



Valleys to Coast

Health & Safety Policy

Owner:

Chief Executive

Accountable Lead:

Executive Director of Development, Assets & Sustainability



Policy Control

Policy Level	Board
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Approved by	Board
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Signed by	 Joanne Oak Chief Executive



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Statement

Valleys to Coast Housing recognises its legal and moral duties and that the health and safety of colleagues, customers, contractors and other persons who may be affected by its undertakings, is paramount.

The organisation has arrangements in place for managing employer, and landlord health and safety compliance responsibilities.

Valleys to Coast recognises the need for all colleagues to work together to ensure that the risks of personal injury and hazards to health are reduced to a minimum within the context of the organisation's activities.

The key areas are:

- Development of a robust health & safety culture
- Use the Plan Do Check and Act process for all aspects of health, safety & wellbeing management and improvement
- Identification and compliance with all current and future legislation;
- Completion of suitable and sufficient risk assessments;
- Development and implementation of effective procedures and safe systems of work;
- Consultation and communication with colleagues and customers;
- Provision of suitable information, training, instruction and supervision;
- Provision of a healthy working environment including adequate welfare facilities;
- Ensuring the safe use of vehicles, plant, equipment and substances hazardous to health;
- Monitor and review the organisation's activities to provide assurance and identify opportunities for continuous improvement.

The successful implementation of this policy requires all Valleys to Coast's representatives to take responsibility and reasonable care of the health and safety of themselves and of any other person who may be affected by their actions.



All Valleys to Coast's representatives will be expected to demonstrate their commitment by:

- Following policies, procedures and safe systems of work;
- Co-operating with the organisation and each other;
- Demonstrating a positive and proactive approach to health and safety;
- Identifying and taking forward opportunities for improvement.

The organisation takes health and safety very seriously and failure to comply may lead to disciplinary action.

Legal Context

This Policy describes Valleys to Coast's organisation, responsibilities and arrangements necessary to comply with the following principal legislation (as amended and supported by secondary legislation):

- Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Housing Act 2014
- Renting Homes Act 2016
- Occupiers Liability Acts 1957 & 1984
- Regulatory Reform Fire Safety Order 2005
- Fire Safety Act 2021
- The Equality Act 2010

All aspects of the protected characteristics will be considered as part of this policy and our arrangements: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



Organisation

This policy applies to all Valleys to Coast's activities and applies to all representatives including colleagues, contractors, consultants and other persons who may be appointed to act on the organisation's behalf.

Valleys to Coast has health and safety responsibilities as:

- A responsible employer who ensures the safety and health of colleagues, contractors and other persons who may be affected by the organisation's activities. This is referred to as 'occupational or employer health and safety'.
- A socially responsible landlord who provides safe and healthy homes, places and services. This is referred to as 'landlord health & safety compliance'

In delivering this Policy and associated procedures the organisation will consult with, and keep Informed, the following:

- Colleagues; through internal H&S Groups and Trade Unions
- Customers; through survey and engagement activities
- Contractors and Suppliers; through contract management

Responsibilities

Valleys to Coast Board (*Level 1 – Strategic*)

Has ultimate responsibility for ensuring:

- Appropriate health and safety culture is fostered and maintained;
- Health, safety and wellbeing are given high priority;
- Effective arrangements are established and implemented to



manage occupational and landlord health and safety risks at strategic and operational levels;

- Health, safety and compliance performance is monitored;
- Assurance is provided;
- Significant health and safety failures are investigated and reported;
- Consideration is given to the potential impact of decisions with regard to health and safety;
- The organisation keeps up to date with legislation and good practice.

Chief Executive (*Level 1 – Strategic*)

Is accountable to the Board and has delegated responsibility from the Board for all health, safety and compliance matters and for ensuring that the organisation is provided with the necessary organisational structure and resources to develop, implement and evaluate a suitable and sufficient management system. The Chief Executive shall:

- Provide strategic health and safety leadership
- Promote a positive health and safety culture by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all colleagues in improving standards;
- Develop the health & safety policy and ensure that it and all organisation and arrangements are suitable and sufficient
- Ensure that the health & safety policy is reviewed, kept up to date, understood and effectively implemented;
- Agree performance standards for health safety and wellbeing;
- Ensure adequate resources are made available for the effective implementation of this policy;
- Promote appropriate consultation opportunities and ensure information is available for colleagues with respect to health safety



and wellbeing;

- Ensure that health & safety management is an integral part of Valleys to Coast's corporate plan and strategies and that all activities are legally compliant and consistent with best practice;
- Ensure that health & safety policy is reviewed through an annual Board report and in addition information will be provided to the Board with sufficient quality and regularity to ensure good governance;
- Appoint as necessary specialist services to provide specific advice.

Executive Directors (*Level 1 - Strategic*)

Are accountable to the CEO and have responsibility for providing health safety and wellbeing leadership and ensuring this policy is implemented for all areas under their control. In this respect they will:

- Provide strategic health safety and wellbeing leadership;
- Support the promotion of a positive health, safety and wellbeing culture by demonstrating clear commitment to achieving high standards and encouraging the involvement of all colleagues in improving standards;
- Ensure a healthy & safe environment is provided for all;
- Ensure resources are made available for health safety and wellbeing as far as reasonably practicable;
- Monitor performance and initiate corrective action where necessary;
- Ensure that safety training needs of colleagues are identified and met, and in addition information and instruction is disseminated to all relevant parties;
- Review, inspect and improve health & safety arrangements with the objective of improving performance;
- Ensure arrangements are in place for consultation and colleague



engagement;

- Participate in the investigation and corrective action of serious incidents;
- Promote a culture where the health safety and wellbeing of colleagues is an organisational priority, lead by example, actively promoting initiatives and good practice; monitor health, safety and wellbeing performance.

Directors, Heads of Service & Managers (*Level 2 – Management Team*)

Directors, Heads of Service & Managers will:

- Provide health safety and wellbeing leadership within their function;
- Promote a positive culture within their function by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all colleagues in improving standards;
- Ensure health safety programmes are implemented and monitored;
- Ensure that all resources are effectively deployed;
- Ensure that the arrangements for their function are suitable and sufficient and properly implemented;
- Ensure performance is effectively monitored and managed within their function;
- Take ownership for the procedures for which they are the accountable lead;
- Bring to the attention of the Executive Director any serious concerns or legal breaches which they are aware of.

Line Managers and Supervisors (*Levels 3 & 4 – Tactical*)

It is the role of Line Managers and Supervisors to support the implementation of this Policy and arrangements. Line managers and



supervisors will:

- Promote a positive culture within their function by demonstrating clear commitment to achieving high standards of health and safety management and encouraging the involvement of all colleagues in improving standards;
- Undertake and keep up to date risk assessments and establishing effective control measures;
- Ensure health & safety programmes are coordinated;
- Ensure colleagues in their team engage and cooperate in health and safety matters, understand the relevant risk assessments and follow safe systems of work;
- Ensure health safety and wellbeing is an agenda item on all team meetings;
- Encourage all colleagues to demonstrate safe behaviours, build a positive safety culture and report all incidents (including accidents and near misses) in a timely manner;
- Investigate all incidents (including accidents and near misses) taking any action necessary to deal with the situation and prevent a recurrence;
- Ensure colleagues in their team receive appropriate information, training, instruction and supervision;
- Ensure that colleagues attend the required occupational health appointments.

Colleagues (*Level 5 – Operational*)

It is the responsibility of **all** colleagues to:

- Take reasonable care for their own health safety and wellbeing and that of others who may be affected by their work activities;
- Positively engage and cooperate with colleagues, contractors and customers on health safety and wellbeing matters;



- Report any serious concerns, which cannot be resolved through established health and safety arrangements, in accordance with the 'Raising Concerns Procedure';
- Demonstrate safe behaviours and build a positive safety culture by:
 - Practising safe and healthy behaviours at all times
 - reporting all incidents (including accidents and near misses) in a timely manner;
 - Completing all relevant training;
 - Use work equipment and materials correctly, including personal protective equipment;
 - Follow all company policies, procedures, risk assessments and safe systems of work;
 - Not interfere with, or misuse, anything provided for the purposes of ensuring health and safety;

Health & Safety Manager

Is accountable to the Executive Director of Development, Assets & Sustainability and will ensure the organisation is provided with competent health, safety & wellbeing advice commensurate with the scale and complexity of the organisation's health and safety activities and risks.

It is the role of the Health & Safety Manager, to ensure that the organisation's health and safety management system is suitable and sufficient. The health and safety manager will:

- Promote the development of the organisations health, safety and well-being culture in conjunction with the People Operations Manager
- Provide competent health & safety advice and guidance to the organisation;
- Keep a watching brief on changing health safety and wellbeing



legislation;

- Develop and maintain a suitable and sufficient documented management system;
- Develop and maintain appropriate performance indicators and monitor performance; highlighting and responding appropriately to identified trends;
- Compile periodic reports which provide assurance to Leadership team and Board;
- Investigate significant incidents in order to determine root causes and implement improvement action plans;
- Liaise with enforcement authorities as necessary;
- Support company health & safety groups in the performance of their functions;
- Advise the organisation on health and safety training and development;
- Coordinate the organisation's approach to risk assessments and safe systems of work;
- Maintain a network of communication with external organisations to ensure good practice and where necessary gathering information, benchmarking exercises, etc.;

Contractors accountable to the relevant Valleys to Coast Contract Manager

Valleys to Coast will ensure that all contractors demonstrate the required health and safety competencies commensurate with the scale and complexity of their activities prior to appointment. All contractors will:

- Comply with all relevant health & safety legislation and all contractual obligations connected with safe service provision (including Valleys to Coast Health & Safety Policy);
- Cooperate with Valleys to Coast and coordinate activities including



the sharing of relevant health and safety information;

- Ensure suitable and sufficient risk assessments are undertaken and effectively communicated and implemented;
- Provide adequate supervision to ensure safe conditions and safe behaviours are maintained;
- Report, record and investigate any incidents which occur;

Trade Unions

In addition to representing colleagues on all matters relating to health and safety Trade Union representatives will be granted the facility to:

- Periodically inspect the workplace for health and safety hazards; make representations and investigate complaints raised by trade union members and other colleagues
- Represent colleagues in health and safety consultations;
- Attend meetings of specific health and safety groups in connection with any of the above functions.



Arrangements

In support of this Policy and to ensure the organisation effectively manage relevant risks , the following arrangements have been established:

Employer H&S Procedures

Title	Accountable Lead
Accident, incident and near miss reporting	Health & Safety Manager
Display Screen Equipment (DSE)	Health & Safety Manager
Dusts	Health & Safety Manager
Events	Head of Communications & Engagement
Fire Safety	Head of Assets & Sustainability
First Aid	Health & Safety Manager
Hazardous Substances-Control of Substances Hazardous to Health (COSHH)	Health & Safety Manager



Health and Safety Arrangements for Consultation on Matters of Occupational Health, Safety and Fire (OHSF)	Health & Safety Manager
Health and Safety Audit	Health & Safety Manager
Hot Works	Health & Safety Manager
Lone Working	Health & Safety Manager
Managing Challenging Behaviour	Head of Housing
Management of contractors-Construction projects- Construction (Design & management) Regulations 2015	Head of Development & Regeneration
Manual Handling	Health & Safety Manager
New and Expectant Mothers	People Operations Manager
Non CDM contractors	Head of Development & Regeneration
Noise	Health & Safety Manager



Occupational Health	People Operations Manager
Personal Protective Equipment (PPE)	Health & Safety Manager
Radon	Head of Assets & Sustainability
Risk Assessment	Health & Safety Manager
Sharing of Information (Warning and Welfare Markers)	Head of Housing
Sharps/disposal of hazardous waste	Health & Safety Manager
Smoke Free Workplace	Facilities Management Officer
Stress and Mental Health	People Operations Manager
Substance Misuse	People Operations Manager
Training	Learning & Development People Partner
Transport	Depot & Transport Service Lead
Underground and Overhead Services	Health & Safety Manager
Vibrating Equipment	Health & Safety Manager



Visitors	Facilities Management Officer
Welfare Facilities	Facilities Management Officer
Work Equipment/PUWER	Health & Safety Manager
Working at Height	Health & Safety Manager
Smarter working principles	People Operations Manager
Young persons, inexperienced persons and volunteers	People Operations Manager

Landlord H&S Management Plans

Title	Accountable Lead
Asbestos	Head of Compliance & FM
Electrical	Head of Compliance & FM
Estates	Communities & Commercial Business Partner
Fire & Security	Head of Assets & Sustainability



Heating (including gas)	Head of Compliance & FM
Mechanical	Head of Compliance & FM
Water	Head of Compliance & FM