



# Strategic Health and Safety Policy

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## 1. Introduction & Purpose

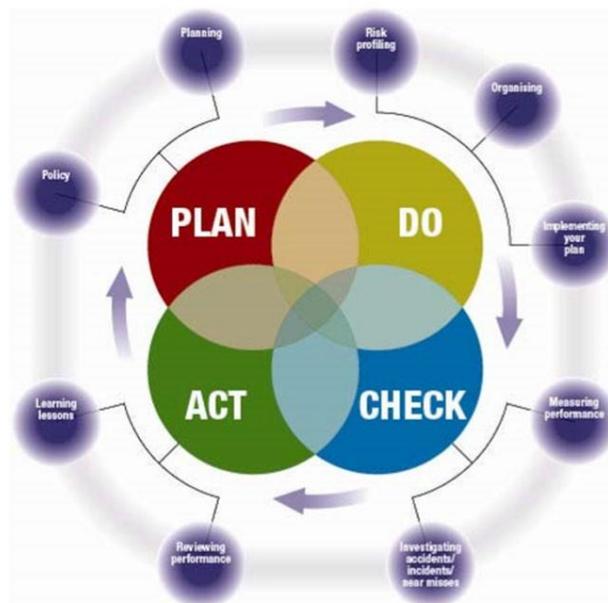
At Colchester Borough Homes we recognise our responsibility to ensure the health, safety and welfare of all our employees so far as is reasonably practicable. This policy sets out our commitment to endeavour to maintain a continual and measurable improvement to our Health and Safety performance to ensure compliance with all applicable Health and Safety legislation.

As a corporate body and employer, Colchester Borough Homes recognise and accept our responsibility to provide a safe and healthy working environment for our employees and non-employees who may be affected by our work activities, we will take the necessary steps to fulfil our statutory duties under the Health and Safety at Work Act (1974).

A positive health and safety culture will be encouraged, actively supported by senior management, to involve employees in the decision-making processes either on an individual basis or through their Health and Safety representatives.

Our approach to health and safety management operates on a cycle of four key elements: plan, do, check and act (PDCA) – as outlined in HSG65 & BS OHSAS 18001/ISO 45001.

Plan, Do, Check, Act flowchart



## 2. Policy Statement

We are committed to providing services in a way that promotes the health and safety of our tenants, employees and other persons who may be affected by Colchester Borough Homes activities.

To fulfil our statutory duties, the following form our Health and Safety aims and objectives as a company.

- To provide all employees with the necessary information, instruction, training and supervision
- To Implement structured, effective and documented health and safety management arrangements for all parts of the CBH organisation to promote a culture of safe working
- To make sure that relevant information on health and safety is shared between employees, tenants, people who use and provide our services, visitors and contractors
- To ensure all visitors, contractors and suppliers of goods and services comply with our Health and Safety requirements
- To devote the necessary resources in the form of finance, equipment, personnel and time to develop a safe and healthy culture.
- To seek the assistance of expert help where the necessary skills are not available within the Company
- To provide and maintain open channels of communication to enable employees, people who use and provide our services to raise health & safety issues
- To maintain the Assure system to ensure that all Accidents/incidents, 'near-misses' and work-related ill-health are fully investigated and documented, with appropriate action taken to reduce the likelihood of their recurrence
- To Identify risks to health and safety and implement adequate controls measures so far as is reasonably practicable
- To conduct regular health and safety audits/inspections at CBH sites to assess management systems and working practices
- To review this policy annually

The Chief Executive is responsible to the Board for all Health and Safety matters of the company.

The Director of Operations will be responsible for ensuring that strategic policies and procedures are approved. Where this involves health & safety, this will be in liaison with the Health & Safety Manager, Head of Repairs and Maintenance and the employee and trade union representatives.

## The Board

The board will demonstrate strong active leadership and commitment from the top, to help set the direction for effective health and safety management for Colchester Borough Homes.

The health and safety policy is a living document and it should evolve, improve the health & safety standards of Colchester Borough Homes by implementing safety measures and integrating policies and procedures.

The Board will receive both specific incident-led and routine reports on the performance of health, safety, fire and compliance from the Health, safety, Environmental & CDM Manager, in addition to this, any other relevant events in the interim will be brought to the board's attention.

A formal boardroom review of Colchester Borough Homes health and safety performance is essential to assist with continued improvement. This will allow the board to establish whether the key health and safety principles, active leadership, worker involvement, and assessment and review have been embedded in Colchester Borough Homes to give a clear indication the health and safety management system is effective in managing risk and protecting staff, tenants and any others affected by our business.

All board members need to ensure that statutory health and safety law and guidance is considered whenever business decisions are taken.

The Board will ensure the following duties are carried out effectively: -

- To agree and sign off the Health and safety policy or recommend changes
- Health and safety will be on the agenda for board meetings.
- Ensure significant risks faced by CBH are understood and discussed
- Review Health & safety targets and achievements
- Ensure that management systems provide effective monitoring and reporting procedures
- Ensure Health and safety arrangements are adequately resourced
- Reinforce the health and safety policy by being seen (location/team visits)
- Evaluate, monitor and review health and safety arrangements and performance on a regular basis
- Benchmark the organisation's performance against others in its sector.

## **Chief Executive**

The Chief Executive acts with the authority and on behalf of the board. The Chief Executive is responsible for the overall arrangements and for ensuring that the company's operations are always executed in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by Colchester Borough Homes.

The Chief Executive is responsible for implementing and monitoring the Health and safety policy and associated procedures. They may choose to delegate performance of this task to a competent person.

The Chief Executive further delegates the performance of tasks required to meet these responsibilities, as outline in the remainder of this document.

## **Health, Safety, Environmental & CDM Manager**

The Head of Repairs and Maintenance is responsible to the Chief Executive for the production, implementation and control of the Health and Safety Strategy.

The Health, Safety Environmental & CDM Manager has been appointed as the 'competent person' under the Management of Health and Safety at Work Regulations 1999 and is responsible for:

- Identifying upcoming changes to legislation, guidance, best practice and enforcement practice to assess the likely impact to CBH.
- Identify Hazards by carrying out workplace risk assessments, determine how employees, tenants and others might be at risk and implement control measures.
- To provide guidance and support on how best to meet the requirements of identified changes.
- To provide support and guidance on Health & Safety on all CBH activities.
- To ensure that all accidents/incidents, 'near-misses' and work-related ill-health are fully investigated and documented.
- More proactive approach to be implemented to prevent any future incidents, in line with continuous improvement and lesson learnt.
- Reviewing key performance statistics as agreed by the Corporate Management Team.
- Review CBH Health, Safety and Fire related policies.
- Review procedures and guidance to ensure continued compliance with legislative requirements.

### **Strategic activities will include:**

- Advising management upon all Health and Safety matters, including safety legislation, writing of core procedures, policies and guidance notes.
- Ensuring employees/contractors have an appropriate Health & Safety induction.
- Conducting Health and Safety audits to ensure compliance throughout the Company's undertaking using statutory and corporate Health and Safety standards.
- The provision and delivery of relevant Health and Safety training.
- Advising managers and team leaders upon matters concerning the Health and Safety of the employees under their control.
- The supervision and control of all designated First Aid facilities.
- Ongoing Health and Safety improvements by mean of the PDCA model.

### **Service activities will include:**

Heads of Service, assisted by the Health & Safety Team, will be responsible for the implementation of the Strategic Health and Safety Policy and for the production and implementation of safe working practices for the service for which they are responsible. These include but are not exhaustive of, the arrangements for the provision of:

- a) Safe systems of work
- b) Safe places of work
- c) Environmental control
- d) Hazard reporting
- e) Risk assessment
- f) First aid
- g) Emergency procedures

Head of Service will make all employees under their control aware of safe working practices and review and amend as appropriate.

Team leaders/supervisors will be responsible to the Head of Service for the implementation of policies, procedures and safe working practice within the work areas under their control.

## **Employee duties**

Employees have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. They must also co-operate with management and co-workers to help everyone meet legal requirements. Employees must:

- Take care of their own health and safety and that of others;
- Co-operate to help Colchester Borough Homes comply with health and safety legislation;
- Follow any instructions or health and safety training we provide;
- Report any work situations that present a serious and imminent risk; and
- Highlight any other failings they identify in our health and safety arrangements.

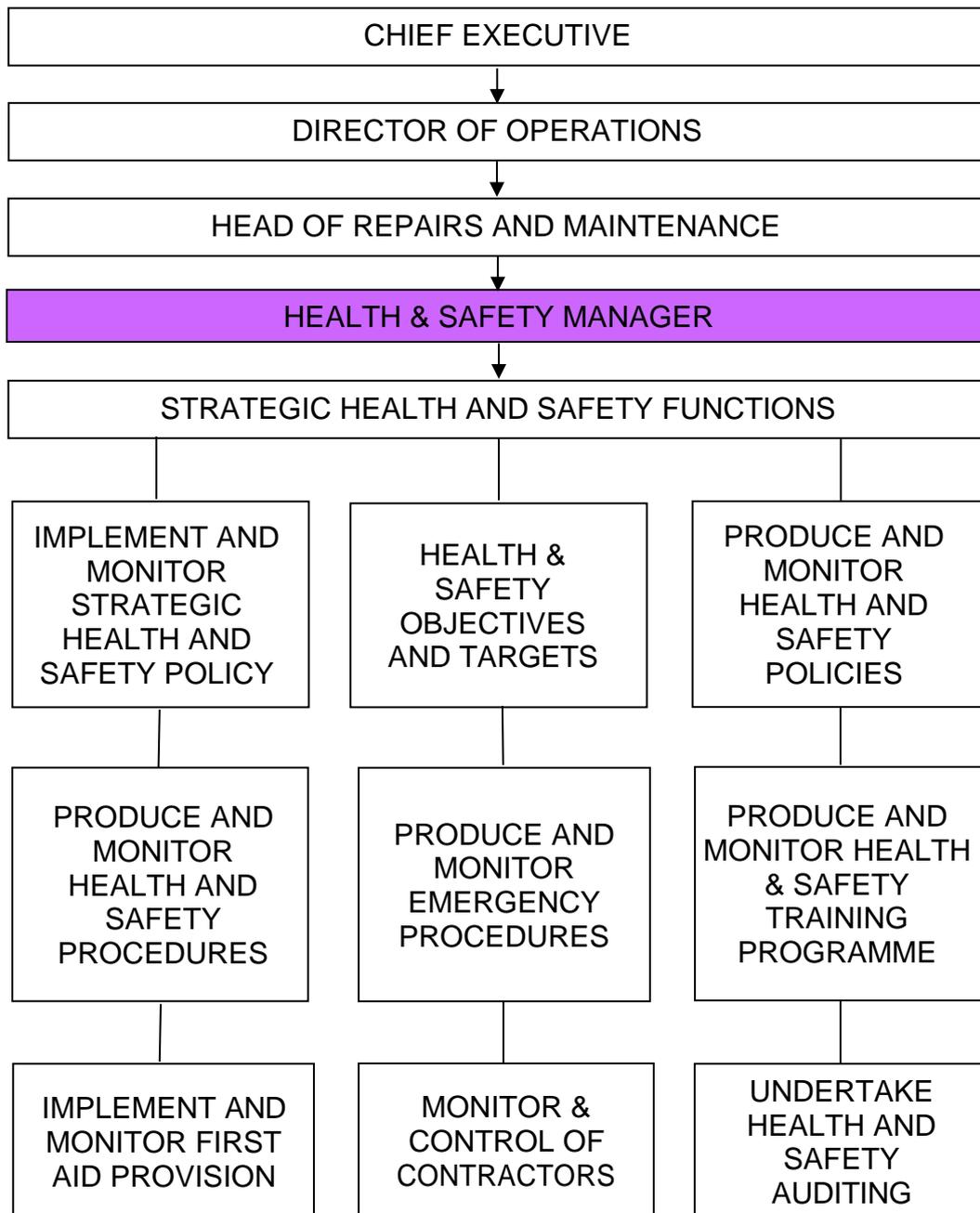
Employees also must not interfere with or obstruct anything provided in the interests of health and safety at work.

## **Employee wellbeing**

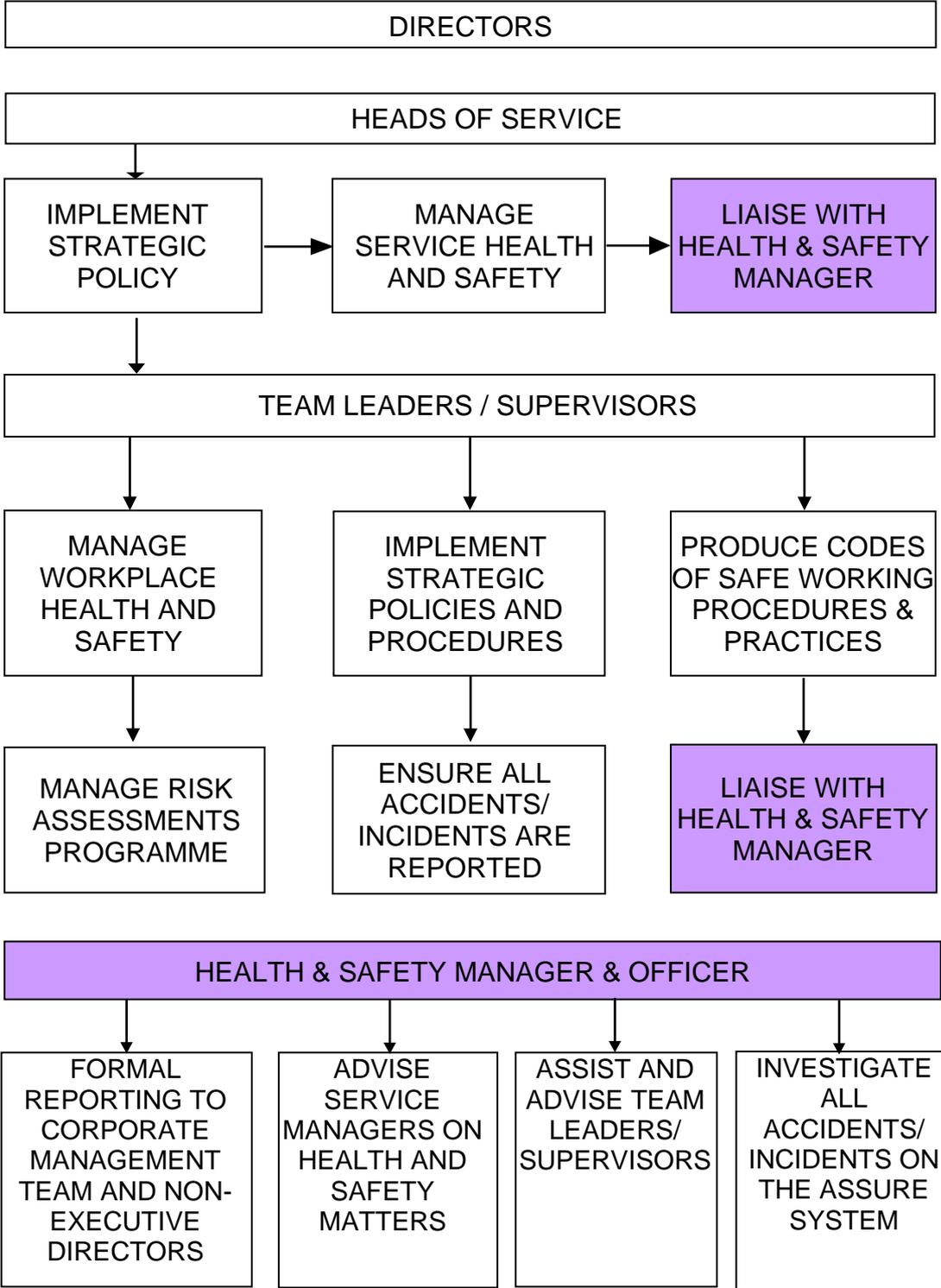
The implementation of this policy will also be supported by mental health first aiders and other health & safety policies to create a workplace environment that promotes the mental wellbeing of all employees. The supporting policies can be located on share point:

- Wellbeing
- Sickness absence
- Lone working
- Alcohol, drug and substance abuse
- Bullying and harassment.

### 3. Strategic Arrangements



**4. Operational Arrangements**



## 5. Health & Safety Framework

We are an Arm's Length Management Organisation (ALMO) set up by Colchester Borough Council to manage the Council's housing and corporate building stock. We are wholly owned by the Council.

Colchester Borough Council are responsible for the management of all trees on Council owned land and those trees currently managed by Parks and Recreation team as part of agency agreements with other organisations and public bodies in the Borough.

These include trees on land managed by Colchester Borough Homes and trees on the public highway, which is the responsibility of Essex County Council.

Trees on Council land - [Click here](#)

We can be divided into two principal areas, each with their own Health and Safety risks, namely:

1. Operations
2. Business Improvement

As a company we have our own Health & Safety Policy (this document), our own Health & Safety Manager responsible for advising on Health and Safety matters but has formally adopted Colchester Borough Council's Health & Safety procedures (as from time to time adapted to CBH arrangements) recognising them as best practice.

We will participate in Health & Safety training and forums for Health & Safety representatives, first-aiders, incident controllers and fire marshals as appropriate.

Communication and consultation will be an essential part of the health and safety policy implementation and reviewing process. Involving employees will enable them to perform at their best if they know their duties, obligations and rights and have an opportunity to make their views known to management on issues that affect them.

A Key method for communication and consultation will be at the Health & Safety Forum, team representatives shall be nominated from the following areas:

- Head of Repair & Maintenance
- Housing Options
- Housing Management
- Caretaker Team

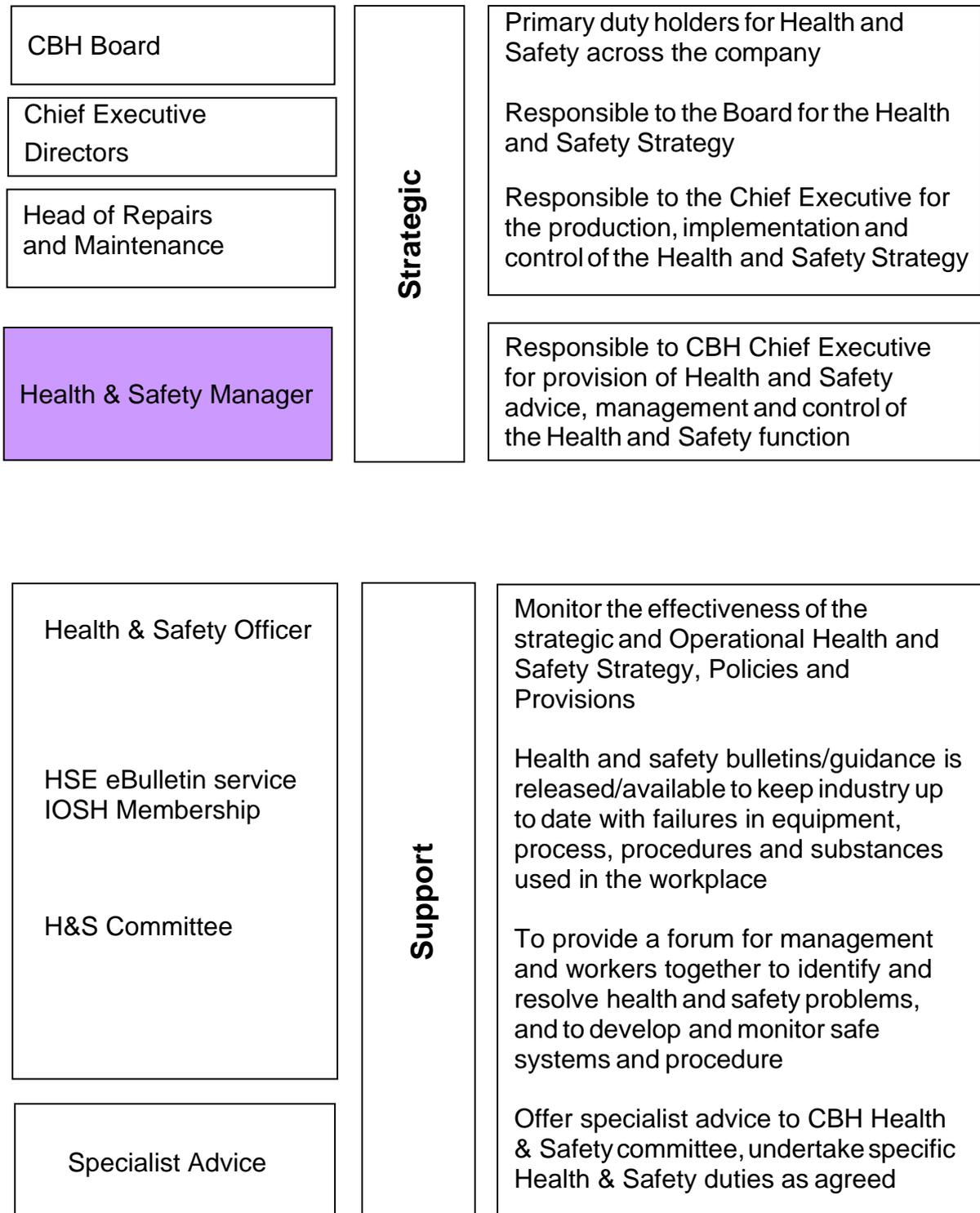
- ASB Team
- Repairs & Maintenance
- Trades
- Corporate Facility
- Asset Management
- Human Resources
- Trades Unions
- Health and safety manager
- Health and Safety officer

We will seek to achieve (and retain) an internationally recognised standard for Health & Safety management systems and practice (Occupational Health and Safety Management Systems OHSAS 18001).

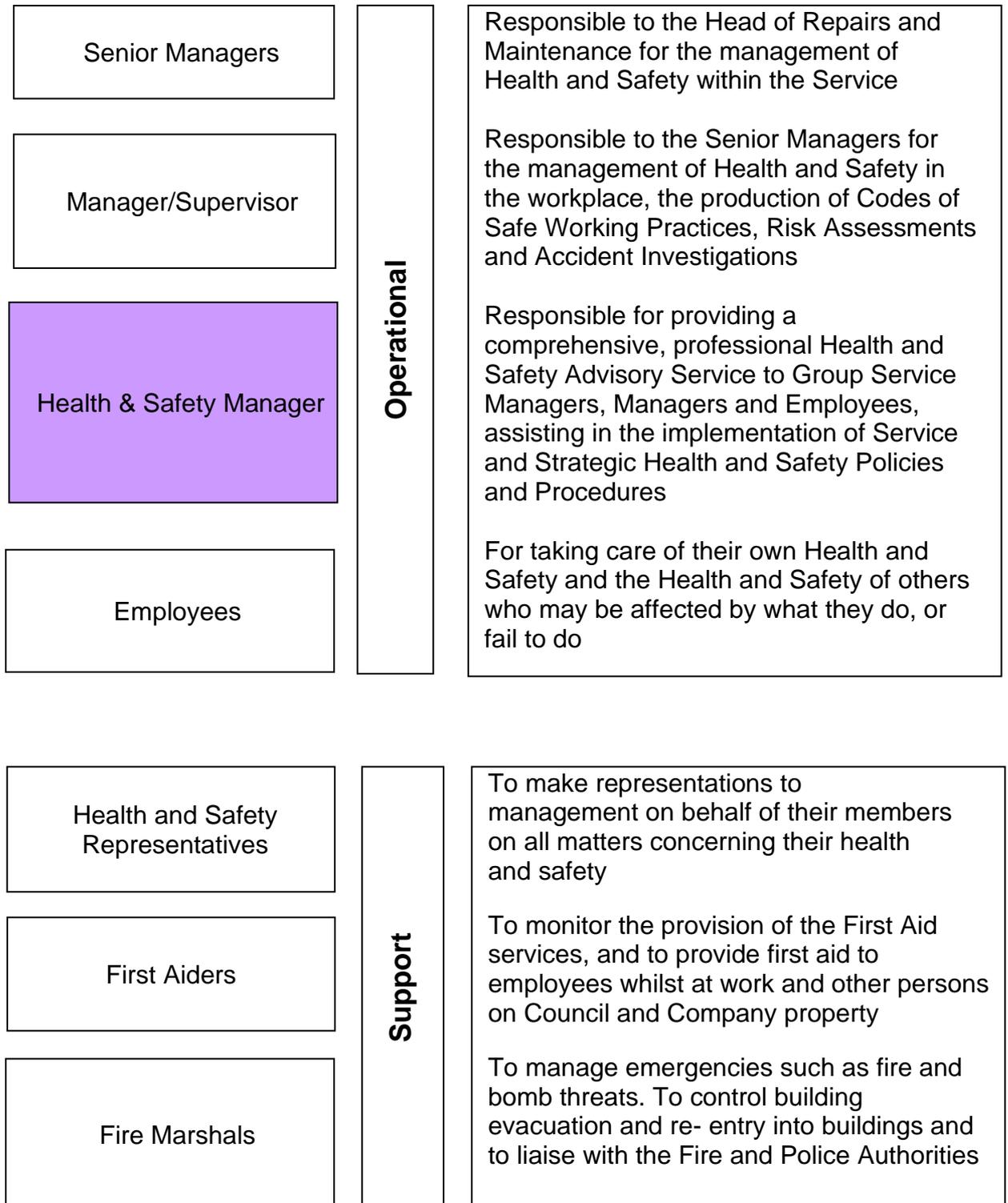
ISO 45001 which was published in March 2018 by the International Organisation for Standardisation will replace the BS OHSAS 18001, as we are currently certified to BS OHSAS 18001, we will then migrate to ISO 45001 by March 2021 to retain a recognised certification.

The CBH headquarters at Rowan House are leased from Colchester Borough Council. As landlords, the Council has procedures to manage emergencies and fire and bomb threats and would therefore act as incident controllers in such a case.

## 6. Strategic Organisation & Responsibilities



## 7. Operational Organisation and Responsibilities



## 8. Objectives

This Strategic Health and Safety Policy commits us to carrying out our undertakings in such a way as to ensure that they are not harmful to the health and safety of our employees, tenants, contractors, and other persons not employed but affected by the CBH.

CBH recognises that Health and Safety is an integral part of the management function and, as such, needs to be managed using the same managerial skills and techniques that are used in the management of other services. To this end, Strategic Health and Safety Goals have been set for the management of Health and Safety.

### **Purpose of Health and Safety goals**

The purposes of the Health and Safety goals are to:

1. Establish Health and Safety management standards
2. Establish the Health and Safety competencies of our workforce
3. Control the risks to all the Company and Council's assets
4. Ensure the control of contractors.

To carry out our undertakings in such a way as to ensure the Health and Safety of all employees whilst at work and that of others who might be affected by the CBH's undertaking.

This includes the training of staff to undertake their own responsibilities to identify and report Health and Safety risks and to protect others from harm on behalf of CBH.

## 9. References

The principal references come from the requirements outlined in Health and Safety Legislation specifically:

- Health & Safety at Work Act (1974)
- Safety Representatives and Safety Committees Regulations (1977)
- Health and Safety Information for Employees Regulations (1989)
- Management of Health & Safety at Work Regulations (1999)
- Regulatory Reform (Fire Safety) Order (2005)

## 10. Related documents

This document is expanded through supporting documents:

- SAF 002 CBH Health & Safety organisational responsibilities
- SAF 003 CBH - H&S Procedures
- OHSAS 18001/45001 guidance, practice, report and recommendations
- HSE Managing for health and safety - HSG65

### Document control sheet

<b>Title</b>	CBH Strategic Health & Safety Policy - April 2020					
<b>File location</b>	<a href="https://colchbh.sharepoint.com/:w:/s/fnc/corpdoc/EYpd-eeghvZBiOB4xvL_f7AB_xs1-dAFd6Tv825-ozLxPw">https://colchbh.sharepoint.com/:w:/s/fnc/corpdoc/EYpd-eeghvZBiOB4xvL_f7AB_xs1-dAFd6Tv825-ozLxPw</a>					
<b>Consultation</b>	<p>The document is guided by our Health &amp; Safety Forum. It is their guidance that formats the policy statement and the supporting documentation, covering roles and responsibilities and implementation of this policy.</p> <p>Approved by the Health &amp; Safety Forum.                  Corporate Management Team – August 2019                  Chief Executive – August 2019                  Chair of Board - August 2019</p>					
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### Document amendment history

Version	Date	Type	Notes
1.0	July 2004	New policy	First issued
1.1	June 2006	Minor amendments	Reviewed & Updated: Bob Barnes – H&S Officer
1.2	Sept 2008	Minor amendments	Reviewed & Updated: Bob Barnes – Risk & Environmental Manager
1.3	Jan 2011	Minor amendments	Reviewed & Updated: Bob Barnes – Risk & Environmental Manager
1.4	August 2013	Minor amendments	Reviewed & Updated: Bob Barnes – Risk & Environmental Manager
1.5	August 2015	Minor amendments	Reviewed and Updated: Mark Wright - Director of Property Services following achievement of OHSAS 18001
1.6	September 2017	Minor amendments	Reviewed & Updated: Ryan Curtis – Risk, Environmental and CDM Manager
1.7	August 2019	Minor amendments	Reviewed & Updated: David Barthram – Health, Safety, Environmental & CDM Manager

1.8	February 2020	Minor amendments	To ensure we comply with the new standards of the BS ISO 45001, minor changes to the health & safety policy added. David Barthram – Health, Safety, Environmental & CDM Manager
1.9	April 2020	Minor amendments	Following Board Meeting in February recommendations made to add Tree Policy and Board Members duties to Health and safety Compliance within the company