

Housing and Property Services recognises its responsibility under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees and others who may be affected by our work activities or through our undertaking including members of the public, contractors, and elected members.

A safety culture will be developed to reflect the Council's primary objective to have a high standard of health and safety performance as an integral part of our service delivery. This will be demonstrated through defining key competences and exemplar behaviour.

Housing and Property Services also recognises its responsibility to adopt a planned and systematic approach to the implementation of the Council's Health and Safety Policy with regard to:

- Identifying specific responsibilities to the Housing and Property Service management team, Managers and Team Leaders. Health and safety objectives will be incorporated into our business processes and set using best practice standards with performance monitored quarterly.
- Ensuring that all employees training needs are identified and reviewed, with training implemented to ensure they are competent to carry out their work safely and that they continue to be briefed, informed, consulted and listened to regarding safety developments and concerns.
- Use of appropriate competent persons to assist us in meeting our statutory duties including, where appropriate specialists from outside the Housing and Property Service.
- Every employee, and others working on our behalf, co-operating with us to enable all statutory duties to be complied with. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of those others who may be affected by their acts or omissions.

The success of this health and safety policy requires total commitment throughout all levels of the Housing and Property Service. All managers are responsible for ensuring awareness and understanding of this policy statement together with encouragement of a positive attitude and support.

The policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes.

Depute Chief Executive/Director of Housing and Property



Summary of Health and safety responsibilities within Housing and Property Services

Responsible for:-**Health Safety and** Depute Chief Wellbeing Manager Providing leadership, direction and encouragement to create a Executive/ positive safety culture Director of Responsible for provision of Advising on the resources that are required to implement Health & Housing and corporate health and safety Safety policy. **Property** Ensuring development, implementing, co-ordinating and maintaining a Safety Management System, including performance reporting for the H&P Service. Defining arrangements and allocating appropriate health and safety responsibilities to the H&PS Management Team, ensuring clear objectives are understood and effectively implemented. Identifying and meeting the training requirements of H&PS Management Team, so that they remain competent. **Head of Property** H&PS Responsible for:-Responsible for the Management Providing team leadership, direction and encouragement to create development of the H&PS Team a positive safety culture demonstrating high standards of health health and safety and safety performance as an integral part of service delivery management system Ensure awareness and application of the Safety Management covering statutory legislation System, reviewing its continuing suitability and effectiveness through consultation, including reporting performance to the Maintenance Manager Director of H&P Service. Responsible for policy and Understand and manage their health and safety obligations procedures relating to defining responsibilities including empowering Principal Officers **Building Maintenance** and allocating appropriate resources for health and safety, activities Identifying and meeting the training requirements of Principal Officers so that they remain competent. **Business Support** Co-ordinating accident reporting within their area of control. Manager Responsible for monitoring and reviewing the Responsible for:effectiveness of the H&PS Providing team leadership and encouragement to create a positive health and safety safety culture demonstrating high standards of health and safety management system performance as an integral part of service delivery Ensure awareness and application of the Safety Management System, reviewing its continuing suitability and effectiveness **Property Risk Management** through consultation with staff they supervise, identifying any Officer health and safety deficiencies. Responsible for provision of **Principal** property-related health and Managing and supervising the activities of staff under their control, **Officers** safety advice consulting with them and ensuring that assigned work is done safely. Inducting new / transferred employees and identifying training requirements for individuals to ensure their competency. Trade Union Health and Responsible for:-All Safety Representatives working safely and efficiently with proper regard for others. employees following the council's safety arrangements and procedures. of Housing To be provided with the using work and protective equipment properly. and facilities and information as reporting health and safety deficiencies, accidents or incidents **Property** detailed in Charter and participating in any accident or incident investigations.

