

POOLE HOUSING PARTNERSHIP LIMITED HEALTH, SAFETY AND WELFARE POLICY

INTRODUCTION

This Health, Safety and Welfare Policy acknowledges the responsibility of Poole Housing Partnership Limited under Section 2(3) of the Health and Safety at Work Act 1974 to record our policy, and organisational arrangements for securing the well-being of our employees and others affected by our activities. It also addresses our responsibilities under the Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992 and subsequent amendments

AIMS OF THE HEALTH, SAFETY AND WELFARE POLICY

The aim of the Poole Housing Partnership Health, Safety and Welfare Policy is to formalise procedures and safe working practices in order to prevent ill health and foreseeable accidents occurring to any employee, contractor, visitors or other members of the public whilst at our business premises, managed, tenanted, and sheltered housing properties, or whilst undertaking work on behalf of our organisation.

OBJECTIVES OF THE HEALTH, SAFETY AND WELFARE POLICY

- a) To provide a reference for the policies and procedures used in the organisation in order to assess and audit the levels of health and safety being achieved.
- b) To provide assurance that compliance with legal requirements for health and safety is being met or exceeded.
- c) To provide a control document for the continuous development of our health and safety policy.
- d) To help identify training requirements that will ensure that our personnel are qualified to carry out the policies and procedures contained within the Policy.

The Health and Safety at Work Act 1974 (HSWA 1974) requires employers to ensure, as far as it is reasonably practicable, the health, safety and welfare at work of all employees. A further requirement is the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees. To achieve this, full co-operation and communication is required at all levels.

Pooling knowledge and experiences assists in the development of safe working procedures that can be implemented and will ultimately reduce the risk of incidents whilst at work. The whole workforce has a part to play in achieving effective health and safety standards and no person can contract out of their liabilities nor insure against them.

The scope of this policy applies to all operations and to all employees.

REASONABLY PRACTICABLE

This expression is defined as the balance between risk and cost, and the making of such judgement is the responsibility of management. The Chief Executive Officer with staff will carefully consider all potential risks in terms of possible injury to persons or damage to property and will attempt to assess the probability of such events occurring.

A balance must be struck between the risk and how much it would cost to reduce the risk. Cost will be considered not just in terms of money but also in terms of time and effort. Where it can be seen that the Chief Executive Officer and staff have properly carried out this analysis of risk and cost, and have taken such action as deemed necessary, they will have discharged their statutory duties within the principle of “Reasonably Practicable”.

The Board and Senior Management are aware of current legislation that was used as reference material whilst compiling this safety policy.

CHIEF EXECUTIVE OFFICER'S STATEMENT OF POLICY

I regard the promotion of health and safety at work as a mutual objective for all employees of Poole Housing Partnership Limited. It is therefore my intention to ensure that it is the policy of our organisation to do all that is reasonably practicable to prevent personal injury, damage to property and to protect everyone from foreseeable work hazards. This includes our tenants and the general public insofar as they come into contact with Poole Housing Partnership Limited or its activities. It is also our aim to comply with all appropriate statutory provisions and approved standards.

In particular, it is my responsibility to ensure that it is the policy of Poole Housing Partnership Limited:

- a) To provide and maintain so far as is reasonably practicable, a safe and healthy working environment for employees with safe means of access and egress to the workplace, safe plant and safe systems of work, adequate facilities and arrangements for employee welfare.
- b) To provide and maintain so far as is reasonably practicable, a safe, healthy and caring environment for our tenants at property and sheltered housing locations under our management.
- c) To provide suitable information, instructions, training and supervision to enable employees to perform their work safely and efficiently.
- d) To maintain suitable safety arrangements in connection with the use, handling, storage and transport of articles and substances used within our organisation in its various undertakings.
- e) To maintain a constant and continuing commitment to health, safety and welfare matters applicable to the activities of our organisation. This will be achieved by means including active communication of the policy and its revisions to our employees, workplace and task risk assessments, safety monitoring, reviews of safety performance, safety planning and by consulting and involving employees or their representatives wherever possible.

Employees have a legal duty to co-operate in the operation of our organisation's policy by not interfering or misusing anything provided in the interests of health and safety, and by taking reasonable care of their personal safety and the safety of others whilst at work. It is essential for success that employees recognise their duty to co-operate in the operation of the policy by:

- a) Reporting incidents that have led or may lead to injury or damage.
- b) Complying with all written safety procedures where those procedures have been brought to employees' attention.
- c) Assisting in the investigation of accidents.

The Head of Maintenance along with other Heads of Service and Line Managers are responsible to me for carrying out this Safety Policy. Within the framework of the policy, the Head of Maintenance, other Heads of Service and Line Managers will ensure that arrangements for health and safety within their particular areas of responsibility are compliant with current legal requirements and recognised approved standards, and accurately reflect the procedures to be followed by their staff.

Health, Safety and Welfare policy and procedures will be regularly reviewed by senior management with representation and due consideration being given to the views of employees particularly those affected by any changes. External advisors will participate in the regular review process when requested and make any necessary recommendations including recommendations for future policy development.

Adequate resources will be made available by the Board to further our organisation's commitment to Health, Safety and Welfare and facilitate implementation of necessary corrective actions to rectify non-compliances with our legal duties.

Copies of the policy and all revisions made to it will be made available to staff via PHP's network. Site based staff with intermittent network access can obtain the required documents from their managers.

All contractors working for Poole Housing Partnership Limited are bound by the appropriate sections of our organisation's Health and Safety Policy and will be expected to comply with all relevant Health and Safety legislation made under English law, also Approved Codes of Practice and recognised standards appropriate to the activity.

Signed:
Chief Executive Officer

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