



# Health and Safety Policy

V1

Prepared by: Lanahan Risk Management Services Ltd.  
Document Owner[s]:  
Doc. Version: V2  
Quality Reviewer: Louanne Lanahan  
Effective Date: July 2023

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### Control Version

Version	Effective date	Last reviewed	Any changes	Next review
1		-	Rewrite of policy to streamline and create a strategic document	

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## STATEMENT OF INTENT

Pickering and Ferens Homes (PFH) fully acknowledges that successful health and safety management contributes to the overall performance of PFH and that it makes good business sense. PFH is committed to complying with all relevant health and safety legislation applicable to its undertaking, including as an employer, a provider of services and a social landlord, and to continuously improving health and safety performance.

PFH is committed to promoting a positive health and safety culture and to the health and safety of its colleagues and others affected by its undertaking, including tenants, customers, communities, contractors, and partners and will do all that is reasonably practicable to reduce risk, prevent harm and ensure that safe working practices are adopted. This commitment is implicit within our vision and values and shown through associated risk assessments, related policies, procedures, guidance, and other operational control measures.

PFH will ensure that all necessary resources are made available to implement this strategy effectively and achieve these commitments through its health and safety policy and improvement plans. It will act swiftly to resolve any concerns or issues that may be raised concerning any other health and safety matter.



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Claire Warren  
Chief Executive, Pickering and Ferens Homes

# 1. INTRODUCTION

Health and safety (HS) legislation requires PFH to put in place arrangements for the effective planning, organisation, control, monitoring and review of health and safety. As a minimum, PFH will:

- have a written HS policy.
- have access to competent HS advice.
- undertake and record 'suitable and sufficient' assessments of the risks to employees and other people who could be affected by its activities.
- have arrangements for managing the control measures that arise from risk assessments.
- consult employees about their risks at work and measures taken to protect them.
- provide employees with information, instruction and training about the risks and control measures.
- ensure there is adequate and appropriate supervision in place.

The Regulator for Social Housing, as part of the Home Standard, also requires PFH meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.

This policy document is designed to set out our obligations in meeting statutory requirements to demonstrate PFH's commitment to HS.

## 2. SCOPE OF THE POLICY

This policy is applicable to all PFH colleagues, directors, board and committee members; it is also relevant to partners, contractors, customers, visitors and members of the public in respect to how PFH's undertaking may affect them.

PFH expects its partners and contractors to work within the spirit of this policy and have suitable arrangements to manage HS within their own company. Further explicit HS requirements may exist within individual contracts and/or leases.

This policy is applicable to all properties and sites owned or managed by PFH.

Where properties are shared with others, PFH will work with all relevant parties to develop, implement, and maintain shared HS arrangements.

### 2.1 Aims & Objectives

To achieve our policy PFH will, so far as is reasonably practicable:

- Ensure compliance with relevant legislation, including housing and HS, and in particular the requirements for risk assessment and control.
- Maintain its housing stock to be safe and without detriment to safety and health.
- Ensure safe premises and places of work, including safe access and egress.
- Ensure that safe working environments and arrangements for colleague health and welfare are provided and maintained.
- Support colleague health and wellbeing opportunities.

- Ensure plant, equipment and systems of work are provided that are safe and without risks to health.
- Ensure suitable arrangements for safety in procurement.
- Ensure the safe and healthy delivery, handling, storage, use, transportation and disposal of articles, plant, equipment and substances.
- Ensure suitable and sufficient information, instruction, training and supervision is provided as is necessary to ensure the safe performance of all their work activities, including that;
  - Managers receive appropriate HS training to discharge their responsibilities for health and safety.
  - Colleagues are informed of team/task-based risks and control measures.

### **3. ORGANISATION**

This policy section outlines how PFH is structured for HS purposes and illustrates how its management framework operates in practice. It is based on the HSE's continuous improvement model for HS management (Plan, Do, Check Act (HSG 65)), as shown at Appendix 1.

PFH employs an external HS Consultant and an internal Property and Compliance Manager to provide for the requirement to appoint one or more competent people to assist it in implementing measures needed to comply with HS requirements.

The Teams utilise the services of further external specialist support where required. The benefit of this provision is that this provides closer oversight of risks and issues, enabling the teams to actively work with management to bring about the standards and any changes required, aiming to improve HS performance and culture.

As a registered social housing provider, an additional HS regulatory framework is enforced by the Regulator for Social Housing (RSH). Here the Home Standard (Consumer Regulation) requires registered providers to meet all applicable statutory requirements that provide for the HS of the occupants in their homes. The Social Housing Regulation Bill will extend this requirement to include communal areas. It is noted that these standards reiterate the requirements of HSWA (S3).

The Property and Compliance Team oversees the strategic framework for compliance and statutory and regulatory requirements, including gas servicing, electrical testing, fire risk assessment, legionella testing and asbestos management.

An organisational structure chart for implementing the HS Policy is shown at Appendix 2.

#### **3.1 Implementation and Arrangements**

Separate HS procedures and guidance are in place to implement the HS arrangements.

#### **3.2 Data Protection**

Any data processed concerning this policy will be done in line with relevant legislative requirements for HS and the current data protection legislation, and PFH's Data Protection Policy.

An impact assessment has been undertaken for the handling and managing data in connection with HS management. Further information is available from the Data Protection Officer upon request.

## **4. RESPONSIBILITY**

This section of the policy outlines everyone's responsibilities and accountability for HS. Individual HS responsibilities are detailed in the Safety Responsibility Statements that supplement job descriptions.

The responsibilities outlined in the Safety Responsibility Statements should not be regarded in isolation; everyone has a responsibility to co-operate and communicate with one another to ensure the policy and its implementation can be effective and that we can maintain a positive health and safety culture.

### **4.1 Board**

The Board are ultimately accountable but discharge this responsibility through the Chief Executive.

The Board acts as PFH's 'Accountable Person' under the definitions provided in the Building Safety Act.

Board Members are expected to support PFH in demonstrating effective leadership for HS and have a duty to attend HS related training sessions relevant to their role.

Board Members have a collective responsibility for setting the overall strategic direction for HS through its decision-making processes and a sensible risk management approach. It is specifically responsible for ensuring suitable and sufficient resources are available for PFH to discharge its responsibilities for HS.

The Board will approve this policy and oversee the implementation by monitoring HS performance and compliance. It expects that plans and priorities are correctly aligned to the degree of HS risk and that performance information is provided that enables the effectiveness of health and safety management monitoring, including data integrity, format, content, trends and frequency.

### **4.2 Chief Executive**

PFH's Chief Executive has overall responsibility for ensuring this HS Policy remains valid and is signed and implemented and that PFH complies with HS law, through her own decisions and by delegating authority to other Directors and Managers.

### **4.3 Senior Leadership Team**

The Senior Leadership Team (SLT) comprises PFH's Chief Executive and Directors. It is responsible for implementing the HS Policy.

#### **4.4 Senior Management Team**

The Senior Management Team (SMT) comprises the SLT, Heads of Service and operational leads.

The SMT are responsible for implementing the HS Policy and leading health and safety within their specific service areas.

#### **4.5 Heads of Service and Managers**

Responsibilities are set out in their Safety Responsibility Statement. Job descriptions will also include health and safety responsibilities as they are refreshed. Additionally, as leaders, all Heads of Service, Managers and key holders are required to 'step up' to fulfil certain legislative duties in the absence of any nominated colleagues whilst in the workplace. This relates to:

##### **4.5.1 Fire Safety**

In the absence of a Fire Warden when working in an office building, for whatever reason, to assist the remaining Fire Wardens in sweeping the building and ensuring a safe evacuation and accounting of all evacuated people.

##### **4.5.2 First Aid**

In the absence of a First Aider when working in an office building, for whatever reason, to act as an 'appointed person'.

#### **4.6 All colleagues**

Including temporary and agency staff should have regard to their Safety Responsibility Statement as well as their individual job description, person specification and team risk assessment.

#### **4.7 Competent Health and Safety Advice**

PFH has appointed Lanahan Risk Management Services Ltd. to act as its health and safety competent person as per the requirement of Reg.7 of the Management of Health and Safety at Work Regulations 1999 (a duty for companies to appoint one or more competent persons to assist with compliance). Lanahan Risk Management Services Ltd. will provide competent health and safety advice to PFH for an agreed period of time, plus additional services where required:

Tel: 07506 256466 / Email: Louanne@lrms.uk

#### **4.8 Additional welfare responsibilities:**

##### **4.8.1 (Emergency) First Aiders**

Who work in office buildings are responsible for providing first aid treatment to anyone who is injured, assisting anyone who is experiencing an episode of ill health in the workplace and:



- Ensuring first aid boxes are stocked and accessible.
- Contacting the emergency services as necessary.
- Providing details of any first aid that has been administered by completing an incident form.
- Attending training and refresher courses as required.

#### **4.8.2 Appointed Persons**

Are responsible for taking charge of first-aid arrangements in the absence of a First Aider by providing emergency cover within their role and competence and calling the emergency services when required.

#### **4.8.3 Fire Wardens**

Have a duty to assist the Head of Home Services in implementing the emergency evacuation plan for the office building where he/she works. This includes ensuring people can escape safely and that everyone is accounted for. The specific duties of a Fire Warden are described in the Fire Safety Policy.

## **5. CONSULTATION**

Consultation has taken place with the Safety, Health and Environment (SHE) Committee in relation to the review and revision of this policy.

The SHE is chaired by the Head of Home Services Director, and its members consist of Employee Representatives of HS, as well as heads of service and managers from across PFH and the HS Consultant and Property and Compliance Team.

The role of the SHE is also to promote communication and cooperation on all aspects of HS, monitor operational HS performance, and help drive continuous improvement.

In addition to the SHE, there is the Residents Health and Safety Forum. The forum's role is to promote communication and cooperation and help drive continuous improvement along with co-design and reviews of specific HS related policies and procedures.

If any specific ongoing HS changes are proposed, such as the introduction of additional fire safety precautions, that may affect a tenant, customer, contractor or partner, the relevant manager must ensure those affected are consulted prior to finalising arrangements and before implementing.

## **6. MONITOR AND REVIEW**

The implementation of this policy will be monitored by the SHE on a quarterly basis.

The Board also receives an annual HS Performance Report, and quarterly performance dashboards of key compliance areas. These key performance indicators around HS are produced on a monthly basis by relevant team managers and reviewed by the Head of Home Services.

This policy will be reviewed annually or before, where business needs identify a requirement for review, to ensure that it continues to describe HS management within PFH accurately.

## **7. EQUALITY IMPACT ASSESSMENT**

An Equality Impact Assessment (EIA) has been carried out and is found to be of medium impact. Arrangements are in place to consider equality factors within HS risk assessments, to enable reasonable adjustments and other control measures to be implemented to protect those that may be affected and to ensure HS is not applied unfairly to discriminate against others. A copy of the EIA is available upon request.

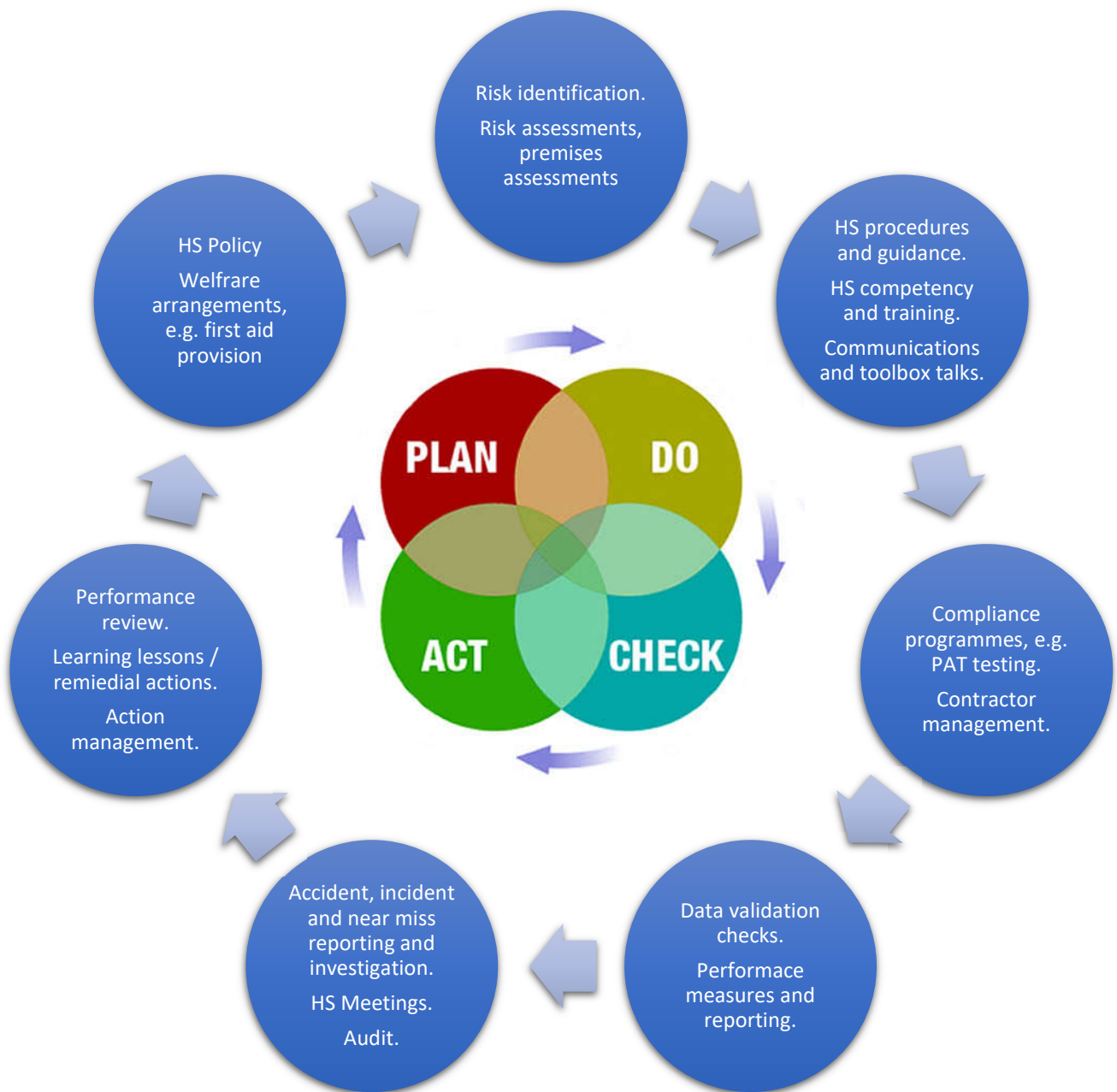
Additionally, health and safety activity will reflect how PFH meets the diverse needs of Customers, employees, and visitors. This will be done by:

- Consulting on how to reflect equality in HS practice.
- Ensure that HS are sensitive to the diverse needs of customers and employees when undertaking HS work.
- Analysing data to understand the stakeholder groups involved in HS work.
- Reflecting equality and diversity issues in work programmes.
- Reporting on equality, diversity, and inclusion issues where appropriate.
- Supporting other PFH colleagues in scrutinising equality, diversity, and inclusion.
- Ensuring that a flexible approach is adopted to HS practice.
- Supporting the well-being of employees.

PFH welcomes any further contributions to informing our HS arrangements and EIA in relation to this policy and the nine protected characteristics.

## APPENDIX 1

### PFH's Plan, Do, Check, Act Model for Health and Safety Management



## APPENDIX 2

### Organisational Structure for Health and Safety

