



PEAKS & PLAINS
Housing Trust

Health and Safety Policy

Version number: 4.2

Effective Date:
22 September 2020

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1. STATEMENT OF INTENT

1.1. The Peaks and Plains Housing Trust shall:

- Prevent incidents and cases of occupational ill health. It is our intention that no one is harmed as a result of our work activities.
- Strive to ensure compliance with relevant safety and health legislation and guidance and the Trust shall work with enforcement agencies and regulators to ensure that the Trust acknowledges its duties.
- Provide clear briefings, instructions and information, employee supervision and appropriate staff training to ensure that employees and staff are competent to undertake their work.
- Outline a hierarchy of controls for a work activity and provide personal protective equipment, as appropriate, and without charge to the person, as necessary for the work undertaken.
- Inform employees and customers on matters affecting their health and safety and inform them in an appropriate manner of hazards and risks and appropriate control measures.
- Provide and maintain plant and equipment that is safe to use, and maintain safe and healthy working conditions and a safe working environment. Staff shall control waste and uphold good housekeeping to minimise fire risk.
- Manage health and safety risks in our workplace. We shall minimise the risk of fire and other major risks to the built environment. We shall ensure safe storage, transport, use and disposal of dangerous and hazardous substances at work.
- Prepare and implement emergency procedures to address abnormal working conditions and emergencies, including safe evacuation in the event of fire or other significant incidents.
- Regularly review and revise this policy.



Mark Howden
Chief Executive Officer
22nd September 2020

2. RESPONSIBILITIES FOR HEALTH & SAFETY

- 2.1. The Board recognises their duty of care and has nominated the Chief Executive Officer, or in their absence the Director of Resources, as the director responsible for health and safety. The principal role of the CEO is to demonstrate strong and active safety leadership of the Trust, employee involvement in safety and assessment and review. In this role the CEO shall be supported by the Executive Management Team. Day-to-day responsibility to ensure that this policy is put into practice lies with managers and team leaders. Professional and technical advice on health and safety management shall be provided by Trust safety advisers. Individual roles and responsibilities for health and safety for all staff will be addressed by line managers.
- 2.2. All employees, staff, young persons, volunteers and contractors etc., working for the Trust and our customers are encouraged to cooperate with directors, managers and team leaders on health and safety matters, to take reasonable care of their own safety and occupational health and to report all incidents, near misses and safety concerns to a responsible manager without delay.

3. ARRANGEMENTS FOR HEALTH & SAFETY

- 3.1. This policy is supported by the health & safety management system. Arrangements will be made for the implementation of the policy and will be communicated via the organisation's internet and intranet sites. The arrangements to be followed to implement the policy are detailed in Appendix 1.

1. APPENDIX 1

The Peaks and Plains Housing Trust will:

- Implement an appropriate strategy, objectives, targets, policy, management systems, procedures, plans and safe systems of work to give a structured approach, enabled through continuous improvement, to health and safety.
- Complete and maintain a hazard and risk register to identify hazards and evaluate consequences and impact across all work activities and throughout the Trust's scope of activities.
- Implement suitable controls to mitigate the risk of harm to employees, customers and others who could be affected by the Trust's operations.
- Review and revise risk assessments where significant changes occur, such as changes in legislation, following incidents that bring the controls into question, when working practices, conditions or circumstances significantly change or at regular planned reviews.
- Put into place a series of relevant key performance indicators to monitor, review and report on health and safety performance at regular intervals.
- Ensure for the provision of suitable and sufficient health and safety inductions for all full time or part time employees working on behalf of the Trust.
- Provide and periodically refresh health and safety training required of specific job roles within the Trust to maintain awareness and competence.
- Where required provide employees, contractors, visitors and others who could be affected by our operations, with appropriate technical and awareness training in health and safety matters.
- Make suitable arrangements for personal safety and security, welfare and well-being for employees and contractors who work remotely, out-of-hours or out in the community.
- Routinely consult with employees, representatives of employees and relative stakeholders regarding health and safety matters.
- Conduct annual management reviews to evaluate health and safety performance and to discuss and agree objectives and targets that will demonstrate continuous improvement.
- Undertake internal and external auditing of governance and assurance with respect to all health and safety management matters and performance.
- Ensure that emergency preparedness plans shall be implemented, tested and updated accordingly to ensure all risks are mitigated and suitable systems in place to deal with any emergency incidents, recovery and business continuity requirements.

Occupational Health and First Aid arrangements to address physical harm and mental health concerns shall be made for competent trained staff to treat and support colleagues appropriately.

POLICY INFORMATION

Policy Name:	Health and Safety Policy
Status:	Active
Approved by:	Mark Howden, CEO
Drafted By:	Paul Crossland, H&S Manager
Date approved:	22 nd September 2020
Next Review Date:	21 st September 2021