



DHA HEALTH AND SAFETY POLICY – AUGUST 2018

The Deddington Housing Association (DHA) manages the Holly Tree Cottages (HTC) accommodation at Earls Lane in Deddington, Oxfordshire. The purpose of the DHA Health and Safety Policy and subsequent procedures is to provide clarity about the intentions of the DHA. The trustees are committed to ensuring a safe living and working environment for all those who have lawful access to HTC site. This commitment is realised through -

- Full compliance with current health and safety legislation and regulations.
- An assessment of the significant risks faced by everyone (residents, staff, volunteers, visitors and agents/contractors) who have access to the charity and appropriate action taken to minimise these risks. The five practical steps to risk assessment are given below and further information is available at www.hse.gov.uk:
 - identify the hazards
 - decide who might be harmed
 - evaluate the risks
 - record findings
 - review assessments.
- Trustees will ensure the DHA has an annual internal review of health and safety matters and risk assessments. The DHA has a Risk Management Policy, Risk Management Process and Risk Register.
- The DHA has a nominated trustee to lead on and advise trustees on health and safety matters. The lead person has sufficient training and knowledge on how to access health and safety advice to ensure compliance
- Appropriate and suitable training and information has been made available to everyone so they are aware of the risks and knows how to respond appropriately. The DHA has no employed staff, contractors have their own responsibilities and these are described later in this policy.
- Regular Quinquennial Recorded Inspections of the properties and subsequent maintenance programmes should ensure that health and safety issues are given a high priority. Any defects that have health and safety implications should be addressed as a matter of urgency.

DHA Commitment and Health and Safety Statement of Intent

It is the policy of the DHA to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone at the HTC site, and of others who may be affected by the DHA's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate. To achieve policy compliance the DHA has agreed the following objectives -

- Set and maintain high standards for health, safety and the protection of the environment across the HTC site
- Identify risks and set in place programmes to remove or reduce these risks
- Ensure these standards are communicated to all trustees, residents, staff, volunteers, visitors and agents/contractors

- Ensure everyone is given the appropriate equipment, necessary information, instruction, training and supervision to enable them to work in a safe manner
- Ensure that the appropriate resources are made available to enable the policy to be implemented.

Health and Safety is Everyone's Responsibility

Residents, staff, volunteers, visitors and agents/contractors have individual responsibility regarding health and safety and must immediately bring to the attention of trustees any issues of concern. Contact details of the DHA health and safety adviser are provided in the Residents' Handbook and on the website.

Details of the DHA's Health and Safety Policy and procedures are available to trustees, residents, staff, volunteers, visitors and agents/contractors. This policy is published on a notice board (we may be best doing this on our website) where they can be seen by visitors and brought to the attention of contractors.

DHA Health and Safety Responsibilities

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the trustees are responsible for establishing the overall Health and Safety Policy for the HTC and have ultimate responsibility for all health and safety matters. This involves:

- The promotion of good practice within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice
- The name of the lead trustee and this policy are prominently displayed on the website and in Residents Handbooks for the information of all employees. will also be prominently displayed for the information of trustees, residents, staff, volunteers, visitors and agents/contractors

The lead trustee is authorised by the board of trustees with personal responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing to the trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary
- Monitor implementation of the policy, set targets or objectives where appropriate and report progress to the board
- Ensure the dissemination and discussion of relevant information on health and safety
- Report details to the board of trustees where an accident/incident has occurred which may result in prosecution
- Make annual reports to the board of trustees on the management of health and safety at the charity.

Working with Contractors.

The DHA trustees will ensure contractors are competent and capable of undertaking work in a safe way. This includes -

- requesting contractors risk assessments
- requesting method statements

- requesting evidence of competent staff in relation to the planned works e.g. Gas Safe competence for gas works
- adequate insurance to be at least £5 Million
- certain works will fall within the scope of The Construction (Design and Management) Regulations (CDM).

All contractors working at the HTC site are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

This policy has been approved for issue by the DHA trustees; this is recorded in the DHA minutes and will be shared with all residents and staff.

Chair of Trustees Name and Signature: Stella O'Neill

Date approved: 16 August 2018

This policy is approved for one year. Next review date - August 2019