Housing Services Health and Safety Statement

# Introduction

* 1. Housing Services has a commitment to ensure the safety and health of all those involved in our work; living in one of our properties or accessing any part of the service or others who may be affected by our activities.

# Purpose

* 1. The purpose of this policy is to provide an overarching approach to health and safety for the whole of Housing Services and our commitments to clients, tenants, leaseholders, employees and contractors.

# Scope

* 1. This Policy will take a lead from Medway Council’s Health and Safety Statement of Intent (2020) as well as the corporately published information and provide an overview of health and safety aspects that are unique to Housing Services and our clients, tenants and leaseholders.
	2. This policy will cover all staff and activities undertaken by Housing Services this includes but is not limited to the following teams and the clients that use their services.
* HRA Housing
* Housing Options Team
* Rehousing Team
* Strategic Housing Team
* Private Sector Housing and Adaptations

# Legislation and Guidance

* 1. Internal
		1. Medway Council’s Health and Safety Statement of Intent 2020

# Policy Statement

* 1. We will meet all applicable statutory requirements that provide for the health and safety of tenants in our properties as specified in the Home Standard as set by the Regulator of Social Housing.
	2. We will identify significant hazards and plan for their elimination, reduction and control by conducting and reviewing risk assessments at regular intervals, the results of which will be shared appropriately. All list of service and operational risks will be held in an overall risk register which will be reviewed on an annual basis.
	3. Communication between all levels of employees within the service and where necessary the communities we serve, is paramount and we will therefore ensure that practices facilitate the flow of information throughout all of our processes.
	4. We will ensure that all our employees are competent to carry out their work and provide them with adequate information, guidance, procedures and training to ensure all risks are minimised.
	5. We will provide and maintain safe and healthy working conditions and suitable work equipment.
	6. Where we employ contractors to carry out work on our behalf, we will ensure that they are competent, have access to relevant Medway Council held documentation and information; and have appropriate health and safety arrangements.
	7. The housing management team will monitor the implementation of health and safety related policies and the associated risk register and procedures are effectively applied and regularly reviewed.
	8. We will ensure that health and safety is embedded within our service by:
* Continual assessment and review
* Maintain risk register for each aspect of the service
* Adhering to corporate guidelines
* Nominated representative within the service
* Effective communication with staff, contractors and residents/clients
* Regular monitoring and training for staff
* Commitment from all our contractors
* Monitoring our compliance with legislation and locally set targets

# Risk Registers

* 1. Housing Services will maintain an overall risk register relating to all risk assessments both service and operational, held by the service. Health and safety risks are identified through risk assessments and these assessments are reviewed annually and updated where necessary or whenever work activities change.
	2. It will be the responsibility of team leaders to identify risks within the team and assess these using a standard template. There will be effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventative and protective measures.
	3. The risk register will be reviewed on an annual basis or line with legislative updates and monitored regularly at housing management team meetings.

# Monitoring

* 1. In addition to our risk register, health and safety issues will be monitored in a number of ways:
* Nominated rep to sit on directorate health and safety group
* Agenda item for all management, team meetings and one to ones
* Regularly monitor, report and review performance
* Access and follow legislative requirements and competent advice
* Requirement of all contracted services

# Staff development and training

* 1. All new staff will complete Health and Safety training that is relevant to their role as part of their induction.
	2. Managers will be aware of staff deployment on special tasks, ensuring that prior to undertaking new and/or additional duties they are competent for the task in hand. Relevant training and guidance to be provided if necessary.
	3. Training needs and safe workplace requirements will be identified at monthly 1-1s or through the PDR process.
	4. Regular toolbox talks will be organised by all departments in Housing Services to aid the continual development of staff.

# Our contractors and communities

* 1. All contractors working on behalf of Housing Services will undergo through an approval process prior to any contract being awarded. This will include them to have necessary Health and Safety policies and procedures in place as well as public liability insurance. We will share relevant information with contractors to ensure risks are kept to a minimum.
	2. All relevant policies will be consulted upon with our communities prior to publications.
	3. Residents will be able to use the corporate complaints process should the need arise.

# Flow of information

# Role, responsibilities and authority

* 1. The Head of Housing retains the overall responsibility for Health and Safety across Housing Services.
	2. Managers and team leaders within Housing Services are responsible for the operational delivery and monitoring of health and safety.
	3. Managers will be responsible for the monitoring and implementation of risk assessments and procedures relative to their activities.
	4. The Partnership, Strategy and Customer Relations Team are responsible for maintaining a service wide risk register.
	5. The Assistant Director for Culture and Community retains the overall responsibility for the implementation of this policy.

# Monitoring, review and evaluation

* 1. Performance will be monitored through compliance indicators on a monthly, quarterly and annual basis.
	2. Continual monitoring will of health and safety issues will take place through management meetings, team meetings, one to ones and through the PDR process.
	3. This policy will be reviewed on a biennial basis or in line with legislative or regulatory changes.

This version: September 2020

To be reviewed: September 2022