



# POLICY DOCUMENT

## Health and Safety Policy

POLICY TITLE:	Health and Safety Policy
LEAD OFFICER:	Health, Safety and Compliance Service Manager
DATE APPROVED:	June 2023
APPROVED BY:	Employee and People Committee
IMPLEMENTATION DATE:	April 2023
DATE FOR NEXT REVIEW:	April 2026
ADDITIONAL GUIDANCE:	Health and Safety Strategy
TEAMS AFFECTED:	All St Leger Homes Employees
THIS POLICY REPLACES:	General Health and Safety Policy

**Brief Policy Summary:** This policy sets out the organisations approach towards managing health and safety (H&S).

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# Document Control

## Revision History

Date of this revision:	April 2023
Date of next review:	April 2026
Responsible Officer:	Health, Safety and Compliance Service Manager

Version Number	Version Date	Author/Group commenting	Summary of Changes
0.1	October 2019	Health, Safety and Compliance Service Manager	First draft of policy, replacing previous General Health and Safety Policy.
0.2	January 2020	Heads of Service, Joint Safety Committee, British Safety Council	Feedback from consultation added to policy – main comments – <ul style="list-style-type: none"> <li>• Use of system rather than framework</li> <li>• Definition of Leadership Team</li> <li>• Including wellbeing within statement of intent</li> <li>• Adding communication methods</li> </ul>
1.0	March 2020	Employment and People Committee	Policy Approved
1.1	October 2020	HSC Service Manager	New CEO signature on Statement of Intent – no change to content of policy
1.2	April 2023	Health, Safety and Compliance Manager	Periodic review of policy –no significant changes. Main changes to statement of intent include- <ul style="list-style-type: none"> <li>• Explicit statement around providing suitable information, instruction and training</li> <li>• Periodic review of the H&amp;S management system</li> <li>• Co-operation and support of all employees in the implementation of H&amp;S arrangements.</li> </ul>

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## 1. Introduction

- 1.1 St Leger Homes have legal duties to ensure the health and safety (H&S) at work of our employees as well as our customers and other stakeholders who may be affected by our work activities. We manage a [legal register](#) to identify the relevant pieces of legislation, approved codes of practice (ACoPs) and guidance that are relevant to the organisation and monitor our compliance with these; including the consumer standards
- 1.2 In addition to its legal responsibilities, St Leger Homes is also aware, and fully embraces, its moral duty to ‘do the right thing’ , ensuring our employees, customers and other stakeholders are safe at work and not adversely affected by the activities we carry out.

## 2. Purpose

- 2.1 This Health and Safety Policy is part of the H&S Management system St Leger Homes has in place. Appendix 1 shows how our management system looks. The overall management system is there to guide and assist management teams and all employees to develop and maintain a positive H&S culture.
- 2.2 The policy will communicate the overall structure of the H&S Management System and set out our Leadership Teams commitment to H&S through our Chief Executive’s statement of intent. Our Leadership Team is made up of our Executive Management Team and Heads of Service.

## 3. Context of the Organisation

- 3.1 St Leger Homes is an Arm’s Length Management Organisation (ALMO), established in 2005 to manage Doncaster Council’s housing stock. We manage over 20,000 council homes, shops, community facilities, garages, Gypsy and Traveller sites, and other residential sites. We manage properties on behalf of private sector landlords via our St Leger Lettings service, and undertake the Council’s statutory homeless function.
- 3.2 We have a diverse workforce, including office and trade employees, who work over an extensive geographical area covering urban and rural locations. Our employee profile includes apprentices through to experienced employees. We acknowledge that we have an aging work profile.
- 3.3 Managing housing in a post Grenfell world highlights the importance of ensuring statutory compliance but also going beyond compliance taking us to being a nationally recognised housing provider of choice.
- 3.4 External issues, such as national policy changes, and internal issues, such as the diverse workplaces of our employees, feedback from employees and recommendations from audit processes, can affect our management of H&S. St Leger Homes identify these issues by managing a [strategic](#) risk register. Managing the risk register allows St Leger Homes to identify any threats, along with opportunities to improve on management controls in place.

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## 4. Scope

- 4.1 This policy is applicable to all employees of St Leger Homes.
- 4.2 Other relevant interested parties are affected by the activities carried out by St Leger Homes and the management system covered by this policy; these include-
- Customers
  - Doncaster Council
  - Legal and regulatory bodies
  - Agency Workers
  - External providers e.g. suppliers and contractors
  - Trade Unions
- 4.3 This policy and the H&S management system covers all workplaces and activities that St Leger Homes carry out.

## 5. Leadership Statement of Intent

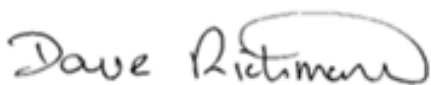
The Leadership Team of St Leger Homes consider that health, safety and wellbeing

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(H&S) is one of the highest priorities within our organisation. We are committed to keeping our employees, our customers and the public safe by promoting high standards of H&S in all of our workplaces, premises, and in all of our activities. We aim to go beyond compliance demonstrating best practice and continual improvement to make us a nationally recognised housing provider of choice.

To achieve this, we will:

- Constantly work towards improving the H&S culture at all levels within the organisation, using a 'top down' and 'bottom up' approach where worker participation and feedback is encouraged and recognised.
- Ensure compliance with all relevant legal duties in respect of H&S at work legislation.
- Ensure and seek assurance through the board that suitable and sufficient Health and Safety management systems are in place.
- Align H&S within corporate objectives and set annual development and service delivery plans.
- Monitor performance on objectives set and report on these.
- Provide adequate resources to identify and evaluate risk, with the aim to eliminate hazards or reduce to an acceptable level.
- Ensure operational teams are supported in the planning, provision and maintenance of safe working conditions.
- Develop and implement a management system to support all aspects of the business ensuring that relevant documented information is available; ensuring this is periodically reviewed.
- Take action where standards fall short of our expected behaviours and values.
- Encourage reporting of incidents including near misses. Employees are encouraged to report short falls but equally to contribute good ideas and improvements.
- Provide suitable information, instruction and training to employees
- Informal involvement and participation of employees in H&S is encouraged through discussions with management teams.
- Formal involvement of employees in H&S will take place through team meetings, inspection programmes and Joint Safety Committee.  
All employees will co-operate and support in the implementation H&S arrangements



**Dave Richmond**  
**Chief Executive**  
**St Leger Homes of Doncaster Limited**

**Date: XX<sup>th</sup> April 2023**

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## 6. Roles and Responsibilities

- 6.1 Board Members are an integral part of ensuring that and have a responsibility to
- Ensure there is a written health & safety policy.
  - Set the direction for effective health and safety management.
  - Ensure delivery of the policy, including health and safety arrangements are adequately resourced, risk assessments are carried out and employees are involved in decisions.
  - Ensure a formal review of health and safety performance takes place.
  - Ensure arrangements are in place to communicate, promote and champion health and safety
- 6.2 The Board receives regular health and safety performance information and monitors progress against the approved health and safety strategy and action plan.
- 6.3 The Leadership Team, Executive Management Team and Heads of Service, are responsible and accountable for H&S and ensuring effective systems are in place within the services they deliver. The assessment and recording of risks both strategic and operational form part of their responsibilities and accountability. Day to day decisions and work will be delegated to others in the organisation.
- 6.4 The matrix in appendix 2 sets out strategic health, safety and compliance responsibilities in the organisation. Specific operational responsibilities will be covered by other documents such as job descriptions and discussed as part of check-ins.

## 7. Consultation and Participation of Employees

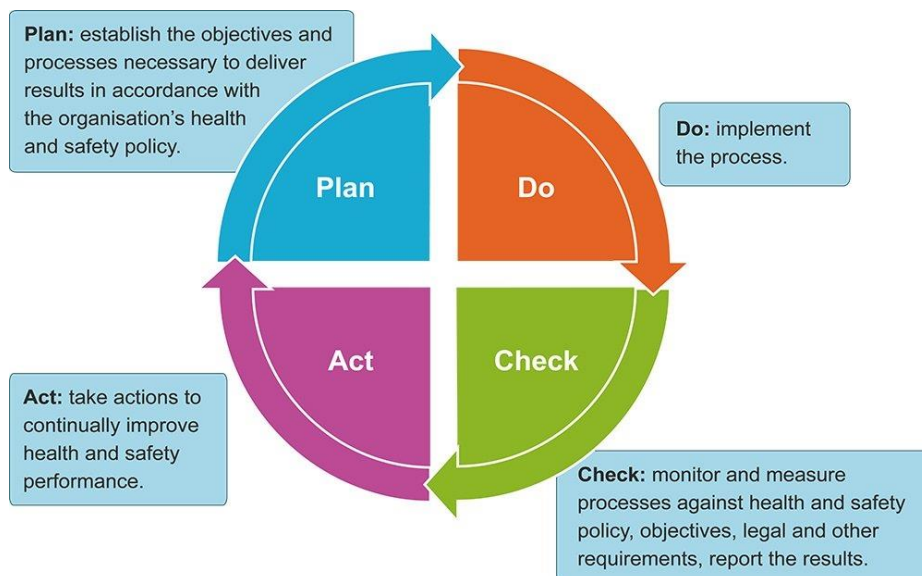
- 7.1 St Leger Homes encourages formal and informal consultation and participation of employees.
- 7.2 Formally employees are consulted through Trade Union representatives and Joint Safety Committee.
- 7.3 Employees are encouraged to participate and be actively involved in day to day decisions around their work. Risk assessments are encouraged to be collaborative with those who understand the potential hazards giving insight into these.

## 8. H&S Management System

- 8.1 The H&S management system is made up of different elements of documented information; this policy is one element as shown in appendix 1. By adopting this approach St Leger Homes has an auditable structured system in place
- 8.2 The St Leger Homes H&S Management system adopts a 'plan-do-check-act' approach (see figure 1 below).

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### 8.3



#### 8.4 Plan (this sets the framework for our H&S management system) –

- Set out overall commitments to managing H&S - in our H&S policy
- Set objectives for improvement – in our Corporate Plan, Annual Development Plan and Service Delivery Plans
- Determine legal and other requirements – in our legal register
- Identify risks and opportunities – in our strategic risk register
- System in place to identify hazards and assess risks – risk assessments process
- Assessment of H&S management system – audit programme
- Resources in place to deliver H&S team and the H&S management system – organisational development, financial planning
- Processes in place to deliver H&S and the H&S management system – learning and development, procedures, EVOTIX

#### 8.5 Do –

- Assessment of risks – risk assessments and safe working procedures in place
- Learning and development activities in place to ensure right people with the right competencies – learning and development systems
- Managing change as it occurs – change management processes
- Managing external contractors and supplier – procurement and contract management processes
- Communication – through Staff Focus, team meetings, team briefs and toolbox talks
- Emergency preparedness and response – corporate and operational business continuity plans

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8.6 Check –

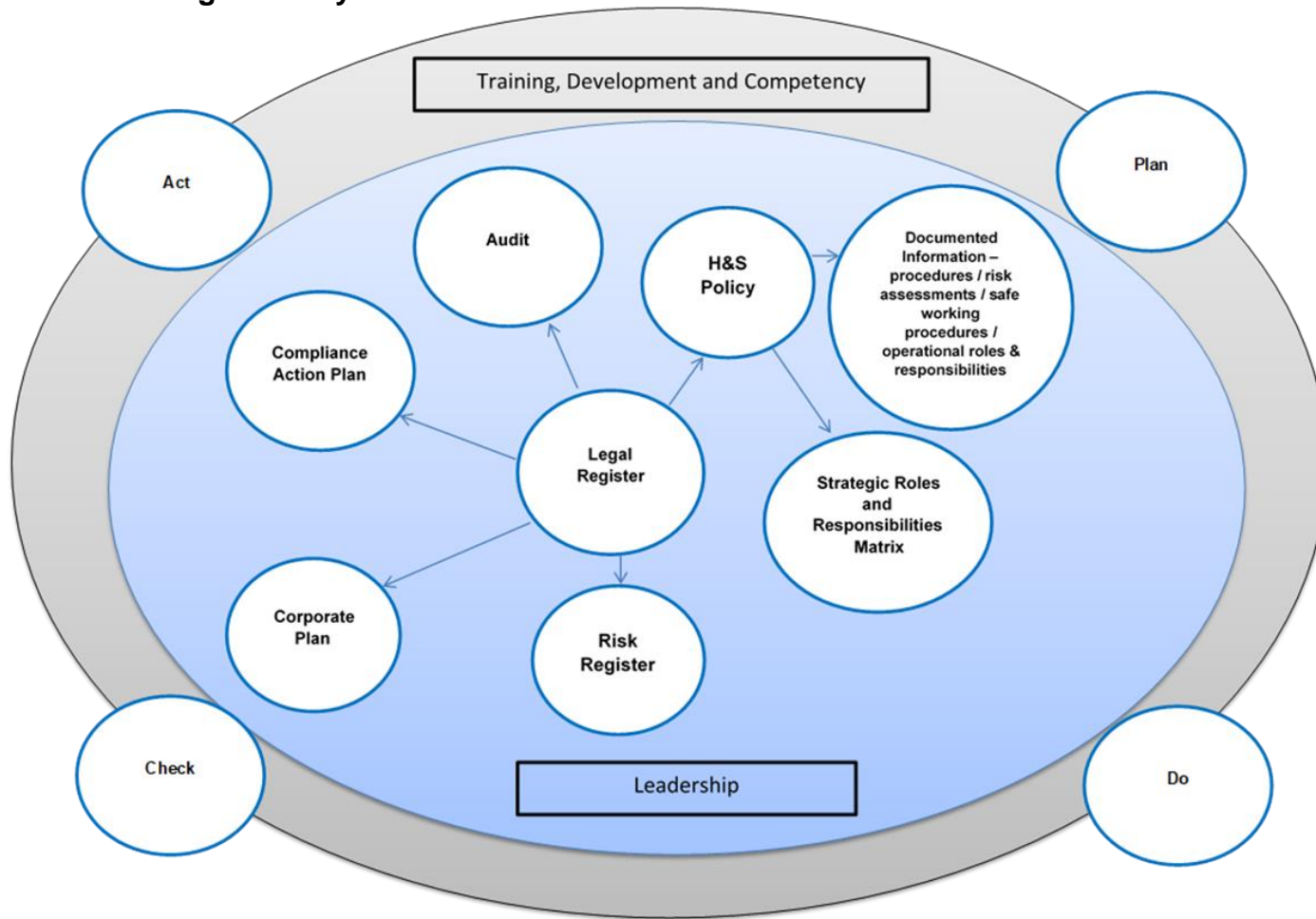
- Evaluation of legal and other compliance requirements – in our legal register
- Audit programme in place to check how we are performing –in terms of H&S performance and the H&S management system
- Governance of H&S performance including accidents and incidents – through the Safety and Compliance Performance report
- Accident and incident reporting including near misses – through EVOTIX and the Safety and Compliance Performance Report
- Workplace inspections and auditing– utilising iAuditor
- Management Review of the H&S management system – governance through the Safety and Compliance Performance Report to feedback to Joint Safety Committee
- External assurance – through British Safety Council 5\* Occupational H&S Audit and ISO 45001

8.7 Act -

- Learning from accident and incident outcomes
- Feedback from audits, internal and external, identifying any non-conformities, processes not being followed
- Benchmarking and learning from best practice locally, regionally and nationally within the housing sector
- Responding to changes in the national landscape including changes to legislation
- Continuing professional development such as learning from professional journals
- Opportunities for continual improvement of the H&S management system
- Development of Service Delivery Plans

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## Appendix 1 – How our H&S Management System Works



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## Appendix 2 – Roles and Responsibilities Matrix

Responsibility	Plan							Do									Check					Act				
	Determine legal and other requirements	Set overall commitments to managing H&S	Set objectives for improvement	Identify risks and opportunities	System in place to identify hazards and assess risks	Resources in place to deliver H&S and the H&S management system	Processes in place to deliver H&S and the H&S Management System	Assessment of risks	Lead by personal example	Follow risk assessments and safe working methods in place	Learning and development activities in place	Managing change as it occurs	Managing external contractors and suppliers	H&S standard agenda item of team meetings	Report accident and incidents including near misses	Report short falls in H&S Management and contribute solutions	Providing and using Personal Protective Equipment	Emergency preparedness and response	Internal audit programme in place	Governance of H&S performance	Accident / Incident Reporting Investigation / Monitoring	Workplace Inspections and Monitoring	Management Review of the H&S Management System	Learning from accident and incident outcome	Feedback from internal programme	Continual improvement of H&S Management System
<b>Role</b>																										
<b>Board or Sub-Committees</b>	✓	✓	✓	✓		✓	✓		✓	✓		✓		✓	✓		✓			✓						✓
<b>Executive Management Team</b>	✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Heads of Service</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Service Managers</b>	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓
<b>Line Managers</b>			✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓		✓
<b>Employees</b>				✓			✓	✓	✓		✓	✓	✓	✓	✓	✓					✓					✓
<b>Health, Safety and Compliance Team</b>	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓
<b>HR and OD Team</b>						✓		✓	✓	✓	✓			✓	✓											
<b>Trade Union Safety Representatives</b>				✓			✓	✓	✓	✓	✓			✓	✓	✓				✓	✓	✓			✓	✓
<b>Joint Safety Committee</b>	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓				✓	✓	✓	✓	✓	✓	✓	✓

Specific Operational roles and responsibilities are documented on the intranet e.g. first aiders and fire wardens or by job descriptions.

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