



Health and Safety

Policy

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Responsible Executive:	Chief Executive		
Ratifying Authority:	Board	Date ratified:	March 2025
Date of previous review:	March 2025	Date of next review:	March 2028
Details of Consultation Internal and External:	- ET Consultation – January and March 2025 - Senior Managers Consultation – May 2024		
Equality Impact Assessment:	YES	Date conducted: June 2021 Conducted by: Director of Asset Management / Safety Boss – Updated – 2025	
	Results: Policy reformatted addition of responsible persons list and organogram.		
Status	Ratified		
Version No.	Final		
Review Frequency	This policy will be reviewed every 3 years to ensure that it complies with any changes in good practice, legislation, or regulation.		
File path	Policy - 001 Association - All Documents		
Related Policies	- Fire Safety Policy - Gas Safety Policy - Water Hygiene policy - Electric, Asbestos, Lifts policies		
Appendices	Health and Safety Operations Manual		

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Health and Safety - Statement of Intent

Housing for Women recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant protective legislation. The Chief Executive recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, prevent injury or ill health and comply with all statutory requirements and codes of practice.

Housing for Women use this policy as the framework for setting and reviewing health and safety objectives within the business.

The health, safety, and welfare of all employees or anyone who is affected by Housing for Women is very important. Our aim is to do all that is reasonably practicable to provide a safe, secure, and pleasant environment for everyone. Housing for Women proposes to pay attention to:

- Risk assessing all activities carried out by staff and reasonable controls implemented to eliminate, reduce, or mitigate the risks. The results will be communicated to all our workforce, contractors and tenants as required.
- All reasonable steps will be taken to ensure that necessary resources are available including finances, staffing, training, literature, etc., to meet this responsibility.
- Competency of staff to carry out their work by ensuring information, instruction and training are provided to enable them to carry out their work in a way that does not put themselves or anyone else at risk.
- Ensuring responsible persons are made aware of their duties and are competent to undertake their duties.
- Communication between all levels of employees within the organisation is paramount; the Health and Safety Forum will consult with employee representatives on matters affecting their health and safety and encourage suggestions for improvement.
- Reducing accidents and ill health associated with work, and achieving continuous improvement in the related safety, health and welfare management arrangements and performance.

Housing for Women will continue to ensure that they comply with the relevant health and safety legislation and will carry out a review of the policy annually, with any changes subsequently made known to employees.

By signing this statement, I accept that I am responsible for ensuring the requirements of the Health and Safety at Work etc Act 1974 are met.

Signature:



Susan Kane – Chair of Board



Zaiba Qureshi – CEO of Housing for Women

Date: 9th May 2025

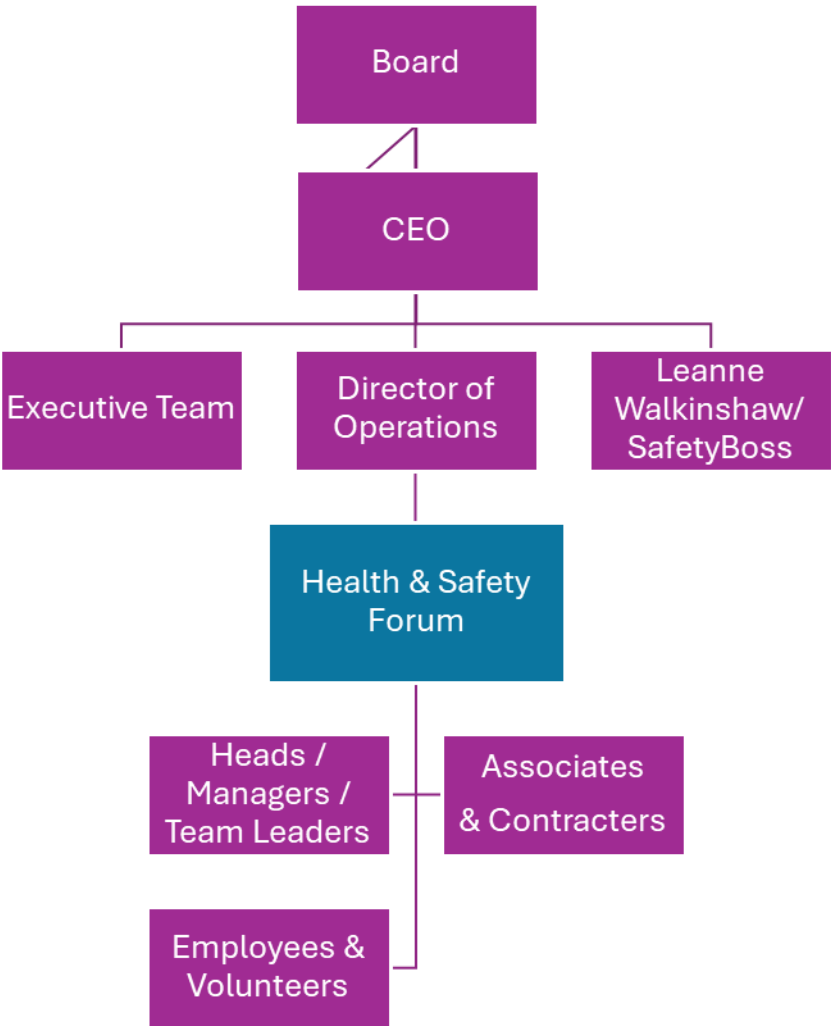
Date of next review:

Note: This policy and procedure apply to all staff who are employed under Housing for Women and its subsidiaries' terms and conditions of employment, and who work for either Housing for Women or a subsidiary organisation.

2. Organisation and Responsibilities

Health and Safety Management Structure

Organisation chart for the implementation of the policy



Responsible Persons List

Responsibility	Responsible Person	Job Title
Health and Safety Management Systems and Policy review	Mark Lake	Director of Operations
Communication and Information Management	Mark Lake	Director of Operations
Critical Incident Management	Zaiba Qureshi	Chief Executive
Health and Safety Training	Leanne Walkinshaw	SafetyBoss
Personal Safety Procedures	Mark Lake & Jill Maddison	Director of Operations & Director of Supported housing
Health and Safety Inspections	Mark Lake and Jill Maddison	Director of Operations & Director of Supported housing
Risk Assessments	Executive Team	Executive Directors
Incident Reporting / Investigation	Mark Lake	Director of Operations
Fire Procedures, including Personal Emergency Evacuation Plans (PEEPs)	Vicky McLeod	Head of Asset Management
Premises Maintenance including Contractors	Vicky McLeod	Head of Asset Management
First Aid	Mark Lake	Director of Operations
Stress and Wellbeing	Susan Croft	Director of Finance and Resources
Premises Security	Vicky McLeod	Head of Asset Management
Asbestos Management	Vicky McLeod	Head of Asset Management
Electrical Safety & PAT testing	Vicky McLeod	Head of Asset Management
Gas Safety & Repairs	Vicky McLeod	Head of Asset Management
Lifts and Lifting Equipment	Vicky McLeod	Head of Asset Management
Water Safety	Vicky McLeod	Head of Asset Management
Snow Clearing and Gritting	Vicky McLeod	Head of Asset Management

3. Employers' duties

Housing for Women will in accordance with the health and safety at work act Sections 2 and 3, that they will conduct all their undertaking in such a way as to ensure, so far as is reasonably practicable, the safety of employees and those not in their employment.

Housing for women who has, to any extent, control of premises, including access, egress and any plant or substance, will ensure, so far as reasonably practicable, this is safe and without risk to health of employees and those not in their employment.

Our employers' duties include:

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training, and supervision is necessary to ensure, so far as is reasonably practicable, the health and safety of his employees at work.
- So far as it is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egresses that are safe and without such risks.
- The provision and maintenance of a working environment for its employees, that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

The Board is responsible for ensuring:

- Adequate management arrangements are in place to ensure that all employees can undertake their duties and responsibilities, taking full account of the health and safety requirements of the organisation.
- Health and safety management arrangements are adequate and function as intended.

The Board has appointed the Chief Executive as having overall responsibility for health and safety within the organisation.

The Chief Executive is responsible for ensuring:

- Appropriate resources are allocated to health and safety.
- As a minimum, the organisation's activities comply with current health and safety legislation.
- Health and safety are given equal priority with other organisation policy objectives.

The Director of Operations is responsible for:

- The co-ordination of the Health and Safety Management System.
- Keeping senior management informed of changes in health and safety legislation and its implications for the organisation's activities.
- Ensuring that health and safety policies and procedures are kept up to date and conform to the prevailing legislation.
- Developing and maintaining a Health and Safety Action Plan to achieve continuous improvement in health and safety.

- Preparing a quarterly performance report for the Board on the management of health and safety, identifying any issues and providing actions for resolution.

The Executive Team :

In addition to their individual responsibilities in relation to their areas of operation, the members of the Executive Team are collectively responsible for ensuring, through the co-ordination of health and safety arrangements, the effective operation of the organisation's health and safety management system. This responsibility includes:

- Approving new and amended health and safety policies formulated by the Health and Safety Forum
- Establishing strategies to implement policy and integrating these into the general activities of Housing for Women
- Assigning responsibilities for planning, measuring, reviewing, and auditing health and safety policy and procedures
- Specifying the structure for implementing policy
- Ensuring that health and safety objectives are an integral part of the business plan.
- All of the responsibilities below for Head, Managers and Team Leaders.

Heads, Managers and Team Leaders are responsible for ensuring:

- New staff receive a suitable health and safety induction from their Line Manager prior to commencing work and further corporate health and safety training within their probationary period.
- Staff undertake the necessary health and safety training for their role every three years and as part of new joiners' induction e-learning.
- Staff understand the specific health and safety responsibilities of their role and are aware of their general responsibility to work safely and report problems.
- That activities under Housing for Women's control are in accordance with the relevant policies and procedures Health and safety is managed on a day-to-day basis within their operational remit.
- Any issues they are unable to address are reported to their Line Manager
- Risk assessments are undertaken and kept up to date for all identified hazards as identified in the Health and Safety Operations Manual
- Safe working procedures are adhered to and employees for whom they have responsibility are working in a safe manner.
- Work equipment provided to enable employees to carry out their work is suitable for the task and regularly maintained.
- Employees are provided with, and wear, appropriate personal protective equipment.
- Accidents and incidents are recorded, the causes are investigated, and any necessary remedial action is taken.
- Accident and incident reports are forwarded to the Near Miss and Accidents email address (Executive Team)
- They notify their Line Manager of any accidents and near misses.
- They notify their Line Manager and the Director of Finance and Resources of any personal injury claims received.
- Any enforcement officer reports relating to health and safety, food safety or fire safety are copied to their line manager and the Head of Assets and copied to ET

In addition to the above:

- Managers in supported housing, are responsible for ensuring that customer needs and requirements are assessed and appropriate action relating to the safety, health, or welfare of the customer or of Housing for Women employees involved in their support is implemented.

- Managers responsible for Housing for Women premises must ensure that appropriate safety checks are carried out in accordance with relevant policies and procedures, and that the premises are.
- maintained in a safe condition.
- Managers of services that employ contractors must ensure that all contractors undertaking work on behalf of the organisation have adequate health and safety policies and follow safe systems of work.

All staff have a duty in the operation of the Policy, and these are summarised as follows:

- To read and understand Housing for Women Health and Safety Policy.
- To carry out any specific health and safety responsibilities relating to their role, as set out in the organisation's policies and procedures.
- To take reasonable care for their own health and safety and that of other employees, and people who may be affected by the work they do.
- To co-operate with Housing for Women to enable compliance with any duty imposed upon it by law.
- To attend health and safety training that is arranged for them.
- To make proper and effective use of anything which has been provided to them for their health and safety or welfare.
- To report all health and safety concerns to their Line Manager.
- To take positive action to prevent incidents and accidents and to improve business health and safety performance.
- To use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by Housing for Women in accordance both with and training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided to them.

Health & Safety Forum

The Forum meets on a quarterly basis and includes representation from ET and MT. In adherence with Housing for Women's Health and Safety Approach, the forums' purpose is to:

- Oversee health and safety activity across the organisation.
- Identify, monitor, and review health and safety risk via the Action Plan, performance reports and near miss reporting.
- Raise awareness of any health and safety issues from internal and external horizon scanning.
- Review resource requirements and make recommendations for additional work/ resource where necessary (in accordance the Financial Regulations)

Health and Safety Assistance

It is essential that advice on health and safety matters can be obtained quickly and easily.

As required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the organisation has appointed competent assistance from:

Safety Boss Competent Person Service

Email: Leanne@safetyboss.co.uk

Web: www.safetyboss.co.uk

Tel: 01394 389683 / 07747 468420

Address: Unit 4 Deben Mill Business Centre, Old Maltings Approach, Woodbridge, IP12 1BL

The External Health & Safety (H&S) Advisor is responsible for providing a source of expert advice on health and safety and to act as the “competent person”.

4. Arrangements

The approach to our arrangements has been captured as our Health and Safety Operations Manual which can be located **HERE**. The areas of operation are as follows:

- 1) Risk Assessment
- 2) Incident, Accident and First Aid
- 3) Induction and Training
- 4) Workplace Health and Safety
- 5) Premise and Property Management (including asbestos, legionella, gas)
- 6) Health and Welfare (including DSE / workstation, stress, infection control)
- 7) Personal Safety and Security
- 8) Fire and Emergency
- 9) Staff Involvement and Communication
- 10) Contractor Management and Construction (Design and Management)

5. References, Acts & Regulations

The overall reference for this document is contained within the regulations and guidance set out in the following documents.

1. Health and Safety at Work. Act 1974
2. Management of Health and Safety at Work Regulations 1999

6. Further information

For further information regarding this policy please contact
Director of Operations, [Mark Lake](#)
Email: mark.lake@h4w.co.uk
Tel: 020 3794 4838

Governance Manager, Theodora Ugo
Email: Theodora.Ugo@h4w.co.uk
Tel: 020 375 23573

7. Review of this Policy

This policy will be reviewed **every 3 years** to ensure that it complies with any changes in good practice, legislation, or regulation.