



Health and Safety Policy Health and Safety Policy Statement

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

LSHA commits to ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff working for the Association and others affected by our operations.

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 and the board. 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 Head of Operations 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. They are empowered to speak up when they think something is unsafe and to stop work and advise their line manager if there is an immediate risk to themselves or others. 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. Access to competent advice is provided by Citation, who are our appointed H&S Advisors.

LSHA 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 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.

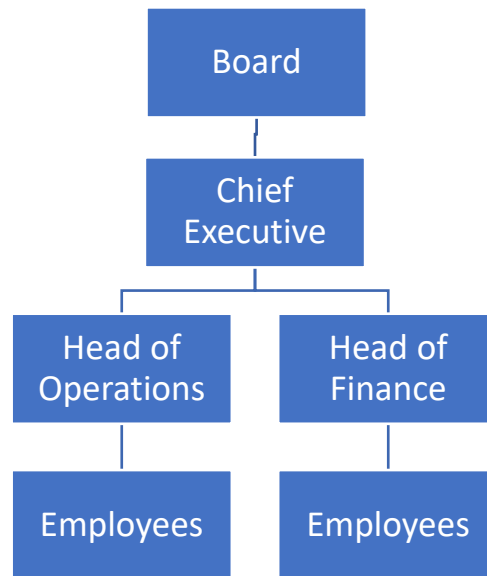
A handwritten signature in black ink, appearing to read 'E Keegan'.

Emma Keegan
Chief Executive

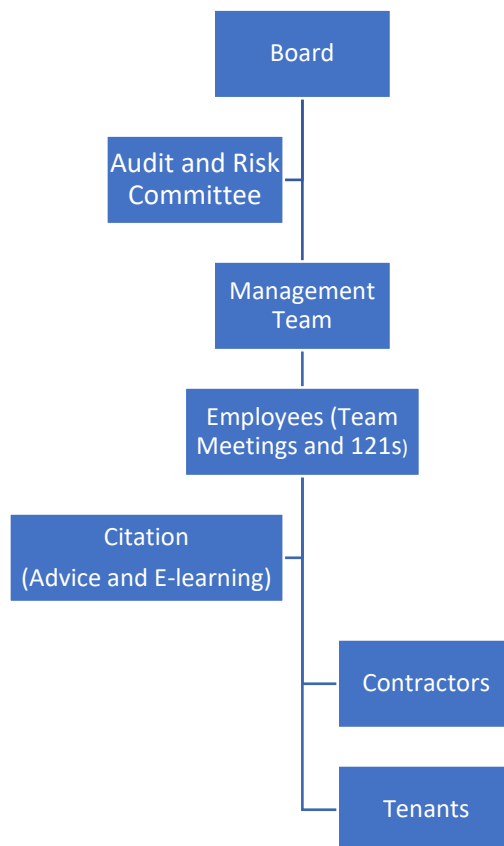
Date: 30 April 2025

Review April 2026

Organisation Structure



Organisation Structure for Health and Safety Communication and Consultation



1. Responsibilities

1.1 Tier 1 - LSHA Board will:

- Take ultimate responsibility for health, safety and fire.
- Ensure the association complies with all applicable health, safety and fire legislation
- Ensure all work activities are included in our health and safety policies and arrangements
- Approve association's H&S Policy
- Demonstrate visible leadership and a commitment to health, safety and wellbeing, to ensure health and safety is given equal importance as other objectives
- Ensure competent persons are appointed to advise on health and safety aspects including fire safety

1.2 Tier 2 – The Chief Executive will:

- Establish processes for reviewing the health and safety policy to ensure compliance with health and safety legislation
- Demonstrate visible leadership and a commitment to health, safety and wellbeing, to ensure health and safety is given equal importance as other objectives
- Set health and safety targets and objectives in line with our values
- Ensure that competent persons are appointed to advise on health and safety aspects including fire safety
- Communicate the importance of health and safety
- Implement arrangements to ensure contractors have the necessary competence and resources to carry out work safely
- Communicate health and safety performance to drive continuous improvement
- Ensure communications are provided so that they can be understood by all relevant persons, considering factors such as language, disability and comprehension
- Measure and monitor compliance against health and safety standards, including that of third parties
- Undertake consultation with employees and trade unions, when required
- Establish, implement and monitor health and safety objectives and procedures
- Make suitable resources available for health and safety controls, including people, processes and technology
- Ensure relevant persons are provided with sufficient information, instruction and training
- Maintain records of accidents and incidents ensuring legal compliance
- Manage building safety features including emergency exits
- Ensure nominated competent persons complete and regularly review COSHH assessments so that safe handling and use of hazardous substances is practiced

- Ensure suitable first aid provisions are in place
- Ensure emergency procedures are communicated, practiced and followed
- Demonstrate visible leadership and a commitment to health, safety and wellbeing by setting the right example for others to follow and displaying the right behaviours
- Distribute and communicate health and safety information
- Ensure health and safety issues are discussed, and escalate suggested improvements
- Take care of their own health and safety and take steps to protect others who may be affected by their actions or failures to act
- Take action if they see something isn't safe or doesn't look right, by contacting their line manager about potential hazards
- Cooperate with management and work in accordance with this health and safety policy and any associated training, information or instruction provided
- Don't intentionally or recklessly interfere with or misuse resources and equipment provided for health and safety
- Only perform duties they have been authorised and assigned to do
- Report accidents and near misses in line with our reporting procedures

1.3 Tier 3 – The Head of Operations will:

- Demonstrate visible leadership and a commitment to health, safety and wellbeing, to ensure health and safety is given equal importance as other objectives
- Ensure competent persons are appointed to advise on health and safety aspects including fire safety
- Implement arrangements to ensure contractors have the necessary competence and resources to carry out work safely
- Communicate the importance of health and safety
- Communicate health and safety performance to drive continuous improvement
- Ensure communications are provided so that they can be understood by all relevant persons, considering factors such as language, disability and comprehension
- Measure and monitor compliance against health and safety standards, including that of third parties
- Undertake consultation with employees and trade unions, when required
- Establish, implement and monitor health and safety objectives and procedures
- Make suitable resources available for health and safety controls, including people, processes and technology
- Ensure relevant persons are provided with sufficient information, instruction and training
- Maintain records of accidents and incidents ensuring legal compliance
- Manage building safety features including emergency exits
- Ensure nominated competent persons complete and regularly review risk assessments and maintain records

- Ensure nominated competent persons complete and regularly review COSHH assessments so that safe handling and use of hazardous substances is practised
- Ensure maintenance of equipment and facilities is undertaken
- Ensure statutory examinations for equipment are completed in line with legislative requirements
- Ensure suitable first aid provisions are in place e.g. people trained for medical emergencies and first aid supplies
- Ensure emergency procedures are communicated, practised and followed
- Demonstrate visible leadership and a commitment to health, safety and wellbeing, by setting the right example for others to follow and displaying the right behaviours
- Distribute and communicate health and safety information
- Ensure health and safety issues are discussed, and escalate suggested improvements
- Check team members have the necessary knowledge, skills and training to be able to do their job safely
- Take care of their own health and safety and take steps to protect others who may be affected by their actions or failures to act
- Take action if they see something isn't safe or doesn't look right, by contacting their line manager about potential hazards
- Cooperate with management and work in accordance with this health and safety policy and any associated training, information or instruction provided
- Don't intentionally or recklessly interfere with or misuse resources and equipment provided for health and safety
- Only perform duties they have been authorised and assigned to do
- Report accidents and near misses in line with our reporting procedures

1.4 Tier 4 - All Employees (which includes full and part time staff, temporary staff and contract workers) will:

- Take care of their own health and safety and take steps to protect others who may be affected by their actions or failures to act
- Take action if they see something isn't safe or doesn't look right, by contacting their line manager about potential hazards
- Cooperate with management and work in accordance with this health and safety policy and any associated training, information or instruction provided
- Don't intentionally or recklessly interfere with or misuse resources and equipment provided for health and safety
- Only perform duties they have been authorised and assigned to do
- Report accidents and near misses in line with our reporting procedures

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. H&S will be a standing agenda item for 121s.

3. Information, Instruction and Supervision

- 3.1 The H&S Law poster is displayed in the main office. Our Competence Person is Citation. Health and safety advice is available from [Citation](#).
- 3.2 Line managers are responsible for the H&S induction of their new staff.
- 3.3 LSHA maintain a H&S Handbook for staff which is available on Citation.
- 3.3 Supervision of young workers/trainees will be arranged, undertaken and monitored by the Head of Operations in accordance with this policy and the Association's Safeguarding Policy.

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

- 4.1 The first aid box is kept in the upstairs kitchen, along with the accident book.
- 4.2 In the event of an accident or incident occurring which requires medical help, the appointed person (or in their absence, the most senior person in the office) will be responsible for calling 999.
- 4.3 The Chief Executive is responsible for investigating work related ill health and workplace incidents and accidents.

5. Fire Marshalls

- 5.1 The names of appointed Fire Marshalls will be clearly displayed in the office. In their absence, the most senior member of staff will assume responsibility.

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 in conjunction with Citation.

7. Tenant 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
- Gas Safety
- Electrical Testing
- Water hygiene
- Lifts

- 7.2 LSHA has a Damp, Mould and Condensation Policy and Housing Officer

regularly conduct estate inspections.

- 7.3 Safety information is provided to tenants via the Tenants Handbook, newsletters and our website.

8. Linked Policies

- 8.1 Lone Worker, Safeguarding, and Whistleblowing Policies

9. Review and monitoring

- 9.1 This policy will be reviewed annually or in response to changes in legislation or regulation.
- 9.2 The implementation of this Policy will be monitored via performance information, the work of the Audit and Risk Committee, internal audit activity, and third parties as appropriate.
- 9.3 An annual report on H&S activity and performance will be provided to the board.