

ROLES AND RESPONSIBILITIES FOR HEALTH AND SAFETY

Organisational arrangements are in place as follows to ensure the clear allocation of responsibilities within Loddon Homes Ltd and Berry Brook Homes Ltd, herein referred to as the Local Housing Companies (LHC), in order to discharge relevant statutory duties and fulfil the objectives contained within the health and safety policy.

1. The respective Boards are responsible for agreeing the health and safety policy and for ensuring:

- Adequate resources are made available, including that of competent health and safety support, to help meet health and safety duties, to enable the delegated responsibilities for health and safety set out below to be properly carried out.
- The measures in place to manage health and safety are monitored and reviewed.
- Health and safety is considered from the outset of strategies and plans, and throughout the decision making process.

2. The Managing Director is responsible for providing leadership in health and safety and ensuring:

- LHC's health and safety policy is effectively implemented across the organisation.
- A health and safety plan is developed, prioritised, kept up to date and monitored, and that actions are followed through.
- Health and safety objectives are defined, and the success in meeting those objectives is formally measured and reported to the Boards.
- The Boards are kept informed as appropriate and is provided with the necessary information relating to health and safety performance and progress against plans.
- Any significant health and safety matter that cannot be resolved or presents imminent danger is brought to the attention of the Boards.
- Arrangements are in place for communication and consultation with employees on matters affecting their health, safety and welfare at work.
- Access to competent health and safety advice is made available.
- Arrangements are in place for periodic reviews, inspections and audits of health and safety.
- Health and safety is adequately considered from the earliest possible stage when making decisions related to LHC's operations and delivery of services.

3. The Operations Manager is responsible for the day-to-day management of health and safety and:

- Ensuring the necessary risk assessments are carried out, documented and reviewed.

- Based on those risk assessments, to develop safe systems of work.
- Implementing, communicating and monitoring compliance of LHC'S health and safety procedures.
- Investigating accidents, incidents and near misses, taking suitable and timely remedial action.
- Ensuring safety inspections are carried out at appropriate frequencies.
- Ensuring adequate first aid facilities, emergency procedures and incident reporting systems are in place.
- Making adequate provision for the health and safety training needs of all employees, including appropriate training for temporary staff, ensuring they follow their training and work safely through adequate supervision.
- Bringing to the attention of the Managing Director any matters of health and safety that cannot be resolved or present imminent danger.
- Planning for health and safety, ensuring that decisions are based upon the assessment of any significant risks.
- To liaise with contractors undertaking works relating to LHC's sites and undertakings to ensure the safety of all persons.
- To co-operate and co-ordinate with LHC's Landlords and others.
- Ensuring relevant safety-related information is available and brought to the attention of contractors and tenants to enable awareness of hazards and risks and the necessary precautions to be taken.
- The management of health and safety is monitored and reviewed.

4. Employees are responsible for:

- Observing safety rules and following the safe systems of work and procedures at all times.
- Wearing any protective clothing that is provided and correctly using safety devices and work equipment.
- Reporting accidents, incidents, near miss events and work-related ill-health promptly so that remedial action can be taken to prevent recurrence.
- Co-operating with their manager and setting a good example to fellow workers, especially young or inexperienced workers.
- Reporting to their manager any defects in premises, work equipment, safety devices, protective clothing etc.
- Ensuring their activities do not endanger themselves, colleagues, the general public or any other individuals who could be affected by their actions.
- Bringing to the manager's attention any shortfall in LHC's health and safety arrangements.
- Attending any health and safety training identified as being necessary.
- Familiarising themselves with the relevant emergency procedures.

5. Specific delegations for health and safety

The duties of the Operations Manager include additional responsibilities for tasks/activities/ actions to support LHC's health and safety management system, for example, carrying out risk assessments and ensuring the regular monitoring and review of LHC's appointed managing agent/maintenance and repair contractor to ensure legal obligations are collectively fulfilled.

6. 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	