

RISK MANAGEMENT

1. Policy Statement

Loddon Homes Ltd and Berry Brook Homes Ltd, herein referred to as the Local Housing Companies (LHC), take their responsibilities for health and safety very seriously, and recognise that at the heart of good health and safety is the effective control and management of risk.

Risk identification and minimisation is an integral part of all LHC's business processes and, when selecting contractors and service providers, we look for those with the same core attitudes and high standards.

Compliance with key health and safety legislation, including the Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999, is not our sole objective; with a positive and strong health and safety culture and ethos, LHC is committed to the continuous improvement of health and safety performance.

2. Introduction

LHC knows and understands its risk profile to enable individual and joint priorities to be identified and set, and for monitoring systems to be in place to assist in measuring the effectiveness of risk controls allowing for early intervention where needed. Where greater focus and attention is required, health and safety risks will be entered onto the relevant company's risk register for the review and consideration of action by the respective Board.

The overall approach taken to risk management within LHC is one of being both sensible and proportionate, balancing benefits and risks with a constant focus on reducing the real and significant risks. Whilst ensuring that employees, other workers and our tenants are properly protected and informed, our intention is not to hinder or stifle, but to enable understanding that, as individuals, they have to exercise a personal responsibility towards health and safety too.

3. Equality and diversity

LHC is committed to providing all services and facilities fairly and equally, and will not discriminate, either directly or indirectly, on the grounds of gender, race, marital status, nationality, disability, sexuality, age and religion.

4. Responsibilities

The respective Boards are ultimately responsible for ensuring the health and safety arrangements within LHC are adequately resourced, including competent health and safety support to help meet health and safety duties. Furthermore, the Boards' role is to oversee and monitor compliance with LHC's health and safety policy.

The Managing Director is accountable for the implementation of this policy.

The Operations Manager is responsible for the day-to-day management and support of LHCs health and safety system.

The Operations Manager is accountable in respect of liaison with the LHC appointed managing agent/maintenance and repair contractor, and to ensure regular monitoring and review of compliance measures to ensure legal obligations are collectively fulfilled and to ensure work is carried out in a safe manner for the protection of all concerned.

Employees are responsible for taking care of their own health and safety, and that of people who may be affected by their actions, following the training provided, and reporting any identified shortfalls in LHC's health and safety arrangements.

5. Definitions

Hazard: Anything that has the potential to cause harm such as electricity, harmful substances, working from ladders, an open drawer etc.

Risk: The chance or likelihood, high or low, that somebody could be harmed by those work-related hazards, together with an indication of how serious the resulting harm could be.

Reasonably practicable: Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. No action need be taken if it would be grossly disproportionate to the level of risk.

6. Risk assessments

In line with health and safety law, LHC will carry out the necessary assessments to control risks by identifying what might cause harm to people, not just through injury, but including work-related ill health, and reducing those risks to a level 'as low as reasonably practicable'.

In considering preventative measures, a hierarchy of control will be applied in line with the following priority order:

- **Elimination** e.g. to redesign the job or substitute a substance so that the hazard is removed or eliminated.
- **Substitution** e.g. to replace the material or process with a less hazardous one.
- **Engineering controls** e.g. Separating the hazard by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- **Administrative controls** in other words, by implementing safe working procedures e.g. limiting time exposed to any hazard, increasing safety signage, and performing risk assessments.
- **Personal protective clothes and equipment (PPE)**- Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used.

When carrying out risk assessments in addition to our employees', consideration will be given to other groups of people who may be affected by LHC's activities, for example, visitors, contractors, tenants and members of the public.

The needs of individual workers with particular requirements, for example, new and expectant mothers, people with disabilities and young persons at work, will be taken into account within those risks assessments and, where necessary, a person-specific risk assessment will be carried out, for example, on being notified that an employee is pregnant.

The effects of health and safety risks within shared and leased workplaces will be considered also and, where required, liaison will take place with those other employers and our landlords to make sure collectively that the necessary controls are in place and remain effective.

7. Records

The significant findings of risk assessments will be documented using LHC's risk assessment template. Risk assessments will attain the 'suitable and sufficient' standard required by law and in doing so, records will demonstrate the following:

- A proper check was made to determine the significant hazards and foreseeable risks.
- All people who might be affected were considered.
- All significant risks have been assessed.
- The precautions are reasonable.
- The remaining risk is low.
- Follow through on actions to completion.

Our employees will be consulted as part of the risk assessment process and informed of the risks associated with their work and the precautions they must take for their protection and that of others.

8. Competence

The Managing Director will designate a sufficient number of in-house risk assessors who possess the necessary knowledge and understanding of LHC's activities to (a) recognise and evaluate the risks within our businesses and (b) to make recommendations to the Managing Director with regard to strengthening existing controls or implementing new control measures.

LHC's risk assessors will receive appropriate training to support high levels of confidence in the delivery of 'suitable and sufficient' risk assessments, and to ensure consistency in approach; this training will be recorded and refreshed every three years.

9. Risk assessment reviews

All health and safety risk assessments will receive a routine review on an annual basis to check the validity and the effectiveness of controls. Additional reviews will be undertaken, should there be any reason to believe that a risk assessment is no longer valid, for example, following an accident or a case of work-related ill health or where prompted by a significant change such as the introduction of new equipment or procedures.

All reviews, regardless of whether planned or ad hoc, will result in the risk assessment record being updated to reflect that review and any changes made.

10. Contractors

Whilst LHC conducts risk assessments for the work activities relating to their own businesses, contractors and service providers have a legal duty towards their employees as well as other persons and, in discharging their duties, they must assess the risks for the contracted work in question.

The sharing of information about risks that could affect the health and safety of either workforce, or anyone else who comes into contact with those activities, is key to the successful control and management of risks. LHC's representatives will support the co-ordination and facilitation of an effective two-way communication channel and process ensuring an ongoing dialogue between all parties, ensuring risks are sufficiently considered and acted upon at all stages of the works or contract.

10. Policy review

This policy will be reviewed in line with any regulatory or legislative changes or by the scheduled review date as per the information provided in document control, whichever is sooner.

DOCUMENT CONTROL

Issue date	Approval date	Planned review date	Actual review date
April 2017	January 2018	June 2018	April 2019
		August 2020	August 2020
	December 2020	August 2021	