

SA/19 - Health, Safety & Welfare Policy

“Our policies embed our culture, establish boundaries and outline our expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

1. Policy Statement

In accordance with the Health & Safety at Work Act 1974, this Policy outlines ateb’s commitment to managing the health, safety and welfare of its colleagues, contractors, customers and others who may be affected by its work activities.

The aim of this Policy is to:

” **Demonstrate an ongoing and determined commitment to improving Health & Safety at work throughout our organisation. To ensure that Health & Safety is at the forefront of what we do, so that we protect people and the environment from any hazards which may arise from our organisation.**”

At ateb all employees and contractors working on our behalf have a responsibility for understanding, promoting and implementing this Policy and our operating procedures.

As an organisation we will review and revise this policy as necessary at regular intervals, as a minimum annually.

Signed

Position: Chief Executive

Date:

Approval Date	Lead Contact	Review Date
29/07/2021	Chief Executive	April 2022

Policy Contents

1. Policy Statement
 2. Principles
 3. Responsibilities
 4. Control
 5. Links to other documents
-

2. Principles

This policy document sets out how the ateb Group Limited will manage and meet both, legal obligations under relevant Health & Safety legislation and identified best practice.

Legislation

Legal and Regulatory obligations that this Policy apply to are:

- The Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

This policy applies to all employees in the Group and to all activities undertaken by the Group and any appointed contractors.

The objectives of the Health & Safety Policy are:

- To detail the Board and Key person responsibilities for effective discharging our Health & Safety aim and objectives.
- To provide adequate control of the Health & Safety risks arising from our work activities, for all employees, contractors, customers and members of the public who may use our premises or be affected by our activities.
- Providing, managing and maintaining our workplaces and properties so that they are, as far as reasonably practicable, safe and that risks to health are controlled.
- Consult with our employees and seek their cooperation on matters affecting their Health & Safety.
- To provide, manage and maintain plant, equipment and transport so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- To ensure safe handling, storage and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.

- Prevent accidents and cases of work-related ill health, so far as is reasonably practicable and to report relevant incidents to HSE under RIDDOR.
- To ensure all legal compliance with the relevant Health & Safety legislation and where identified introduce best practice.
- To implement emergency procedures in case of fire or other significant incidents.
- To maintain safe and healthy working conditions.
- To meet all specific Health & Safety performance targets and use these targets to continually improve.

This policy applies to all ateb Group controlled and owned premises including all Group employees and contractors undertaking their duties, maintenance and all works carried out by ateb.

3. Responsibilities

Group

This is a Group Policy which applies to all companies within the Group structure. All companies within the Group are responsible for ensuring the policy is available to their customers, stakeholders and employees and for ensuring appropriate training, support and guidance is given on its application and use.

Group Role Profiles

Each role profile within the group has the following responsibilities within this policy:

Board of Management

Responsibilities

- Ensure that there are suitable health & safety arrangements in place, around compliance with relevant regulations and legislation. The Board will use the internal governance and control framework in place for assurance that these responsibilities are met.
- Ensure that our customers' voices on health & safety matters are heard.
- Undertake training necessary to ensure it has the required skills to seek assurance in these areas.
- Board has delegated the monitoring of health & safety performance to the Assurance Committee and this is embodied in its terms of reference.
- Effectively challenge strategic Health & Safety plans made by management.
- Ensure key business leadership positions within the company have the relevant skills, knowledge and experience to manage Health & Safety.
- Ensure that Health & Safety performance targets are met by the management team.
- Ensure the risks processes which support the Group Boards management of Health & Safety risks are robust.
- To approve ateb Group's Health, Safety & Welfare Policy.

Assurance Committee

Assurance Committee has several functions but in terms of health and safety management, it serves to offer assurance that safety risks are appropriately controlled.

Responsibilities

- Monitor the effectiveness of the implementation of management of our Health, Safety & Welfare Policy.
- Ensure appropriate risk management schemes are in place and guarantee internal control frameworks are implemented regarding Health & Safety.
- Review and seek assurance on ateb's health and safety performance and performance in relation to ateb Group's landlord and occupational health and safety responsibilities.
- Ensure health and safety and landlord compliance features heavily in annual internal audit programmes.
- Ensure that our customers' voices on health and safety matters are heard.

Chief Executive

Responsibilities:

- Effective implementation of the Health & Safety policy across the Group as a whole.
- Adequate resources are made available to both develop and implement appropriate Health & Safety procedures.
- Ensure responsibilities of Health & Safety are effectively delegated and an overall structure established with clear guidelines and procedures is in place.
- Ensure that the structure, processes, competency, leadership and resources required to deliver these aims and objectives, are in place.
- Ensure that Health & Safety matters are fully considered, promoted and resourced through the Strategic Plan, Service Delivery Plans, Budgets and Business Plans.
- Ensure appropriate finance is allocated to meet the company's commitments to Health & Safety.
- Review safety performance by reference to monthly performance statistics.
- Ensure Health & Safety issues and performance are considered and debated at Board and Director Level.
- Delegate specific Health & Safety responsibilities to Directors.
- Ensure Directors are trained in and are fully aware of their responsibilities towards Health & Safety.
- Ensure when necessary, independent Health & Safety reviews are instigated by the Directors.
- Have formal training to ensure he/she is fully aware of his/her legal and moral responsibilities towards Health & Safety.

Executive Management Team

Responsibilities

- Demonstrate leadership of Health & Safety through a total commitment to the aims and objectives of the Health & Safety Policy.

- Ensure good Health & Safety practice and continual improvement.
- Set performance indicators and targets relating to corporate objectives.
- Assist in the review of the Health & Safety policy.
- Review performance against targets and take corrective action as required.
- Allocate resources and finance to ensure Health & Safety standards can be met.
- Understand their Health & Safety responsibilities in line with the Health & Safety policy and any other rules or procedures.
- Know and understand applicable legislation, best practice guidance, policy and procedures covering Health & Safety at work which is applicable to all functions which are the Manager's responsibility.
- Ensure all Managers are trained in and understand their Health & Safety responsibilities.
- Monitor directorate safety in line with the Health & Safety Performance Measures.
- Report safety performance to the Board and initiate action on their behalf.
- Establish Safety Team membership which is adequate to ensure that monitoring and reporting of Health & Safety performance by the Safety Team covers all areas of the directorate's business activities.
- Review the minutes of the Safety Team and direct resources as necessary to address issues and actions identified.
- Discuss Health & Safety at team meetings.
- Complete unplanned audits of safety standards during site and workplace visits, through workplace surveillance and discussion with employees.
- Be held accountable by the Chief Executive on their directorate's Health & Safety Performance.

Managers

Responsibilities

- Know and understand applicable legislation, best practice guidance, policy and procedures covering Health & Safety at work which is applicable to all functions which are the Manager's responsibility.
- Be aware of the appropriate safety standards applicable to their area of responsibility.
- Demonstrate leadership of Health & Safety through a total commitment to the aims and objectives of the Health & Safety Policy.
- Set an example to all employees in good Health & Safety practice.
- Ensure risk assessments for all activities have been undertaken and enforced.
- Ensure activities of work, working practices and safe systems of work meet the policy requirements and outcomes of risk assessments.
- Ensure adequate training of employees, including compliance with induction procedures.
- Allocate specific safety responsibilities within the team.
- Ensure all relevant specialist assessments have been carried out as detailed in policies and procedures.
- Facilitate and evaluate investigations into accidents within his/her responsibility to ensure appropriate safe action is taken.
- Monitor team safety performance on a regular basis and maintain performance in line with departmental programs and corporate objectives through H&S audits and inspections.

- Ensure the Leadership Team members, employees and volunteers under his/her direction, are competent and suitably trained in Health & Safety matters appropriate to their job/activity.
- Ensure that no task is introduced without an adequate and documented risk assessment having been undertaken and that the appropriate control measures have been put in place along with the relevant training/briefing.
- Ensure a program of health surveillance for relevant staff as identified in this policy.
- Consider all Health & Safety requirements for the manager's functions during the annual budget setting process, preparing justification notes for proposed expenditure to enable directors and the Board to make appropriate decisions on the allocation of resources.
- Be held accountable by the Directors on their department's Health & Safety Performance.

Service or Team Leaders

Responsibilities

- Know and understand applicable legislation, best practice guidance, policy and procedures covering Health & Safety at work which is applicable to all functions which are the Manager's responsibility.
- Be aware of and enforce the appropriate safety standards applicable to their area of responsibility.
- Demonstrate leadership of Health & Safety through a total commitment to the aims and objectives of the Health & Safety Policy.
- Set an example to all employees in good Health & Safety practice.
- Develop and implement risk assessments for all activities, equipment, and chemicals undertaken and ensure the control measures are enforced.
- Complete an adequate risk assessment prior to any task being introduced with the appropriate control measures in place along with the relevant training/briefing.
- Ensure activities of work, working practices and safe systems of work meet the policy requirements and outcomes of risk assessments.
- Ensure employees and volunteers under his/her direction are competent and suitably trained in Health & Safety matters appropriate to their job/activity.
- Plan, implement and maintain adequate training of employees, including compliance with induction procedures.
- Ensure all relevant specialist assessments have been carried out as detailed in policies and procedures.
- Complete investigations into accidents within his/her responsibility to ensure appropriate safe action is taken.
- Monitor team safety performance on a daily basis and maintain performance in line with departmental programs and corporate objectives through H&S Audits and Inspections.
- Implement and maintain a program of health surveillance for relevant staff as identified within this policy.
- Be held accountable by the Head of their department's Health & Safety Performance.

Employees - ALL employees whilst at work (permanent, temporary and volunteers) regardless of whether they have managerial or supervisory responsibilities must abide by the following responsibilities:

Responsibilities

- Understand and own their responsibilities under this policy.
- Follow Health & Safety procedures and guidance issued by the Group.
- Co-operate on Health & Safety matters.
- Not interfere with anything provided to safeguard their Health & Safety.
- Take reasonable care of their own Health & Safety.
- Take reasonable care for the Health & Safety of others such as visitors, tenants and customers.
- Report all Health & Safety concerns to an appropriate person (Line Manager).
- Report faults or weakness in any system, procedure or equipment and ensure corrective action is taken.
- Comply with inductions, risk assessments, COSHH assessments and safe systems of work.
- Ensure that they have been trained and maintain competency levels in order to complete their work safely.
- Ensure they are trained and competent to use the required work equipment.
- Use, store, maintain and report defective Personal Protective Equipment in line with risk assessments and safe systems of work.

Contractors

Responsibilities

- Must comply with the group Health & Safety Policy and any relevant rules and procedures
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work.
- Must agree risk assessments and any method statements with the client before work commences.
- Must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations.
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant.
- Must report all accidents to the client immediately so that they can record the incident.

Visitors

Responsibilities

- To comply with the group's Health, Safety and Welfare Policy and any rules and procedures applicable to them.

Key Operational Role Responsibilities

In addition to the responsibilities listed above the following key roles have specific responsibilities for the operational delivery of Health & Safety within this policy across the Group:

Health & Safety Adviser

Responsibilities

- Direct reporting to Chief Executive
- Co-ordinating role within Safety Team
- Communicating and promoting Health & Safety.
- Developing procedures and safe systems of work relating to occupational Health & Safety.
- Communicating corporate objectives to achieve good occupational Health & Safety practice and continual improvement in Health & Safety performance.
- Collating information to monitor performance indicators and targets related to corporate occupational Health & Safety objectives.
- Assisting in the preparation of new occupational Health & Safety policies
- Assisting with the monitoring of employee training needs.
- Reviewing performance against targets and advise on corrective action as required.
- Provide technical occupational Health & Safety guidance to Managers and Leadership Team members as appropriate.
- Reviewing accident and incident reports and provide technical assistance for prevention of recurrences.
- Facilitating and conducting Health & Safety audits and monitor progress against the Group's Health & Safety audit plan.

Maintenance and Compliance Manager

Responsibilities

- Developing policies and procedures and safe systems of work relating to domestic landlord Health & Safety as detailed in the relevant Compliance Policies.
- Communicating corporate objectives to achieve good landlord Health & Safety practice and continual improvement in landlord Health & Safety performance.
- Collating information to monitor performance indicators and targets related to Landlord Health & Safety objectives.
- Member of the Safety Team.

Sales & Marketing Manager Mill Bay Homes

- Developing policies and procedures and safe systems of work relating to development and CDM.
- Member of the Safety Team.

Agency Manager West Wales Care & Repair

- Developing policies and procedures and safe systems of work relating to the delivery of WWC&R services in customers' homes.
- Member of the Safety Team.

Property Manager

- Developing policies and procedures and safe systems of work relating to development and CDM.
- Member of the Safety Team.

People and Communications Manager

- Developing policies and procedures and safe systems of work relating to Wellbeing and People Management.
- Oversight of the training needs of employees across the Group and oversight over the delivery of appropriate induction procedures.
- Member of the Safety Team.

Company Solicitor

- Oversight and awareness of sector risk issues relating to Health & Safety and any changes in regulatory expectations.
- Member of the Safety Team.

Facilities Co-ordinator

- Developing policies and procedures and safe systems of work relating to communal landlord Health & Safety as detailed in the relevant Compliance Policies.
- Member of the Safety Team.

4. Control

The Chief Executive is the lead contact for this policy and for ensuring it remains operationally effective. The Chief Executive will review this policy at least annually.

This policy is a dynamic document and will be reviewed and amended as required following service reviews or changes to the operating environment or legislation.

Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

5. Links to other documents

This policy is the overarching policy for Health & Safety and is underpinned by additional policies and procedures. The procedures outline how ateb Group will manage the significant risks identified.

- **Appendix 1** – [Management Arrangement Procedures](#)
- **Appendix 2** – [Management System - HSG 65](#)

PN05

SA/19

Health, Safety & Welfare Policy

Additional help

Contact our customer team quoting the policy reference:

Tel: **01437 763688**
Email: **hello@atebgroup.com**
Facebook: **@atebgroup**
Face to Face: **Meyler House, Haverfordwest, SA61 1QP**

Version History

Ver.	Date	Changes
1	30/04/2020	Policy approved by Board
2	29/07/2021	Policy reviewed and approved by Board
3		