



# Health and Safety Policy

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Approved By	Weston Committee
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## 1. Policy Statement

- 1.1 The purpose of this policy is to provide information as to how health and safety will be managed at Weston. Weston is committed to managing health and safety as is reasonably practical in all aspects of work to safeguard to health, safety and welfare of staff and any other persons affected by its work.

## 2. Scope of Policy

- 2.1 This policy applies to all members of staff, residents, contractors and visitors to any Weston building. As a social housing provider, Weston recognises that it has a responsibility for ensuring residents are safe in their home and staff are safe at work. This will be achieved by identifying, managing, monitoring and reporting all health and safety risks.
- 2.2 It is the duty of all staff to not only read this document but to take an active interest in achieving safety at work, promoting health and safety in the workplace.

## 3. Legislation

- 3.1 There are a number of legislations that apply to health and safety, these are:
- The Health and Safety at Work Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Control of Substances Hazardous to Health Regulations 2002 (COSHH)
  - The Regulatory Reform (Fire Safety) Order 2005

## 4. Employers Responsibilities

- 4.1 Weston will as so far as is reasonably practical:
- Provide a safe place of work and a healthy working environment.
  - Provide adequate and maintained welfare facilities.
  - Ensure employees are competent for their role and adequately trained in general health and safety awareness and job specific training.
  - Encourage the reporting of any health and safety incidents or hazards.



- Thoroughly investigate any incidents promptly and where possible ensure measures are put in place to reduce or eliminate a reoccurrence of the incident.
- Ensure risk assessments are carried out for hazardous activities.
- Ensure that all equipment is maintained in a safe condition.
- Ensure that appropriate safety signs are provided and maintained.
- Ensure that first aid provisions are accessible.
- Ensure that there are adequate fire evacuation procedures in place.
- Ensure that contractors are committed to adhering to the health and safety standards set out in this policy.

4.2 The Chief Executive has overall responsibility for health and safety for the organisation and as such will ensure that health and safety issues are incorporated into strategic Planning to ensure that effective risk management is an integral part of business strategy.

## **5. Employee Responsibilities**

5.1 Employees have a legal duty to comply with health and safety measures that are put in place by Westlon. Employees must be aware of their individual responsibilities for the health and safety of themselves, residents, their colleagues and any other person affected by their activities at work.

5.2 All staff are expected too:

- Familiarise themselves with guidelines, policies and procedures regarding safe working practices.
- Report any accidents, incidents or near misses to Head Office.
- Refrain from doing anything that constitutes a danger to themselves or others.
- Refrain from misusing, interfering wilfully damaging any equipment provided for health and safety purposes.
- Alert Head Office to any potential risks or hazards that they have identified in their working environment.
- Ensure that any visitors to schemes are aware of any health and safety procedures that may apply to them.
- Attend any health and safety training arranged by Westlon.
- Report any health condition that affect there ability to work safely to their manager

## **6. Accidents and First Aid**

6.1 All accidents and near misses must be recorded and reported using the Accident Report Form (Appendix 1).

6.2 If a serious accident occurs, the emergency services should be called. Minor First Aid can be administered by a trained First Aider.

6.3 The Chief Executive is responsible for investigating all accidents or near misses.



## **7. Fire Procedures and Risk Assessments**

- 7.1 All of Westlon's properties will be provided with any fire detection installations and fire fighting equipment as required by statute.
- 7.2 All fire detection, emergency lighting installations and fire fighting equipment are serviced on a regular basis as required by statute by a qualified, approved contractor.
- 7.3 In accordance with The Regulatory Reform (Fire Safety) Order 2005, risk assessment and general fire safety precautions across all of Westlon schemes are reviewed on a regular basis.

## **8. Electrical Safety**

- 8.1 Westlon will provide testing for fixed and portable appliances and equipment owned by Westlon at timescales set out by statute.

## **9. Gas Safety**

- 9.1 In accordance with the Gas Safety (Installation and Use) regulations 1994, Westlon will carry out an annual gas service and safety check at all Westlon properties. This service will be carried out by a Corgi registered gas service engineer.

## **10. Legionella**

- 10.1 Legionella testing is completed by a qualified, approved contractor in accordance with timescales set out by statute.

## **11. Risk Assessment**

- 11.1 The purpose of risk management is to identify, eliminate, reduce, and control risks. This means; where possible, eliminate risks or the likelihood of them occurring, isolate the risk and reduce the effects of the risks as far as is reasonably practicable and control the working practice, through appropriate measures. A risk assessment template as set out by the HSE can be found in Appendix Two.
- 11.2 Risk assessments will be carried out to identify any hazards and risks and will be reviewed on a minimum of an annual basis or whenever there is a significant change in the working environment, staffing or working practices.

## **12. Monitoring and review**

- 12.1 Westlon will monitor the effectiveness of our response to legislative requirements by regularly reviewing our working practices and environment. This will help to ensure that good safety standards are maintained and will quickly identify any areas of concern and action needed to control risks.
- 12.2 Health and Safety responsibilities are reported to the Board on a quarterly basis to ensure health and safety compliance is monitored and reviewed and to ensure that any significant risks are actioned accordingly.



## Appendix 1 – Accident Report Form

Name of injured person:	
Date and time of accident:	
Person accident reported too:	
Date accident was reported:	

### Details of Injured Person

Please state whether the injured person was an employee, resident, contractor, visitor, other	
Injured person's address	
Injured Person's telephone number	
Injured person's email address	

Details of injury:

Action taken (was medical treatment required?):

Where did the incident occur? (Describe the precise location):

How did the incident occur? (what were you doing at the time of the accident?):

**Signed:**

**Name:**



Date:



## Appendix 2 – Risk Assessment Template

**Company name:**

**Assessment carried out by:**

**Date assessment was carried out:**

**Date of next review:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>