PER12	FIRST ADOPTED: 24.2.93 NEW FORMAT ADOPTED: 25.10.04	REVIEWED: 28.10.98; 23.10.00; 21.10.02; 25.10.04; 23.10.06; 28.01.09; 26.01.11*; 26.02.14; 29.03.17; 29.04.20

HEALTH, SAFETY & WELFARE POLICY

1.0   INTRODUCTION

1.1   The Health and Safety at Work etc. Act 1974 places statutory duties on employers and employees. As an employer, we will, so far as is reasonably practicable, ensure that:

- responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association;

- all practicable steps are taken to manage the health, safety and welfare of all employees;

- we conduct our business in such a way that the health and safety of visitors to any premises under our control, is not put at risk.

1.2   This document describes our general policy relating to health, safety and welfare at work, and the organisational arrangements for carrying out that policy.

1.3   This policy is supported by detailed health and safety procedures which are contained in the Health & Safety Control Manual produced and regularly updated by Employers in Voluntary Housing (EVH).

The procedures are also available on the intranet, in the policies section.

1.4   This policy and the supporting procedures reflect our responsibilities under the Corporate Manslaughter & Corporate Homicide Act 2007.

2.0   THE SCOTTISH SOCIAL HOUSING CHARTER

The relevant standards and outcomes of the Scottish Social Housing Charter for the Procurement Strategy are:

Outcome 1:   Equalities

Social landlords perform all aspects of their businesses so that:
- Tenants and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

Outcome 2:   Communication

Social landlords manage all aspects of their businesses so that:
- Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and services it provides.

Outcome 5:   Repairs, maintenance and improvements

Social landlords manage all aspects of their businesses so that:
- Tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is doe.

3.0   POLICY STATEMENT

3.1   We will, in accordance with Section 2 of the Act and so far as is reasonably practicable, seek to ensure that we:

a) provide a working environment for all employees that is safe and without risks to health, covering such items as heating, lighting, ventilation, noise, ergonomics and cleanliness;

b) make adequate provisions for the welfare at work of our employees, including sanitary, washing and rest facilities;

c) provide and maintain free of charge any machines, equipment and protective clothing etc. necessary to ensure the health and safety of our employees;

d) devise and implement systems of work which are safe and without risks to the health, safety or welfare of employees, contractors and any other person involved in any activities or visiting any premises that are under our control;

e) devise and implement arrangements for the use, handling, storage and transport of articles and substances used at work, that are safe and without risks to health and safety;

f) provide the required information regarding machines, equipment and substances used at work detailing any conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health;

g) provide employees with the required instruction, training and supervision according to their duties and responsibilities, to ensure their health and safety and that of their colleagues.

3.2   In accordance with Section 7 of the Act, it shall be the duty of all employees at work to ensure that they:

a) take reasonable steps to safeguard their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

b) not only avoid thoughtless or reckless behaviour, but also take positive steps to understand the hazards in their workplace and the action required to avoid or minimise risks to health and safety;

c) co-operate with the Management Committee and their managers so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

4.0   ORGANISATIONAL ARRANGEMENTS FOR IMPLEMENTING THE POLICY

4.1   The Management Committee has the ultimate responsibility for the health, safety and welfare of all employees.

The Management Committee is responsible for:

- approving the policy on health, safety and welfare;
- delegating responsibility for its implementation;
- monitoring compliance with the policy through receipt of regular reports.

For further details see Section 1.5 of the Manual.

4.2   Oversight of health, safety and welfare matters is delegated by the Management Committee to the Health & Safety Committee.

The Health & Safety Committee is responsible for:

- ensuring that the Association fulfils its responsibilities under the Health & Safety at Work Act, subsequent legislation and statutory Codes of Practice;
- monitoring the implementation of the Association's health, safety and welfare arrangements through the receipt of regular reports, statistics etc;
- reviewing the Health and Safety policy and the current procedures, and where required recommending amendments to the policy to the Management Committee, and approving amendments to procedures;
- recommending any other action required on health and safety matters to the Management Committee.

For further details see section 1.10 of the Manual.

4.3   On behalf of the Management Committee, the Director has overall responsibility for implementing health and safety policy and procedures throughout the organisation.

For further details of the Director's responsibilities see section 1.6 of the Manual.

4.4   The Property Services Manager is the Association's Safety Officer, responsible for:

- advising the Management Team, Health & Safety Committee and Management Committee on the preparation and revision of an effective policy statement on health and safety;
- ensuring that the organisation has a comprehensive set of health and safety procedures, and that satisfactory arrangements are in place for implementing the policy and procedures;
- ensuring that appropriate arrangements are in place for monitoring changes or developments in health, safety and welfare law;
- where required recommending amendments to this policy or specific procedures to comply with current law, statutory regulations or 'good practice';
- ensuring that appropriate and adequate training arrangements are in place with regard to health, safety and welfare, in particular relating to first aid, accident reporting, fire precautions, personal safety and welfare at work.

For further details of the Safety Officer's responsibilities see section 1.7 of the Manual.

4.5   Managers will, so far as is practicable;

- take responsibility for those employees and parts of the workplace that are under their direct control;
- promote responsible attitudes towards health, safety and welfare within their department;
- liaise with the Safety Officer in the development of the Association's health and safety procedures and the investigation of accidents and other dangerous occurrences etc.;
- ensure that their staff follow current health and safety procedures.

For further details see section 1.8 of the Manual.

4.6   The Senior Admin. Officer is the Association's Health & Safety Administrator whose main responsibilities are to ensure that the Manual and associated records are kept up to date, take the minutes at Health & Safety Committee meetings and assist the Safety Officer as required.

For further details see section 1.11 of the Manual.

4.7   The Association's safety structure is shown in section 1.4 of the Manual.

5.0   IMPLEMENTATION AND REVIEW

5.1   The Safety Officer (Property Services Manager) will report on health and safety matters to the Management Team every quarter and more frequently if necessary.

5.2   The Safety Officer will submit regular reports on health and safety matters to the Health and Safety Group

5.3   The Safety Officer will submit an annual report on health and safety within Prospect to the Management Committee at their November meeting.

5.4   Managers will review any local (departmental) health and safety procedures at least annually, and ensure that any amendments required are distributed to all staff in their section, and to the Safety Officer.

5.5   The Director will ensure that this policy is reviewed at least every three years by the Management Committee.

Review approved by Management Committee on 29th April 2020

Next review due by: April 2023

PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

Title of policy/ practice/ strategy	PER12 Health, Safety and Welfare Policy
Department	Property Services
Who is involved in the EQIA?	Neil Munro
Type of policy/ practice/ strategy	New ☐ Existing ☒
Date completed	22ⁿᵈ April 2020

Stage 1: Screening Record

What is the main purpose of the policy?

The policy describes our general approach to health, safety and welfare at work, and the organisational arrangements for carrying this out.

Who will the policy benefit and how?
The policy directly benefits all employees and it provides clear guidance for managers and their staff.

For each equality group, does or could the policy have a negative impact?

Protected characteristic	Negative	Positive/no impact	Don't know
Age	☐	☒	☐
Disability	☐	☒	☐
Gender reassignment	☐	☒	☐
Marriage & civil partnership	☐	☒	☐
Pregnancy & maternity	☐	☒	☐
Race	☐	☒	☐
Religion or belief (including no belief)	☐	☒	☐
Sex	☐	☒	☐
Sexual orientation	☐	☒	☐

If you answered negative or don't know to the above question you should consider doing a full EQIA.

Are there any potential barriers to implementing the policy?

No identified barriers.

	Yes	No
Is a full EQIA required?	☒	☐

If you answered no to the above question explain why a full EQIA is not required:

No impact on equalities identified:	☐
Other:	

Stage 2:   Data and evidence gathering, involvement and consultation

Include here the results of your evidence gathering, including qualitative and quantitative data and the source of that information, whether national statistics, surveys or consultations with relevant equality groups.

Source	Qualitative evidence provided	Quantitative evidence provided	Which protected characteristics are covered?	Gaps identified/ action taken
Management information data		Annual staff and committee equalities data	Age, disability, gender, ethnicity. In some cases other protected characteristics	Membership data not collected. Implementation of Cx will assist with data collection.
Committee, Equalities Working Group and Tenants Forum minutes	Equality related issues identified and discussed		Various	
Review of complaints received	Tenant/service user experience	Statistical data on types of complaint	All protected characteristics	Implementation of Cx will assist with data collection and analysis of protected characteristics
Observations/conversations (anecdotal)	Staff/committee/tenant/service user levels of understanding, inclusive practice		All protected characteristics	
Edinburgh Census 2011		Statistical data	Age disability, gender, ethnicity, marital status, religion or belief.	Data becoming out of date.
SHR Annual Return on Charter data		Statistical data on staff, committee and tenant profile for RSLs	Disability, ethnicity.	

Stage 3: Assessing the impacts

How might the policy impact on people who share protected characteristics? Include both positive and negative impacts.

Protected Characteristic	Description of Impact
Age	The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.
Disability	As above.
Gender reassignment	As above.
Marriage & civil partnership	As above.
Pregnancy & maternity	As above.
Race	As above.
Religion or belief (including no belief)	As above.
Sex	As above.
Sexual orientation	As above.

How does the policy promote equality of opportunity?
The policy aims to ensure health, safety and welfare is managed in a manner that complies with all legal requirements. The welfare policy applies to all staff, regardless of any protected characteristic and as a whole the policy promotes equality of opportunity

How does the policy promote good relations?
We aim to promote a culture where employees feel valued and supported. Providing clear guidance for health, safety and welfare will ensure employees are treated fairly and in a consistent manner.

Stage 4: Decision making and monitoring

Identifying and establishing any required mitigating action

If, following the impact analysis, you think you have identified any unlawful discrimination – direct or indirect - you must consider and set out what action will be undertaken to mitigate the negative impact.

Does the assessment show a potential for differential impact on any group(s)?	☐ Yes	☒ No
Is there potential for unlawful direct or indirect discrimination?	☐ Yes	☒ No

What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified?

We will ensure we comply with health and safety requirements and where necessary we will seek professional advice from our advisors, ACS.

Describing how Equality Impact analysis has shaped the policy making process

♦ No changes have been made to the policy as a result of the EQIA.

Monitoring and Review

This policy will be reviewed every three years.

Stage 5 - Authorisation of EQIA

Please confirm that:

♦ This Equality Impact Assessment has informed the development of this policy:

Yes ☒ No ☐

♦ Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

o Eliminating unlawful discrimination, harassment, victimisation;
o Removing or minimising any barriers and/or disadvantages;
o Taking steps which assist with promoting equality and meeting people's different needs;
o Encouraging participation (e.g. in public life)
o Fostering good relations, tackling prejudice and promoting understanding.

Yes ☒ No ☐

Declaration

I am satisfied with the equality impact assessment that has been undertaken for PER12 Health, Safety & Welfare policy.

Name: Neil Munro
Position: Property Services Manager
Authorisation date: 22nd April 2020