PEAKS & PLAINS
Housing Trust

# The Trust

## Health and Safety Policy

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1st November 2026

## Contents


1. STATEMENT OF INTENT ..... 1
2. INTRODUCTION ..... 2
3. SCOPE ..... 2
4. LEGAL & REGULATORY REQUIREMENTS ..... 2
5. EQUALITY, DIVERSITY & INCLUSION ..... 2
6. ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH & SAFETY ..... 2
7. RESPONSIBILITIES ..... 3
8. MONITORING, REPORTING AND IMPLEMENTATION ..... 7
9. CONSULTATION ..... 7
10. REVIEW ..... 7
11. ASSOCIATED DOCUMENTS ..... 7
12. POLICY INFORMATION ..... 8

## 1. STATEMENT OF INTENT

1.1 Objective/Purpose

- Peaks & Plains (The Trust) takes pride in its high standards for safety and acknowledges its legal responsibility to ensure, the health, safety and welfare of its employees at work as well as protecting others who may be affected by our activities.
- Safety is integral to the success of the Trust and this statement outlines the commitment and positive approach to health and safety and outlines our actions to ensure fulfilment of those duties.

1.1.1 The Trust will take all reasonable practical steps to:

- Ensure the health, safety and welfare at work of its employees and consider the safety of residents, sub-contractors, suppliers, visitors and others.
- Facilitate communication and consultation on health and safety matters using forums and meetings as well as electronic means.
- Support a proactive approach to safety and promote a positive culture to raise awareness and ownership of safety.
- Prevent incidents and cases of occupational ill health. It is our intention that no one is harmed as a result of our work activities.
- Ensure there is a Safety reporting process for accidents and incidents with learning implemented.
- Comply with all relevant health and safety legislation and requirements.
- Provide information, training, instruction and supervision for employee safety.
- Undertake appropriate risk assessments for tasks, activities and roles ensuring appropriate controls are implemented and communicated.
- Communicate and implement control measures and promote personal responsibility for safety.
- Ensure the provision of suitable and sufficient work equipment, personal protective equipment and training in its use, in order for work to be undertaken safely and competently.
- 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.
- Review and update this policy annually, approve and re-issue as appropriate to all staff.



**Chief Executive Officer**
2/11/2026

## 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 staff, contractors, customers 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.

3.1.1 This policy applies to all members of staff and Board and Committee members, and should be read, understood and followed by all concerned.

## 4. LEGAL & REGULATORY REQUIREMENTS

4.1. The most significant legislations relating to this policy are:

- Health and Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999

4.1.1 This policy acknowledges all key pieces of legislations applicable to the Housing sector in England; which the Trust shall adhere to, monitor and review progressive amendments for future revisions of our operations.

4.2 A full analysis of our responsibilities under all the relevant legislations are available in our Legal Registers on the health and safety hub.

## 5. EQUALITY, DIVERSITY & INCLUSION

5.1 This policy applies to all members of staff and Board and Committee members, ensuring all stakeholders are treated with dignity, respect and without discrimination or bias in line with the Equality Act 2010. An Equality Impact Assessment has been completed alongside the policy and has been reviewed by the EDI Forum.

## 6. ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH & SAFETY

6.1 The 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.
- Promote psychological safety by fostering an open and supportive health and safety culture where employees feel able to raise and report health and safety concerns without fear of negative consequences for doing so.

- Develop, implement and monitor an annual Health & Safety Programme that sets out the Trust's planned health and safety priorities, compliance activities and improvement initiatives. Progress against the programme will be monitored through the Trust's governance arrangements to provide assurance that legal obligations are met, risks are effectively managed and continual improvement is achieved.
- 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 registers and risk assessments where significant changes occur, such as changes in legislation, incidents that challenge existing controls, when working practices, conditions or circumstances significantly change or at regular planned reviews.
- Put into place a series of relevant key performance indicators (KPI) 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.
- Routinely consult with employees, representatives of employees and relative stakeholders regarding health and safety matters.
- 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.
- Promote and implement a safe system of work for maintenance, inspection and testing of portable and transportable equipment as often as required to ensure safety.
- Our contractors will be assessed using standard review criteria to ensure they have adequate health and safety measures in place before commencing work on site.

6.2 This policy operates on the basis that:

- Every employee is responsible for safety and taking steps to ensure their health and safety and that of others.
- Directors and managers are responsible for allocation of resources and participation in safety initiatives
- Directors and managers are encouraged to ensure compliance with all policies, standards and procedures for health and safety.
- Responsibility extends through managers and supervisors to each member of staff individually.

## 7. RESPONSIBILITIES

7.1 The Board

- Appoints the Chief Executive Officer (CEO), or in their absence the Executive Director of Operations, as the lead director responsible for health and safety.

- Ensuring that the Trust complies with its health and safety duties under the relevant health and safety legislation and regulations and that it has processes for complying with these duties and adequate resources, staff and equipment to operate the business safely.
- Ensuring the Trust has an effective health and safety culture and vision, and that this is reflected in all relevant Trust policies.
- Receiving and reviewing any reports on significant health & safety incidents (including serious non-compliance and near misses) and their implications (including both those applicable to PPHT specifically and those applicable to the housing sector/employers as a whole).
- Where significant health & safety incidents relate to the Trust, considering the adequacy of management actions in response.
- Receiving and reviewing 6 monthly reports on health & safety including performance against key indicators and compliance with health & safety requirements any summary information of assurances received and preventative arrangements and agreeing action where necessary.
- Receiving and scrutinising annual assurance reports regarding health & safety matters and exception reports where there are any significant performance issues and/or major incidents.

7.2 The Audit Committee

- Reviewing assurances relating to health and safety across the Trust and reporting to the Board regarding these at least once a year.
- Ensuring periodic audit of the Trust's own health and safety management system including checks that the system is regularly reviewed and updated to ensure it remains consistent with accepted standards.

7.3 The Governance Committee

- Will consider reports, arrangements and plans relating to staff well-being and staff safety, including personal safety at work and updates on the work of the staff consultation group (the Culture Club).
- Review reports on key performance indicators relevant to the overall scope of the Committee's responsibilities e.g., sickness absence, staff turnover equality, staff health & wellbeing, diversity and inclusion etc. and providing assurance to the Board regarding these at least twice a year.

7.4 The Chief Executive Officer

- The CEO is responsible for demonstrating strong and active safety leadership.
- Supports the provision of adequate resources to implement safety.
- Ensures sufficient competent persons to provide Health and Safety advice.

7.5 The Executive Management Team

- Is responsible for supporting the CEO in their management and leadership of health and safety.
- Supports Health and Safety Committee, by ensuring significant issues are escalated to the Senior Leadership Team.
- Responding to the advice of the Health, Safety and Fire Managers and for endorsement of strategies for safety.
- Informing the Board of significant risks or incidents and support response strategies.

7.6 Senior Management Team/Operations Management Forum

- Ensuring appropriate allocation of resources for the management of safety.
- Setting a good example by taking leadership roles in matters of safety and addressing deficiencies when identified.
- Implementing safety management controls for risks identified in the risk register within their areas of responsibility.
- Ensuring contractors or service providers are vetted, competent and monitored for safety.
- Ensuring all accidents and incidents are appropriately reported, investigated and managed through the Trust's incident management systems.

7.7 The Health and Safety Manager

- Keeps the Board and Senior Leadership Team informed of changes in legislation, guidance or best practice, which could have a direct impact or implications on work or practices at the Trust.
- Regularly reviews policy, procedures and provide health and safety guidance to employees and third parties working within the Trust as appropriate.
- Identifies health and safety training needs and compile in-house training packages or outsourcing as appropriate.
- Supports Health and Safety Committee, Culture Club Group, Compliance Working Group, Maintenance Safety Group and Commercial Working Group as appropriate to provide specialist advice and guidance on health and safety matters.
- Provides support and advice to resource and operational managers to ensure all significant activities are assessed and conducted to adhere to control measures developed to manage any identified risks.
- Provides liaison with external and enforcement agencies and reports RIDDOR reportable accidents and incidents on behalf of the Trust.

7.8 All Trust Managers

- They assist their manager and directors in fulfilling their health and safety responsibilities and support all required actions to ensure staff safety.
- They are familiar with the health and safety policy and processes and that they set and lead by example ensuring health and safety is an important factor in the workplace.
- Risk assessments are completed for all work activities where significant risks have been identified and communicated to those undertaking works, these must be documented for reference.
- Employees are given opportunity to discuss health and safety at team and one-to-one meetings and records made. Ensuring all staff receive adequate training and instruction on safety and work practices at induction. Training must be recorded with HR.
- Ensure that any direct reports receive information, training and supervision to enable them to carry out their work safely and that this is reviewed regularly.
- All accidents, incidents and near misses are reported in full and appropriately investigated.
- Implement all safety management, risk management and any safety systems within their areas of responsibility.

- Ensure that prior to engaging any contractor, they adhere to the vetting process to verify that the contractor has sufficient health and safety measures in place. Clear arrangements must be established for supervision and communication throughout the duration of the work, including defined procedures for reporting issues or stopping work where there is a serious risk of personal injury.
- Report all matters relative to safety that they are unable to resolve to the H&S Manager for appropriate consideration and resolution.

7.9 All employees are required to:

- Familiarise themselves with and follow all health and safety processes, risk assessments and systems of work relevant to their work activities.
- Co-operate fully with their managers and follow instructions on safe working practices at any workplace or site visited.
- Be familiar with or read and understand emergency, fire and relevant procedures for the site or workplace visited.
- Attend or complete all health and safety training as specified.
- Report sickness or illness promptly to your line manager in accordance with the Trust's absence reporting arrangements.
- Report all accidents, incidents, near misses, unsafe conditions, unacceptable behaviour and any other shortcomings that may compromise the health and safety of themselves or others through the Trust's incident reporting system (E20) as soon as reasonably practicable.
- Use equipment provided as instructed and undertake training in use if required.
- Set a personal example with respect to health and safety at all times.

7.10 The Health & Safety Committee

The Health and Safety committee is supported by the working groups, which consist of staff within the Trust. The Committee's objective is to discuss key areas of health, safety and welfare matters. The purpose of the group is to:

- Promote an inclusive workplace for health and safety and ensuring the ongoing commitment to maintaining safe working practices for all staff and the safety of those affected by our work activities.
- Review and monitor adverse events including results of investigations.
- Facilitate consultation between employees on issues of health, safety and welfare.

7.11 Fire Wardens

Fire wardens provide a valuable service of marshalling during Fire evacuations. They are responsible for:

- Encouraging staff to act calmly in the event of an emergency evacuation or drill.
- Attending or completing training as required.
- Checking their areas of responsibility to ensure it has been safely evacuated.
- Reporting to the Building Manager in charge at the assembly point outside of the building.

7.12 First Aiders

First aiders provide first aid assistance in the event of an accident. They are responsible for:

- Checking the contents of the first aid box at regular intervals and re-stocking as required.
- Attending or completing training as required.

- If any treatment has been provided, ensuring the appropriate report form and any other corporate reporting procedures are completed.

7.13 Mental Health First Aiders (MHFA)

Mental Health First Aider in the workplace is a point of contact for an employee who is experiencing a mental health issue or emotional distress. They are required to:

- Attending or completing training as required.
- Listen to a staff member without being judgemental.
- Encourage employees to access appropriate professional support including Employee Assistance Programmes offered by Westfield Health.
- Assess the risk of suicide or self-harm
- Escalate to the appropriate services, if necessary.

## 8. MONITORING, REPORTING AND IMPLEMENTATION

8.1 The responsibility for monitoring and reporting on Health and Safety will be shared across all levels of management. Specifically, the Health and Safety Manager will be responsible for the regular reporting of Key Performance Indicators associated with this policy to the Performance Management Group, and subsequently to the Board and its Committees. Managers with designated responsibilities for specific health and safety risks and compliance activities will monitor and report on operational health and safety performance within their areas of responsibility. This includes workplace incidents, work-related absence arising from injury and implementation of corrective actions and compliance with relevant safety management processes.

## 9. CONSULTATION

9.1 Initial consultations concerning modifications to this policy will be directed to the health and safety committee. Subsequently, the staff voice group will review the proposed changes and provide their feedback before the policy is finalised. Once the definitive version is made available on the Trust intranet, it will also be accessible on our public Internet site for customers and the general public to view.

## 10. REVIEW

10.1 This policy shall be reviewed annually, as well as whenever there are significant alterations to the organisational structure, modifications to the workforce or working practices, or in instances where the objectives of the policy are not being achieved.

## 11. ASSOCIATED DOCUMENTS

11.1 This policy is the main legal document for managing occupational health and safety within the Trust. All safety and health policies, and procedures established for the management of particular hazards are supportive documents to this policy. These include but are not limited to; Personal Safety at Work Policy, Fire Safety Policy, Asbestos Policy, Health and Wellbeing Policy, CDM Policy, and any other safety related policies catalogued in the policy library.

## POLICY INFORMATION

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| Policy Name: | Health & Safety Policy |
| Status: | APPROVED/FINAL |
| Approved by: | PPHT Board |
| Drafted By: | Health & Safety Manager |
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