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# Policy: Health and Safety Policy

## Trust Housing Organisation Limited

<b>Title of procedure:</b>	HS007 – Health and Safety Policy
<b>Date of adoption or last review:</b>	July 2023
<b>Lead officer:</b>	Health Safety and Business Continuity Officer
<b>Date of next review:</b>	July 2024
<b>Housing Charter Outcomes</b>	Not applicable
<b>Regulatory Standards of Governance and Financial Management:</b>	Standard 2 – 2.4 Standard 4 - 4.1, 4.2, 4.3

# Trust Housing Organisation Ltd

## Health & Safety Policy

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# Trust Housing Organisation Ltd

## Health & Safety Policy

### 1. Introduction

- 1.1. This policy sets out the health and safety arrangements for all of Trusts' employees and applies to all persons who may be affected by our acts, work activities and services including customers, service users, volunteers, contractors and members of the public.
- 1.2. The policy is intended to demonstrate our commitment to planning and managing health and safety; to achieving acceptable standards; to reducing accidents; and to demonstrate to all employees that the Organisation is fully committed to their health, safety and welfare.

### 2. Statement of general policy

- 2.1. Trust recognises and accepts its responsibilities as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work and for the health and safety of any other person who may be affected by the Organisation's actions, work activities or provision and delivery of services.
- 2.2. We acknowledge that successful health and safety management contributes to overall performance, and are committed to the following:
  - Achievement and maintenance of compliance with legal and other relevant requirements through good occupational health and safety performance
  - Provision of adequate employees and funding resources to implement this policy.
  - Establishment and maintenance of a safe and healthy working environment
  - Striving to prevent avoidable injury or ill-health and continual improvement in relation to Health and Safety performance by investigating accidents to identify the root causes and trends and to ensure lessons learned are shared to avoid reoccurrence.
  - Ensuring that significant risks arising from work activities under our control are eliminated or adequately controlled.
  - Developing and implementing appropriate occupational health and safety procedures and safe working practices

- Incorporating the management of health and safety as a specific management responsibility
- Ensuring this policy is understood and implemented across the organisation.
- Consulting with our employees on matters affecting their health and safety.
- Maintaining workplaces under our control in a safe condition without risk to health or physical and mental wellbeing
- Reviewing compliance with The Health and Safety Policy and the management systems that underpin this policy on a regular basis.
- Providing sufficient information, instruction, training, assisting in implementation of control measures, personal protective equipment (PPE) and supervision to ensure employees are appropriately equipped and competent to carry out their designated duties, avoid hazards and to engage with their health and safety at work.
- Having oversight of the Contractors and Safety Consultants (e.g., Principal Designers) we appoint to our construction, investment, and repairs projects.

### **3. Legal and Regulatory Requirements**

3.1 The Health and Safety at Work Act 1974 requires Trust to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees while at work. We also have a responsibility to ensure that others not employed but who may be affected by the subsidiaries' work-related activities are not exposed to risks to their health and safety.

3.2 Under the Management of Health and Safety at Work Regulations, there is a responsibility to manage health and safety effectively.

3.3 As a minimum, the following processes and procedures will be put in place to meet the required legal requirements: We will adopt the intentions of HS(G)65 and arrangements will be developed and reviewed in line with 'Plan, Do, Check, Act' ethos, which will apply to all preventative and protective measures, including:

- A written Health and Safety policy (this document).
- Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessments.
- Assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by our activities taking account of the general principles of prevention i.e., avoidance, prevention, reducing, protection against risks occurring.
- Records of all significant findings in writing.

- Arrangements for appointing one or more competent persons to ensure compliance with the relevant statutory provisions, and ensuring access to competent health and safety advice.
- Provision of information to employees about the risks in their workplace and the preventive and protective measures.
- Instruction and training for employees in how to deal with the risks.
- Ensuring there is adequate and appropriate supervision in place.
- Consulting with employees, representatives and other relevant parties about their risks at work and current preventive and protective measures.
- Carrying out due diligence and ongoing oversight of the contractors and Principal Designers we appoint to ensure they have the skills, knowledge, experience and organisational capability to comply with health and safety legislation and provide the expected outcomes of the project.
- Documenting risk assessments, health and safety incidents, F10 forms and construct health and safety files at a central location.
- Ensuring that the Health and Safety Executive are provided with the notifications in accordance with current legislation.

3.4 We are committed to managing any risks as far as reasonably practicable posed to our employees, customers, contractors, partners, and the general public in relation to the work that we undertake.

3.5 We will meet our duty to manage Health and Safety in line with relevant legislation and established best practice set out in Approved Code of Practices and relevant Guidance Documents.

3.6 The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations require us to ensure the following as a Provider:

- Make proper provision for the health, welfare, and safety of service users.
- Provide services in a manner which respects the privacy and dignity of service users.
- Ensure that no service user is subject to restraint unless it is the only practicable means of securing the welfare and safety of that or any other service user and there are exceptional circumstances. Any use of restraint or physical intervention must be recorded within a service users care plan and be of an accredited recognised technique and intervention protocol.
- Employees are trained appropriately in an accredited physical intervention risk assessment system which underpins the use of physical intervention.
- Where necessary, have appropriate procedures for the prevention and control of infection with all appropriate information shared with employees. Employees

should receive appropriate information/instruction and training for effective infection control.

- As a provider of care and support services, make necessary arrangements for the provision of adequate services from a health care professional to service users;

#### **4. Responsibilities**

4.1. Trust and its employees in all positions have a responsibility for the successful application of the health & safety policy. The health and safety ethos and culture is reliant on the actions, attitude and commitment at every level of the organisation. Key areas of responsibility for individuals or groups of individuals in relation to health and safety are described as follows:

#### **5. Board**

5.1. The Board shall manage the business of the Organisation and shall retain ultimate control over all aspects of Trusts' work. The Audit & Performance Committee is specifically remitted to supervise, implement, monitor the outcomes of and regularly review policies and processes of application relating to all matters of employment, including health and safety in the workplace.

5.2. The Board shall delegate authority to the Audit & Performance Committee to approve Trusts' policy on Health and Safety and review as often as is required but at least once every year.

5.3. The Audit & Performance Committee shall receive regular reports on health and safety priorities, initiatives and actions and shall be informed of any serious breach of health and safety policy or practice and undertake or instruct corrective action to be taken in the event of a serious breach or incident or be advised of any corrective action already taken.

5.4. Setting a positive personal example in health and safety.

#### **6. Chief Executive shall be responsible for:**

6.1. Accepting responsibility throughout the organisation and at all places of work to provide and maintain the standards required by the Health and Safety at Work Act and other relevant acts and statutory provisions.

6.2. Carrying out this responsibility through Leadership Team colleagues and under their direction, through other managers and employees who are in supervisory or advisory positions.

6.3. Ensuring the implementation and review of the Organisation's Health and Safety Policy and practice in conjunction with the Director of Assets & Sustainability and in consultation with the Health, Safety & Business Continuity Officer.

6.4. Setting a positive personal example in health and safety.

**7. Director of Assets & Sustainability shall be responsible for:**

- 7.1. Accepting responsibility throughout the organisation and at all places of work to provide and maintain the standards required by the Health and Safety at Work Act and other relevant acts and statutory provisions.
- 7.2. Carrying out this responsibility through Leadership Team colleagues and under their direction, through other managers and employees who are in supervisory or advisory positions.
- 7.3. Ensuring the implementation and review of the Organisation's Health and Safety Policy and practice in conjunction with the Head of Assets & Sustainability.
- 7.4. Preparing & Presenting reports to the Audit & Performance Committee on health and safety policy, practices and any other related matters and advising Board Members of any serious breach of policy or practice.
- 7.5. Strategically reviewing and implementing the Organisation's Health and Safety Policy and practice in conjunction with the Head of Assets & Sustainability.
- 7.6. Leading Health and Safety focused activities within the Executive Team, and updating on changes on legislation, policy/procedure.
- 7.7. Setting a positive personal example in health and safety.

**8. Head of Assets & Sustainability shall be responsible for:**

- 8.1. Supporting the Director of Assets & Sustainability in preparing reports for Audit & Performance Committee on health and safety policy, practices and any other related matters and advising the Director of Assets & Sustainability of any serious breach of policy or practice.
- 8.2. Reviewing and implementing the Organisation's Health and Safety Policy and practice in conjunction with the Health, Safety & Business Continuity Officer.
- 8.3. Issuing employees with statements of policy and any changes to policy.
- 8.4. Monitoring the effectiveness of the Organisation's Health and Safety Policy.
- 8.5. Consulting with employees on the effectiveness and application of the policy.
- 8.6. Appointing and supporting the Organisation's Health, Safety & Business Continuity Officer.
- 8.7. Leading Health and Safety focused activities within Leadership Team and updating on changes on policy/procedure.
- 8.8. Setting a positive personal example in health and safety.

**9. Health, Safety & Business Continuity Officer shall be responsible for:**

- 9.1. Advising on all matters concerning health and safety within the Organisation.
- 9.2. Monitoring new legislation, codes of practice and standards and notifying and advising the Director of Assets & Sustainability, Head of Assets & Sustainability, and other senior employees of the changes.
- 9.3. Maintaining contact and liaison with representatives and officers of other bodies regarding health and safety such as the Health & Safety Executive, local authorities' officers, Fire Services, and the Care Inspectorate.
- 9.4. Advising and reporting as necessary to the relevant Manager, Head of Service or Director responsible for the function/service concerned and the Head of Assets & Sustainability any significant concern about the maintenance of health and safety related standards.
- 9.5. Investigating accidents, dangerous occurrences and near misses; advising and acting as necessary; maintaining records of such occurrences and where required reporting such incidents to relevant internal managers and external statutory and regulatory bodies.
- 9.6. Co-operating and working with third parties; insurers, lawyers, HSE etc. to undertake additional investigation or to collate required information.
- 9.7. Advising and supporting the internal Health and Safety Management Group and preparing agendas and subsequent minutes for distribution.
- 9.8. Ensuring all necessary General Risk Assessments and Fire Safety Risk Assessments are carried out by the Organisation and remain current.
- 9.9. Ensuring relevant training is provided and offering necessary support to ensure the competence of people carrying out General Risk Assessments; monitoring the quality and content of risk assessments; and ensuring all employees have access to risk assessments.
- 9.10. Ensuring that internal codes of practice and safe systems of working are developed and monitored and assisting employees at all levels in their implementation.
- 9.11. Advising managers and other employees on any health and safety issues and promoting a positive health and safety culture within the Organisation.
- 9.12. Reviewing and revising where necessary the Health and Safety Policy and Health and Safety Manual.
- 9.13. Planning and implementing all relevant health and safety related training in conjunction with the Head of Assets & Sustainability and the Training Lead within the People Team

9.14. Ensuring fire precautions and procedures in the event of a fire or fire drill are clear, current, and relevant.

9.15. Setting a positive personal example in health and safety

**10. Members of Leadership Team and all other line managers and employees who are in supervisory positions shall be responsible in their sphere of operation for:**

10.1. Understanding the Health and Safety Policy of the Organisation and accepting responsibility for the health, safety and welfare of employees, customers, service users and members of the public.

10.2. Creating safe environments and conditions of work and ensuring suitable measures and procedures are in place after consultation with the Health, Safety & Business Continuity Officer, or their own line manager.

10.3. Ensuring employees understand and comply with the prescribed health and safety measures and procedures and guiding those who neglect or fail to observe them, continued neglect or failure to observe may result in disciplinary action being taken against the member of employees.

10.4. Encouraging employees to suggest ways and means of eliminating hazards and of improving the health and safety culture, ethos and procedures through consultation and communication.

10.5. Ensuring regular and periodic safety checks of equipment are in place at workplaces, office hubs and applicable parts of our housing stock, ensuring all hazards and defects are reported and repaired as soon as possible.

10.6. Reviewing with the Health, Safety & Business Continuity officer, existing safety measures, procedures and instructions regularly in order that they are kept up to date and consulting with the Health, Safety & Business Continuity Officer on specific issues when specialist advice is required.

10.7. Reporting all accidents and dangerous occurrences to the Health, Safety & Business Continuity Officer on the appropriate form as soon as possible after the incident.

10.8. Advising the Director of Assets & Sustainability, Head of Assets & Sustainability, relevant Director or Head of Service and the Health, Safety & Business Continuity Officer immediately by telephone in the event of a fatality or serious injury.

10.9. Ensuring compliance with Duty of Candour Policy and Procedure where this is relevant, following an accident/incident.

10.10. Highlighting any deficiencies and unsafe conditions in the workplace and ensuring these are corrected timeously.

10.11. Setting a positive personal example in health and safety.

## **11. All employees shall be responsible for:**

- 11.1. Fulfilling their duty under the Health and Safety at Work Act for the health, safety, and welfare of themselves and of other persons (including customers, service users and members of the public) who may be affected by what they may do, or what they may fail to do at work.
- 11.2. Cooperating with the Organisation in its compliance with the Health and Safety at Work Act and related health and safety legislation.
- 11.3. Making themselves familiar with and understanding the Health and Safety Policy of the Organisation and any associated guidelines relevant to their area of work.
- 11.4. Being aware of the duty of care on themselves regarding health, safety, and welfare and that of their colleagues and members of the public and acting in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and any other persons.
- 11.5. Complying with the instructions, safety measures and procedures, issued from time, for safe working and the safety of service users, customers, and members of the public.
- 11.6. Making proper use of personal protective equipment, clothing and safety aid appliances and other equipment provided by the Organisation and using correct tools and equipment appropriate to the job being undertaken.
- 11.7. Reporting to their line manager any defects in property, plant, equipment, or safety procedures which come to their notice or any unsafe conditions in working or residential premises in order that such defects may be repaired within an appropriate timescale.
- 11.8. Reporting to their line managers any incidents which have led or might lead to injury or damage and cooperating with any subsequent investigation which may be undertaken.
- 11.9. Making suggestions to their line manager on ways and means of eliminating work hazards and of promoting safe working conditions to be passed onto the Health, Safety & Business Continuity Officer.
- 11.10. Actively seeking information, where required, on health and safety measures and procedures.
- 11.11. Cooperating where required with their colleagues and managers in assisting all parties to fulfil their responsibilities under the Health and Safety at Work Act.
- 11.12. Taking all reasonable care in carrying out work not to endanger themselves, their colleagues, or any other person.
- 11.13. Setting a positive personal example in health and safety.

## **12. Powers of the Health, Safety & Business Continuity Officer:**

12.1. To effectively implement the principles of the Health and Safety Policy, the Health, Safety & Business Continuity Officer will have the following powers.

- The right to enter any Trust premises/ construction site at any time for the purposes of inspection, audit, and investigation.
- Where it is the belief of the Health, Safety & Business Continuity Officer that there is an immediate risk of serious personal injury, the Health, Safety & Business Continuity Officer, in consultation with management, will take appropriate action that may include the immediate cessation of activity.
- In the event of major incident/accident to: (a) ensure that plant and equipment is not disturbed, and (b) to impound any equipment machine, substance or product which is required as part of an investigation, whilst liaising with relevant management in the area affected.
- Where the Health, Safety & Business Continuity Officer is of the opinion that a building or structure is a serious danger to employees or others, then the officer in consultation with management will take action which may include the temporary closure of a premise in extreme situations.
- To interview those with knowledge or information relevant to the investigation, and to obtain that knowledge/information either verbally or in a written statement. The Health, Safety & Business Continuity Officer has discretion on who can be present during questioning and the taking of a written statement notwithstanding Union representative if appropriate.
- To inspect and take copies of books, photographs, measurements, or documents required by them as part of an investigation.

## **13. People Team**

13.1. The People Team support the welfare and mental health of employees within Trust and have responsibility for policy relating to these areas.

13.2. The People Team will work closely with the Health, Safety & Business Continuity Officer and others involved in the delivery and management of health and safety in Trust to ensure that the health and safety of employees is supported.

## **14. Customer Experience (Care & Support)**

14.1. In addition to the general obligations for health and safety of Directors and Managers, Trusts' Customer Experience (Care & Support) Team have the following additional responsibilities which will be undertaken by relevant Manager(s):

- Making proper provision for the health safety and welfare of service users and employees.

- Providing services in a manner which respects the privacy and dignity of service users.
- Ensuring that no service user is subject to restraint, unless it is the only practicable means of securing the welfare and safety of that or any other service user/member of employees and there are exceptional circumstances which necessitate the intervention. Any physical interventions must be of a recognised and accredited scheme and employees should be appropriately trained and understand the ethos of the training system, interventions, and the application of it.
- Where necessary, having appropriate procedures for the prevention and control of infection.
- As a provider of care & support services, making necessary arrangements for the provision of adequate services from a health care professional to service users.

## **15. Health and Safety Representatives**

- 15.1. Trust recognises the importance of employee's involvement in Health and Safety matters and welcomes the positive role played by Trade Union safety representatives appointed under The Health and Safety at Work, etc. Act 1974, the Safety Representatives and Safety Committee Regulations.
- 15.2. Trust will provide facilities and assistance to safety representatives to allow them to carry out their duties and co-operate with any consultations being made to colleagues on health and safety matters.
- 15.3. Relevant management will consult with Trade Union Safety Representatives over issues related to health, safety and welfare and provide the information they require to carry out their functions.
- 15.4. Trade Union Safety Representatives are required to give management reasonable notice of their intention to carry out inspections, to provide written reports following such inspections and to adhere to agreed procedures when disputes over Health and Safety issues arise.

## **16. General Health and Safety Arrangements**

All other Trust policies referenced within to Policy are available on iTrust and can be accessed using this hyperlink [Policies & Procedures Hub \(sharepoint.com\)](#)

### **A) Accident, Incident & Near Miss Reporting, and Investigation**

It is imperative that all incidents, accidents and near misses arising at Trust premises, or in connection with any work carried out by Trust employees, are reported as soon as possible. All employees and internal or external agency workers are required to inform a relevant person who will deal with the situation as appropriate and within **12 hours** of the accident, incident or near miss occurring.

Line managers must ensure appropriate steps are taken to share this information with relevant senior staff and any governing bodies, if required, and that the risk assessment is updated if appropriate. Where a physical injury has been sustained, employees must complete the online **Accident, Incident and Near Miss Reporting Form**.

The treatment of minor accidents / illnesses must not be carried out by the first aider unless they have been trained specifically to do so. First aiders can diagnose a transfer to hospital as being necessary if this is not immediately obvious. This transfer may be achieved by taxi, private car or ambulance, whichever is considered the most expedient at the time.

Where necessary, following the incident, accident or near miss, the Health, Safety & Business Continuity Officer will carry out or assist the relevant person with a full investigation which will address the immediate causes, any contributory causes, faulty equipment or control measures, processes or procedure broken by the casualty or any other member of employees, necessary corrective action and required reviews of the Policies and Procedures. The Health, Safety & Business Continuity Officer may take photographs, interview other employees, witnesses, and others as appropriate.

The details of the incident must be recorded using the online Accident, Incident and Near Miss form which is available on itrust. All records will be stored electronically for a period of 3 years.

The online accident form will ensure that the Health, Safety & Business Continuity Officer and all other staff e.g. Line Manager, Asset Team, Customer Experience Partner etc will be informed depending upon the type of incident reported.

The Health, Safety & Business Continuity Officer will give an up-to-date account of accidents and incidents at each Health, Safety & Wellbeing Committee Meeting (No names will be communicated only details of the accident/Incident)

**The Accident, Incident and Near Miss Reporting Form is available on itrust, under the itrust Tools & Forms section.**

### **Reportable Accidents / Incidents**

Under certain circumstances, injuries, diseases, and dangerous occurrences must be officially reported to the enforcing authority. The “**RIDDOR**” regulations set out specific definitions of such incidents and the required reporting mechanism. All work-related injuries resulting in incapacitation of the employees for more than 7 consecutive days must be reported under RIDDOR and must be reported within **15 days** after the accident/incident. Where an employee has been incapacitated for more than 3 days a record must be kept by the employer. Any Injury, Fatality, Illness or Dangerous Occurrence that is required to be reported will be done so by the Health, Safety & Business Continuity Officer with the relevant report sent to the Development/Office where the incident occurred to be securely filed away and kept for 3 years.

Accidents, incidents, and illnesses requiring reporting are defined in INDG453 (rev 1), Reporting accidents and incidents at work, and include the following:

i) Any person dies as a result of an accident arising out of or in connection with work, including an act of physical violence.

ii) any person at work suffers a specified injury as a result of an accident arising out of or in connection with work, the list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs, and toes.
- amputation of an arm, hand, finger, thumb, leg, foot, or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system, or other vital organs).
- scalping's (separation of skin from the head) which require hospital treatment.
- unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

iii) Where any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

iv) any person not at work suffers a specified injury as a result of an accident arising out of or in connection with work at a hospital; or

v) Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

vi) There is a dangerous occurrence, for a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor);

vii) where a person at work is incapacitated for work of a kind which he might reasonably be expected to do for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days)

because of an injury resulting from an accident arising out of or in connection with work, and within 15 days of the accident send a report thereof to the relevant enforcing authority.

viii) Where an employee dies within a year of sustaining a reportable injury, the death should be reported as soon as it becomes known. The requirement to report the death is irrespective of whether the initial injury was reported.

Records of all reportable incidents will be filed by the Health, Safety & Business Continuity Officer and kept on file for at least 3 years from the date of the incident.

## **B) Adverse Weather**

“Adverse Weather” means any extreme weather conditions which includes Snow, Ice, Wind, Flood, Excessive Heat, Thunder, and Lightning etc. Trust will monitor weather warnings and circulate any relevant information from the Met office, local authorities etc to all employees.

Colleagues are encouraged to plan ahead, taking cognisance of potentially adverse weather forecasts when planning journeys. Travelling during some adverse weather conditions is discouraged, except in an emergency, and where travelling must be undertaken line managers should be notified of journey plans.

## **C) Alcohol, Drugs and Gambling Addiction**

We recognise that those employees who misuse alcohol, drugs, and gambling where it impairs their work performance, conduct or relationships at work, may also impact on a safe and healthy working environment.

We will continue to promote and support the health and wellbeing of employees to minimise problems at work arising from the effect of alcohol, drugs, or gambling addictions.

## **D) Asbestos**

We acknowledge the health hazards associated with asbestos arising from exposure to asbestos containing materials and will take the appropriate measures to reduce exposure so far as reasonably practicable through the use of control measures and specialist contractors. Management procedures will include the following:

- Managing or removing asbestos in premises under the control of Trust.
- Assessing/inspecting all reasonably accessible areas in properties under the control of Trust when newly acquired and/or where there has been a significant change since a previous assessment.
- Reviewing plans for control of asbestos at regular intervals.
- Maintaining a written record of inspections, assessments, location/ condition of asbestos found and plans for on-going control (asbestos register).

Please refer to Trusts’ Asbestos Management Policy for additional information.

## **E) Construction, Design and Management (CDM)**

All building and construction work (including new build, demolition, investment refurbishment, extensions, conversions, repair, and maintenance work) undertaken by or on behalf of Trust must comply with The Construction (Design and Management) Regulations (CDM Regulations).

The relevant Head of Service is responsible for compliance with the CDM Regulations, including oversight of the Principal Designer and Principal Contractor roles (carried out by third parties).

Note that where no third party is appointed to carry out these roles, the responsibility for the fulfilment of these roles lies with the member of staff recognised as the client.

The CDM Regulation requirements include the following:

- Managing construction projects throughout the lifespan of the project, as reasonably practicable, without risk to health or safety of any person affected by our construction projects.
- Providing pre-construction information to contractors and designers (including asbestos).
- Carrying out initial due diligence prior to appointment and ongoing oversight of Principal Designers and Principal Contractors until project completion to ensure they have the skills, knowledge, experience, and organisational capability to fulfil their role under the CDM Regulations in a manner that secures health and safety of any person affected by the relevant project.
- Ensuring that a health and safety file for each project is established and retained by/ on behalf of Trust.
- Ensuring the Principal Contractor produces a construction phase plan for each project prior to commencement of construction.
- For projects consisting of 30+ days' construction and 20+ workers on site / construction to exceed 500 person days, notifying HSE prior to commencement of the construction phase.
- Ensuring safe access to and egress from construction sites; the site is made safe for workers (taking account of traffic routes, operation of equipment, fresh air, adequate lighting, welfare provisions and appropriate weather conditions) and is kept secure and in good order; and sufficient working space is made available to workers to enable them to carry out their work.
- Taking all practical steps to ensure stability of new or existing structures to prevent danger to any person.
- Ensuring that any demolition or dismantling works are planned and carried out in such a manner to prevent or minimise danger and documenting such arrangements.
- Ensuring that explosives are stored, transported, and used safely and securely.
- Ensuring that all practical steps are taken to prevent danger to any person during excavations or in an area which has been excavated.

- Ensuring that sites are inspected, and concerns are reported to the appropriate person.
- Ensuring that energy distribution installations are suitably located periodically checked and clearly signed in order to prevent unauthorised access giving rise to danger.
- Ensuring suitable and appropriate fire safety procedures and emergency procedures are in place.

Additional guidance on The Construction (Design and Management) Regulations can be found at the HSE website. <http://www.hse.gov.uk/index.htm>

## **F) Control of Substances Hazardous to Health (COSHH)**

To fulfil duties imposed by the Control of Substances Hazardous to Health Regulations, we will ensure that as far as is reasonably practicable no work is carried out which is liable to expose any employees or others to a product, chemical or substance hazardous to health unless a suitable and sufficient risk assessment has been carried out.

Exposure to hazardous substances will either be eliminated, avoided or, where this is not reasonably practicable, adequately controlled. Measures introduced to control exposure will be maintained and tested to ensure their continued effectiveness. In the hierarchy of control measures, personal protective equipment will only be provided as a last resort in controlling exposure to substances. Information, instruction and training will be given to employees likely to be exposed to substances hazardous to health.

Any proposed purchase of a hazardous chemical or substance (that does not appear on the approved list of hazardous substances/chemicals) must be referred to the Customer Experience Manager – Catering, Hygiene & Infection Control for assessment.

Information, instruction, and training will be given to employees that may potentially be exposed to substances hazardous to health. Relevant procedures are contained within site specific COSHH Safety Manual.

Employees who routinely work with hazardous substances may be required to undertake routine health surveillance to ensure their health is not being adversely affected.

## **G) Display Screen Equipment (DSE)**

We will take all reasonable steps for the Health and Safety and welfare of employees designated as "users" i.e., those who work with display screen equipment, (DSE) for prolonged periods of time.

Review of users will take place via self-assessment documentation or e-learning to identify potential issues and assistance will be provided by the Health, Safety & Business Continuity Officer.

Employees will be given appropriate training and information about Health and Safety at the workstation, to enable the safe use of DSE.

Employees who have adopted a Blended Working Persona shall require to complete a Homeworking Assessment that addresses the needs of working with DSE at home. Further information on arrangements to be completed for all Blended Workers can be found on iTrust.

## **H) Electricity at Work**

Work on electrical equipment and systems can be hazardous and we will control any risks so far as is reasonably practicable.

Under The Electricity at Work Regulations, as an employer, we must assess the work activities which utilise electricity, or which may be affected by it, and to define all foreseeable associated risks. We will ensure that electrical equipment and systems are properly constructed, installed, and maintained and that installations are suitable for the environment in which they are used.

All persons carrying out electrical work will be competent for the tasks assigned to them with suitable protective equipment provided where necessary and maintained in good condition.

All employees have a responsibility to report obvious electrical hazards immediately to line management. This equipment must be withdrawn from service until repaired or replaced.

Portable Appliance Testing (PAT), Fixed Installation Testing (FIT) and Emergency Lighting testing will be undertaken by competent persons. Only a contractor appointed by Trust will carry out maintenance and testing work involving electrical equipment.

For further information please refer to Trusts' Electrical Safety and Testing Policy.

## **I) Fire Safety**

The safety of life must supersede all other considerations. Our approach to fire safety is primarily one of fire prevention and life preservation.

Our responsibilities to meet the provisions of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations are set out in Trusts' Policies.

- Fire Policy Staffed Developments
- Fire Policy Regional Offices
- Fire Safety Risk Assessments

## **J) First Aid at Work**

We will provide information and training on first aid to employees, based on risk assessment, to ensure that statutory requirements and the needs of Trust are met.

Via a process of risk assessment, we will have sufficient provision of trained first aid persons and equipment where necessary.

All first aid treatment delivered will be recorded using the appropriate documentation with a copy held by the Health, Safety & Business Continuity Officer for offices and the relevant duty holder for developments.

Employees who have adopted a Blended Working Persona shall require to complete an e learning basic First Aid course, All Blended workers will also have a lone working device which may be activated in a medical emergency in an office, when working remotely or travelling. All office hubs will also contain first aid kits for use by employees having undergone the e learning course.

### **K) Food Hygiene**

Any food prepared by employees for consumption by other employees, customers or the public should be wholesome and without risk to health. We will only provide food for employees or clients that is purchased from reputable retailers.

We will keep facilities and equipment provided for employees use in a condition that minimises the risks for food safety by keeping fridges, sinks, worktops, tea/coffee making facilities clean and properly used.

Further information is available in Trusts' Catering Services Policy.

### **L) Gas Safety**

There is a responsibility to ensure effective gas management is in place which ensures legal compliance. This system will include procurement, safe installation, inspection, maintenance, and monitoring regimes with regards to gas systems within premises owned and managed by Trust.

Please refer to Trusts' Gas Safety Policy for further information and procedures.

### **M) Health and Safety, Induction and Training**

All employees will receive a formal induction to Trust as part of the commitment to the health and safety of employees. This induction covers the following Health and Safety Information.

- Contact details for the Health, Safety and Business Continuity Officer.
- Information on our safety management system, along with where to access it on iTrust;
- Site specific induction information.
- Legally all accidents, incidents and near misses must be reported to employees; and
- Employees must report any serious risk to Health and Safety to a manager as soon as possible.

Health and Safety, Fire Safety and other specific training will either be provided by suitably qualified Trust colleagues or by utilising external competent contractors. Not all training may be provided face to face as Trust will, where applicable, utilise online training.

## **N) Blended Working & Lone Working**

The Health & Safety Executive's definition, describes a **lone worker** as someone who ***“works by themselves without close or direct supervision.”*** A lone worker is likely to:

- Work in the office but, alone or away from colleagues
- Work on their own at home, Trust property or some other location on their own
- Work in other 3<sup>rd</sup> party premises, including customer's homes.
- Travel alone as part of their job (this does not include commuting)
- Work with customers and other members of the public on their own or away from colleagues
- Work out with normal office hours, even if occasionally.

As part of our commitment to flexible working, we support **blended working** arrangements. Blended working will involve an element of lone working. Employees who are classed as **'fixed base'** workers, may also carry out an element of lone working from Trust offices and other premises. Lone working may also take place in customer's homes, 3<sup>rd</sup> party premises and in the community.

Within Health & Safety law employees should not be put at any greater risk if they are lone working compared to someone who is not. We have a duty to assess lone working risks and take any reasonable, practical measures to reduce and where possible, eliminate these. Employees have a duty of care to co-operate, provide us with relevant information and abide by any measures that have been put in place. Although there is no specific legislation that explicitly applies to lone workers, there is legislation to ensure a safe working environment which apply indirectly, these include:

- Health and Safety at Work Act 1974
- The Corporate Homicide Act 2007
- The Management of Health at Work Regulations 1999, Regulation 3 and 13
- Protection from Harassment 1997

We have a responsibility to make sure employees are safe at work and this includes any time working alone. To do this, we will make sure regular **risk assessments** are carried out and reviewed as and when required. Further specific risk assessments will be carried out depending on the job function, where necessary. The risk assessment will be written in a formal style and employees will be provided with a copy of this. We will also:

- Provide procedures for working safely based on the identified risks from

assessments.

- Supply lone worker employees with access to a '**Peoplesafe**' (or similar) Lone worker system (This can be either via an app which is added to the users mobile, a small and discrete fob type device or a ID badge type device).
- Supply blended workers with access to a "Sign in Application" to allow for easy management of desk bookings and for signing in and out of offices, for registration in emergency situations.
- Make sure employees are provided with **appropriate and relevant training** relating to lone working and/or use of any equipment such as Peoplesafe devices/app and Warden under attack pendants.
- For essential phone users who either utilise a Trust mobile phone device or use their own device under the "bring your own device" scheme, both the lone working application and sign in application, it will be mandatory that these applications are installed and active on the device.
- For non-essential phone users, usage of the applications on your personal mobile device is not mandatory but recommended. Those who choose not to use the applications will be able to utilise the sign in application and lone working devices via other means.

All employees have a responsibility for their own, their colleagues and all others Health Safety and Well-being whilst at work and to:

- Always act responsibly at work.
- Ensure any potentially aggressive situation is managed effectively.
- Not knowingly put themselves at risk.
- Remove themselves from any situation they do not feel comfortable and/or safe in.
- Report all incidents and near misses, by following our reporting procedures.
- Complete the near miss/incident report form or nominate someone to do this on their behalf.
- Attend and complete training when this is provided (e.g SkyGuard/Lone Worker Device Training and Dealing with Violence and Aggression)
- Take part in the formal risk assessment process.
- Understand and adhere to this policy and procedure.
- Discuss any concerns with their line manager.

Trust recognises that lone workers can at times face particular difficulties, as such Trust will not require employees to work alone where a risk assessment considers there is an unacceptable risk and will make arrangements to ensure that all lone workers are appropriately trained. Line managers are responsible for making sure their staff are up to date with all training requirements.

In addition to Lone working, Trust recognises that there is a wider duty to protect the health, safety and welfare of our employees who are Blended Workers. To ensure this duty is fully met, all employees who are deemed Blended Workers must complete a home worker self-assessment and any mandatory training as identified by Trust. Further details are contained in our 'Blended Working Policy'.

The Lone Working Incident process map is available in Appendix 1.

## **O) Infection Prevention & Control**

We recognise the benefits of controlling possible rates of transmission of infections in the workplace to employees, customers, and service users. This will be addressed through all employees adopting appropriate precautions, consistently and responsibly in their day-to-day practices and in line with current NHS and Public Health Scotland Guidelines.

The precautions should help reduce or prevent the spread of the majority of infections, particularly blood borne pathogens and viruses, such as Hepatitis B, Hepatitis C, Coronavirus and Human Immunodeficiency Virus (HIV) as well as bacterial infections such as MRSA.

We recognise that some employees will encounter sharps (needles) in the course of their normal work activities. To minimise the risk of a sharp's injury employees will be provided, based upon their job role, with:

- Training on the avoidance of sharps, and:
- Training on the safe collection and disposal of used sharps.

Further information is available in Trusts' Infection Control Policy.

## **P) Legionella**

We recognise the risk of infection from Legionella bacteria and will take all reasonable steps to implement an appropriate health and safety management system for water systems within premises to ensure that the necessary measures to prevent, or adequately control, the risk from exposure to Legionella bacteria.

The management system for legionella will:

- Identify hazards and assess sources of risk – this includes checking whether conditions are present which will encourage bacteria to multiply, if there is a means of creating and disseminating breathable droplets, and if there are susceptible people who may be exposed to the contaminated aerosols.
- Prepare a scheme for preventing or controlling the risk.
- Implement, manage, and monitor precautions; and
- Keep records of the precautions.

Further information is available in Trusts' Water Hygiene Policy.

## **Q) Lifting Operations and Lifting Equipment**

We recognise that we have a duty to reduce the risks to employees and others from lifting operations. We will ensure that all lifting equipment provided for work use is appropriate:

- Suitable and Sufficient for the task/operation.
- Strong and stable enough for the particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. The work is planned, organised, and performed by competent people who have received appropriate training, with the equipment subject to on-going thorough examination and where appropriate, inspection by competent individuals.
- Employees are appropriately trained.

Specific information on Passenger Lifts can be found within Trusts' Passenger Lift Safety Testing Policy.

## **R) Load Management and Falls**

It is recognized that Load Management is one of the most common causes of injury and multiple absences and where possible must be avoided so far as reasonably practicable.

All staff are required to receive training in load management appropriate to their role. The delivery of training is based on the techniques adopted by the Royal College of Nursing and is designed to instruct staff on current best practice, reducing the risks and hazards associated with such activities.

Development staff will receive training within the first six months of employment and will receive regular refresher training no longer than every three years.

We will only provide handling aids which require staff to operate in developments that provide personal care services.

We will work to.

- Promote the safe handling of loads in all aspects of our business and activity.
- Act where appropriate, in accordance with legislation,
- Promote best practice and eliminate poor practice in relation to load management.
- Develop and apply relevant procedures and practices aimed at the promotion of safe load management.
- Monitor and review the effectiveness of our procedures through training delivery and monitoring of accidents/incident reports.

## **S) Medication**

We recognise that today's medicines are powerful compounds that control disease, ease discomfort and prolong life for millions of people and are generally beneficial.

We will ensure that colleagues involved in any way with the ordering, receiving, assessing needs administering or engaging with others on the use of medicines are adequately trained and comfortable in the role they are undertaking.

Further information is available in Trusts' Medication Management for all Care Services Policy.

### **T) New and Expectant Mothers**

We recognise the risks associated with working operations that may pose risk to a new or expectant mother or to that of her baby and will ensure sure that decisions on how to manage those risks are made in an informed, rational, and structured manner as determined by a specific Risk Assessment. This will ensure the workplace / activities are safe i.e., the work is planned, organised, and reviewed as a matter of course as pregnancy develops or new mother returns to work.

### **U) Noise**

We will take all reasonable steps to ensure that the risk of damage to hearing for employees who work with noisy equipment or in a noisy environment is reduced to a minimum. Where required noise assessments will be carried out to determine the level of the problem and appropriate controls put in place.

Methods of reducing noise levels and/or exposure times will be implemented as alternatives to personal protective equipment. Ear defenders will be provided only as a last resort as means of controlling exposure to noise.

### **V) Occupational Health and Wellbeing**

We recognise the importance of good employees in relation to both work performance and fulfilling active life outside of work.

Preventing or reducing work related ill health and stress ensures employees do not experience physical or mental injury or harm as a direct result of work activities, Trust will comply with legal requirements.

It is recognised that shift or irregular working patterns have an impact on health. To mitigate this, industry good practice processes have been established. This is reflected in our working practices.

An occupational health service and a confidential counselling service is available to all Trust employees.

### **W) Personal Protective Equipment (PPE) & Respiratory Protective Equipment (RPE)**

We will provide suitable and sufficient PPE where risks cannot be removed or adequately controlled by other means. It is introduced as a last resort; Trust is committed to reducing risk by alternative means so far as is reasonably practicable.

PPE/RPE purchased by Trust will comply with the appropriate British/European standards.

## **X) Risk Assessment**

We have identified Health and Safety hazards relevant to the business, assessed the risk and recognise the importance and requirement for control measures to eliminate or reduce the risk of incident, injury or ill health occurring.

The information with regards to appropriate procedures and control measures are contained in relevant guidance documents and risk assessments.

Risk assessments will be conducted for activities, for all job profiles and these will be reviewed on an ongoing process. The risk assessment process will all involve relevant managers, employees and the Health, Safety and Business Continuity Officer and is aimed at providing effective control measures for significant hazards.

## **Y) Safety Management System**

Trusts' safety management system is based upon the EVH Health and Safety Control Manual and is the basis for the ongoing management and control of health and safety. The details within the Safety Management System describe the requirements under law to which Trust will comply.

The Safety Management System will be updated as required to ensure legal compliance and changes in work practices. These documents shall be made available on iTrust to all persons employed Trust.

## **Z) Safety Signs and Signals**

All safety signs and safety signals used within Trust will comply with The Health and Safety (Signs and Signals) Regulations.

Appropriate safety and/or warning signs must be provided and maintained especially where risks identified by risk assessment cannot be controlled by other means. Comprehensive and relevant information, together with instruction and training relating to safety signs will be provided to employees.

## **AA) Smoke Free Workplace**

The Smoke Free Workplace seeks to guarantee employees the right to work in air free of tobacco smoke, The requirements of the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulation's also place stringent requirements on employers to assess risks and make sure that non-smokers are protected from the dangers of tobacco smoke whilst at work.

The Smoking, Health and Social Care (Scotland) Act and the Prohibition of Smoking in Certain Premises (Scotland) Regulation's prevent employees, customers and visitors from smoking in wholly or substantially enclosed premises.

We will work to.

- Protect all staff, tenants, and visitors from the harmful effects of second-hand tobacco smoke.
- Guarantee all staff, tenants, and visitors the right to work and live in air free of tobacco smoke.
- Consider the needs of those who smoke and to support those who wish to stop.
- Ensure that Trust Housing Association, as an employer, and its employees (smokers and non-smokers) have a clear understanding of their rights and responsibilities.
- Ensure that all visitors to Trust Housing Association respect Trust Housing Association position on smoking and adhere to the no-smoking framework.
- Ensure that Trust Housing Association complies with legislation.

To ensure that we can deliver the above points,

- All communal areas of Trust Housing Association premises are designated smoke free. Smoking is strictly prohibited in all buildings and around the entrances to buildings and open windows. This ensures that smoke does not enter a building from outside and that people entering or exiting premises are not exposed to second hand smoke.
- This policy will apply to electronic cigarettes as well as traditional nicotine products.
- Employees will only be permitted to smoke during working hours whilst on official breaks.
- Smokers will be encouraged to dispose of their litter in a responsible manner.
- Visitors are expected to comply with this policy. It is the responsibility of the employee or tenant who brings the visitor(s) on site to ensure they are aware of Trusts policy on smoking.

## **BB) Stress**

We recognise that, whilst a degree of pressure can be a positive and driving force at work, excessive and continuous pressure can have a negative effect on health and performance at work.

Trust is committed to promoting good health at work and to provide suitable support mechanisms for employees who may be experiencing the effects of stress.

Trust will so far as is reasonably practicable ensure that excessive pressures are identified and eliminated or controlled in the work environment and that the necessary risk assessments are completed and control measures progressed reducing workplace stresses.

## **CC) Transport Safety**

We have a responsibility to manage the risks encountered by employees while driving as part of their duties. It is an absolute requirement that all employees using their own vehicle for business purposes must hold a valid UK driving licence, ensure the car is taxed, has a valid MOT, is roadworthy and insured for business use. It is the employee's responsibility to arrange and pay for business use on their insurance policy. Employees may be asked by the business to provide evidence of these requirements, i.e., copy driving licence, MOT certificate, proof of car tax and vehicle insurance documentation, at any time.

To assist employees with identifying and managing the risks associated with driving, Trust has developed a Drivers Handbook which is available to all employees via ltrust.

## **DD) Violence at Work**

Trust does not accept that it is part of any member of employees' duty to be subjected to verbal abuse, threats, harassment on social media or physical assault.

Where an employee is the victim of verbal abuse, harassment, threats, or physical assault delivered by a member of the public or a fellow employee, appropriate action will be implemented against the offender(s) as outlined within the relevant Anti-Social Behaviour Policy. It should be made clear to all customers, service users and clients that violence and aggressive behaviour is unacceptable and will not be tolerated.

Employees are required to report to their manager/supervisor incidents of violent, threatening, or abusive behaviour to which they have been subjected. All incidents should be reported to the relevant line manager and the Health, Safety & Business Continuity Officer using the appropriate reporting methods.

Further information is available in Trusts' Anti-Social Behaviour Policy.

## **EE) Working at Height**

We recognise the significant risks to Health and Safety presented by all work at height. In line with the hierarchy of controls any working at height will be avoided where possible work equipment or other measures to prevent falls designed to minimise assistance and consequences will be in place following risk assessment.

All equipment/machinery and PPE provided for working at height purposes / activities will be subject to relevant maintenance and servicing in accordance with regulatory guidance.

## **FF) Work Equipment**

The purchase, use and maintenance of work equipment by Trust and its subsidiaries shall always be in line with the requirements of The Provision and Use of Work Equipment Regulations (PUWER).

Examinations, regular maintenance, inspections, and tests should be carried out by competent, accredited maintenance contractors to ensure work equipment is maintained in an efficient state, in efficient working order, and in good repair, with records maintained and monitored to ensure compliance.

All equipment should be used safely, i.e. The work is planned, organised, and performed by competent people and where required Trust will ensure that appropriate training of employees is provided.

## **GG) Workplace Welfare**

We recognise that a safe working environment is a requirement and will ensure.

- A safe working environment is maintained throughout Trust via effective monitoring, which will include Health and Safety inspections and audits.
- It will ensure maintenance of workplace, work environment such as heating, lighting, and ventilation; devices and systems, floor conditions, traffic management and noise by providing information, instruction, and monitoring.

## **17. Operational Monitoring of Health and Safety**

### **A) Operational Health and Safety Group**

#### **Purpose**

To contribute to the development of our health and safety policy, and monitor performance in all areas of occupational safety and health across Trust and.

To ensure that our policies, arrangements and working practices regarding health and safety meet or exceed any legal obligations, with the object of promoting the well-being and safety of all Trust employees, its customers and others who may be affected by our activities.

To resolve matters of health and safety concern, where they have been raised, discussed, and exhausted at a local level without conclusion.

#### **Aim**

The aim of the Operational Health and Safety Meeting is to develop and maintain our communication, co-operation and co-ordination between management and employees in the development and maintenance of our Health and Safety Management Systems and driving forward a positive health and safety culture.

#### **Objectives**

The objective of the Operational Health and Safety Group is to provide a forum for the regular communication and consideration of health and safety matters arising across Trust. In particular, the Group shall provide a forum and vehicle for the following:

- To consult and consider the Trusts' Health and Safety Policy.
- To consult and consider the development and implementation of Health and Safety Management Arrangements.
- To consult and consider the development and implementation of Health and Safety Management Documents and other safe systems of work.
- To consult and consider any changes to current best practice, guidance or legislative requirements concerning health and safety.
- To receive and discuss reports of incident, accident, and ill health data.
- To receive and discuss reports on the status of health and safety training.
- Collate and escalate issues, where appropriate, to the Leadership Team.

#### **Membership**

Meetings will be chaired by the Health, Safety & Business Continuity Officer with representatives invited from across Trusts service delivery areas to ensure that all aspects of our business are reflected. Meetings will be minuted and held virtually on a 3 monthly basis, with face-to-face meetings utilised as required.

## **B) Leadership Team**

Leadership team will be responsible for ensuring compliance with the Health & Safety at Work Act and supporting legislation:

- Safeguard health, safety, and welfare of employees
- Comply with legal requirements.
- Provide resources to implement policy.
- Establish and maintain a safe and healthy working environment.
- Strive to prevent avoidable injury or ill health.
- Ensure risks arising from work are eliminated or controlled.
- Develop occupational H&S procedures.
- Ensure Health and Safety policy is implemented across Group.
- Engage employees in Health and Safety decisions.
- Maintain workplaces in a safe condition.
- Regularly review compliance with H&S policy and management systems
- Provide information, instruction, assistance in the implementation of control measures.
- Ensure employees receive training, supervision, and PPE.
- Taking affirmative action in relation to issues escalated from the Operational Health and Safety Meeting

## **C) Third Party Assurance**

Effective monitoring of Trusts' Health and Safety management system and its ethos is critical to the effective delivery of a safe and healthy workplace.

Health and Safety Audits will be conducted by an independent internal auditor. Outcomes of audits will be sent to the Leadership Team and detailed recommendations made. Once audit recommendations have been agreed, an action plan with realistic targets will be developed. Leadership Team will monitor completion of the action plan.

## **18. Policy Review**

This policy shall be reviewed annually however regular reviews will be considered where, for example, there is a need to respond to new legislation/policy guidance. Reviews will consider legislative, performance standard, good practice, and organisational changes.

## **19 Equal opportunities**

19.1. Trust will ensure that it complies with the Equalities Act 2010. As such, when dealing with requests under this policy no one will be treated differently or less favourably than others because of any of the protected characteristics as listed in the Equality Act 2010:

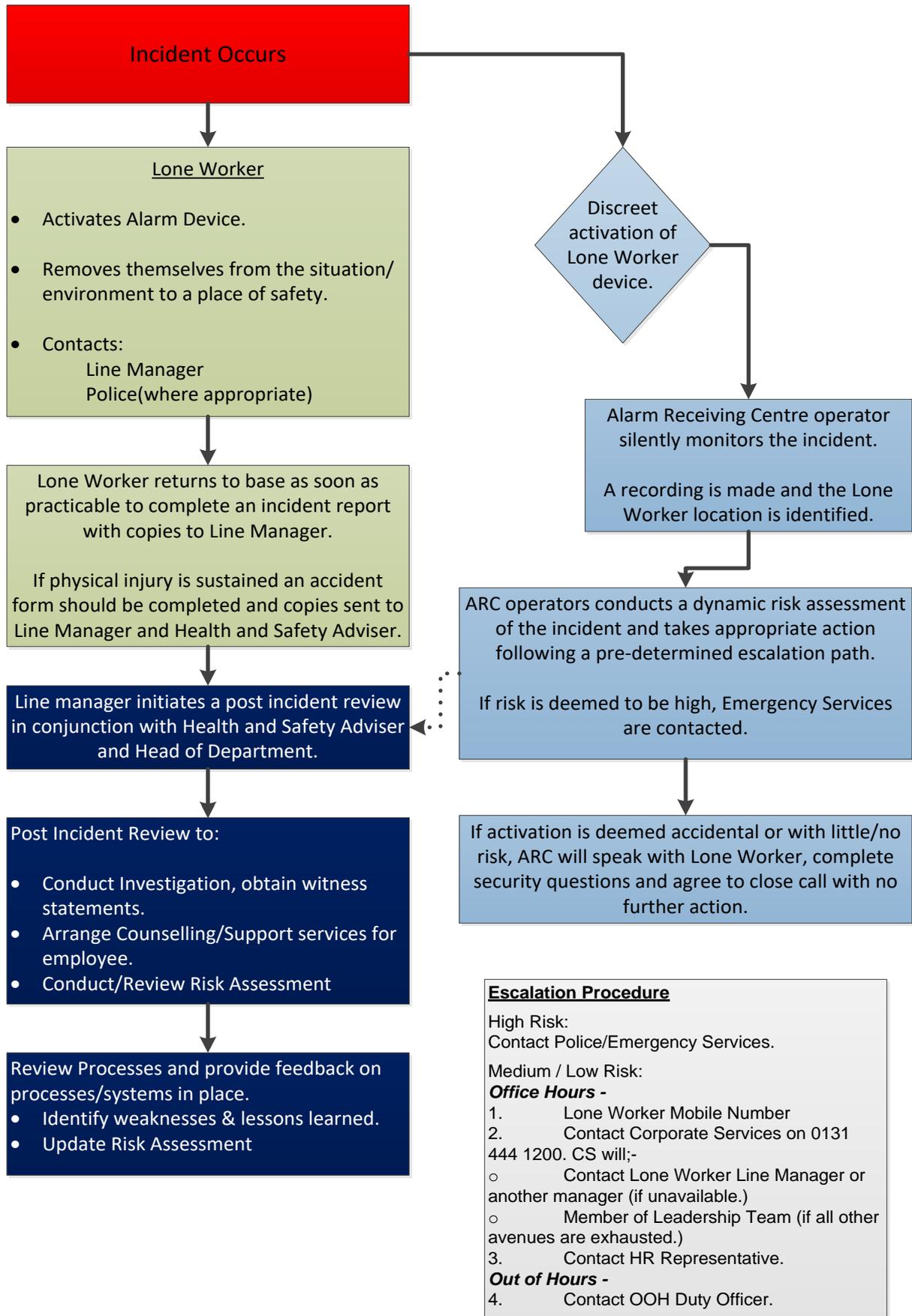
- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

19.2. Upon request, we will make information on lone working available in alternative formats, such as large print, audio, Braille, and community languages.

## **20 Anti-Bribery**

20.1. Trust is committed to the highest standards of ethical conduct and integrity in all its activities and, in order to ensure compliance with the Bribery Act 2010, it has introduced an Anti-Bribery policy and procedures. These must be adhered to by all employees, Board Members and associated persons or organisations acting for or on behalf of Trust when undertaking any action referred to in this policy.

## Appendix 1 – Lone Working Incident Process



## Policy Update Log

UPDATE NUMBER	DATE OF UPDATE	SUBJECT
1	14 <sup>th</sup> November 2022	Section N – Updated from Home Working to Blended Working & Lone Working with subsequent content changes.
2	14 <sup>th</sup> November 2022	Section A – Updated from Accident, Incident Reporting and Investigation to Accident, Incident & Near Miss Reporting, and Investigation with subsequent content changes
3	14 <sup>th</sup> November 2022	Appendix 1 - Lone Working Incident Process Added
4	14 <sup>th</sup> November 2022	Section S – Lone Working was Deleted following the update to Section N
5	13 <sup>th</sup> January 2023	Section R – Load Management and Falls content expanded.
6	13 <sup>th</sup> January 2023	Section 18 – Policy Review changed to annually following recommendation from external H&S Audit.
7	13 <sup>th</sup> January 2023	Date of Next Review updated to reflect change above.
8	5 <sup>th</sup> May 2023	Section CC – Section updated to reflect that there will be no stand-alone policy for Vehicle Use and Road Risk.
9	5 <sup>th</sup> May 2023	Section 5.2 – Updated to reflect annual review period for H&S policy in line with update 6.
10	5 <sup>th</sup> May 2023	Section A - Accident, Incident & Near Miss Reporting, and Investigation has been updated to reflect the new method of reporting accidents, incidents, and near misses via the new electronic form on iTrust.
11	5 <sup>th</sup> July 2023	Section N – Updated with additional bullet points to reflect the usage of both the “Peoplesafe” lone working system and the “sign in app” for office registration.
12	5 <sup>th</sup> July 2023	Both the “Date of adoption or last review” and the “Date of next review” have been updated following annual review.
13	21 <sup>st</sup> November 2023	Section AA “Smoke Free Workplace” expanded.