

Key

POLICY REGISTER

ITEM A13

POLICY: HEALTH & SAFETY

<b>First approved:</b>	<b>June 1997</b>
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This policy is reviewed annually  
at the January meeting of the Board

## POLICY ON HEALTH AND SAFETY

Key is committed to ensuring as far as is reasonably practicable the health, safety and wellbeing of employees and others who may be affected by our activities.

Key recognises its responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and other relevant legislation, and will seek to implement the Act and any other legislative recommendations in all activities under its control.

The overall safety policy is determined by Key's Board and communicated to employees via the Chief Executive. The policy is reviewed annually.

Responsibility for implementation of the policy is delegated to appointed officers who have the responsibility to make suitable arrangements necessary for safety within their work area. (Further detail of this is found in subsequent pages of the policy).

## STATEMENT OF GENERAL POLICY

Key will so far as is reasonably practicable:

- Promote and maintain a positive health and safety culture.
- Identify, assess and control the health and safety risks arising from our work activities.
- Provide safe systems of work.
- Provide and maintain safe equipment.
- Provide suitable information, supervision, instruction and training for our employees and others as appropriate to ensure they are competent and able to undertake the tasks as determined by their post.
- Consult with our employees on matters affecting their health, safety and wellbeing.
- Report, monitor, assess and act on accidents, incidents and near misses in order to prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise the Health and Safety policy and procedures on an annual basis.

Signed:                     C Wood                     Chief Executive

Date:                     2/7/19                    

Review Month:     January

## ORGANISATIONAL HEALTH AND SAFETY RESPONSIBILITIES

The implementation of the Health and Safety policy within Key takes place at all levels, each with differing natures of responsibility. It should be stressed that responsibility for health and safety within Key lies with all employees and not with any single group of individuals. These responsibilities are outlined below.

The Board	Holds ultimate accountability for health and safety. Sets the direction for health and safety across the organisation. Receives, scrutinises and monitors reports on performance as appropriate.
Chief Executive	Responsibility for overseeing the application of the Health and Safety Policy.
Head of HR	Responsibility to ensure that the Health and Safety policy is being implemented effectively in the organisation's main office premises.
Head of Housing, Development and Corporate Services	Responsibility to ensure that Health and Safety policy is being implemented effectively across all landlord functions.
Head of Support	Responsibility to ensure that Health and Safety policy is being implemented effectively across all support services.
Head of Staff Development Policy and Practice	Responsibility for ensuring that policies and procedures are fit for purpose in line with health and safety legislation and best practice guidance and are reflected in learning and development strategies.
Health and Safety Advisor	Act as the health and safety competent person with responsibility for co-ordinating health and safety activities and providing advice and guidance. Advise and support the organisation in the application of Health and Safety policies, procedures and management systems. In conjunction with senior managers establish robust systems for communicating and consulting with staff including Union appointed Health and Safety Representatives.
All managers with supervisory responsibilities	Responsibility to ensure implementation of policy within their area of responsibility.
All employees	Responsibility to abide by and not work contrary to the policy. Responsibility to act in accordance with training, information and instruction provided and follow safe systems of work. All workers are individually responsible for the health and safety of themselves and others.
Non-employees e.g. volunteers, contractors and students	Expected to work and act safely and in accordance with instruction and guidance.

Detailed operational responsibilities are provided below.

**Head of Support and Head of Housing, Development and Corporate Services will:**

- Ensure that any staff to whom Health and Safety responsibilities are delegated, are competent and supported to undertake these duties
- Monitor and analyse accident/incident data and trends, escalating and providing reports to the CEO and board, as appropriate
- Advise on significant internal or external factors that may impact on risk management
- Act as liaison person with external enforcing agencies
- Introduce and monitor systems for suitable and sufficient risk assessment and management
- Oversee the implementation of health and safety procedures within their remit

**Operational Managers, Area Managers and office-based Section Heads will:**

- Ensure that anyone with delegated health and safety responsibilities are competent to undertake these duties
- Monitor Health and Safety risk management within their area of authority
- Provide Health and Safety reports as required internally and to relevant external authorities
- Review and support staff with issues of significant risk that are brought to their attention and escalate these as necessary
- Ensure that health and safety is integral to all planning, development and delivery activities
- Ensure that all premises under their control are maintained in a safe condition
- Ensure that all relevant statutory inspections are undertaken

**All managers with supervisory responsibilities will:**

- Ensure that all Health and Safety arrangements are brought to the notice of the employees for whom they are responsible and that details of the arrangements are easily accessible and are understood by all staff
- Ensure that any staff member who is delegated a specific duty is competent to undertake what is asked of them and understand their responsibilities in relation to this
- Ensure that at the induction stage all new employees are aware of their responsibilities under this policy and know of the safety arrangements in force
- Ensure that employees receive Health and Safety training suitable for their post in accordance with organisational and legislative requirements
- Ensure that instruction is given to each member of staff where health and safety equipment is provided
- Ensure that where a significant risk or concern is not able to be acted on locally, that this is raised with their line manager and others, as required
- Ensure that all work related accidents, incidents and near misses are recorded, and that appropriate action is taken to avoid a further recurrence
- Encourage an atmosphere of overall health and safety consciousness among their staff

**Responsibilities of all employees:**

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues, individuals receiving support and/or housing service or any other person who may be affected by our work
- Report all accidents, near miss occurrences and hazardous situations to appropriate persons
- Adhere to the safe systems of work laid down by Key:
  - Follow all instructions contained in procedures and risk assessments
  - Work in accordance with training/guidance provided
  - Wear protective clothing and equipment where provided, and as instructed
- Staff must never deliberately interfere with or misuse any equipment that has been put in place for health and safety reasons.
- Co-operate with Key to ensure its organisational responsibilities are met

Key recognises its responsibility to provide information to employees and to take account of their views before making health and safety decisions. The organisation consults with our staff in accordance with The Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

**HEALTH AND SAFETY ARRANGEMENTS**

We have developed a number of topic specific policies and procedures which cover all foreseeable areas of risk associated with the work undertaken by Key and its staff e.g. First Aid, Safer Handling, Infection Control, Lone Working and Serious Incident Reporting. These arrangements which contain detailed guidance for managers and staff are available online and within local services/bases.

We communicate our Health and Safety Arrangements in a number of ways:

<p><b>To staff</b></p>	<p>Each staff base displays a Statutory Health and Safety Law Poster with contact details.</p> <p>A summary of core Health and Safety Policies is provided within our Employee Handbooks and discussed as part of induction with access to the full policies available through their local service/base.</p> <p>A Health and Safety newsletter is issued on a quarterly basis with specific issues communicated through a safety flash as and when required.</p>
<p><b>To visitors</b></p>	<p>All visitors to any of our offices and services are required to make themselves known to a member of staff on arrival.</p> <p>The person meeting them is responsible for sharing local health and safety arrangements and for ensuring their visitor's safety at all times.</p>
<p><b>To Contractors</b></p>	<p>All contractors appointed by Key and who are working at any of the offices and services will have completed Health and Safety vetting prior to starting any work on site.</p> <p>Key staff will make any contractors aware of local health and safety arrangements.</p>