shared drive.

2.4 Our policies and procedures provide clear expectations for employees and these are supplemented by key performance indicators.

3. MONITORING

- 3.1 Quarterly reports on health and safety compliance will be made to the senior management team and the board of trustees.

4. REVIEW

- 4.1 This policy will be reviewed every three years, or when there is legislative or regulatory change.

This policy can be made available on request in other languages,
large type, Braille or in audio format

April 2020