

NORTH DEVON HOMES CHARITY: HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

North Devon Homes Charity Board of Management and Executive Team is committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities. We will lead and embed a positive culture towards health and safety throughout the organisation. North Devon Homes Charity is committed to ensuring the implementation of health and safety management arrangements are adequately resourced to enable the full implementation of this policy.

Responsibilities

Roles and responsibilities for health and safety will be clearly defined and communicated, we are all required to take action to minimise health and safety risks.

- The **Board** has overall responsibility for ensuring that we maintain high standards of health and safety, the Board's role is further strengthened by the Board's nominated **Health and Safety Champion**.
- The **Chief Executive** has been identified by the Board as the duty holder for Health and Safety. It is the responsibility of the Chief Executive to monitor the implementation of this policy and the company's overall health and safety performance by receiving regular health and safety reports and updates, and reporting to the Board on a regular basis.
- The **Executive Team**, made up of the Chief Executive, the Director of Neighbourhoods and the Director of Finance, will ensure the provision of sufficient financial resources, management and employee time, training and competent health and safety advice and support.
- The **Incident Management Team (IMT)** is made up of key personnel and the Executive Team. The IMT will plan for Business Continuity and in the event of a Business Continuity incident will manage the operational requirements of NDH for the duration of the incident.
- **Line Managers** will ensure that their teams are adequately trained and supported.
- The **Building Safety Manager** is the competent person for health and safety advice and compliance, ensuring that risks are identified, assessed and controlled, and ensure changes to health and safety legislation are identified and acted upon.
- All **Staff** have a duty to take responsibility for their own health and safety, and that of others who might be affected by their actions. Staff are encouraged to be actively involved in developing a positive and progressive safety culture at North Devon Homes. We rely on all of our employees, contractors and partners to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.
- **NDH Staff Health and Safety Forum**, comprising of nominated representatives from all departments, will consider new initiatives to improve health and safety performance, review relevant policies, scrutinize incident reports, and bring health, safety and welfare issues from their respective teams to the attention of the Executive Team, via the Forum.
- **External specialists** are appointed to provide competent health and safety advice.
- **Contractors** have a duty to work safely, comply with company policies and procedures, and inform relevant persons of any uncontrolled hazards.

Arrangements

North Devon Homes Charity is committed to its duties under the Health and Safety at Work Act 1974 and is committed to ensuring compliance with this and all relevant legislation.

We will ensure the health and safety at work of our employees and all others who may be affected by our work activities by utilizing the Health and Safety Executive's model of the 'Plan, Do, Check, Act' approach for managing health and safety, so far as is reasonably practicable.

Plan

- North Devon Homes Charity will establish a Health & Safety Management System based on the Health and Safety Executive's HSG65 guidance.
- We will be prepared for emergencies such as fire, business continuity and medical emergencies.
- We aim to promote best practice and innovation to support continuous improvement within our business practices.

Do

- We will assess risks associated with health and safety hazards in the workplace and will prevent, reduce or control identified risks to an acceptable level.
- We will have access to adequate competent advice on Health, Safety and Environmental matters to assist in applying the provisions of health, safety and environmental law.
- We will promote a positive health and safety culture within the organisation by actively consulting with employees and customer groups on health and safety matters.
- We will assess the competence of any contractors and stakeholders we engage and ensure that information is exchanged on matters relevant to health and safety.

"working together to create communities where people want to live"

- We will ensure that all employees are competent and receive suitable and sufficient information, instruction, training and supervision to enable the safe performance of work activities, including displaying a copy of this policy at each of our office locations and drawing the policy to the attention of new staff through our induction arrangements.
- We will ensure that the working environment is safe and healthy, that adequate means of access and egress are maintained and adequate welfare facilities are provided.
- We will minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls.
- Any hazardous substances/waste that is used or generated will be stored, transported and disposed of appropriately in accordance with relevant legislation.
- All vehicles, plant and equipment will be suitable for its intended purpose and maintained in a safe condition.

Check

- We proactively measure our compliance with existing legislation as well as prepare for any changes that are proposed or emerging, both within the business and from external influences.
- Any reported accidents/incidents/near misses that occur are investigated and we will learn from such events by implementing changes or further control where required to prevent reoccurrence, working with the HSE and local authorities to fulfill our duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- As our work is often conducted via contractors or business partners it is a particular priority for us to ensure that we select only competent contractors/partners and monitor the health and safety standards of their work and workmanship.

Act

- By undertaking regular audit and review of our systems and arrangements we can continue to maintain and develop a safe working environment.
- This Health and Safety Policy Statement will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company's activities, or as a result of changes to legislation.



Signature: Martyn Gimber (Chief Executive)



Colin Dennis (Chairman of the Board)