

BIELD HOUSING & CARE

HEALTH & SAFETY

POLICY STATEMENT

1. INTRODUCTION

This is a statement of policy by Bield about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, volunteers, service users, tenants, visitors and contractors whilst on Bield premises and or carrying out services for Bield.

2. STATEMENT OF INTENT

It is the policy of Bield to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate.

3. OBJECTIVES

In order to achieve compliance with the statement of policy, Bield has set the following objectives:

- *To set and maintain high standards for health, safety and wellbeing in all Bield premises;*
- To ensure that these standards are communicated to all employees;
- To identify risks and set in place programmes to remove, reduce and or manage these risks;
- To ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner;
- To monitor operation of the policy, including the creation and maintenance of all appropriate records, at each Bield premises and other places of work;
- To ensure dissemination and discussion of relevant information on safety, health and environmental issues to all employees, volunteers, service users, tenants, visitors and contractors where applicable;
- To encourage health and safety awareness.

SIGNED:

Brian Logan

NAME:

BRIAN LOGAN, Chief Executive

DATED:

02 JULY 2018

4. RESPONSIBILITIES

To ensure the prevention of ill health and the avoidance of accidents at work, and the promotion of safe and healthy workplaces, the following responsibilities have been agreed.

THE BOARD OF MANAGEMENT

The Board of Management has responsibility for Bield's Health and Safety Policy. The Board has established the overall Health and Safety Policy for Bield and has ultimate responsibility for Health and Safety matters within Bield.

This involves:

- The promotion of good practices within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice, through the Chief Executive.

THE CHIEF EXECUTIVE

The Chief Executive, authorised through the Board of Management, has responsibility for implementing and monitoring the policy, principally through the Director of Human Resources. The Chief Executive will ensure that six monthly reports are made to the Board on the management of health and safety in Bield. Where an accident/incident has resulted in a report being submitted to the Procurator Fiscal, the Chief Executive will report details to the Board.

THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources is responsible for:

- Keeping the Health and Safety Policy under review and ensuring that it is revised as and when necessary.
- Monitoring the Policy's implementation, and setting targets or objectives where appropriate.
- Reporting on progress to the Chief Executive.
- Bring to the Chief Executive's attention any faults or areas of weakness in the Policy or its implementation.
- Ensuring that together with the Directors of Housing Services, Care Services and Asset Management that appropriate recommendations are made to the Board of Management on the resources required to enable the policy to be implemented.

THE HEALTH AND SAFETY MANAGER

The Health and Safety Manager is responsible for:

- The management and monitoring of Bield's health and safety policies and procedures and to contribute to the development of health and safety strategy and systems.
- Advising senior management (through the Health and Safety Management Group) on the strategic development and management of health and safety policies and procedures across all areas of Bield's operations.
- Advising senior management on new or amendments to current health and safety, food safety and fire safety legislation and prepare reports on action required to comply with such legislation.

LINE MANAGERS

Line Managers are responsible for:

- The practical implementation of the Health and Safety Policy, the Health and Safety at Work Act 1974, and other relevant legislation.
- Ensuring staff are aware and have implemented the requirements of all health and safety policies and procedures.
- Ensuring staff are fully inducted on the contents of all health and safety policies and procedures.
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area responsibility is subject to risk assessment and regular inspections and that appropriate records are maintained locally.
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported to them and that all appropriate records are completed.
- Participate as required in any accident or incident investigation carried out by Bield's Health and Safety Manager and/or any external Enforcement Officer.

INDIVIDUAL RESPONSIBILITIES

All individual employees are required to:

- Co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Immediately bring to the attention of their Line Manager/Supervisor any situations or practices that are noted which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored.

- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents and near misses, in accordance with Bield's guidance.

5. ROLE OF STAFF REPRESENTATIVES

The role of staff representatives shall be to represent the interests of employees in discussion, consultation and negotiations with Bield over a range of issues relating to the employment of scheme and project staff within Bield. In carrying out this role, staff representatives will inform and consult the staff they represent on matters raised with them by Bield.

Staff representatives shall also act as elected representatives of employee safety, Bield will consult with staff representatives on matters to do with health and safety at work including:

- Any change which may substantially affect employees' health, safety and wellbeing at work, for example in procedures, equipment or ways of working.
- Bield's agreement for getting competent people to help comply with health and safety legislation.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technology.

Staff Representatives can make representation to Bield on:

- Potential hazards and dangerous occurrences.
- General matters affecting the health and safety of employees they represent.
- Matters relating to the areas outlined in the bullet points above.

6. ROLE OF THE HEALTH AND SAFETY MANAGEMENT GROUP

The Health and Safety management Group is the forum for the coordination of all health, safety and wellbeing matters within Bield.

The Health and Safety Management Group comprises of the Director of Human Resources, Director of Asset Management, Director of Housing Services, Director of Care Services and the Health and Safety Manager. The Group reports to the Board of Management twice yearly or more often if there is a serious incident of near miss and has responsibility for:

- Reviewing areas of health and safety which have policy implications, including health and safety legislation, with regard to employees, volunteers, service users, tenant, visitors and contractors while in premises owned or managed by Bield.
- Amending and monitoring the implementation of the policies and procedures contained in the Health and Safety Manual across Bield including the risk assessment process and other specific risk assessment procedures and follow up action.

- Acting as the Infection Control Group and as such identify areas of infection control which have policy implications and amending as required.
- Reviewing any reports received from Environmental Health Officers, Health and Safety Executive Officials and Fire and Rescue Services and evaluating implications of these issues to Bield, and their prioritisation with regard to resources and implementation.
- Advising Bield on all matters concerning health and safety including health and safety design issues.
- Monitoring and reviewing the specific fire risk assessment process and subsequent action plans.
- Consulting with staff representatives via the Employee Forum on all matters concerning the health, safety and wellbeing of staff.

7. CONTRACTORS

All Contractors working on Bield premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

8. CONSULTATION AND TRAINING

The Chief Executive is committed to involving employees at all levels in the maintenance of health and safety standards and to providing them with adequate information, instruction and training.

9. COMPETENT PERSONS / ADVICE

External Health and Safety consultants will be used to provide professional health, safety and occupational advice as required.

10. POLICY REVIEW

The effectiveness of the general policy statement and other specific policies in use throughout Bield will be regularly reviewed and revised as necessary, minimally every three years.

SIGNED:

Brian Logan

NAME:

BRIAN LOGAN, Chief Executive

DATED:

02 JULY 2018