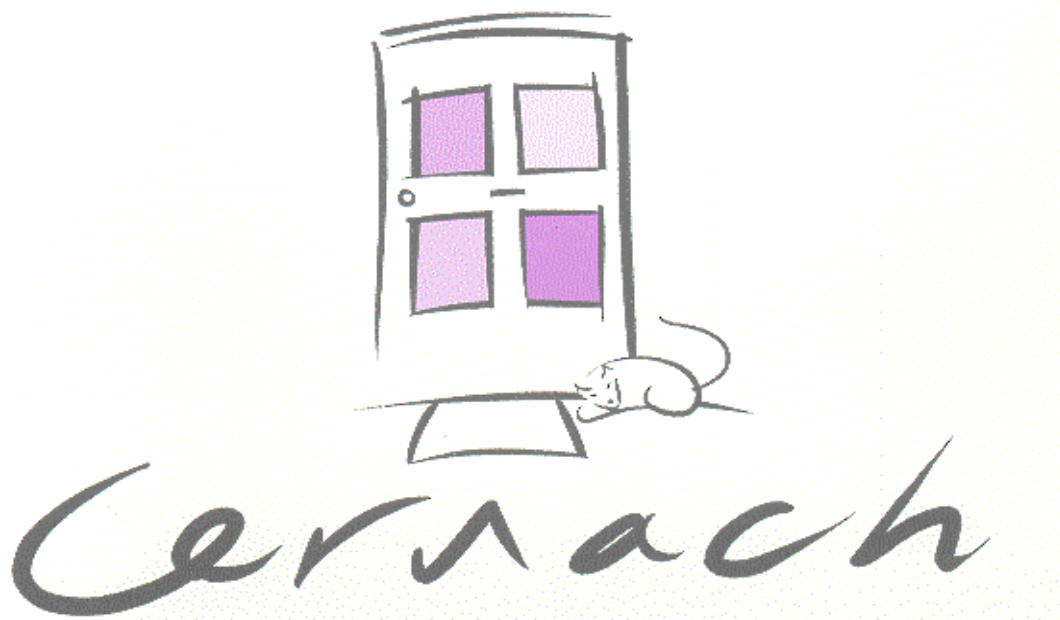


# **CERNACH HOUSING ASSOCIATION LIMITED**



## **HEALTH & SAFETY POLICY**

**Date Approved by Management Committee:**  
**Due for Review:**

September 2017  
September 2020

# Cernach Housing Association

## Health and Safety Policy

---



### 1. INTRODUCTION

- 1.1 Cernach Housing Association Ltd has a statutory duty to provide a healthy and safe environment for its staff and tenants and the Management Committee of the Association is responsible for the conduct of the business of the Association. The Association is notified of any changes in the Health & Safety regulations and legislation by EVH. The H & S Administrator makes any changes to the H & S Manual and the changes will be made available to all relevant staff, committee and contractors. The Association is externally audited every two-years by ACS Environmentals Ltd.
- 1.2 The Health and Safety at Work Act 1974 imposes statutory duties on the employers and employees. To enable these statutory duties to be carried out, it is the policy of the Association so far as is reasonably practicable, to ensure that the responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Association and that all practicable steps are taken to manage the health and safety of visitors, to any premises under our control, is not put at risk.
- 1.3 To fulfil this duty, the Association has the following:
  - a) Health and Safety Policy
  - b) Health and Safety Policy Statement
  - c) Health and Safety Manual
  - (d) Employment and General Purposes Sub Committee
  - e) A Health and Safety Administrator
  - f) An ongoing audit process both external and internal to ensure compliance standards

- 1.4 The Association's Health & Safety Policy will provide the Association with a complete Management System covering all legal requirements and meet current Health & Safety Regulations contained within the Health & Safety Manual.

## **2. POLICY OBJECTIVES**

- 2.1 It is the intention of the Associations Health and Safety Policy, 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 persons 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 instructions, training and supervision as is necessary to secure their health and safety.
  - f) Employees of the Association have a duty under Health and Safety to ensure:  
  
`That all 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.`
  - g) Co-operation with the Management Committee 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.

## **3. EQUALITY & DIVERSITY**

- 3.1 The Association's Equality and Diversity policy, which was approved by the Committee in April 2012 following community consultation, outlines our commitment to promote a zero tolerance to unfair treatment or

discrimination to any person or group of persons, particularly on the basis of any of the protected characteristics. This includes ensuring that everyone has equal access to information and services and, to this end, the Association will make available a copy of this document in a range of alternative formats including large print, translated into another language or by data transferred to voice.

- 3.2 We are also aware of the potential for policies to inadvertently discriminate against an individual or group of individuals. To help tackle this and ensure that it does not occur, best practice suggests that organisations carry out Equality Impact Assessments to help identify any part of a policy that may be discriminatory so that this can be addressed (please see section 6 of the Equality and Diversity Policy for more information).
- 3.3 In line with section 6.3 of the Equality and Diversity Policy, the Association will apply a screening process based on that recommended by the Equality and Human Rights Commission to ascertain whether each policy requires an Impact Assessment to be carried out. The screening process was applied to this policy and it was decided that an impact assessment is not required.

#### **4. RISK MANAGEMENT**

- 4.1 The Association has considered the potential risks associated in implementing this Health & Safety Policy. All staff are made aware of their right to be safe at all times and what action to take if applicable. Staff are invited to comment on the policy, make recommendations and are encouraged to attend relevant training events. Strict adherence to Health & Safety is promoted at all times. Risk management is embedded onto the culture of Cernach Housing Association Ltd. The Associations strategy for managing risk is contained within the Risk Management Policy & Strategy, which is reviewed annually and reported twice yearly to Management Committee.

#### **5. HEALTH AND SAFETY MANUAL**

- 5.1 The defined responsibilities of the Association Committee and staff can be found within section 1 of the Health and Safety Manual, which also contains individual sections, which is covered by the following legislation:

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2007
- Control of Asbestos Regulations 2006 (CAR)
- Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)

- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Electricity at Work Regulations 1989 (EAWR)
- Equalities Act 2010
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment ) Regulations 1992, as amended
- Health and Safety (First-aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989, as amended
- Health & Safety (Offences) Act 2008
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999, as amended
- Manual Handling Operations Regulations 1992, as amended (MHOR)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work Regulations 1992, as amended (PPEWR)
- The Pressure Systems Safety Regulations 2000
- Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- Provision and Use of Work Equipment Regulations 1998, as amended (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Safety Representative and Safety Committees Regulations 1977 (SRSCR)
- Social Security (Claims and Payments) Regulations 1979
- Smoking, Health and Social Care (Scotland) Act 2005
- Work at Height Regulations 2005, as amended
- Workplace (Health, Safety and Welfare) Regulations 1992, as amended

## **6. POLICY REVIEW**

- 6.1** The Health & Safety Policy will be monitored by the Association's Employment and General Purposes Committee with any breaches of H & S reported back quarterly. The Health & Safety Policy will be reviewed and updated every three years or sooner as deemed necessary. The changes will be made available to all relevant staff, committee and contractors.

The success of this policy shall be measured by the following outputs and outcomes: -

OUTPUTS	OUTCOMES
<i>Publicises the Associations commitment to Health &amp; Safety.</i>	<i>Ensures the Association complies with current regulations or legislation</i>