

Health and Safety Policy

1.0 SCOPE

Purpose

- 1.1 Everybody absolutely has the right to be able to work and live safely whilst on property owned or controlled by whg.
- 1.2 The purpose of the Policy is to set out whg's commitment to providing a healthy and safe working environment. The Policy sets out the standards required to ensure that, as far as reasonably practicable individuals have a safe place to work, receive appropriate Health and Safety (H&S) training, have safe equipment and systems of work.
- 1.3 We will deliver a culture that cares, that considers the communities we serve, enables safe working and empowers each and every person to:
 - Take ownership of their workplace.
 - Be accountable for their decisions.
 - Be responsible for their own actions and behaviour.
 - Challenge and report poor or unsafe practices and accidents.
- 1.4 The Board is committed to providing an efficient and robust H&S Management System which fulfils our legal and other obligations. This shall be continually reviewed and improved. Our Board risk appetite relating to H&S is low and to meet this we will ensure compliance with all our obligations.
- 1.5 The Policy has been written in the spirit of, and in accordance with the requirements of ISO 45001:2015.

Legal and regulatory framework

- 1.6 whg will comply with all relevant H&S legislation. A register of relevant legislation is kept and updated. All specific legislation, with a brief overview of how we ensure compliance will be set out in an Arrangements Manual. Where applicable policies and procedures shall be produced to support all of our legal obligations.
- 1.7 The Regulator of Social Housing requires registered providers to “adhere to all relevant law”. This Policy is designed to ensure that we adhere to the legislation and regulations relating to H&S. The Regulator's Consumer Standards also include requirements relating to H&S:
 - The Home Standard requires that we meet all applicable statutory requirements that provide for the H&S of occupants in their homes.

- The Neighbourhood and Community Standard requires us to keep neighbourhoods and communal areas clean and safe.

1.8 Events such as COVID-19 present new additional H&S challenges. Keeping colleagues safe and well (both physically and mentally) is a very high priority. All relevant government guidance and best practice is followed. This includes, but is not limited to, arrangements for safe working in the office, provision of appropriate PPE, support for colleagues experiencing mental health issues; and regularly reviewing and updating risk assessments.

2.0 POLICY STATEMENT

2.1 whg will deliver a culture that cares, goes beyond compliance and takes into account our values. The following principles shall be applied:

2.1.1 **Accidents and injuries are preventable** provided that everyone works together to manage risks, identify and prevent hazards and ensure safe working practices are devised, maintained and implemented.

whg will:

- Provide safe and healthy working conditions to prevent work related injury, ill health and time lost to accidents.
- Evaluate the compliance and competency of any external organisation interacting with our business.
- Continually review and improve the H&S Management System to ensure that it is effective in eliminating or reducing hazards and risk.
- Provide a framework for setting and reviewing occupational health, and safety objectives.
- Provide adequate support to enable all colleagues to perform robust dynamic assessments of risk during their day to day duties and for them to be able to decide and implement suitable and sufficient control measures.

2.1.2 **All operating hazards can be controlled.** The business is committed to eliminating hazards. Where hazards cannot be eliminated, the following measures shall be implemented:

- Application of the hierarchy of hazard control
 - Reduce
 - Isolate
 - Control
 - Protective equipment
 - Discipline and supervision
- Provision of
 - Specialist training
 - Specialist safety devices
 - Health surveillance

- 2.1.3 **Managers will drive the safety effort and lead the way.** Managers will:
- Lead by example and always do the right thing.
 - Establish safety objectives.
 - Demand accountability for safety performance and drive continual improvements.
 - Always be sustained and consistent in their approach to H&S.
 - Consider how their decisions and actions will impact on the safety culture.
- 2.1.4 **Safety is a condition of employment.** Individuals and interested parties associated with whg are required to:
- Take care of their own H&S and have regard to others who might be affected by their actions.
 - Assess and mitigate the impacts of your work on other people, property and the environment.
 - Cooperate with whg on any matters relating to H&S.
 - Wear and use the correct equipment for the job, use all safety devices and conform to any safe systems of working and not intentionally misuse any equipment that is provided.
 - Proactively support the drive for continual improvement and safety excellence by:
 - Reporting accidents, incidents and near misses.
 - Identifying and reacting to hazards and potential risk.
 - Escalating any hazard that is beyond your control or capability.
 - Identifying and reporting defective equipment.
 - Respecting and taking ownership of your workplace.
- 2.1.5 **All deficiencies must be corrected without undue delay.** This is essential to:
- Reinforce an excellent safety culture.
 - Support the message that safety is a priority.
 - Prevent hazards escalating.
 - Prevent hazards or dangerous events reoccurring.
- 2.1.6 **Safety performance in the workplace shall be monitored.** whg is committed to continual improvement of our H&S Management System. In order to do this, performance shall be monitored. This shall include:
- Proactive monitoring and auditing of the workplace and management systems.
 - Identification of safety training needs and evaluation of competence.
 - Setting and monitoring performance objectives.

Monitoring performance will identify any strengths, weaknesses and opportunities to improve.

2.1.7 **Competent, trained, and motivated colleagues and partners are our business's greatest resource.** In order to excel we need everyone who works for, or on behalf of, our business to:

- Be motivated and committed.
- Be knowledgeable, competent and aware.
- Be engaged.
- Be accountable and take responsibility.

Managers shall ensure that all colleagues and employees of partner organisations are competent and trained to perform their work safely.

Knowledge shall be assessed and updated where necessary.

whg will provide health and wellbeing initiatives, opportunities and activities and shall proactively encourage participation.

2.1.8 **Communication is key.** whg will consult, involve, participate and communicate with all interested parties.

- A H&S portal (SHE Assure) is used to record and share details of hazards, accidents, injuries or near misses.
- A H&S Committee and other committees are established and shall meet on a regular basis, to discuss H&S objectives, legal compliance, incident analysis and trends and any other relevant topics.
- Any information, outcomes, objectives, action or training identified will be communicated as necessary to all levels of the organisation.
- Any action shall be allocated to a designated person, with an expected completion date assigned.

2.1.9 **Correlation to Corporate Values.** This Policy correlates to the Corporate Values in the following ways:

- **Accountable** for one's own actions.
- **Courageous** enough to challenge unsafe behaviours and practices.
- **Excellent** safety performance is to be encouraged and rewarded.
- **One team**, one system, in a culture of care striving to continually improve.
- **Trustworthy**, relied upon to do what is morally right, first time, every time.

2.2 H&S Arrangements

2.2.1 Technical safety guides produced by whg, trades associations and the H&S Executive link to our H&S arrangements. A range of specific policies, procedures and processes are in place to cover whg's work activities.

2.2.2 Training will be provided to ensure that all colleagues are competent to perform their duties, be knowledgeable of and be able to comply with any H&S legislation relative to their role.

3.0 PERFORMANCE MEASURES

3.1 Compliance audits at planned intervals shall provide information on whether H&S systems conform to the requirements of relevant H&S legislation. This shall include the performance of contractors.

3.2 Statistical and analysis is carried out on reported accidents and near misses.

4.0 TRAINING AND DISSEMINATION

4.1 We will communicate the Policy to colleagues, contractors and the supply chain to enable them to gain a better understanding of how our actions, activities, products and services potentially impact on people, property and the environment.

4.2 We are committed to investing in a programme of ongoing awareness, training and engagement activities to embed a culture that cares.

5.0 MONITOR AND REVIEW

5.1 This Policy will be monitored by the Corporate Director of Governance and Compliance and reviewed annually by the Policy Group and whg Board.

6.0 ASSOCIATED DOCUMENTS, POLICIES AND PROCEDURES

6.1 Documents, policies and procedures associated with this Policy are:

- The H&S Management System.
- All applicable primary and secondary H&S legislation.
- The H&S Arrangements Manual.
- Policies and procedures relating to specific areas of H&S.
- whg's Business Continuity Strategy
- Corporate Plan 2014-2020 ISO 45001: 2015.

Document author	Health, Safety and Environmental Manager
Document owner	Corporate Director of Governance and Compliance
Legal advice	As per consultation below
Consultation	Review by several H&S consultants / Senior H&S Managers from outside the business. Health and Safety Committee.
Approved by	whg Board
Review Date	October 2021
Corporate Plan aim:	Deliver a strong business, fit for today and prepared for tomorrow.
Equality analysis	Not applicable.
Key changes made	Amended to ensure that there is more emphasis on H&S culture and accountability. Policy aligned with corporate values.