

CORPORATE HEALTH AND SAFETY POLICY

Report of the Chief Executive of Derby Homes

1. SUMMARY

A review and revision of Derby Homes Health and Safety Policy shown attached, Appendix 1.

2. RECOMMENDATION

To consider, approve and give commitment to the policy.

3. MATTER FOR CONSIDERATION

Policy Legal Status

- 3.1 It is a legal requirement for a company to produce a health and safety policy statement under the Health and Safety at Work (etc.) Act 1974. This policy meets that requirement.

Review Key Points

- 3.2. This policy has been reviewed by the Senior Health and Safety Advisor who recommends that it is still current and does not require any changes at this time.
- 3.3 Legal guidance recommends that this policy is reviewed, signed and dated annually. However, the board should note that this policy may require review sooner depending on the outcome of the current strategic review and any changes in governance that may bring.

4. HEALTH & SAFETY IMPLICATIONS

This review of the policy is a legal requirement.

5. POLICY REVIEW IMPLICATIONS

This is a key policy of Derby Homes and is included in the Key Policy Review Schedule. There is legal guidance that this policy should be reviewed annually. This policy will be reviewed no later than 12 months from the date of this meeting.

The areas listed below have no implications directly arising from this report

- Consultation
- Financial and Business Plan
- Personnel
- Environmental
- Equalities Impact Assessment
- Risk

If Board members or others would like to discuss this report ahead of the meeting please contact:

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Background Information: None

Supporting Information: None

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Demonstrating commitment

Derby Homes is committed to protecting the health, safety and welfare of our employees, partners and customers. To do this, we will take all reasonable steps to make sure:

- our activities, premises and equipment meet current legal requirements and standards
- adequate resources are made available for health and safety
- health and safety is accepted as a core management activity, and is given equal priority with other service objectives
- competent advisors are employed within the workforce to give guidance and assistance on health and safety issues
- specialist advice, such as on technical or medical matters, is available when needed
- adequate, comprehensible health and safety information is effectively communicated to all employees and to those who use our services and facilities
- all employees and partners are competent to carry out their work safely and with minimal risk to themselves or others
- employees receive the instruction, training and supervision they need to work safely

Supporting continuous improvement

Derby Homes believes that continuous improvement is an important part of effective health and safety management. To achieve this, we will:

- maintain an effective health and safety management system
- systematically review and refine our policies, procedures and arrangements
- set minimum standards and performance indicators for health and safety

- measure our performance and benchmark it with similar organisations
- publish regular reports on our findings
- use the information positively to improve performance.

Promoting employee participation

Derby Homes supports and encourages employee participation in health and safety. This is because we recognise that active employee involvement helps to:

- promote a positive health and safety culture
- develop effective risk control measures and realistic safe systems of work
- reduce accidents and work-related ill health.

To achieve this participation, we will:

- promote open, frank and constructive consultation with employees and their nominated representatives
- make sure employees have the facts they need to make an informed contribution
- make sure no false barriers prevent any employee becoming involved, if they wish to do so.

Signed

Signed

Acting Chief Executive

Chair of Derby Homes Board

Date 25 July 2013

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RESPONSIBILITIES

The Board

The Board of Derby Homes has overall responsibility for the health, safety and welfare of:

- all employees
- and
- anyone else who could be affected by our work activities.

This responsibility includes:

- providing active leadership and direction for health and safety
- securing adequate resources for health and safety management
- overseeing health and safety performance
- appointing a Board Member as Health and Safety Champion

Chief Executive

The Chief Executive is responsible for ensuring:

- effective arrangements and structures are in place to manage health and safety
- effective health and safety policies are developed and implemented consistently across Derby Homes
- a comprehensive programme of audits and inspections is implemented to monitor health and safety performance
- positive action is taken to improve health and safety performance where problems are identified.
- adequate resources are made available for managing health and safety
- making sure health and safety is given equal priority with other management functions and is included in business planning
- support is given to continuous improvement by demonstrating a proactive, positive attitude to health and safety matters

- the promotion of employee participation in health and safety by supporting consultative arrangements.

Directors

Directors have a strategic role within Derby Homes and are responsible for specific service areas. A Directors health and safety responsibilities include:

- ensuring the corporate approach to health, safety and welfare in their directorate.
- ensuring adequate resources are made available so that service areas are able to meet their legal obligations.
- ensuring Managers and Supervisors have the appropriate training, competency and resources to meet their health and safety obligations.

Managers and Supervisors

Derby Homes believes that health and safety is a basic management function. All managers are responsible for:

- promoting a positive and proactive approach to health and safety
- communicating their personal commitment to health and safety by setting a good example
- implementing and communicating health and safety policies, standards and procedures
- carrying out risk assessments for the work activities they control, in consultation with their employees
- devising, implementing and reviewing safe working procedures for all work activities under their control
- monitoring health and safety performance by carrying out regular workplace inspections, spot checks and safety audits
- identifying their employees' health and safety training needs through risk assessment and task monitoring
- making sure all employees are adequately supervised while at work
- encouraging their employees to participate actively in health and safety

- co-operating and communicating with other employees in shared workplaces, to allow a co-ordinated approach to health and safety arrangements
- making sure all work-related accidents, incidents and ill health are reported, investigated and any necessary remedial action taken.

Health and Safety Advisor(s)

Derby Homes health and safety advisor(s) are responsible for:

- providing an effective, proactive and objective advisory service to managers and employees on all aspects of health and safety law and best practice
- developing, promoting and reviewing health and safety policies and procedures
- developing, promoting and monitoring Derby Homes health and safety management system
- monitoring health and safety performance against agreed standards and advising on any necessary improvements
- promoting a positive health and safety culture throughout Derby Homes, which encourages active employee participation in health and safety
- advising managers on risk assessment and risk control
- carrying out audits, inspections and investigations, such as into work-related incidents and ill health; advising on any necessary remedial action
- advising on health and safety training and competence requirements; providing and evaluating training if appropriate.

Employees

Every employee has health and safety responsibilities, including:

- taking reasonable care of their own health and safety
- making sure others are not put at risk by what they do, or fail to do
- Immediately bringing to the attention of their manager any equipment, situation or working practice that might cause serious and imminent danger

- following all health and safety policies, instructions and procedures, such as reporting work-related accidents, ill health and aggressive incidents
- using any equipment provided properly, as trained and instructed
- reporting any problems or shortcomings they identify with Derby Homes health and safety arrangements
- being co-operative and proactive in all matters that involve health and safety.

Contractors

- All Contractors should have in place their own Health and Safety Policy.
- All contractors working on behalf of Derby Homes are required to comply with appropriate rules and regulations governing their work activities.
- Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner so as not to place at risk any other person.