

Health and Safety Policy

Scope of Policy

This policy sets out the requirements for the provision of health, safety and welfare for employees.

Applicability

The policy applies to all members of Platform Housing Group's (the Group) employees and contractors.

1. Policy Statement

- 1.1 The purpose of this policy is to provide a comprehensive summary of the health, safety and welfare responsibilities throughout the Group. We will achieve this by promoting a positive health and safety culture linked to its core values.

2. Objectives

- 2.1 In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, this policy outlines the Group's commitment to managing the health, safety and welfare of employees, contractors and others who may be affected by the Group's activities.

It outlines who has responsibility for health and safety compliance within the organisation and is supported by associated policies, procedures and guidance documents.

3. Statement of Intent

- 3.1 Our aim is to create a safe and supportive working environment where our employees feel they can work safely, be confident to raise concerns and can bring their best to work every day. They will understand their purpose, responsibilities and be empowered towards keeping themselves and everyone else safe.

We will achieve this through the implementation of a formal health and safety management framework, ensuring all employees have the necessary information, instruction and training they need to work safely.

We will actively engage and consult with our employees to communicate relevant health and safety arrangements, objectives and performance information.

We will appoint competent persons to be responsible for monitoring workplace health, safety and welfare arrangements, liaise with enforcing authorities where necessary and keep the Board and management informed of relevant changes in legislation.

We will strive for continuous improvement providing our Boards with regular updates on performance and will ensure adequate resources are available to continually improve our health and safety management framework.

Elizabeth Froude



Group Chief Executive Officer
Platform Housing Group
July 2023

4. Responsibilities for Health and Safety

4.1 Statutory Duty of the Group

The Group will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its employees and of visitors to its premises and, in general, it will:

- Make workplaces safe and without risks to health
- Implement suitable emergency procedures for fire and first aid
- Ensure there are suitable procedures for the reporting and investigation of incidents and accidents
- Ensure plant and machinery are suitable and safe to use
- Ensure articles and substances are moved, stored and used safely
- Ensure safe systems of work are set and followed
- Give employees the information, instruction, training and supervision necessary for their health and safety

4.2 Statutory Duty of the Group's Employees

The Group seeks assurance that our employees and contractors comply with the following:

- Take reasonable care of their own health and safety, and that of other persons who may be affected by what they do or don't do
- To co-operate with the Group on all matters regarding health and safety adopting appropriate safe working practices and following guidance given for the purposes of protecting their health and safety through collaboration with managers and department heads
- To use work items provided by the Group correctly, including personal protective equipment, in accordance with training or instructions
- To report, at the earliest opportunity, any incidents, accidents or dangerous occurrences as a result of work, including those involving anyone taking part in activities organised by the Group

- Support and assist any investigation into incidents, accidents or dangerous occurrences
- Complete any relevant health and safety training courses provided

4.3 Visitors and Contractors

Visitors should be escorted by their host who will take responsibility for the visitor(s) and assist in their evacuation from the premises during an emergency or arrange help in the event of an accident.

We do not allow children under the age of 13 into any of our office buildings and into any of our other workplaces unless adequate insurance cover is in place, and risk assessed to enable child access.

Contractors working on any of the Group's premises should report any concerns relating to their own safety or suspected unsafe working practices to the relevant line manager who will investigate and report.

5. Organisation of Health and Safety

5.1 Platform Housing Boards

The Boards have responsibility for matters relating to the Group's obligations under the Health and Safety at Work etc. Act 1974 and any relevant statutory provisions affecting its employees, members of the public and any other persons who may be affected by work activities.

Members are responsible for:

- Ensuring that an effective Health and Safety Policy is in place
- Having Board representation on the Health and Safety Committee
- Receiving reports on Health and Safety performance
- Ensuring, where reasonably practicable, that the necessary resources are available for the implementation of the policy
- Delegating responsibility to the Chief Executive for the implementation of the Health and Safety Policy

5.2 Chief Executive

In addition to their duties as an employee, the Chief Executive will:

- Help develop a positive safety culture within the Group
- Ensure adequate resources are provided to meet all safety requirements and obligations of the Group
- Ensure that the organisational structure of the Group is appropriate to effectively manage health and safety

5.3 **Group Executive Team**

In addition to their duties as employees, the Group Executive Team are responsible for:

- An active and visible role in the management of health and safety within their own directorate
- Ensuring, as far as is reasonably practicable, sufficient resources to meet the requirements for health and safety compliance
- Ensuring that health, safety and welfare is taken into consideration when introducing new strategies and policies
- Ensuring managers are aware of their role and responsibilities in the effective management of health and safety
- Ensuring adequate representation at Health and Safety Committee meetings and consider issues raised
- Ensuring any health and safety issues which cannot be achieved with the resources available are referred to the board

5.4 **Health and Safety Committee Representatives**

Health and Safety Committee Representatives will:

- Operate under documented terms of reference
- Have Board representation
- Raise matters affecting employee health and safety
- Review consultation documents providing prompt responses
- Attend a formal Health and Safety Committee meeting every quarter
- Ensure information is disseminated to any employees they are appointed to represent following discussion with their line manager
- Review incidents, accidents, dangerous occurrences, and occupational diseases reported under RIDDOR as provided to the Health and Safety Committee

5.5 **Health, Safety and Environment Specialists**

Safety, Health and Environment Specialists will:

- Provide practical guidance to managers and employees on compliance with health and safety legislation, and policies
- Monitor the effective application of health and safety policies and procedures
- Liaise with the Learning and Development Team in the provision of health and safety training
- Review and assist in accident and incident investigations and reporting to regulatory authorities where necessary
- Raise serious health and safety concerns to employees and managers

5.6 Health and Safety Champions

Health and Safety Champions will:

- Act as workplace/departmental health and safety points of contact
- Provide advice on accident and near miss reporting
- Conduct workplace safety tours
- Escalate health and safety concerns to the Group Health, Safety and Environment Team
- Attend Health and Safety Committee meetings

5.7 Line Managers and Supervisors

All managers and supervisors will:

- Take an active and visible role in the management of health and safety in areas under their management
- Ensure that risk assessments are completed and reviewed in areas under their control
- Ensure that the Health and Safety Policy is communicated to all employees within their control
- Ensure that supervisors are made aware of their roles and responsibilities in the effective management of health and safety and receive relevant training
- Ensure that employees are competent and provided with suitable health and safety information, instruction and supervision appropriate to their role
- Advise their line management of any resource requirements to meet health, safety and welfare needs
- Ensure that accidents, incidents (including violence to employees) and near misses are reported and recorded and that local investigations are conducted and reported
- Ensure fire precautions and procedures are understood and followed

6. Health and Safety Arrangements

6.1 General

Line Managers are responsible for ensuring that risk within their area of responsibility is properly managed. They will be supported in this by additional policies and guidance documents, where appropriate.

6.2 Risk Assessments

Responsibility for producing suitable and sufficient risk assessments lies with line managers, supervisors or any other person who organises work for others under their control.

Line managers and supervisors must identify risks and carry out suitable and sufficient risk assessments. The risk assessment should identify significant hazards arising from work activities under their control. The assessment should identify all persons who could be harmed, including employees, members of the public, contractors and other persons who may be affected. Extra consideration should be made to identify vulnerable individuals or groups, for example, young persons and pregnant colleagues.

6.3 Incident, Near Miss, Hazard Reporting and Investigation

If accidents, incidents, near misses and occupational ill-health occur, the circumstances are to be reported and investigated as per internal and legislative reporting requirements.

As part of the investigation process, line managers will review risk assessments and safe working practices and make improvements where necessary.

6.4 Fire Safety Policy, Drills and Evacuation Procedures

The Group's policy is to comply with The Regulatory Reform (Fire Safety) Order 2005. In particular the Group will ensure the following:

- All employees are provided with information on the fire evacuation procedures, escape routes and assembly points they need to utilise in the event of an emergency
- All fire alarm systems are regularly maintained and tested in line with legislation and manufacturer requirements
- All premises are suitably and sufficiently assessed for fire safety risk and control
- Managers have the information they need to complete Personal Emergency Evacuation Plans (PEEPS) for those employees who require them

6.5 First Aid

The Group will meet the minimum requirements of The Health and Safety (First Aid) Regulations 1981. In particular the Group will ensure the following:

- There are sufficient number of appropriately trained first aid employees available at its work locations
- There are sufficient quantities of first aid equipment available, which is suitable for the work being completed
- Line managers will ensure that adequate measures are in place for lone working employees to summon assistance in the case of an emergency

6.6 **Contractors**

The Group will only employ those contractors who have been assessed to confirm they adopt high standards of health and safety and adequately control risk arising from their activities.

For this, contractors are required to provide a copy of their Health and Safety Policy, any risk assessments and method statements, appropriate to the work being completed, as well as a copy of their current public liability insurance policy.

7. **Equality and Diversity**

7.1 We are committed to fairness and equality for all regardless of their colour, race, ethnicity, nationality, gender, sexual orientation, marital status, disability, age, religion or belief, family circumstances or offending history, as referred to in our relevant Group policies. Our aim is to ensure that our policies and procedures do not create an unfair disadvantage for anyone, either directly or indirectly.

8. **Monitoring and Review**

8.1 The next policy review is scheduled for June 2026 and then every three years thereafter.

8.2 Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

9. **Associated Documents/Policies**

9.1 List of documents/associated policies/publications:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (First Aid) Regulations 1981

Author:	Kevin Hill
Document type:	Policy
Version 2:	Final
Version 2 Approved by: Approved date: Release date:	Group Board 26/07/2023 03/08/2023
Version 1 Approved by: Approved date: Release date:	Risk and Performance Forum 19/02/2020 10/03/2020
Customer Experience Panel:	No
Next review date:	06/2026
DPIA completed:	To be completed
EIA completed:	To be completed
Employee Handbook amends:	N/A