

## HEALTH AND SAFETY POLICY

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Summary of changes to document				
Date	Action by	Version updated	New version number	Brief description (e.g. updated job titles, reviewed section on delivery, whole document updated, corrected typos)
December 2022	Sharon Wooller	4.0	4.1	Annual review of whole document -minor update made to wording for H&S Committee
December 2023	Sharon Wooller	4.1	5.0	Updated organisation chart

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## 1.0 INTRODUCTION AND POLICY STATEMENT

- 1.1 This policy applies to all employees, temporary employees and contractors of the Albyn Group.

The Board of the Albyn Group is responsible for the conduct of the business of the Group.

The Group Chief Executive accepts responsibility to provide a safe and healthy working environment and prevent injury and ill health for employees, contractors and visitors who may be affected by the activities of the Albyn Group.

This Policy is evaluated as part of the overall review of the Occupational Health and Safety Management System to ensure the objectives and responsibilities are met

## 2.0 HEALTH AND SAFETY OBJECTIVES AND PRINCIPLES

The objectives and principles of the Occupational Health and Safety Policy are to:

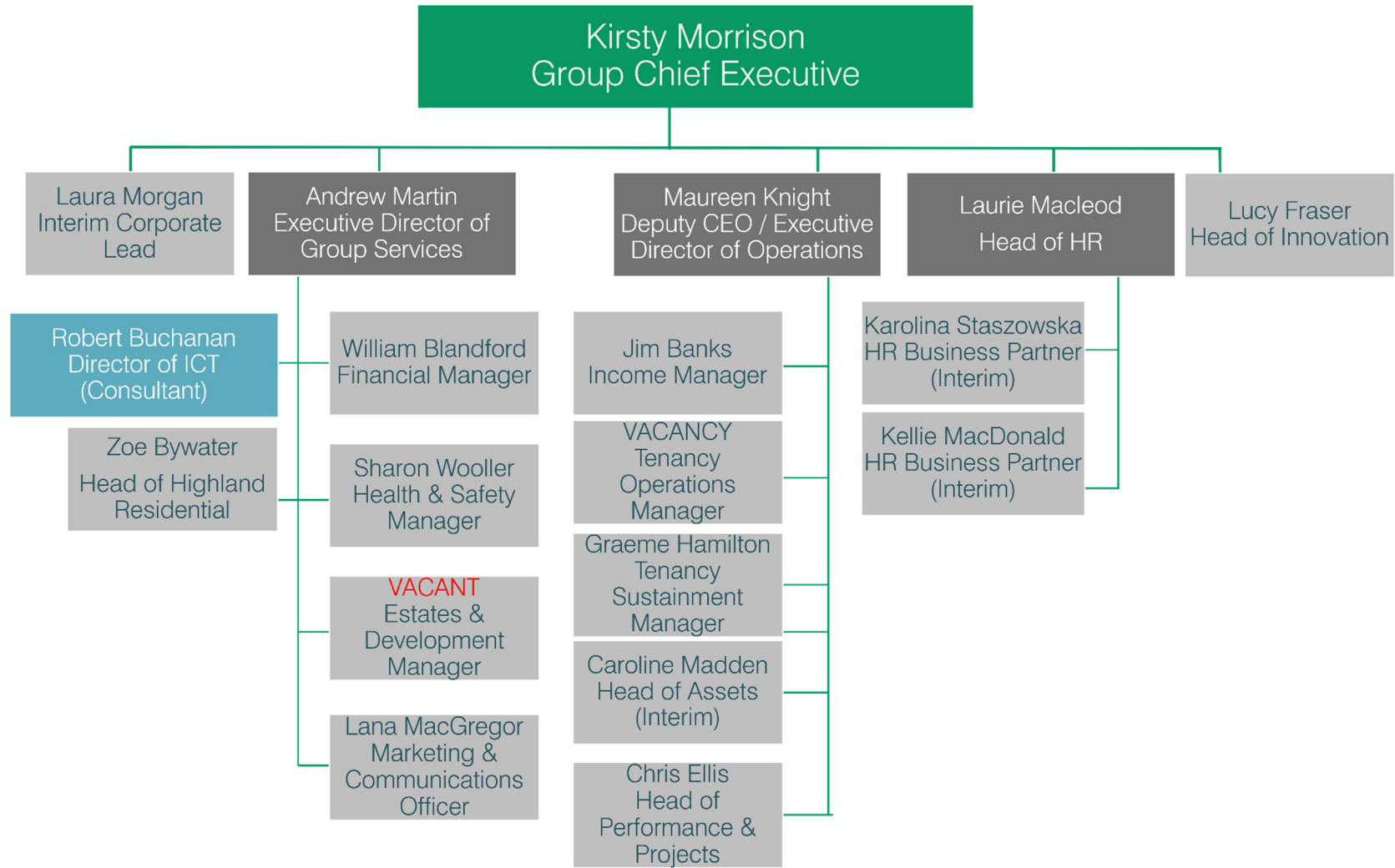
- establish and maintain a health and safety management system which satisfies applicable statutory, legal and regulatory requirements, industry best practice and any other specific requirements
- maintain a workplace that is safe and without risks to health, including means of access and egress, safe systems of work, facilities and arrangements for employee welfare
- provide and maintain plant, equipment and operational controls that prevent injury and ill health
- ensure safety and absence of health risks in connection with the use, handling and storage of articles and substances
- consult with employees on issues relating to health and safety and encourage a positive health and safety culture
- ensure sufficient information, instruction, training and supervision
- communicate health and safety messages and ensure employees are aware of their individual obligations
- operate a culture where employees can report hazards, accidents, incidents and learning events enabling measures to be put in place to eliminate recurrence
- ensure sufficient financial and physical resources are available
- maintain and retain records as part of the health and safety management system
- maintain continual improvement through effective planning, organisation, control, monitoring and review of preventative and protective measures
- review the Policy, periodically, and communicate any changes

## 3.0 COMMUNICATION

- The Health and Safety Policy is communicated via intranet, induction and HR Toolkit
- Copies are made available, on request, to interested parties

<b>Date adopted by the Board</b>	24/01/2024	<b>Review Date</b>	20/01/2025
<b>Signed on behalf of the Board (Chair)</b>	Lesley McInnes	<i>Signed copy retained by the Health and Safety Manager</i>	
<b>Group Chief Executive</b>	Kirsty Morrison		

## 4.0 Organisation Chart



## **5.0 SCOPE**

- 5.1 This procedure applies to all employees, temporary employees and contractors of the Albyn Group

## **6.0 RESPONSIBILITIES FOR HEALTH AND SAFETY**

### **6.1 Board**

The Board, headed by a chairperson, oversees the strategic priorities of the Society

Board members are responsible for:

- providing leadership and direction on health and safety and implementing the Health and Safety Plan
- ensuring the Association complies with its legal and regulatory employer duties with regards to health and safety.
- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- completing appropriate health and safety training which provides a working knowledge on management responsibilities to ensure health and safety is being managed effectively

### **6.2 Group Chief Executive**

Duties include:

- holding ultimate responsibility for the day-to-day implementation and monitoring of the Health and Safety Policy and supporting procedures and arrangements
- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- taking appropriate action to:
  - reduce health and safety risks arising from business activities
  - improve safety performance
- ensuring adequate competent resources to achieve the objectives of this Policy
- providing the Board with:
  - periodic safety management updates
  - fully justified requests for additional resources, support or funding required for health and safety purposes.
- ensuring that health and safety considerations are considered for all new investment opportunities and in the organisation's purchasing policy
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities
- completing relevant and appropriate health and safety training

### **6.3 Health and Safety Committee**

The Committee provides oversight of health and safety matters related to The Albyn Group

- The Committee is responsible for:
  - promoting a positive culture of health and safety across the business by promoting co-operation between the Albyn Group, as an employer and its employees in instigating, developing and carrying out measures to ensure health, safety, welfare and wellbeing at work
  - acting as a focus for employee participation in the promotion of health and safety at work, the prevention of accidents and incidents and the avoidance of work-related ill health
  - providing a strategic overview of health and safety in the business and be committed to driving continuous improvement
  - ensuring the business considers, and where applicable complies with, all legal and other requirements

- reviewing the Groups policies, procedures and arrangements on health and safety at work
- reviewing the health and safety performance of the organisation
- reviewing findings of internal and external health and safety audits and authorise the use of all reasonable support required to rectify non-compliances identified by the audits
- reviewing investigation of accidents, near misses and dangerous occurrences
- Committee members will undergo suitable training commensurate with their role in the Committee and within the organisation

## 6.4 Leadership Team

Duties include:

- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- operational management of the Society's responsibility regarding health and safety
- ensuring compliance with the Society's health and safety obligations
- endorsing and supporting implementation of the Health and Safety Policy and associated procedures and arrangements
- maintaining an adequate programme of health and safety training delivered in accordance with the training needs analysis
- supporting Line Managers with the risk assessment strategy and associated control measures
- ensuring adequate channels are in place throughout the organisation to allow communication of health and safety
- reviewing outputs from reactive and proactive monitoring
- completing relevant and appropriate health and safety training
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities

## 6.5 Health and Safety Manager

Duties include:

- assisting the Leadership Team to meet the relevant requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- providing advice and support to the Board, Leadership team, managers and staff on all health and safety matters
- creating reviewing, updating, implementing and embedding policies and procedures
- developing and maintain the safety management system to ensure compliance with health and safety legislation
- creating reviewing, updating, implementing and embedding emergency plans
- developing arrangements to manage health and safety performance
- organising, chairing and advising the Health and Safety Committee on all health and safety matters
- supporting Line Managers with the risk assessment strategy and associated control measures
- co-ordinating the display screen equipment assessment programme
- co-ordinating premises safety arrangements and the planned preventative maintenance programme
- devising, delivering and/or facilitating health and safety training and, as appropriate, input into other corporate training for the Board, Leadership team, Line Managers and staff
- supporting Human Resources and Line Managers with occupational health issues
- implementing and maintaining channels for effective health and safety communication to both internal and external stakeholders
- ensuring all accidents and learning events are recorded, reported (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and, as required, investigated
- recording and reviewing data from accidents, incident and learning events to ensure weaknesses in the safety management system are addressed
- working with Directors and Managers to develop a positive and vibrant safety culture

- carrying out and supporting internal audits, co-ordinating inspection programmes, identify areas for improvement and reporting on the findings
- implementing and maintaining programme for selection, monitoring and management of contractors and suppliers
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities

## **6.6 Human Resources**

Duties include:

- supporting and/or facilitating training (including refresher training), information and instruction to ensure work activities are conducted safely
- maintaining records of training completed
- ensuring all recruits receive preemployment questionnaires which address relevant health and safety issues
- ensuring all new employees are issued with:
  - link to health and safety e-learning
  - the Health and Safety Policy and details of employee and other specific responsibilities, under the Policy, via HR Tool Kit
- liaising with the Health and Safety Manager to ensure personal assessments are completed for vulnerable employees
- sharing relevant data to enable decisions to be made regarding workplace arrangements

## **6.7 Line Managers**

Duties include:

- implementing all relevant policies, procedures and arrangements within their departments
- ensuring development and on-going implementation of an inclusive risk assessment strategy that meets the requirements of the business
- overseeing control measures that follow the risk assessment strategy
- ensuring all accidents and learning events are recorded and reported; as required, assist with accident and near miss investigations
- ensuring adequate training, information, instruction and supervision provided for employees
- as required, either take part in, or delegate attendance to, relevant committees
- ensuring contractors and visitors are aware of safety procedures
- ensuring all equipment, plant and substances used are suitable for the tasks being undertaken and kept in good working condition
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activities
- assisting with local safety induction for new starters
- ensuring this Policy is communicated to employees, including temporary workers and contractors
- ensuring adequate methods of communication exist and encourage employees to raise safety related queries
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities
- completing relevant and appropriate health and safety training

## **6.8 GMB Representatives**

Duties include:

- assisting with the investigation of potential hazards, dangerous occurrences and accidents
- investigating complaints, made by employees represented by GMB, which relate to that employee's health, safety or welfare at work

- making representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- carrying out or participating in workplace inspections
- representing members in consultations with inspectors of the Health and Safety Executive and any other enforcing authority
- attending meetings of the Staffing, Health and Safety Committee in the capacity as a safety representative

## **6.9 Employees**

Employees will take reasonable care of their own health and safety by

- complying with:
  - relevant policies, procedures and arrangements
  - information, instruction and training provided
  - risk control measures and use equipment provided to ensure safe-working practices and other initiatives intended to reduce risk
- reporting to their Line Manager:
  - breaches of health and safety procedures
  - accidents, safety related incidents or near misses
  - where they believe further training or other risk control measures would be beneficial

## **6.10 First Aiders**

Duties include:

- Completing training at prescribed periods
- Delivering emergency treatment in accordance with training completed
- Complete reports in the company accident book
- Carry out periodic checks on the contents of the first aid boxes

## **6.11 Fire Wardens**

Duties include:

- Completing training at prescribed periods
- Executing duties in accordance with training completed
- Completing fire evacuation reports
- Ensuring designated areas of the building are clear and reporting to the Senior Fire Warden/Fire Brigade
- Co-ordinating re-entry of the building

## **6.12 Contractors and Visitors**

- Contractors while on our premises are considered at work. As such they are expected to conform with relevant and current health and safety legislation and co-operate with the local health and safety arrangements
- Visitors will be expected to conform to the information supplied and follow instructions from their host

## **7.0 DATA PROTECTION & EQUALITIES**

- 7.1 This policy will be implemented in compliance with the Albyn Group Data Protection Policy, and the Equality & Diversity Statement.