



Health and Safety Policy Health and Safety Policy Statement

The following is a statement of the Association's health and safety policy in accordance with section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of LSHA to ensure so far as is reasonably practicable, the health, safety and welfare of all staff working for the Association and other persons who may be affected by our undertakings.

LSHA acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Operations Manager will implement the Association's health and safety policy and recommend any changes to meet new circumstances. LSHA recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of LSHA looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the association aims to protect everyone, including visitors and members of the public, in so much as they come into contact with our activities, from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff are also informed that they must co-operate with the Association in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. LSHA will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Association will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

A handwritten signature in black ink, appearing to read 'E Keegan', is written in a cursive style.

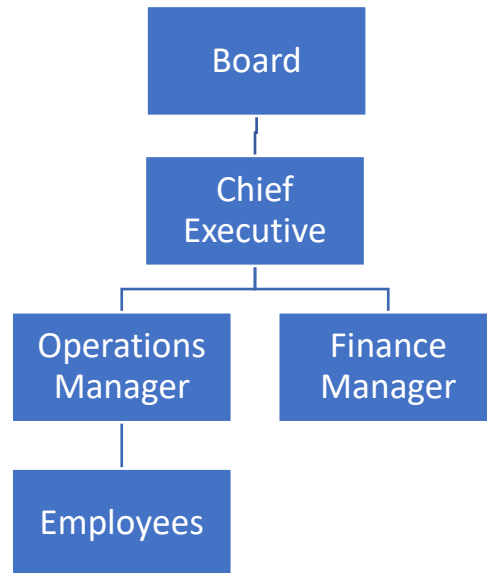
Emma Keegan
Chief Executive

Date: 30 November 2022

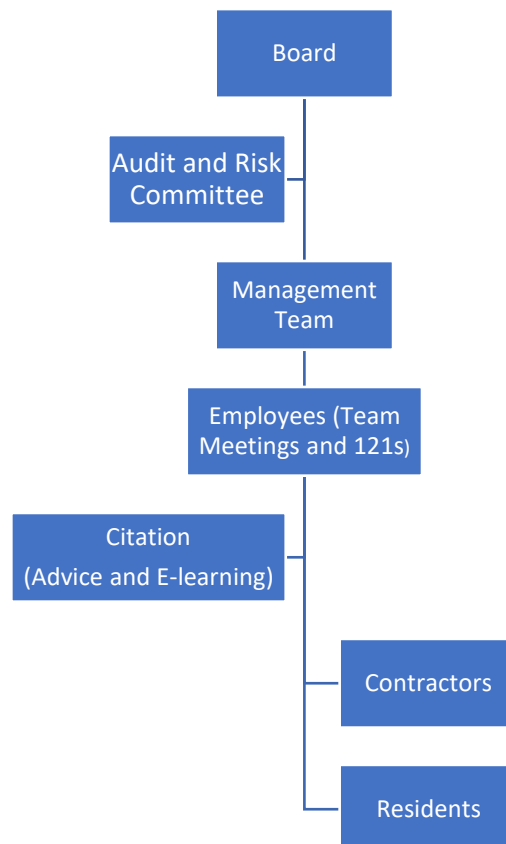
Review: November 2023

Policy approved by Board on 25 January 2023

Organisation Structure



Organisation Structure for Health and Safety Communication and Consultation





1. Responsibilities

1.1 LSHA Board

- Overall responsibility for health and safety (H&S), ensuring that adequate resources are available for the management and monitoring of H&S in accordance with this Policy, sits with the **Board**
- Responsible for approving the association's H&S Policy
- Delegates the duties, responsibility and authority to the Chief Executive to lead on LSHA's H&S activities
- Monitors the implementation of this Policy via performance information and the work of the Audit and Risk Committee, seeking assurance via internal audit and third parties as appropriate

1.2 Chief Executive

The **Chief Executive** will ensure the following:

- That the main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- That the main requirements of the Construction (Design and Management) regulations are understood and applied according to the work undertaken.
- That sufficient funds are made available for the requirements of health, safety and welfare provisions.
- That the management team fully understands the arrangements for the implementation of the health and safety policy.
- That all employees fully understand safe systems of work, rules and procedures and that suitable records are kept
- That the organisational structure is appropriate to manage health and safety
- That adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded in the incident record form and control measures implemented to prevent any recurrence.



- Arrangement for fire safety are implemented and the relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations of regular health and safety meetings between management and employees take place as described in this policy

1.3 Operations Manager

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Operations Manager** who will ensure that:

- All H&S issues raised by employees are recorded and investigated
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced
- Regular safety checks are taken and records made available of the testing, maintenance and statutory inspections of all equipment
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate
- Relevant statutory signs and notices are provided and displayed in prominent positions
- All electrical equipment is adequately maintained and only suitably trained and competent persons carry out the electrical work.
- All employees fully understand the arrangements for the implementation of the H&S policy
- Training programmes are established or arranged to inform and educate employees of their H&S responsibilities and duties
- The training needs of all employees are identified
- Suitable training is provided and full written records are maintained
- The association's H&S policy, organisation and arrangements are reviewed
- Risk assessments are compiled within the workplace
- The association's fire safety arrangements are implemented
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Records and statistics of all accidents and incidents that occur within the organisation are compiled
- The location of any asbestos containing materials is identified and appropriately managed



- First aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.

1.4 Maintenance and Team Administrator

The **Maintenance and Team Administrator** is responsible for record keeping as set out in the following policies:

- Asbestos management
- Fire Safety
- Gas Safety
- Electrical Testing

1.5 All Employees

All employees have a responsibility to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report accidents and near misses to their line manager; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2. Consultation with Employees

- 2.1 Consultation with employees will be provided by regular team meetings and information regarding health and safety passed to staff as and when it becomes applicable to them.

3. Information, Instruction and Supervision

- 3.1 The H&S Law poster is displayed in the main office. Health and safety advice is available from [Citation.](#)
- 3.2 Supervision of young workers/trainees will be arranged, undertaken and monitored by the Operations Manager, who will also be responsible for the H&S induction of new staff.

4. Accidents, First Aid and Work-Related Ill Health

- 4.1 The first aid boxes are kept in the kitchens in the office.
- 4.2 The appointed person / First Aider is: Anita Green, Finance Officer.



4.3 The Chief Executive is responsible for investigating work related ill health.

5. Fire Marshals

5.1 The Fire Marshals for the Officer are Anita Green, Finance Officer, Angela Bailey, Operations Manager and Emma Keegan, Chief Executive.

6. Office

6.1 To check our working conditions, and ensure our safe working practices are being followed, we will carry out an annual safety check of our office and working procedures.

7. Tenant and Customer Safety

7.1 LSHA has related policies which set out its responsibilities to comply with the relevant legislation in six key areas:

- Asbestos Management
- Fire Safety (in draft)
- Gas Safety
- Electrical Testing (in draft)
- Legionella (in draft)
- Lifts (in draft)

8. Linked Policies

8.1 In addition to the six customer safety policies set out in 7.1, LSHA has the following safety policies and procedures for staff:

- Accident and Incident Reporting procedures
- Display Screen Equipment Assessments
- Lone Worker Policy (in draft)

9. Review and monitoring

9.1 This policy will be reviewed annually or in response to changes in legislation or regulation.

9.2 An annual report on H&S activity and performance will be provided to the board.