

Apex Housing Group Health & Safety Policy



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1.0 General

1.1 The following arrangements and responsibilities have been established to create a framework that embeds and delivers Health and Safety across the Apex companies.

2.0 The Board

2.1 The Board has overall responsibility for H&S across the Apex Housing Group. The responsibilities of the Board will include:

- Ensuring the Group complies with all relevant H&S legislation
- Promoting good H&S practice in the workplace and properties we own and/or manage
- Receiving an annual assurance statement to monitor implementation of policies and compliance with H&S obligations
- Ensuring the allocation of resources and budget to implement and maintain H&S policy
- Ensuring that H&S is an agenda item at Board meetings
- Setting a good personal example at all times

3.0 Directors and Functional Directors

3.1 Directors and Functional Directors are responsible for H&S matters within their sphere of control. In practical terms this means ensuring sufficient resources are provided to comply with legislative and Group requirements.

4.0 Specific H&S responsibilities include:

- Monitoring the implementation of the H&S policy, setting targets and objectives where appropriate
- Providing adequate resources to ensure the H&S policy is implemented
- Reporting on progress against action plans and H&S performance for their areas of responsibility to the Board.
- Ensuring risk assessments are carried out in areas which they are responsible for
- Delegating appropriate responsibilities to staff to ensure the H&S policy is implemented
- Ensuring H&S policies are communicated to staff and that all staff are encouraged to take a proactive and positive approach to H&S
- Ensuring appropriate safety matters are communicated to residents
- Ensuring all staff can be included and consulted on H&S matters
- Ensuring contractors are H&S vetted and found to be competent before procuring goods or services from them
- Setting a good personal example at all times
- Interrogate H&S performance against KPIs, other targets, and needs of the business
- Set up activity programmes and a H&S annual plan to address H&S issues including training
- Monitor the progress of activity programmes, including any outstanding actions

- Receive reports of routine validation checks from internal audit programmes
- Ensure risk assessments are completed in line with H&S policies
- Review specific H&S incidents that have been reported and make recommendations for improvements
- Ensure adequate coverage of Fire Wardens and First Aiders

5.0 Promote continuous improvement

- Share good practice
- Contribute to the review of H&S policies
- Review the need for and effectiveness of H&S training

6.0 Managers

6.1 Managers are responsible for maintaining a safe and healthy working environment and for ensuring safe working practices within their area of responsibility. They are responsible for the day to day implementation of the H&S policies and procedures.

6.2 Specific H&S responsibilities include:

- To ensure and monitor the practical implementation of the H&S policy and procedures.
- Ensure that their area of responsibility is subject to risk assessments and to support regular audit activity.
- Ensure that all accidents, incidents (including near miss), and RIDDORs are reported in line with the procedure for reporting accidents, ensuring full investigations are carried out where required, reviewing reported incidents and identifying and implementing opportunities for improvement.
- Liaising with the Group H&S Manager on matters of H&S.
- Ensuring that H&S is on the agenda for team meetings.
- Ensuring that H&S is included within employees' annual appraisal processes.
- Identifying training needs and ensuring staff receive appropriate training to be able to carry out their work in a safe manner.
- Ensuring staff have completed an annual personal safety questionnaire, including work station risk assessments.
- Set a good personal example at all times.
- Ensuring contractors are H&S vetted and found to be competent before procuring goods or services from them.

7.0 Employees

7.1 Staff must work in a safe manner that does not put themselves or others at risk of danger or ill-health.

- 7.2 Staff are required to comply with H&S policies and procedures and to use safety equipment correctly.
- 7.3 Staff must report any H&S issues to their line manager. Hazards which they feel may be a high risk should be reported immediately. Should they feel a matter remains unresolved, staff can notify their Representative and/or the Group Fire & Safety Manager.
- 7.4 Staff will report any accident or H&S incident (including near miss) to their line manager immediately.
- 7.5 Staff must co-operate in helping to maintain a safe and healthy working environment, maintaining good housekeeping standards.
- 7.6 All employees must complete whatever H&S training is required of them including H&S Awareness and Fire Safety. Staff will complete an annual personal safety questionnaire including a workstation risk assessment.
- 7.7 Staff will set a good personal example at all times.

8.0 Fire Marshals

- 8.1 Ensure adequate emergency procedures are in place for each workplace and residence.
- 8.2 In undertaking their duties, Fire Marshals must:
 - Familiarise themselves with the procedures to be followed in the event of a fire, gas leak, bomb threat, flooding etc. and participate in drills to practice such procedures.
 - Attend additional training regularly and to keep updated with current legislation and responsibilities.
 - Fire Marshals must be distinguished by wearing a fluorescent jacket, arm band or cap.

9.0 First Aid

- 9.1 Ensure adequate first aid provisions are in place for each workplace and residence.
- 9.2 A notice must be on display which describes how to contact a First Aider in the event of a medical emergency.
- 9.3 First aid boxes are not for general use and may therefore be placed in the care of First Aiders provided first aid assistance is available whilst staff are on duty
- 9.4 Where first aid boxes are not in the care of First Aiders notices identifying the locations of first aid must be displayed.
- 9.5 First Aiders must not dispense analgesics, pills or medications, supplies of such items will not be kept in the First Aid box.
- 9.6 First Aid supplies will be kept in accordance with BS 8599-1:2011.
- 9.7 Whenever first aid treatment is given, a record must be made in the Accident Book.
- 9.8 Individual First Aiders have the responsibility for maintaining an adequate and clean supply of First Aid equipment, including carrying out regular checks of the boxes.

10.0 Residents

- 10.1 Depending on the type of accommodation provided, the information will include:
 - The need to allow access to properties to enable maintenance and safety checks to be carried out.
 - Using any equipment provided in accordance with the manufacturer's instructions.
 - Reporting any incident that has or may lead to injury or damage.

- Taking reasonable care of their property and use it in a responsible way as set out in the terms of the tenancy agreement or lease.
- Refraining from doing anything which constitutes a danger to themselves or others. □ Not storing combustible items in electrical cupboards.
- Not making modifications to electrical wiring, ventilation or fire doors.
- How to obtain help in an emergency.
- The arrangements for detecting fire, raising the alarm and response (evacuation, phased evacuation, partial evacuation or 'stay-put').

11.0 Hazardous work

11.1 The following work is considered particularly hazardous and is subject to special conditions such as permits to work:

- Any work on a roof which requires access to areas beyond the fire escape route, walkways or barriers.
- Any work at height not conducted from the ground or floor (e.g. the normal floors in a multi-story building). This would include any work involving the use of scaffolding, tower scaffolding or mobile elevated platforms.
- Any work to lifts, in lift shafts or motor rooms.
- Any work relating to heating and ventilation systems.
- Any hot work – such as welding and flame cutting.
- Any work in confined areas with limited ventilation.
- Any work with live electricity; and
- Any other activity or area where local situations give rise to hazardous conditions.

11.2 Hazardous work is not suitable for internal staff and may only be undertaken by approved competent contractors.

12.0 Contractors

12.1 Contractors working with Apex must comply with the appropriate rules and regulations governing their work activities. Contractors are responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

12.2 Contractors must produce, on demand, such evidence as is required to ensure their H&S credentials and competence. This may include:

- A copy of their H&S policy.
- Copies of risk assessments and method statements.
- Copies of Employer and Public Liability insurance certificates.
- Previous customer references.
- Information about prosecution or enforcement action in the last 5 years.
- Competence of employees.
- Summary of RIDDOR accidents in the last 5 years.

13.0 Contractors may satisfy the above requirement if they are registered with a recognised H&S assessment or assurance scheme such as:

- The Contractors Health and Safety Assessment Scheme (CHAS).

- SAFEcontractor.
- Safe-T-Cert.
- ConstructionLine.

13.1 Operationally, contractors will be expected (as required) to:

- Identifying hazards from their activities and where appropriate inform the Apex Housing Group in writing.
- Ensure their systems of work, equipment, materials and workplaces under their control are safe and comply with H&S legal requirements;
- Ensure their activities do not adversely affect the H&S arrangements of the Apex Housing Group;
- Provide the necessary instruction, training and supervision to their employees;
- Co-operate, liaise and consult with other contractors and sub-contractors throughout their work, in order to comply with safety arrangements and conditions of the work;
- Participate in any fire and H&S induction training as required by the Apex Housing Group;
- Participate in H&S planning meetings, briefings and risk assessments as requested by the Apex Housing Group;
- Follow planned procedures and programmes unless there is prior agreement where appropriate (any deviations will be agreed with the Apex Housing Group);
- Liaise with other contractors and persons working in the same areas to ensure that they are aware of hazards, etc;
- Report to the Apex Housing Group any unsafe situations or activities of which they become aware; and
- Provide a list of their personnel who will work on site, including a named supervisor or co-ordinator who will be in a position to liaise with Apex Housing Group on all H&S matters.
- Recognise their responsibility for their own procedures for dealing with accidents and reporting accidents to the appropriate enforcing authority
- Notify the Apex Housing Group of any reportable accident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 where the incident occurs in Apex Housing Group premises.

13.2 It is the responsibility of the manager appointing a contractor to ensure they are vetted and to show due diligence in establishing that their H&S arrangements meet statutory obligations.

