



Health and Safety Policy

February 2021

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1. Introduction

- 1.1. This policy describes how TorVista Homes will fulfil its Health and Safety legal obligations to the Board of Management, employees, service users, tenants, contractors, visitors and other appropriate parties.
- 1.2. This policy sets out the Health, Safety and Welfare arrangements for all our employees. It also applies to all other persons (e.g. contractors, visitors, clients, service users and members of the public) who may be affected by our acts, work activities and/or services.
- 1.3. A primary objective, and one which is recognised as an integral part of service delivery, is a high standard of health and safety performance. We undertake to create and maintain a positive health and safety culture which secures the commitment and participation of all employees, service users and other appropriate parties.
- 1.4. Under the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as amended we have a requirement to provide suitable and sufficient health and safety arrangements. Included within this is the duty to conduct risk assessments and either eliminate or control identified risks. In order to achieve this, this safety policy is supported by a comprehensive safety manual detailing our health and safety arrangements for the range of activities listed.

2. Scope of policy

- 2.1. The policy applies to the Board of Management of TorVista Homes, all employees and to all people using and/or visiting the workplace e.g. visitors, relief employees, agency staff, contractors, service users, etc. as appropriate.

3. Legislation

3.1. Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure the health, safety and welfare at work for their employees and other appropriate parties, to provide a safe working environment and have suitable and sufficient health and safety arrangements.

Every employer is required to have a Health and Safety Policy which not only states their commitment to health and safety but also details their arrangements for health and safety. Where there are five or more employees the policy must be written and every employee made aware of its contents and how to access it.

3.2. Management of Health and Safety at Work Regulations 1999

These regulations place a duty on TorVista Homes as an employer to assess and manage risks to their employees and others arising from our work activities.

TorVista Homes must also make arrangements to ensure the health and safety of our workplaces including making arrangements for emergencies, providing health and safety training, information and health surveillance for employees where identified.

Company staff must work safely in accordance with their training and

instruction and notify their manager or person responsible for health and safety of any serious or immediate danger or shortcoming in TorVista Homes health and safety arrangements.

4. Implementation

- 4.1. Every employee has a responsibility and a duty with regard to health and safety, directors and managers have the responsibilities of a manager as well as those of an employee. The level of responsibility is higher as supervisory and management levels increase.
- 4.2. Any breaches of the policy should be reported to the employee's manager.
- 4.3. Breaches of this policy will be viewed seriously and will be dealt with in accordance with the TorVista Homes's Disciplinary Policy and Procedures. The severity of discipline will reflect the fact that non-compliance breaches not only this Health and Safety Policy but also the law.

5. Roles, Responsibilities and Duties

TorVista Homes as an employer:

- 5.1. Will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, agency staff, contractors and visitors together with others who may be affected by our acts or omissions.
- 5.2. We are committed to providing and maintaining, so far as is reasonably practicable:
 - 5.2.1. Plant, equipment and systems of work which are safe and without risk to health.
 - 5.2.2. Facilities for the safe handling, transport and storage of any substance which may be hazardous to health.
 - 5.2.3. A workplace which is safe and without risk to health.
 - 5.2.4. Safe access and egress from any workplace.
 - 5.2.5. A working environment which is safe, without risk to health and adequate as regards facilities and the arrangements for the welfare at work of employees.
 - 5.2.6. We will ensure that the five different parts of the Construction (Design and Management), and in particular Part 3, Health and Safety meet the requirements of current legislation and good practice.
 - 5.2.7. We will meet all our current and future legislative and regulatory requirement and in particular any issues which are raised from the Grenfell inquiry.
- 5.3. TorVista Homes will provide suitable and sufficient information, instruction, training and supervision to ensure the health and safety of employees.
- 5.4. We will provide contractors with sufficient information to ensure that they are able to

fulfil their duties and responsibilities under health and safety legislation.

- 5.5. A copy of TorVista Homes Health and Safety Manual, policies, forms and procedures will be made available for viewing.

- 5.6. Within TorVista Homes's overall organisation structure, we have ensured that responsibility for meeting our legal health and safety obligations has been clearly defined and reporting both formally and informally is clear. (Appendix 2)

5.7. **Board of Management**

The Board of Management has the legal responsibility for the health, safety and welfare of all our employees, service users, tenants and other relevant third parties who are connected in any way with our work activities.

- 5.7.1. That safety management within TorVista Homes is suitable and sufficient.

- 5.7.2. That due consideration is given to health and safety throughout all of TorVista Homes's operations.

- 5.7.3. That due consideration is given to health and safety in all decisions made by the board.

- 5.7.4. That health and safety is encouraged and fully supported by all Managers.

5.8. **Chief Executive**

The Chief Executive is responsible for the administration and implementation of TorVista Homes's Health and Safety Policy. The Chief Executive may delegate duties and responsibilities for the implementation of the policy.

The Chief Executive shall ensure that:

- 5.8.1 Health and safety management systems are established and maintained to assess risks, and to allow for the effective planning, organisation, control, monitoring and reviewing of preventative and protective measures necessary to eliminate and/or control identified risks.

- 5.8.2 Effective training is identified, programmed and carried out regularly.

- 5.8.3 Persons designated with specific responsibilities for health and safety matters are trained and competent and are provided with the resources to ensure the implementation of this policy, so far as is reasonably practicable.

- 5.8.4 Monitoring of health and safety management within TorVista Homes is conducted on an ongoing basis.

5.9. **Directors**

Directors are responsible for health, safety and welfare within their areas of responsibility and will ensure that health and safety is recognised as an integral part of the overall management culture.

They will encourage the development of a positive attitude to health and safety among

employees by visibly demonstrating their own commitment to achieving a high standard of health and safety performance.

Directors should:

- 5.9.1 Be aware of their health and safety responsibilities and duties as Directors, Managers and employees.
- 5.9.2 Ensure all their employees follow health and safety arrangements and procedures.
- 5.9.3 Ensure that all their employees have suitable and sufficient training to carry out their work tasks efficiently and safely
- 5.9.4 Monitor health and safety arrangements within their area.
- 5.9.5 Ensure that when considering any changes to their area of operation that health and safety arrangements are considered during the process, including the planning stage.
- 5.9.6 Health, safety and welfare duties may be delegated by directors to the persons in charge of any section or workplace as described in TorVista Homes's organisation chart. The legal responsibility, however, remains with the director. Employees with delegated duties will have a level of responsibility and will be required to implement any directed health and safety arrangements.
- 5.9.7 Ensure that First Aiders and Fire Wardens are appointed to ensure that appropriate first aid and Fire safety and evacuations is available to our employees. Both posts will receive the appropriate training (including refresher training).

5.10. **Managers**

Each manager should familiarise themselves with this policy and ensure that all employees they are responsible for managing are provided with sufficient and suitable information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, their health, safety and welfare.

In particular employees must have access to the Health and Safety manual and must be made aware of any emergency health and safety arrangements immediately on commencement of employment or if working in a new location. Emergency arrangements include first aid, emergency evacuation, incident reporting, and fire safety precautions.

TorVista Managers should: Ensure that all employees within their area have reasonable access to the Health and Safety Manual;

- 5.1.1 Ensure that all employees within their area are aware of their health and safety duties and responsibilities;
- 5.1.2 Ensure that all employees are aware of health and safety arrangements applicable to their areas of work;
- 5.1.3 Co-operate with their Manager in implementing health and safety arrangements;

- 5.1.4 Be aware of their health and safety responsibilities and duties as managers and employees.

5.11. Employees

All employees, including relief and agency employees, have a legal health and safety responsibility for their own acts and omissions, i.e. what they do or fail to do. This responsibility is under the Health and Safety at Work etc. Act 1974 and all associated regulations.

Employees should:

5.11.1 Work safely and take reasonable care of themselves, colleagues, service users, tenants and the general public or any person who may be affected by our work activities.

5.11.2 Follow our safety procedures and instructions;

5.11.3 Report all incidents, including near-misses.

5.11.4 Advise their manager of any, or potential, hazards or failure of any Health and Safety procedure or system.

5.11.5 Wear protective clothing where provided for use at work;

5.11.6 Keep floors, stairs, passageways, fire exits and routes free from obstruction at all times, to avoid tripping hazards or blockage of emergency routes

5.11.7 When using any equipment be considerate of others including passers-by, e.g. equipment is not a trip/fall hazard and safely positioning of wires and cables etc.

5.11.8 Attend and participate in any training courses arranged for them.

5.12. Health and Safety Advisers

The role of Health and Safety Advisers is primarily to assist TorVista Homes in the preparation, introduction, monitoring, reviewing and auditing of the Health and Safety Policy and associated arrangements throughout the organisation.

The Management of Health and Safety at Work Regulations 1999 require employers to seek health and safety advice from a 'Competent Person'. The Health and Safety Advisers are the 'Competent Persons' for TorVista Homes. However this does not absolve the Board of Management, managers or employees from their health and safety responsibilities.

The Health and Safety Adviser's duties include:

5.12.1 Being the Competent Person for TorVista Homes.

5.12.2 Advising on all health, safety and welfare matters including fire prevention and precautions.

5.12.3 Assisting in the preparation and review of health and safety policies and procedures.

5.12.4 Collating statistics and reporting to the Chief Executive on all incidents and notifiable diseases.

5.12.5 Undertaking investigations into incidents etc. where appropriate.

5.12.6 Advising on health and safety training and, where appropriate other training which has an impact on health and safety procedures.

5.12.7 Maintaining a system of consulting with all employees on health and safety matters, including the review of policies and procedures etc.

5.12.8 Assisting TorVista Homes with any requirements associated with health and safety.

6. Occupational Health

Our Occupational Health arrangements are deleted with by HR.

7. Consultation with Employees

To comply with the requirement for employers to consult with all employees on health and safety matters TorVista Homes has systems for ensuring that every employee is consulted and has the opportunity to comment as appropriate

8. Health and Safety Manual

The Health and Safety Manual will contain the detailed safety arrangements for TorVista Homes with policies for individual subjects which require specific information, guidance and procedures.

Sections within the manual will cover:

- 8.1 Risk Assessment
- 8.2 Display Screen Equipment (DSE)
- 8.3 First Aid
- 8.4 Fire Safety
- 8.5 Smoke Free
- 8.6 Stress at Work
- 8.7 Managing Aggression at Work
- 8.8 Use of Vehicles at Work
- 8.9 Incident Reporting procedures
- 8.10 Lone Working
- 8.11 Control of Substances Hazardous to Health (COSHH)
- 8.12 Manual Handling

Other subjects will be included as required, e.g. due to changes in legislation, additional areas of work etc.

9. Implementation and review

The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all Board Members, members of staff, relief employees, agency staff, contractors and service users.

The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board for approval.

The Board will receive a full annual report on Health and Safety. They will also receive as part of every regular Board meetings, key performance information from officers, on Health and Safety.

10. Signature

Signed:

Name: Steve Parrock

Position: Chief Executive Officer

Date: February 2021

11. Appendices

Appendix A - A Health and Safety Statement

Appendix B - Flow Chart on how to report Health and Safety

Appendix 1

Health and Safety Statement

TorVista Homes recognises that it is our responsibility to ensure the health, safety and welfare at work of our employees. This duty of care extends to other persons whilst they are on our premises or affected by our activities such as members of the public, tenants, visitors and contractors etc. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of works for all employees and third parties.

TorVista Homes will do all that is reasonably practicable to prevent personal injury and damage to property. This also includes the general public, when they come into contact with TorVista Homes or any of its services. Further we will provide such information, training and supervision as is needed to support the above.

The TorVista Homes Board will, so far as is reasonably practicable, in all areas in which its employees, visitors/contractors operate, maintain a safe place of work and safe working practices in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and in particular by:

- a) Creating, maintaining and developing a positive, fair and accountable health and safety culture which secures the commitment and participation of all employees;
- b) Meeting its responsibilities to employees, tenants/residents other people and the environment in a way which recognises that legal requirements are the minimum standard;
- c) Adopting a planned and systematic approach to the implementation and operation of TorVista Homes Health and Safety Policy to ensure, so as far as is reasonably practicable:-
 - i. the provision and maintenance of plant, machinery and systems of work that are safe and without risks to health;
 - ii. that articles and substances are used, handled, stored and transported safely and are without risks to health;
 - iii. the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees;
 - iv. as regards any place of work under the organisation's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of entrance and exit from it that are safe and without such risks; and
 - v. the provision and maintenance of a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities and services provided by TorVista Homes with the aim of eliminating or controlling the risks;
- f) Planning for safety and wellbeing including the setting of realistic short, medium and long-term objectives deciding priorities and establishing adequate performance standards;
- g) Monitoring, evaluating and measuring performance through audit review on a regular basis and to ensure that remedial corrective actions are taken to ensure high standards are maintained and developed; and

- h) Developing a system of consultation with health and safety representatives and representatives of employee safety and providing them with facilities and assistance to enable them to carry out their functions. The Chief Executive is appointed by TorVista Homes and is delegated to act on their behalf in matters relating to the operational management of the Association. In this context, therefore, whilst maintaining the overall responsibility for the occupational health, safety and wellbeing governance of employees, visitors and contractors, the Board delegate the operational management of the same to the Chief Executive.

Appendix 2 Structure for Reporting

