



Rural Stirling

Housing Association

Health and Safety Policy

Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA. Registered as a Scottish Charity No. SC037849	
Policy Area	Health and Safety
Date Policy approved by Board of Management	28 th November 2019
Review Period	Annually
Review Due	November 2020

The Board of Management of Rural Stirling Housing Association is responsible for the conduct of the business of the Association.

The *Health and Safety at Work etc. Act 1974* imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of Rural Stirling Housing Association so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and welfare of all employees; to conduct the business in such a way that the health and safety of visitors, to any premises under our control, is not put at risk.

1. It is the intention of the Association, so far as is reasonably practicable, to ensure that:
 - a) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - b) The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control.
 - c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e) Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
 - f) The Health and Safety Policy will be reviewed and updated as and when it is necessary. Communication of any such changes will be made to all employees.

2. It shall be the duty of all employees at work to ensure:
 - a) That reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b) Co-operation with the Board of Management so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

Date Adopted at Board of Management		
Chairperson	signed	printed: Mark Griffiths
Chief Executive Officer	signed	printed: Donna Birrell

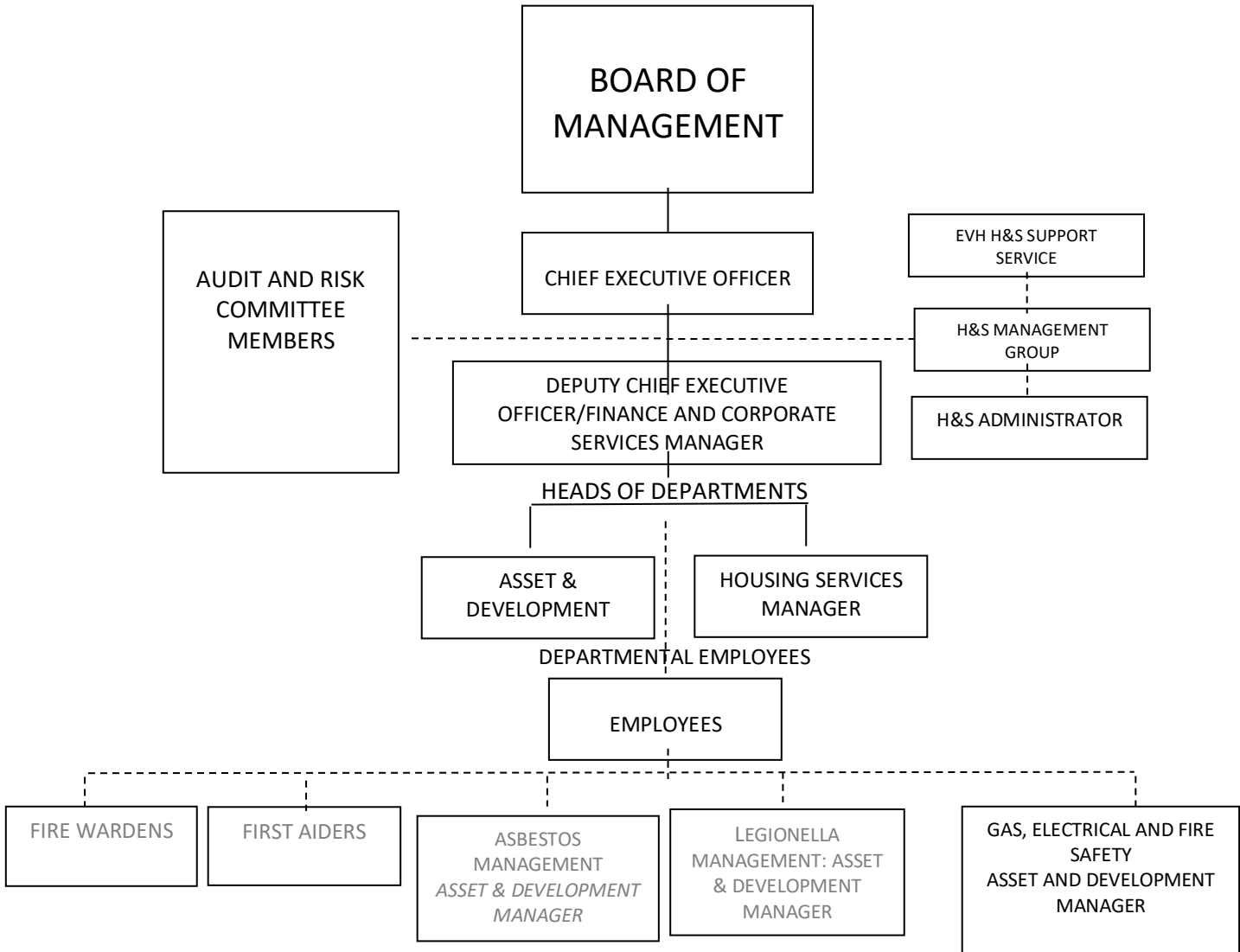
RESPONSIBILITIES – OVERVIEW

- 1) The Association recognises that all individuals within the organisation have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. Those in positions of responsibility have additional obligations, by virtue of their 'managerial' functions. Indeed, the Health and Safety Commission (HSC) document *Enforcement Policy Statement*, HSC15, 01/02, notes the following on 'Prosecution of individuals':

"... enforcing authorities should identify and prosecute or recommend prosecution of individuals if they consider that a prosecution is warranted. In particular, they should consider the management chain and the role played by individual directors and managers, and should take action against them where the inspection or investigation reveals that the offence was committed with their consent or connivance or to have been attributable to neglect on their part and where it would be appropriate to do so in accordance with this policy. Where appropriate, enforcing authorities should seek disqualification of directors under the Company Directors Disqualification Act 1986."

- 2) The following sections set out the principal Health and Safety related responsibilities of individuals within the organisation. These duties will be in addition to the general duty on all individuals to ensure the Health, Safety and Welfare of themselves and all others who may be affected by their undertakings.
- 3) In developing this policy, reference has been made to the HSC document *Directors' Responsibilities for health and safety*, IND (G) 343, 07/01, which discusses the responsibilities of Directors and Senior Management Boards (in public and voluntary sector organisations). The rather unique management structure of Housing Associations, however, differs from the traditional business organisation where a Board of Directors, Owner/Manager or Senior Management Board clearly runs the undertaking. Care has, therefore, been taken to determine realistic responsibilities of the Board of Management and Chief Executive in particular.

Responsibilities – H&S Organisational Chart



BOARD OF MANAGEMENT

- 1) The Board of Management, headed by a Chairperson, comprises 'lay persons' from the local community, acting largely as a body to oversee the operations carried on by the Association. The Board ensures that the interests of the community are taken into account and is responsible for approving certain company decisions and funding / resourcing requests made by the Chief Executive Officer (CEO) of the organisation.
- 2) It is recognised that the Board, while not actively involved in the daily running of the organisation, has certain responsibilities in terms of Health and Safety and the following procedures will be adopted to ensure responsibilities are effectively discharged.
- 3) The Board will endorse the Health and Safety policy and Control Manual and the Chairperson will sign the Health and Safety Policy Statement along with the CEO. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Board remains current.
- 4) The Board will place 'Health and Safety' as a standing item on the Agenda of all general meetings. This will allow the CEO to report on any significant incidents or breaches of health and safety requirements. The Board will give all such issues due consideration and will make available all reasonable funding and support as may be required.
- 5) The Board will delegate responsibility for the detailed consideration, scrutiny and investigation of Health and Safety performance and related matters to the Audit & Risk Committee. The Audit & Risk Committee will review the findings of all internal and external Health and Safety audits carried out including performance of the organisation, accident reports and breaches of policy and procedure within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by the audits.
- 6) The Audit & Risk Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.
- 7) All Board members will undergo training in 'Health and Safety Awareness' and in management responsibilities. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health and Safety at all meetings. This should also assist the Board in determining whether the CEO is managing Health and Safety adequately within the organisation.

SEE APPENDIX 1 FOR APPROVAL SIGNATURES

CHIEF EXECUTIVE OFFICER

- 1) The CEO is responsible for the general day to day running of the Association. It is recognised that this function incurs the overall responsibility for Health and Safety management within the organisation and the following procedures will be adopted to ensure adequate provisions are made and maintained.
- 2) The CEO will endorse the Health and Safety policy and Control Manual and will sign the Health and Safety Policy Statement along with the Chairperson of the Board of Management. Where there is a change of personnel, the incoming CEO will sign the policy to demonstrate commitment and acceptance of responsibilities.
- 3) The CEO will hold ultimate responsibility for the *implementation* of the organisation's policy, procedures and arrangements. To this end, and to comply with the duties set out in the *Management of Health and Safety at Work Regulations 1999, as amended*, he/she will appoint an adequate number of competent persons to achieve and maintain legal compliance. This will include a Health and Safety Administrator and the EVH Health and Safety Support Service. The CEO will also take all appropriate action to reduce the risks to Health and Safety arising from the business undertaking and to improve the organisation's safety performance. The CEO may be held liable where Health and Safety offences are committed with his/her consent or connivance or as a result of her negligence.
- 4) The CEO will report on safety performance, funding requirements, safety failures and other Health and Safety related issues at Board of Management and Audit & Risk Committee meetings as appropriate, as well as make available all internal and external audit reports to the Board. Fully justified requests will be made to the Board for any resources, support or funding required for Health and Safety purposes.
- 5) The CEO will ensure that Health and Safety considerations are taken into account for all new investment opportunities and in the organisation's purchasing policy. The objective will be to minimise risks as early in the purchasing chain as is reasonably practicable.
- 6) The CEO will be responsible for maintaining an adequate programme of Risk Assessment, allocating duties and funds as appropriate to keep assessments and control measures current.
- 7) The CEO will be responsible for maintaining an adequate programme of staff training in Health and Safety issues, ensuring that all staff are given appropriate instruction, information and training to reduce the risks associated with their work to an acceptable level.
- 8) The CEO will ensure that adequate communication channels exist throughout the entire organisation to allow Health and Safety issues to be dealt with timeously and effectively. All staff will be given the opportunity to raise any safety related queries with appropriate management staff.
- 9) The CEO will ensure that all significant safety failures are fully investigated and reported to the Board of Management. She will also ensure that all necessary support is sought to adequately investigate the situation and develop suitable remedial measures to reduce the likelihood of a similar incident recurring.
- 10) The CEO will give due consideration to all Health and Safety related requests from all staff, taking appropriate action where necessary and requesting support / approval from the Board of Management where required.

Name: **Donna Birrell, CEO**

Signature:

Date:

**DEPUTY CHIEF EXECUTIVE OFFICER/FINANCE AND CORPORATE SERVICES
MANAGER (DCEO/FCSM)**

- 1) The DCEO/FCSM provides operational support to the CEO. It is therefore, recognised that this function incurs some significant responsibility in terms of Health and Safety. In particular, the DCEO/FCSM may be held liable where Health and Safety offences are committed with his/her consent or connivance or as a result of his/her negligence.
- 2) The DCEO/FCSM will attend and provide reports to the Audit & Risk Committee in relation to Health and Safety matters. This will involve the identification of Health and Safety concerns, the raising of pertinent issues for consideration, the reporting of Board concerns to the CEO and other staff as may be appropriate and actioning of all measures identified as being required.
- 3) The DCEO/FCSM will take an active role in the Risk Assessment programme, arranging for the undertaking of all appropriate risk assessments and reviews, for the dissemination of findings and for seeking approval from the CEO for remedial measures required to be taken. The DCEO/FCSM will also ensure that any remedial measures agreed with the CEO are effectively actioned.
- 4) The DCEO/FCSM will give all safety related queries due consideration, liaising with the CEO, Staff, EVH Health and Safety Support Service and all other relevant bodies as appropriate.
- 5) The DCEO/FCSM will implement all relevant policies, procedures and arrangements as required by the Control Manual for ultimate approval by the CEO and the Audit & Risk Committee.
- 6) The DCEO/FCSM will ensure that all staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.
- 7) Where the DCEO/FCSM identifies the need for further training or any other form of risk control for departmental staff, the issue will be reported without undue delay to the CEO and Audit & Risk Committee.
- 8) Where the DCEO/FCSM identifies any significant breach of Health and Safety procedures, appropriate action will be taken to reduce the risk in the short term, and the issue will be reported to the CEO without undue delay.
- 9) The function of the Health and Safety Administrator will be the responsibility of the DCEO/FCSM. This role is by definition one of 'administration' as opposed to 'management'. The Health and Safety Administrator will be fully supported by the DCEO/FCSM and CEO.

Name **Kirsty Brown, DCEO/FCSM** Signature Date

HEALTH AND SAFETY ADMINISTRATOR

- 1) The function of the Health and Safety Administrator will be the responsibility of the DCEO/FCSM. This role is by definition one of 'administration' as opposed to 'management'. The Health and Safety Administrator will be fully supported by the DCEO/FCSM and the CEO.
- 2) The Health and Safety Administrator will undergo suitable training, which will include as a minimum 'Health and Safety Awareness' and instruction in the implementation of the policies, procedures and arrangements set out in the Control Manual.
- 3) The Health and Safety Administrator will maintain the master Control Manual and the record keeping system in an up to date and tidy condition. This will include the dissemination of all Manual updates to Manual holders and the filing of appropriate records.
- 4) The Health and Safety Administrator will comply with his/her duties as set out in the Control Manual and will report the findings of any inspections, audits and other information gathering exercises to the DCEO/FCSM and CEO without undue delay. Where the Health and Safety Administrator has reason to believe that personnel are, or may foreseeably become, exposed to significant risk, direction will be sought from the DCEO/FCSM and/or CEO without undue delay.
- 5) The Health and Safety Administrator will provide assistance to the CEO, DCEO/FCSM, Audit & Risk Committee and Senior Staff in the undertaking of risk assessments, control implementation, policy development, etc. This may involve liaison with the EVH H&S Support Service. It should be noted that the Health and Safety Administrator will not be solely responsible for developing corporate policy, merely for assisting in its development and implementation.

Name: Susan Mackay

Signature:

Date:

SENIOR STAFF

- 1) Due to the 'managerial' function performed by Senior Staff, it is recognised that they may be held liable where Health and Safety offences are committed with their consent or connivance or as a result of their negligence.
- 2) Senior Staff will take an active participation in the Health and Safety function. This will involve the identification of Health and Safety concerns within their departments; the raising of pertinent issues for consideration by the DCEO/FCSM and/or CEO and the actioning of all measures identified by the DCEO/FCSM and/or CEO as being required.
- 3) Senior Staff will implement all relevant policies, procedures and arrangements within their departments, as required by the Control Manual, the DCEO/FCSM and CEO.
- 4) Senior Staff will ensure that adequate communication channels exist throughout their departments to allow Health and Safety issues to be dealt with timeously and effectively. All departmental staff will be given the opportunity to raise any safety related queries with their Senior Staff.
- 5) Senior Staff will ensure that all departmental staff adopt safe working procedures, work in accordance with any training provided and properly use any control measures, protective equipment etc. that are appropriate for the work carried out.
- 6) Where Senior Staff identify the need for further training or any other form of risk control for departmental staff, the issue will be reported without undue delay to the DCEO/FCSM and/or CEO.
- 7) Where Senior Staff identify any significant breach of Health and Safety procedures, appropriate action will be taken to reduce the risk in the short term, and the issue will be reported to the DCEO/FCSM and CEO.

Name	Fiona Maguire Asset & Development Manager	Signature		Date	Review Date 2020
Name	Jackie Leeds Housing Services Manager	Signature		Date	Review Date 2020

EMPLOYEES

- 1) While the duties of management staff have been made clear in previous sections, it is recognised that ALL employees have general duties to ensure their own safety and that of others. Indeed, the *Health and Safety at Work etc. Act 1974* notes the following in respect of employees' duties:

*"It shall be the duty of every employee while at work –
(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;
and
(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."*

The following procedures will, therefore, be adopted by all employees to ensure their duties are adequately discharged.

- 2) Employees will comply with the policies, procedures and arrangements set out in the Control Manual and with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe working practices will be properly used.
- 3) Employees will report to a Senior Staff member and/or CEO any identified breaches of Health and Safety procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health and Safety of employees or other persons. Such reports will be made without undue delay.
- 4) Employees will inform a Senior Staff member and/or CEO, without undue delay, where they believe that further training or other risk control measures would be beneficial. Tasks will not be carried out where the employee believes significant risk to be present.
- 5) Employees will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and will actively implement any control measures identified as being required.
- 6) Employees will not participate in horseplay, practical jokes or other acts which may result in harm being caused to themselves or to other individuals.

SEE APPENDIX 2 FOR APPROVAL SIGNATURES

Signed copy to be retained in personnel file.

EVH HEALTH & SAFETY SUPPORT SERVICE

- 1) EVH maintains a contract with an external Health and Safety consultancy firm, which provides professional and technical support to the Association. This service complements the available internal resources, thus assisting the organisation to discharge its duty as set out in the *Management of Health and Safety at Work Regulations 1999, as amended* to appoint an adequate number of competent persons to achieve and maintain legal compliance.
- 2) The Health and Safety service includes the provision of:
 - external auditing of the Health and Safety system
 - Control Manual updating service
 - helpline for all Health and Safety related queries
 - specialist consultancy and training support as required

RURAL STIRLING HOUSING ASSOCIATION

HEALTH AND SAFETY POLICY

BOARD OF MANAGEMENT

UPDATED: NOVEMBER 2019

Board Member	Role	Date of Signing	Signature
Mark Griffiths	Chairperson		
Margaret Vass	Vice Chairperson		
Fiona Boath	Vice Chairperson		
Linda Anderson	Board Member		
Malcolm Begg	Board Member		
Martin Earl	Board Member		
Theresa Elliot	Board Member		
Susan Macmillan	Board Member		
Colin O'Brien	Board Member		
Alison Smith	Board Member		
Anne Law	Board Member		
Cordelia Guidery	Board Member		

Health and Safety Policy

Employee Approval Updated: November 2019

Name	Job Title	Date of signing	Signature
Donna Birrell	Chief Executive Officer		
Kirsty Brown	Deputy Chief Executive Officer/Finance and Corporate Services Manager		
Fiona Maguire	Asset & Development Manager		
Jackie Leeds	Housing Services Manager		
Gillian Lynas	Housing Officer		
Andrew Robinson	Housing Officer		
Rebekah Hawkins	Housing Officer		
Kevin McGhee	Income Maximisation Officer		
Robert McGregor	Technical Services Officer		
Kasia Walker	Finance and Corporate Services Officer		
Susan Mackay	Corporate Services Officer		
Liz Drummond	Customer Service Adviser		
Molly Anderson	Customer Service Assistant		
Josh Graham	Modern Apprentice		
Peter Davies	Housing Officer (temporary)		

HEALTH AND SAFETY ADMINISTRATOR **Susan Mackay** FIRE WARDENS **SUSAN Mackay and Robert McGregor** (to be trained: **Andrew Robinson, and Donna Birrell**) FIRST AIDER **KIRSTY BROWN/SUSAN MACKAY** (to be trained)