



TOLLCROSS
housing association

Health & Safety Policy

Prepared By	Anne Fitzsimons, Corporate Services Director
Policy Created	NA
Date of Last Review	29 th September 2020
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Reviewed By	Management Committee

CORPORATE FIT	
Internal Management Plan	✓
Risk Register	✓
Business Plan	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association can provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

1. Introduction

- 1.1 This policy sets out the health and safety arrangements for Tollcross Housing Association (the Association) and applies to all employees (including temporary or agency staff), customers, and members of the public, suppliers and contractors.
- 1.2 The policy is intended to outline the Association's commitment to planning and managing health and safety; to achieving acceptable standards; to reducing accidents; and to demonstrate to all employees that the Association is fully committed to their health, safety and welfare. It should be noted that Health & Safety guidelines are available to all staff and give a comprehensive outline of Health and Safety guiding principles.

2. Safety Policy Statement

- 2.1 The Management Committee of the Association is responsible for the conduct of the business of the Association's Health and Safety Structure and this is outlined at Appendix 1.
- 2.2 The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of the Association, as far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels; that all practicable steps are taken to manage the health, safety and welfare of all employees and to conduct the business in such a way that the health and safety of visitors, to any premises under our control, is not put at risk.
- 2.3 It is the intention of the Association, as far as is reasonably practicable, to ensure that:-
 - The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - 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 our control.
 - Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.

- 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.
- Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
- This Health and Safety Policy will be reviewed annually unless legislation dictates otherwise. Communication of any such changes will be made to all employees.

2.4 It shall be the duty of all employees at work to ensure: -

- Those reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operation with the Management Committee 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.

3. Informing and Involving Stakeholders

3.1 The Association will ensure that all staff are fully informed of the full Policy and that they all confirm that they have read and understood it. Training will be given to all staff and Management Committee members in order to understand and meet their responsibilities in relation to Health & Safety. More specific health and safety training will be provided to Management Committee and Staff members in relation to individual responsibilities.

4. Responsibilities

4.1 The Association and all of its employees have a responsibility for the successful application of the health and safety policy. The health and safety ethos and culture comes from the actions, attitude and commitment at every level. Key areas of responsibility for individuals or groups of individuals in relation to health and safety are described as follows:

4.1.1 Management Committee

- a) It is recognised that the Management Committee, whilst not actively involved in the daily running of the organisation, have certain responsibilities in terms of Health & Safety and the following procedures will be adopted to ensure responsibilities are effectively managed.
- b) The Management Committee will endorse the Health & Safety Policy and Control Manual and annually the Chairperson and Chief Executive will sign the Health & Safety Policy Statement. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Management Committee remains current.
- c) The Management Committee will place 'Health & Safety' as a standing item on the Agenda. This will allow a quarterly report to be provided by the Health & Safety Administrator on safety performance, requirements, safety failures and other Health & Safety related issues. The Management Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.
- d) The Management Committee will review the findings of all internal and external Health & Safety audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by the audits.
- e) The Management Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

- f) All Management Committee members will undergo training in 'Health & Safety Awareness' and in management responsibilities. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health & Safety at all meetings. This should also assist the Management Committee in determining whether the Chief Executive is managing Health & Safety adequately within the organisation.

4.1.2 The Chief Executive

- a) The Chief Executive is responsible for the general day to day running of the Association. It is recognised that this function includes the overall responsibility for Health & Safety management within the organisation and the following procedures will be adopted to ensure adequate provisions are made and maintained.
- b) The Chief Executive will endorse the Health & Safety Policy and Control Manual and will annually sign the Health & Safety Policy Statement along with the Chairperson of Tollcross Housing Association. Where there is a change of personnel, the incoming Chief Executive will sign the policy to demonstrate commitment and acceptance of responsibilities.
- c) The Chief Executive will hold ultimate responsibility for the organisation's policy, procedures and arrangements and for the implementation of such. To this end, and to comply with the duties set out in the *Management of Health and Safety at Work Regulations 1999, as amended*, he will appoint an adequate number of competent persons to achieve and maintain legal compliance. This will include a Health & Safety Administrator and any external specialist Consultants. The Chief Executive will also take all appropriate action to reduce the risks to Health & Safety arising from the business undertaking and to improve the Association's safety performance.
- d) The Chief Executive will ensure a report is provided on safety performance, funding requirements, safety failures and other Health & Safety related issues at each Management Committee meeting. Fully justified requests will be made to the Management Committee for any resources, support or funding required for Health & Safety purposes.
- e) The Chief Executive will ensure that Health & Safety considerations are taken into account for all new

- investment opportunities and in the Association's Procurement Strategy. The objective will be to minimise risks as early in the supply chain as is reasonably practicable.
- f) The Chief Executive will be responsible for maintaining an adequate programme of Risk Assessment, allocating duties and funds as appropriate to keep assessments and control measures current.
 - g) The Chief Executive will be responsible for maintaining an adequate programme of staff training in Health & Safety issues, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
 - h) The Chief Executive will ensure that adequate communication channels exist throughout the entire Association to allow Health & Safety issues to be dealt with timeously and effectively. All staff will be given the opportunity to raise any safety related queries with appropriate management staff.
 - i) The Chief Executive will ensure that all significant safety failures are fully investigated and reported to the Management Committee. He will also ensure that all necessary support is sought to adequately investigate the situation and develop suitable remedial measures to reduce the likelihood of a similar incident recurring.
 - j) The Chief Executive will give due consideration to all Health & Safety related requests from all other staff, taking appropriate action where necessary and requesting support/approval from the Management Committee where required.

4.1.3 Health & Safety Board

- a) The Health & Safety Board will provide an open forum for the discussion of all Health and Safety related issues raised by members of the Management Committee and by any other relevant sources. Key group personnel, in particular the Corporate Services Director (Health and Safety Administrator), will attend the Health and Safety Board, along with other suitably identified staff members with a key responsibility for Health and Safety. These will include First Aiders and Fire Wardens where necessary.
- b) The Health & Safety Board members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness'. This will ensure that all members have a working knowledge of the topic, commensurate with their role in the Board and within the organisation as a whole.
- c) The Health & Safety Board will suggest solutions and initiatives for issues arising, which will be minuted and presented to the Management Committee following each meeting, without undue delay.
- d) Where appropriate, the Health & Safety Board will draft and revise policy, procedures and arrangements, for ultimate approval by the Chief Executive and Management Committee.
- e) The Health & Safety Board will delegate, with the Chief Executive's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Chief Executive and the Management Committee.
- f) The Health & Safety Board will review the Health & Safety performance of the organisation, analysing accident statistics, near misses, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety performance will be made to the Management Committee for final approval prior to implementation.

4.1.4 Health and Safety Administrator

- a) The function of the Health and Safety Administrator is, by definition, one of 'administration' as opposed to 'management'. The Health and Safety Administrator will be fully supported by the Chief Executive, Directors and Senior Management Team.
- b) The Health and Safety Administrator will undergo suitable training, which will include as a minimum 'Health & Safety Awareness' and instruction in the implementation of the policies, procedures and arrangements set out in the Control Manual.
- c) The Health and Safety Administrator will maintain the policy and the record keeping system in an up to date and tidy condition. This will include the dissemination of all Manual updates to Manual holders and the filing of appropriate records.
- d) The Health and Safety Administrator will comply with their duties as set out in the Control Manual and will report the findings of any inspections, audits and other information gathering exercises to the Health and Safety Board without undue delay. Where the Health and Safety Administrator has reason to believe that personnel are, or may foreseeably become, exposed to significant risk, direction will be sought from the Chief Executive without undue delay.
- e) The Health and Safety Administrator will provide assistance and advice to the Chief Executive, Management Committee, Directors and Senior Management Team in the undertaking of risk assessments, control implementation, policy development, etc. This may involve liaison with external specialist consultants.

4.1.5 Senior Management Team

- a) Due to the 'managerial' function performed by the SMT it is recognised that the SMT members may be held liable where Health & Safety offences are committed with their consent or involvement or as a result of their negligence. SMT members will undertake appropriate Health and Safety training to ensure they remain effective.

- b) The SMT will take an active participation in the Health and Safety Board. This will involve the identification of Health & Safety concerns within their departments; the raising of pertinent issues for consideration by the Health and Safety Board and the actioning of all measures identified by the Health and Safety Board and management staff as being required.

- c) The SMT will implement all relevant policies, procedures and arrangements within their departments.

- d) The SMT will ensure that adequate communication channels exist throughout their departments to allow health and safety issues to be dealt with timeously and effectively. All departmental staff will be given the opportunity to raise any safety related queries with their SMT member.

- e) The SMT will ensure that all departmental staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.

- f) Where the SMT identify the need for further training or any other form of risk control for departmental staff, the issue will be reported without undue delay to the Corporate Services Director or Chief Executive.

- g) Where the SMT identify any significant breach of Health & Safety procedures, appropriate action will be taken to reduce the risk in the short term, and the issue should be reported to the Corporate Services Director without undue delay.

4.1.6 Employees

- a) While the duties of management staff have been made clear in previous sections, it is recognised that ALL employees have general duties to ensure their own safety and that of others. Indeed, the *Health and Safety at Work etc. Act 1974* notes the following in respect of employees' duties:

"It shall be the duty of every employee while at work –

- (i) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."*
- b) The following procedures will, therefore, be adopted by all employees to ensure their duties are adequately discharged.
- c) Employees will comply with the policies, procedures and arrangements set out in the Policy and Control Manual and with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe working practices will be properly used.
- d) Employees will report to their Line Manager or other member of management any identified breaches of Health & Safety procedures, any accidents, near misses or safety related incidents and any aspect, which appears to them to give rise to a significant risk to the Health & Safety of employees or other persons. Such reports will be made without undue delay.
- e) Employees will inform their Line Manager or other member of management, without undue delay, where they believe that further training or other risk control measures would be beneficial. Tasks should not be carried out where the employee believes significant risk to be present.

- f) Employees will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and will actively implement any control measures identified as being required.
- g) Employees will not participate in horseplay, practical jokes or other acts, which may result in harm being caused to themselves or to other individuals.

4.1.7 First Aider Responsibilities

- a) The Association will ensure that it has staff trained as a 'First Aiders at Work'. These employees will have successfully undergone an HSE certified 'First-aid at Work' course, with refresher training scheduled within recommended timescales. The first aiders will be predominantly office based, and be available to administer first aid should they be so required. The Association's First Aiders are outlined at Appendix 3.
- b) All accidents, incidents and "near misses" arising in the office, or in connection with any work carried out by Association staff, should be reported to one of the First Aiders as soon as possible, who will deal with the situation as appropriate. Any incidents, including near misses should be logged in the Accident log book by the First Aider, which is located at each site. Copies of these shall be passed to the Health and Safety Administrator and stored confidentially.
- c) It is the duty of the First Aider to take charge when someone is injured. Not only must they attend to the injured person, but they must also call for an ambulance or other appropriate professional medical help to ensure the person receives the help they need. If they're unconscious but still breathing, it's the First Aider's job to place them into the recovery position. From here, their injuries can be assessed to find out the nature and cause of them. The First Aider should make notes and fill out any necessary paperwork, so that you can provide a handover when further medical help arrives.
- d) First Aiders have the responsibility of ensuring a suitably stocked first aid kit is available on site. This should include the HSE minimum requirements (as outlined in the First Aid Procedures) and should be checked at least

on a monthly basis. The sheet should be completed and saved on the server.

- e) Following the incident, the Health and Safety Administrator will ensure a full investigation is carried out, which will address the immediate causes, any contributory causes, faulty equipment or control measures, site rules broken by the casualty or any other member of staff, necessary corrective action and required reviews of the Policies and Procedures.
- f) The Health and Safety Administrator will provide a report of accidents and incidents at each Health and Safety Board Meeting and Management Committee Meeting.
- g) Under certain circumstances, injuries, diseases and dangerous occurrences must be officially reported to the enforcing authority. The "RIDDOR" regulations set out specific definitions of such incidents and the required reporting mechanism.

4.1.8 Fire Warden Responsibilities

- a) The Association will attempt to minimise the likelihood and consequences of fire and/or explosion not caused by the deliberate acts of individuals and/or groups and ensure that proper fire evacuation procedures are in place and notified to all staff and visitors.
- b) These procedures will detail nominated fire wardens, and respective deputies who will be fully trained to carry out their responsibilities in this area. A list of Fire Wardens is outlined at Appendix 4.
- c) The Fire Wardens will be predominantly office based and the names of the staff designated as Fire Wardens will be published at each site.
- d) While the workplace Fire Wardens must not put themselves at risk while carrying out their duties, they are essentially there to carry out many elements of a fire risk assessment, to increase the chances of preventing a fire in the first place.
- e) Fire Wardens have a range of tasks to perform in their role and these will be carried out and the appropriate records updated. These include, but are not limited to, weekly fire alarm tests, regular fire drills and ensuring the walkie talkies are charged and operating effectively.

- f) The Association covers the cost of training for the Fire Wardens and they must participate in training, including the Fire Warden certificated course every 3 years.
- g) Fire Wardens are afforded time to meet as a group to discuss fire safety issues and they report to the Health and Safety Board at least on a quarterly basis.

4.1.9 EVH Health & Safety Support Services

- a) Tollcross Housing Association maintains a contract with an external Health & Safety consultancy firm, who provides professional and technical support to the Association. This service complements the available internal resources, thus assisting the organisation to discharge its duty as set out in the *Management of Health and Safety at Work Regulations 1999, as amended* to appoint an adequate number of competent persons to achieve and maintain legal compliance. The health and safety service includes the provision of:
 - External auditing of the Health & Safety system
 - Control Manual updating service
 - Helpline for all Health & Safety related queries
 - Specialist consultancy and training support as required
- b) The EVH Health & Safety pre-audit questionnaire has been added to the Control Manual. Completion of this questionnaire, prior to the audit will assist the Health & Safety Board to identify in advance any areas which may require additional resources while also clarifying what documentation is required for review by the auditors.

5. Equality & Human Rights

- 5.1 An Equality Impact Assessment (EIA) has been carried out when reviewing this new policy. In line with good practice the completed EIA will be published alongside the Health & Safety Policy.

Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.

- 5.2 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

6. Training

- 6.1 The Association is committed to ensuring that all staff understand the principles of health and safety and the practical effects of its requirements. It will therefore provide every member of staff with basic training on health & safety and will ensure that all new members of staff receive this training and also a general overview as part of their induction process.
- 6.2 Line Managers will monitor the effectiveness of the training. Should individual training requirements be identified these will be discussed between the Line Manager and the individual member of staff and appropriate arrangements put in place in consultation with the Corporate Services Director, if required.

7. Use of Defibrillators

- 7.1 The Association has installed a LifePak CR/CR Plus Defibrillator at each of its sites. Whilst formal training is not a requirement for using this device, several Association staff and Management Committee members volunteered to undertake a training session. It is not expected that this training will be repeated on a regular basis however should staff, or Committee members feel they would benefit from a refresher this shall be arranged for them. Appendix 2 outlines the names of the Association's staff members who have undertaken this training.
- 7.2 A risk assessment has been undertaken on the use of defibrillators and this will be reviewed in accordance with the programme of risk assessment review. Regular checks on the integrity of the device has been built into the monthly First Aid inspection programme.

8. Personal Protective Equipment

- 8.1 Personal Protective Equipment (PPE) includes a range of clothing and protective devices to protect the wearer from certain hazards. PPE includes such items as hard hats, respirators, safety boots, protective gloves and high visibility vests.
- 8.2 All PPE will be fit for purpose, properly cleaned, serviced and maintained, correctly stored and compatible with other PPE which is required to be worn. To ensure that PPE is hygienic and otherwise free of risk to health, only the individual to whom it is issued will use all such equipment.
- 8.3 Staff who are required to use PPE will be trained in its correct use and in the appropriate procedures for reporting defects. Should staff note any defects they must be reported to their Line Manager immediately, who will communicate with the Health and Safety Administrator.
- 8.4 All PPE should be formally checked six-monthly and your Health and Safety Board Member will prompt you into completing a checklist. This checklist will be provided to your Line Manager who will advise the Health & Safety Administrator. A register of all PPE, together with details of servicing, issue to personnel, repairs etc. will be kept on file by the Health and Safety Administrator.

9. Periodic Checks and Testing Programme

- 9.1 The Health and Safety Administrator will arrange for a range of periodic checks and tests, which includes both system and equipment checks/testing. The Periodic Checks and Testing Programme is outlined at Appendix 5.

10. Policy Review

- 10.1 This policy will be reviewed annually unless legislative changes dictate otherwise.

**Tollcross Housing Association
Health and Safety Structure**



List of those trained in use of Defibrillator

Staff/ Committee	Name	Date of training
Staff	Sheron Tuffnell	04/11/16
Staff	Marie Campbell	04/11/16
Staff	Mark Shannon	04/11/16
Staff	Brian Trearty	04/11/16
Staff	Veronica Telfer	04/11/16
Staff	Clare Danks	04/11/16
Staff	Linda Miller	04/11/16
Committee	Chris Elliot	04/11/16
Committee	Brian McNally	04/11/16
Staff	Jennifer Cochrane	06/12/16
Staff	Nicole Lennox	06/12/16
Staff	Tam Foulis	06/12/16
Staff	Joe Penders	06/12/16
Staff	Charlene Hoy	06/12/16
Staff	Kimberley Smith	06/12/16

Tollcross Housing Association
 List of First Aiders

Location	Name	Date of training	Valid Till
868 Tollcross Road	Charlene Hoy	14 April 2021	13 April 2024
	Nicole Micoud	6/7 th April 2021	5 th April 2024
	Kimberley Smith	12 Feb 2019	12 Feb 2022
	Brian Trearty	9 th Sept 2020	8 th Sept 2023
84 Braidfauld Street	Veronica Telfer	10/17 Nov 2020	9 th Nov 2023
Housing Support Sites	Linda Miller	25 th Jul 2019	25 th Jul 2022
	Tam Foulis	24/25 th Feb 2021	23 rd Feb 2024

**Tollcross Housing Association
Fire Wardens**

Location	Fire warden	Date of training	Valid Till
868 Tollcross Road	Natalie Bradley	9 th Sept 2019	8 th Sept 2022
	Barry Hughes	9 th Sept 2019	8 th Sept 2022
	Margaret McGhee	13 th Nov 2020	12 th Nov 2023
	Rhys Atkinson	30 th Oct 2020	29 th Oct 2023
	Patricia Macdonald	18 th Dec 2020	17 th Dec 2023
84 Braidfauld Street	Veronica Telfer	13 th Nov 2020	12 th Nov 2023
Housing Support Sites	Linda Miller	22 nd Jan 2021	21 st Jan 2024
	Tam Foulis	9 th Aug 2019	8 th Aug 2022

Tollcross Housing Association
 Periodic Checks and Testing Programme

System/Equipment	When
Fire Risk Assessment	Annually
Fire Extinguishers/blankets	Annually
Fire Drill (in-house)	6-monthly
Fire Alarm Test (in-house)	Weekly
Fire Alarm Service/Smoke Detectors	Annually
Emergency Lighting (by Contractor)	Annually
Emergency Lighting (via housekeeping inspections (fish key))	Monthly
Portable Appliance Testing	2-yearly
Fixed Electrical Installations (via housekeeping inspections)	Monthly
Fixed Electrical Installations, Inspection & test (by Contractor)	5 yearly
Housekeeping Inspection (including First aid & Sharps kits)	Monthly
Safety Inspection (H&S Board)	6-monthly
Ladder Inspections (via housekeeping inspections)	Monthly
Personal Protective Equipment	Bi-Annually
Intruder Alarm	Annually
CCTV	Bi-Annually
Lift (Very Sheltered & HQ)	Monthly
Dry Riser (HQ)	6-monthly
Tools (informal)	Before use