



PEAKS & PLAINS
Housing Trust

The Trust

Health and Safety
Policy

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1. STATEMENT OF INTENT

1.1. 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; the Trust shall work with enforcement agencies and regulators to ensure that the Trust fulfils its duties.
- Provide clear briefings, instructions and information, employee supervision and appropriate staff training to ensure that employees 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.
- Minimise the risk of fire and other major risks to the built environment.
- 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
September 2023

2. INTRODUCTION

- 2.1. This policy replaces the previous version and covers all work activities undertaken by the Trust. It sets out how the Trust will manage health and safety across all work activities and its delivery of services to customers, recruitment and employment of staff and Management of contractors.

3. SCOPE

- 3.1. This policy applies to all business activities of the Trust where the health and safety of customers, staff, contractors or the general public may be affected. It is meant to be a high level overarching policy and is not intended to go into detail on any particular topic. The trust has created a number of other health and safety related policies which do go into detail, which sit beneath this one. All of these are available from the Trust upon request.
- 3.2. This policy applies to all members of staff including the Board, and should be read, understood and followed by all concerned.

4. LEGAL & REGULATORY REQUIREMENTS

- 4.1. The activities covered by this policy are wide-ranging. A list of key Acts of Parliament and subsequent legislation is listed in section 4.1. This list is not meant to be final and exhaustive, but to illustrate our understanding of the key pieces of legislation to which we will adhere. This list will be updated annually as the policy is updated, in the event of major legislative changes in the UK affecting our operations.
- 4.2.
- Employers Liability Insurance Act 1969
 - Employer's Liability (Compulsory Insurance) Regulations 1998
 - Health & Safety at Work etc. Act 1974
 - Safety Representatives and Safety Committee Regulations 1977
 - Health & Safety (Consultation with Employees) Regulations 1966
 - Health & Safety (First Aid) Regulations as amended 2002
 - Occupiers' Liability Act 1984
 - Landlord and Tenant Act 1985
 - Road Traffic Act, 1988
 - Electricity at Work Regulations 1989
 - Health and Safety (Training for employment) Regulations 1990
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Manual Handling Operations Regulations 1992
 - Health & Safety (Display Screen Equipment) Regulations, as amended 2002
 - Personal Protective Equipment at Work Regulations, as amended 2002
 - Plugs and Sockets etc. (Safety) Regulations 1994
 - Health & Safety (Information for Employees) Regulations 1995, as amended in 2009
 - Health & Safety (Safety Signs & Signals) Regulations 1996
 - Housing Grants, Construction and Regeneration Act 1996
 - Confined Spaces Regulations 1989
 - Lifting Operations & Lifting Equipment Regulations 1988

- Provision and Use of Workplace Equipment Regulations 1998
- Working Time Directive 1998
- Furniture and Furnishings (Fire) (Safety) Regulations 1988
- Management of Health & Safety at Work Regulations 1999
- Management Regulations (amendment) (First Aid)
- Pressure Systems Safety Regulations 2000
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations (COSHH), amended 2003, 2004
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Personal Protective Equipment Regulations 1992
- Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003
- Control of Vibration at Work Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005, as amended 2007
- Control of Noise at Work Regulations 2005
- Smoke Free (Premises and Enforcement) Regulations 2006
- Corporate Manslaughter and Corporate Homicide Act 2008
- Health and Safety (Offences) Act 2008
- Equality Act 2010
- Building Regulations 2010
- Control of Asbestos Regulations 2012
- Health and Safety (Fees) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Acetylene Safety (England and Wales and Scotland) Regulations 2014
- Construction (Design & Management) Regulations 2015
- Modern Slavery Act 2015
- Data Protection Act 2018 and GDPR
- Gas Safety (Installation & Use) Regulations 1998
- Home (Fitness for Human Habitation) Act 2018
- Building Safety Act 2020
- Fire Safety Act 2021
- Building Safety Act 2022
- Smoke and CO Alarm (Amendment) Regulations 2022
- Fire Safety (England) Regulations 2022
- Social Housing Regulation Act 2023

4.3. A full analysis of our responsibilities under each piece of legislation is available in our Legal Register (last updated in 2023), available on request.

5. DEFINITIONS

5.1. There are no specific definitions used in this policy. Any queries can be directed to the Trust's Health and Safety Manager who will be pleased to assist.

6. OUR POLICY

- 6.1. This policy is supported by the Occupational Health & Safety Management System and by our current Health and Safety Strategy document.
- 6.2. Arrangements will be made for the implementation of the policy and will be communicated via the organisation's internet and intranet sites.
- 6.3. 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 Health and Safety 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.
 - Support employees with "agile" working strategies or working from home as necessary, wherever practical.
 - Make suitable arrangements for personal safety and security, welfare and well-being for employees and contractors who work remotely (including agile working / working from home), out-of-hours or out in the community.
 - Routinely consult with employees, representatives of employees and relative stakeholders regarding health and safety matters.
 - Evaluate health and safety performance 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.

- The Trust maintains a trained group of mental health first aiders from the staff, who are there to assist with any mental health crises if and when the need arises.

7. EQUALITY, DIVERSITY & INCLUSION

- 7.1. The Trust views protecting the health and safety of all customers, employees and contractor partners as paramount, and will endeavour to treat everybody equitably regardless of any protected characteristics. This policy has been written with this in mind, and an Equality Impact Assessment has been completed alongside the policy.

8. RESPONSIBILITIES

- 8.1. The Board sets the strategy for Health and Safety at the Trust and recognises their duty of care and has nominated the Chief Executive Officer (CEO), or in their absence the Director of Resources, as the director responsible for health and safety. They will also receive regular updates on the Trust's Health & Safety performance.
- 8.2. The Audit Committee will regularly receive reports on the assurance gained around Health & Safety.
- 8.3. The CEO is responsible for demonstrating 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 (EMT).
- 8.4. The EMT are responsible for ensuring that all activities covered by this policy are managed appropriately, including ensuring adequate time, resources and training of staff.
- 8.5. Managers at all levels are responsible for ensuring that staff under their control understand this policy and the arrangements necessary for ensuring the safety of our customers and staff at all times.
- 8.6. All employees, staff, young persons, volunteers and contractors working for the Trust, and all of our customers are encouraged to make themselves aware of this policy and 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.
- 8.7. The Health and Safety Manager is responsible for ensuring that:
- The Trust has adequate and appropriate policies, procedures, guidance and training related to all significant health and safety risks associated with its activities.
 - Managers and staff are aware of the hazards and risks associated with their activities, and that all significant activities are covered by suitable risk assessments.
 - A health and safety legislation register is reviewed and updated at least every two years, or more frequently as major changes in legislation dictate.
 - The Trust has adequate arrangements for ensuring the health and safety of staff who may be exposed to particular risks; e.g. Lone and remote workers, or workers at height.

- Any formal communication with Enforcing Authorities happens in a timely and appropriate manner as dictated by their requirements.
- The Board is regularly updated with information around health & safety.

8.8. The Health and Safety Committee is responsible for monitoring the day to day health and safety trends across the Trust and for reporting significant events and changes to the Board.

8.9. The Committee is supported by three health and safety working groups representing the three key areas of the trust; the In-House Maintenance Team, compliance activities, and the more office related teams such as IT, finance HR etc. These groups meet on a regular basis throughout the calendar year and report to the Health and Safety Committee every quarter.

9. MONITORING AND REPORTING

9.1. Monitoring and reporting on Health and Safety will be the responsibility of all levels of management. In particular, regular reporting on Key Performance Indicators relating to this policy (at Performance Management Group, and subsequently to the Board) will be the responsibility of the Health and Safety Manager. In addition, KPIs relating to operational safety compliance will be monitored and reported on by other managers with specific responsibility for those areas; e.g. HR Manager for sickness absence reporting, or Compliance Manager for electrical safety compliance checking.

9.2. It will be the responsibility of the Health & Safety Manager to monitor and report back on this policy to the Executive Management Team.

10. CONSULTATION

10.1. Consultation regarding changes to this policy will in the first instance go to the health and safety committee, and will go before the staff voice group for their comments and changes, before being published in its final form. Once the final version is published on the Trust intranet, a copy will be published on our public-facing Internet site for customers and the general public to read.

11. REVIEW

11.1. This policy will be reviewed every year or when legislation changes in line with the Trust's policy approval framework, or where significant changes are required by the Board, by the Health and Safety Committee, or as a result of major legislative changes affecting our work.

12. ASSOCIATED DOCUMENTS

- 12.1.
- Periodic Electrical Testing Policy
 - Environmental Strategy
 - Fire Safety Policy
 - Lift Safety Policy
 - Lightning Protection Policy
 - MVHR Safety Policy
 - Oil Separation Safety Policy
 - Smoke Alarm and Carbon Monoxide Policy
 - Vulnerable Persons Strategy
 - Waste Water Safety Management Policy
 - Water Hygiene Policy
 - Air Source Heat Pump Policy
 - Vented and Unvented Cylinder Policy
 - Water Boosting Equipment Policy
 - Column Lightning Policy
 - Roller Shutter Doors Policy
 - Power Assisted Door Operators Policy
 - Electric Gates & Barriers Policy
 - Fleet Management Procedure
 - Procurement Policy
 - Health and Safety Strategy
 - Construction Design and Management (CDM) Safety Policy
 - Asbestos Policy
 - Gas Servicing Policy
 - Solid Fuel Policy
 - Site Rules for Contractors Booklet
 - Occupational Health and Safety Management System Manual
 - Staff Code of Conduct
 - Whistleblowing Policy
 - Lone Working policy
 - Health and Wellbeing Policy
 - Harassment and Bullying Policy
 - Menopause Policy
 - Miscarriage and Still Birth Policy
 - Safeguarding Policy
 - Violence & Abuse Policy
 - Hoarding Policy

POLICY INFORMATION

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