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ORBIT

HEALTH & SAFETY POLICY

Executive Summary	The Health and Safety policy explains how the organisation manages and resources Health & Safety across its works force at all levels, it will be reviewed and updated as necessary but at least once every 12 months.
Approved by	ET – December 2016
EA completed	EA completed on 18/05/2017 An Equality Analysis was not required as it was a low risk.
Consultation	Customers have been involved in the formulation of this policy by gathering insight from the Health & Safety Committee's throughout Orbit.
Applies to	All staff

SCOPE: This Policy outlines the key principles in managing health and safety, demonstrating evidence of management commitment and providing an over view of how Orbit will promote a positive Health & Safety culture throughout all levels of the organisation.

1. INTRODUCTION

- 1.1 Orbit is one of the largest housing groups in the UK, employing over 1200 people and managing around 40,000 homes. Our aim is 'Building Communities' by working together to improve the social, economic and environmental prospects of people and the places where we work
- 1.2 Orbit has overall responsibility for the identification and control of Health and Safety risks to all its employees and other persons affected by its undertaking.

1.3 Orbits main objectives in managing Health & Safety are:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Provide clear instructions and information, supervision and adequate training, to ensure employees are competent to do their work.
- Engage and consult with employees on day-to-day health and safety conditions.
- Implement emergency procedures – evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

1.4 This policy explains how Orbit discharges these responsibilities under the following sections:

1. Policy Statement (Appendix 1)
2. Health and Safety Governance Structure (Appendix 2)
3. Roles and Responsibilities (Appendix 3)
4. Performance Reporting and Monitoring Structure (Appendix 4)
5. Health & Safety Risk Register (Appendix 5)

1.5 Our approach to Health and Safety has been developed using good practice across the public and private sectors. This Health and Safety Policy recognises and adopts the essential principles, core actions and good practice set out in regulatory and legislative guidance.

1.6 This policy sets out Orbits commitment to comply with necessary Health & Safety legislation, regulation and statute so far as is reasonably practicable.

2. POLICY

2.1 A Policy Statement

This demonstrates Orbit's commitment to safeguarding and minimising risks to its employees, external customers, visitors and others using its premises so far as reasonably practicable. The Statement is required by law to be displayed in all of the organisation's premises.

2.2 The Policy Statement is attached in **Appendix 1**.

2.3 Health & Safety Governance Structure

The Health and Safety Governance Structure is set out at **Appendix 2**, together with the corresponding Roles and Responsibilities in **Appendix 3**.

2.4 The Health & Safety Governance Structure has been formulated to demonstrate the following good practice principles set out in the IOD/HSE "Leading Health and Safety at Work" document:

- strong and active leadership from the top
- effective 'downward' communication systems and management structures
- visible and active commitment from the Board
- the integration of good Health and Safety management with business decisions

- worker involvement – engaging the workforce in the promotion and achievement of safe and healthy conditions
- effective ‘upward’ communication
- providing high quality training
- assessment and review – identifying and managing Health and Safety risks
- seeking (and following) the guidance of competent advisers
- monitoring, reporting and reviewing performance

2.5 In line with good practice and to demonstrate active leadership at Board level, each of the Group’s Operating Associations will include Health & Safety on agenda’s to support and provided challenge on Health and Safety matters.

2.6 The Operating Associations will determine the level of involvement in the reporting and monitoring structure. As a minimum, this should include regular meetings of their Health and Safety Committee meeting each chaired by an Executive Director.

2.7 The Health and Safety Team will act as competent persons to the group on all aspects of health and safety providing advice, guidance and support to the Group.

3 DELIVERY



3.1 The above is based on HSG65, Plan, Do, Check, Act and aims to further embed and embrace a positive Health & Safety Culture.

4 AREAS OF HEALTH & SAFETY RISKS

- 4.1 As an organisation we have responsibility for safeguarding both the community and our employees against the Health & Safety Risks. In order to monitor this risks have been listed on the Health & Safety Risk Register (appendix 5) to ensure suitable and sufficient control measures are in place.

5. EQUALITY AND DIVERSITY

- 5.1 Orbit policies are developed in line with our [Equality and Diversity policy](#) approach. An Equality Analysis has been conducted and the details can be accessed by clicking [here](#).

6 CONFIDENTIALITY AND INFORMATION SHARING

- 6.1 We will only share information as outlined in our [Data Protection Policy](#).

7 MONITORING AND ACCOUNTABILITY

- 7.1 Compliance with this policy will be monitored by the Health and Safety Performance Reporting and Monitoring Structure are shown in Appendix 4.

The Structure illustrates in diagrammatical form how performance on Health and Safety is collated and reviewed at local level and reported up through the Health and Safety Committees, Senior Management Teams, Operating Association Boards, Group Executive Team and ultimately to the Group Board. It is important for each Operating Association to appoint a responsible person at each reporting level.

8. REVIEW

- 8.1 We will carry out a fundamental review of this procedure every three years or sooner subject to legal, regulatory changes or if internal changes require



APPENDIX 1

HEALTH & SAFETY POLICY STATEMENT

Orbit, its Board of Trustees and Executive Team are committed to the provision of high standards of health and safety and recognise their moral and legal duty to protect the health, safety and welfare of all employees, customers, service users and others who could be affected by the acts of the organisation in its day to day operations.

Orbit's goal to build communities is linked to a commitment to ensure the safety and health of all those involved in our work or living or working in our properties and communities.

The Health and Safety performance of Orbit will be measured against objectives that are set so as to be both clear and quantifiable. The aim will be to achieve a progressive continuous improvement in the overall standards of Health and Safety performance.

Orbit will provide adequate resources in order to develop and maintain policies and procedures, to facilitate safe and healthy workplaces where a positive Health and Safety culture supports the elimination where possible or mitigation as necessary of risks to prevent injury or loss.

Health and Safety is an integral part of our management function. We take the safety of our workforce and customers as paramount and all personnel are responsible for the implementation of this policy. Every colleague has a role to play in its success.

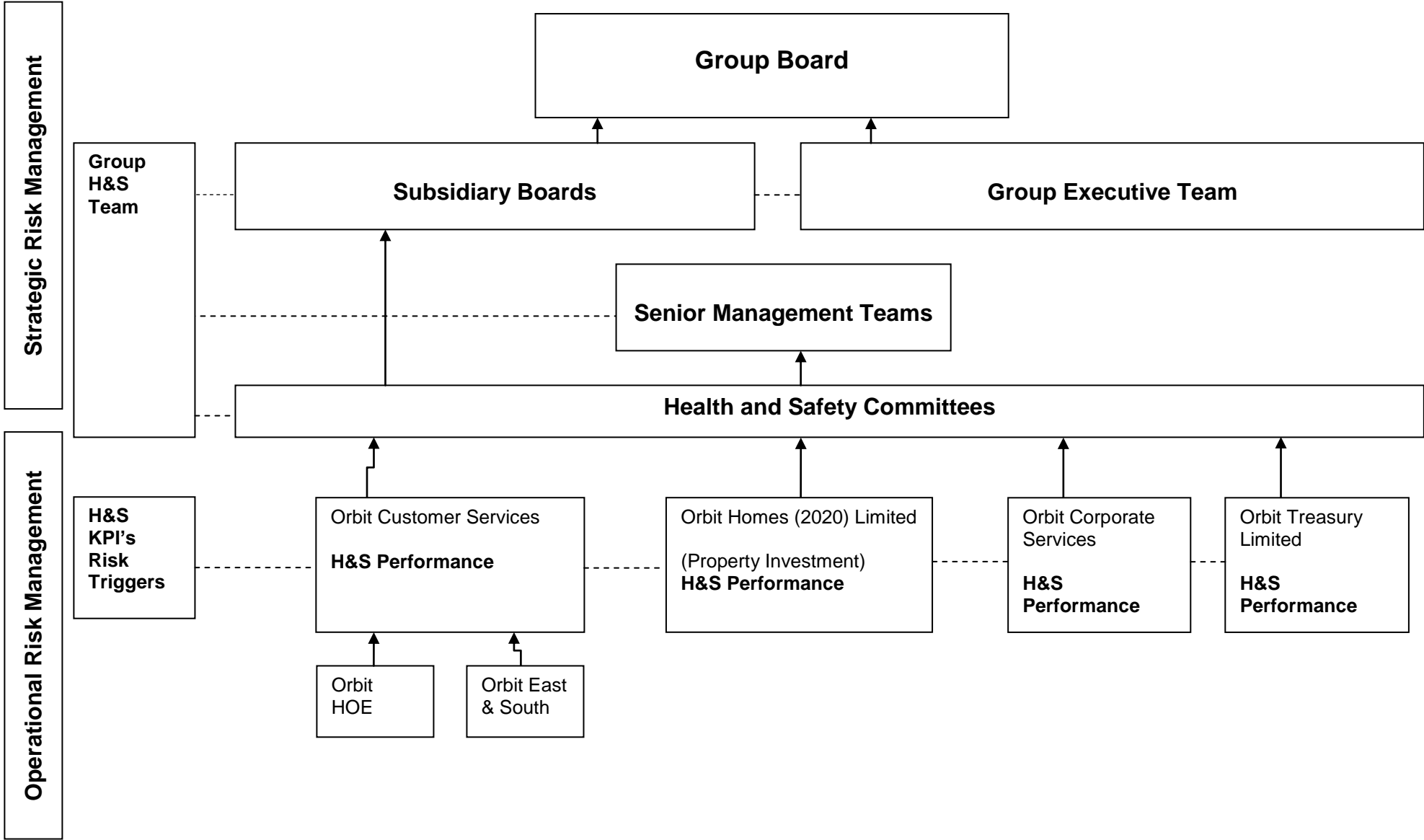
Orbit recognises the important role that is played by all staff and will actively seek their co-operation through consultation and communication and through the maintenance of an effective Health and Safety Management System over its workplaces.

Orbit will enable and encourage all employees to make a positive contribution towards Orbit being an organisation that provides a positive safe and healthy environment in which to live and work.

SIGNED: 

DATED: 18TH JULY 2017

**MARK HOYLAND
CHIEF EXECUTIVE OFFICER**



**APPENDIX 3
ROLES AND RESPONSIBILITIES**

<p>Group Board</p>	<ul style="list-style-type: none"> • Attend Health and Safety training sessions when requested • Undertake bi-annual reviews of Group Health and Safety performance and benchmark Health and Safety data/performance against similar organisations • Receive, review and agree an Annual Report on the robustness of the Groups Health and Safety System • Receive Assurance that any weakness in the H&S management system are being addressed by the boards of the member organisations • Positively reinforce good Health and Safety practices and procedures
<p>Operating Association Boards</p>	<ul style="list-style-type: none"> • Include Health and Safety as a regular item on agendas to assess performance • Agree Health and Safety targets to monitor the effectiveness of the local H&S Management Systems • Attend Health and Safety training sessions when requested • Undertake quarterly reviews of Health and Safety performance • Receive Assurance that any weakness in the H&S management systems are being addressed by their senior management team • Positively reinforce good Health and Safety Culture, through practices and procedures
<p>Group Chief Executive</p>	<ul style="list-style-type: none"> • Lead by example when considering Health and Safety in all aspects of day to day business • Ensure that Health and Safety expectations are made clear to the Group Executive Team • Ensure the Group Executive Team and their direct reports have the necessary time to focus on Health and Safety issues • Ensure that all significant risks tabled at Board are reduced within acceptable tolerances through the implementation of appropriate counter measures • Lead by example and actively encourage the Group Executive Team to adhere to the Group's Health and Safety Strategy and management systems

	<ul style="list-style-type: none"> • Positively reinforce good Health and Safety practices and procedures • Include Health and Safety as a regular item on ET agendas to consider whether the Strategy is fit for purpose (annually) and to review performance (quarterly)
<p>Group Executive Team (collectively)</p>	<ul style="list-style-type: none"> • Review Group Health and Safety performance • to monitor the effectiveness of the H&S Management System for recommendation to the Operating Association Boards and the Group Board • Ensure that Health and Safety expectations are made clear to senior management teams • Consider Health and Safety requirements when appointing staff at senior management and executive level • Attend Health and Safety training sessions when requested • Lead by example when considering Health and Safety in all aspects of day to day business • Actively encourage senior management teams to adhere to the Health and Safety Strategy and management systems • Provide adequate resources to achieve the aims and objectives set within the Health and Safety management system. • Appoint Chairs of the operating associations H&S Committee's • Monitor and review the effectiveness of the Health and Safety management system • Review and agree the Group Health and Safety bi-annual reports • Positively reinforce good Health and Safety practices and procedures
<p>Executive Directors (Individually)</p>	<ul style="list-style-type: none"> • Appoint a responsible person for their Health & Safety Management Systems implementation and reporting at each level • Ensure risk assessments form part of the Health and Safety improvement plan (for all applicable areas of operation) and oversee and ensure any improvements (e.g. delivery of remedial actions), ensuring compliance including relevant assurance mechanisms which are deemed necessary • Ensure Health and Safety training requirements are identified and provided

	<ul style="list-style-type: none"> • Ensure that Health and Safety expectations are made clear to senior management teams • Ensure arrangements are in place to assess Health and Safety performance of key suppliers and contractors • Attend Health and Safety training sessions when requested • Lead by example when considering Health and Safety in all aspects of day to day business • Actively encourage senior management teams to adhere to the Health and Safety Strategy and management system • Provide adequate resources to achieve the aims and objectives set within the Health and Safety management system. • Review Group Health and Safety performance • Monitor and review the effectiveness of the Operating Association's Health and Safety management system • Ensure any issues identified are followed through with necessary remedial action • Review and agree the Group Health and Safety quarterly reports • Positively reinforce good Health and Safety practices and procedures • Escalate Operating Association Health and Safety issues to the Executive Team and Group Board
<p>OA Senior Management Teams</p>	<ul style="list-style-type: none"> • Include Health and Safety as a standard item on SMT agendas • Implement Health and Safety targets through the Health and Safety Plans • Undertake one workplace visit per quarter • Consider Health and Safety requirements when appointing to management positions • Consider Health and Safety implications when procuring goods, equipment and services • Ensure arrangements are in place for Health and Safety reviews of partners, key suppliers and contractors • Attend Health and Safety training sessions when requested • Monitor accident/sickness absence statistics and other workplace health issues to identify trends • Ensure relevant risk assessments are in place to cover all work place activities

	<ul style="list-style-type: none"> • Ensure an appropriate mechanism is in place to monitor the effectiveness of the local health & safety management system • Positively reinforce good Health and Safety practices and procedures
Executive Director of Orbit Corporate Services	<ul style="list-style-type: none"> • Ensure adequate resources are allocated to Health and Safety Team within the Risk and Compliance Directorate • Support the operating associations to ensure a robust Health and Safety management systems are in place to deliver risk reduction, legal compliance, and continuous improvement • Review the Group Annual Health and Safety report and present this to Group Board • Escalate Group-wide Health and Safety issues to the Executive Team and Group Board
Group Risk and Compliance Director	<ul style="list-style-type: none"> • Attend Health and Safety Committee with the Head of Health, Safety and Insurance where appropriate • Agree reports with the Group Head of Health, Safety and Insurance on Health and Safety performance for presentation to the Group Executive Team • Escalate Group-wide Health and Safety issues to the Executive Director of Orbit Corporate Services • Provide assurance that the Health & Safety Management Systems are operating in an effective manner. • Produce and present reports on Health and Safety performance to the Group Board • Review performance of the Health & Safety Team • Positively reinforce good Health and Safety practices and procedures
Head of Health, Safety & Insurance and The Health & Safety Team	<ul style="list-style-type: none"> • Develop a strategic framework for Health and Safety Management • Support the operating associations to introduce best practice Health and Safety management systems • Set annual Health and Safety Team objectives and targets • Develop and deliver a Health and Safety training strategy and programme • Ensure adequate resources are available to deliver Group H&S strategy and the

	<p>delivery of H&S assurance which will seek assurance and report on performance across the group</p> <ul style="list-style-type: none"> • Advise the Group Chief Executive, Group Executive Team and Senior Management Teams on Health and Safety matters • Provide specialist Health and Safety support and advice across the Group • Prepare bi- annual Health and Safety reports for presentation to the Group Executive Team • Liaise with all enforcing authorities on Health and Safety matters arising • Investigate and analyse serious accidents and incidents and implement necessary changes to processes and procedures • Complete Health and Safety workplace audits and recommendations for remedial actions • Complete quality audits of Fire Risk assessments and provide assurance of completion of remedial works to a required standard • Provide assurance of Contractor competency in regard to Health and Safety in respect of CDM • Develop and communicate core Health and Safety competencies • Analyse, monitor and review accidents, incidents and near misses • Support HR to analyse, monitor and review sickness absence and occupational health issues • Source external/internal Health and Safety assurance, as necessary • Promote a positive Health and Safety culture within the Group • Support the operating association to ensure risk assessments are carried out locally, identifying any shortfalls through effective monitoring systems • Attend quarterly Health and Safety Committee meetings and Compliance Group • Review the Health and Safety Strategy and Policies annually to ensure these remain relevant and effective, are up-to-date with legislative changes, reflect good practice guidance, and continue to be capable of achieving the stated objectives
Operational Management	<p>They must also ensure that within their area of responsibility:</p> <ul style="list-style-type: none"> ▪ The training needs of their staff are identified and that staff are inducted and trained in matters of health and safety and their role; ▪ Risk Assessments are completed and that any actions are reviewed to ensure that they

	<p>are implemented within appropriate timescales;</p> <ul style="list-style-type: none"> ▪ Staff are provided with the correct tools for the tasks required of them; ▪ Personal protective equipment is provided to them where risk assessment has shown it to be necessary; ▪ Any maintenance or tests of plant and equipment is completed to ensure compliance with the law; ▪ Accidents and incidents are recorded, investigated and reported and prompt action is taken when necessary to avoid a reoccurrence; ▪ Health and safety is included as a topic at team meetings to ensure that all staff are consulted on matters of health and safety and given an opportunity to raise any issues that are of concern to them; ▪ Work that may affect the public or residents and tenants is carried out with consideration to these groups of people and that their safety is paramount while these works are in progress. ▪ The Health and Safety Team is consulted when matters arise that require specialist knowledge and/or the agreement of appropriate actions.
Operational Teams	<p>In order to comply with general duties <u>all</u> employees must:</p> <ul style="list-style-type: none"> ▪ Help their manager / Director to achieve their own health and safety targets; ▪ Observe the Orbit Health and Safety Strategy, Policy and associated procedures; ▪ Co-operate and assist in the effective completion of risk assessments and the carrying out of any actions that may be required; ▪ Report to their line manager any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job; ▪ Maintain good workplace housekeeping standards at all times; ▪ Use protective clothing and safety equipment provided for their particular work in the correct manner; ▪ Report any incident or accident, including near misses via the electronic system electronic which will notify the responsible person and Health and Safety Team for further investigation and action as appropriate.

Strategic Health and Safety Reporting Structure APPENDIX 4

