



Health and Safety policy

Date Approved by Management Committee:
Due for Review:

May 2024
May 2028

Health and Safety policy



1. Introduction

- 1.1 Cernach Housing Association Ltd has a statutory duty to provide a healthy and safe environment for its staff and residents. The Association is notified of any changes in the Health & Safety regulations and legislation by EVH. The H&S Administrator (Finance Officer) makes any changes to the H&S Manual and communicates these to staff, residents, committee and contractors. The Association is externally audited every two-years by ACS Environmental Ltd. The Management Committee have overall responsibility for the conduct of the association and are provided with regular updates at their meeting. Updates are scrutinised by the Assurance sub-Committee, then recommended for approval to the Management Committee.
- 1.2 The Health and Safety at Work Act 1974 imposes statutory duties on the employers and employees. To enable these statutory duties to be carried out, it is the policy of the Association so far as is reasonably practicable, to ensure that the responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Association. It is vital that all practicable steps are taken to manage the health and safety of visitors, to any premises under our control and they are not put at risk.
- 1.3 To fulfil this duty, the Association has the following procedures in place:
 - a) Health and Safety Policy
 - b) Health and Safety Policy Statement displayed in the office
 - c) Health and Safety Manual
 - d) Smoke-free policy statement (appendix 1)
 - d) Regular reporting to the Assurance sub-Committee
 - e) A Health and Safety Administrator (Finance Officer)
 - f) An ongoing audit process both external and internal to ensure compliance standards
- 1.4 The Association's Health & Safety Policy will provide the Association with a complete Management System covering all legal requirements and meet current Health & Safety Regulations contained within the Health & Safety Manual.

Health and Safety policy



2. Policy Objectives

2.1 It is the intention of the Association's Health and Safety Policy, so far as is reasonably practicable, to ensure that:

- The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other persons who may be affected with regard to any premises or operations under our control.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health. Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- Employees are provided with such instructions, training and supervision as is necessary to secure their health and safety.

2.2 Employees of the Association have a duty under Health and Safety to ensure:

- (i) That all reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- (ii) Co-operation with the Management Committee so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

3. Equality and human rights

3.1 The Association's Equality and Human Rights policy, which was approved by the Committee in April 2021, outlines our commitment to promote a zero tolerance to unfair treatment or discrimination to any person or group of persons, particularly on the basis of any of the protected characteristics¹. This includes ensuring that everyone has equal access to information and services, and, to this end, the Association can make available a copy of this

¹ The Equality Act 2010 identifies the "protected characteristics" as age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment and sexual orientation.

Health and Safety policy



document in a range of alternative formats including large print, translated into another language or by data transferred to voice.

- 3.2 We are also aware of the potential for policies to inadvertently discriminate against an individual or group of individuals. To help tackle this and ensure that it does not occur, best practice suggests that organisations carry out Equality Impact Assessments to help identify any part of a policy that may be discriminatory so that this can be addressed (please see section 6 of the Equality and Human Rights Policy for more information).
- 3.3 In line with section 6 of the Equality and Human Rights Policy, the Association carried out an Equality Impact Assessment on this policy and no remedial action was identified as necessary. The full assessment is appended at the end of this policy

4.0 Risk Management

- 4.1 The Association has considered the potential risks associated in implementing this Health & Safety Policy. All staff are made aware of their right to be safe at all times and what action to take if applicable. Staff are invited to comment on the policy, make recommendations and are encouraged to attend relevant training events. Strict adherence to Health & Safety is promoted at all times. Risk management is embedded onto the culture of Cernach Housing Association Ltd.
- 4.2 The Associations strategy for managing risk is contained within the Risk Management Methodology Policy 2023.

5. Health and Safety Manual

- 5.1 The defined responsibilities of the Association Committee and staff can be found within section 1 of the Health and Safety Manual, which also contains individual sections, which is covered by the following legislation:

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012 (CAR)
- Control of Substances Hazardous to Health Regulations 2002, as amended (COSHH)
- Control of Noise at Work Regulations 2005

Health and Safety policy



- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Corporate homicide Act 2007
- Electricity at Work Regulations 1989 (EAWR)
- Equalities Act 2010
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992, as amended
- Health and Safety (First-aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989, as amended
- Health & Safety (Offences) Act 2008
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999, as amended
- Manual Handling Operations Regulations 1992, as amended (MHOR)
- Personal Protective Equipment (PPE) Regulations 2002
- PPE (enforcement) regulation 2018
- Personal Protective Equipment at Work Regulations 2022, as amended (PPEWR)
- The Pressure Systems Safety Regulations 2000
- Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- Provision and Use of Work Equipment Regulations 1998, as amended (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety Representative and Safety Committees Regulations 1977 (SRSCR)
- Social Security (Claims and Payments) Regulations 1979
- Smoking, Health and Social Care (Scotland) Act 2005
- Work at Height Regulations 2005, as amended
- Workplace (Health, Safety and Welfare) Regulations 1992, as amended

Health and Safety policy



6. Policy review

- 6.1 The Health & Safety Policy will be monitored by the Association's Assurance Sub-committee and any breaches will be reported at their next meeting.

Health and Safety policy



Appendix 1 Cernach Housing Association's Smoke-Free Policy Statement

Purpose

This policy has been developed to protect all employees, service users, customers, and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Cernach Housing Association that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy came into effect on 26th March 2006.

Smoking/vaping is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, workers, contractors, customers, visitors, staff from other agencies, governing body or committee members or members of the public.

Employees, workers, customers, contractors', visitors and governing body or committee members are allowed to smoke in Cernach Housing Association's designated smoking area – outside the main office boundary fence facing the car park.

Implementation

Overall responsibility for policy implementation and review rests with the Direction of Cernach Housing Association. All staff are obliged to adhere to and facilitate the implementation of the policy.

The Director shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to give all new personnel a copy of the policy on recruitment/induction.

Health and Safety policy



Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Disciplinary procedures shall be followed if an employee does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

Support for smokers who want to stop will be provided support as outlined in the full version of the Smoke-Free Policy.

- Sources of support are Scotland's national stop smoking helpline, Smokeline, which is available by calling 0800 848484. Alternatively, you can contact them via their website canstopsmoking.com. You can also contact the Department of Health website www.smokefree.nhs.uk or the smokefree helpline on 0800 022 4332 to receive your 'quit kit' or find your local NHS stop smoking service. Your GP and local pharmacies can also offer assistance and advice with smoking cessation.

Health and Safety policy



Cernach Housing Association Equality Impact Assessment Tool	
--	---

Name of the policy / proposal to be assessed	Health and Safety Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Lindsay Crawford, Corporate Services Officer		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	To set out the CHA approach to health and safety		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	There is no intended benefit to any one individual or group from this policy, rather it sets out our approach to health and safety to all who interact with CHA.		
3. What outcomes are wanted from this policy / proposal? <i>(e.g. the benefits to customers)</i>	The outcome of the policy is to fulfil legislative duties and have a Health and Safety Policy in place.		

4. Which protected characteristics could be affected by the proposal? *(tick all that apply)*

Age
 Disability
 Marriage & Civil Partnership
 Pregnancy/Maternity
 Race

Religion or Belief
 Gender
 Gender Reassignment
 Sexual Orientation

Health and Safety policy



5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

After consideration, there is no known elements of this policy which could impact any protected characteristics.

6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4	Positive impact(s)	Negative impact(s)
7. What actions are required to address the impacts arising from this assessment? (<i>This might include collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).		

Signed:  **Lindsay Crawford, Corporate Services Officer**

Date the Equality Impact Assessment was completed: 25/03/2024