

SAXON WEALD

HEALTH AND SAFETY POLICY



First Approved: May 2002

Author: Mandy Harley-English

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Next Review: March 2024

1.0 Introduction

1.1 This policy sets out Saxon Weald's principles and arrangements for maintaining a robust health and safety culture throughout the organisation. This enables us to meet our statutory and moral duties to protect the health and safety of our employees, residents and others who could be affected by our activities.

2.0 Statement of intent

2.1 Saxon Weald is committed to achieving high standards of health and safety, supporting, and promoting our "*Think Safe, Work Safe, Be Safe*" culture and ensuring that health and safety is at the heart of our business.

2.2 The safety and wellbeing of our workforce and residents is paramount. In meeting our health and safety obligations, Saxon Weald will:

- Provide the necessary processes, systems, resources, and training to support safe working practices, prevent ill health and avoid accidents.
- Further develop and continuously improve our health and safety arrangements, ensuring that clear and quantifiable measures are in place to enable us to monitor, assess and report on health and safety performance.
- Recognise, mitigate and, wherever possible, eliminate risks that could result in harm, injury or loss to employees, residents, contractors, visitors, members of public and/or property.
- Engage with our staff and residents on health and safety matters, seeking their feedback and using it to inform and influence decisions and improve health and safety practices.

2.3 Saxon Weald's ultimate aim is to create, promote and deliver safe environments for our employees to work in and our residents to live in.

3.0 Legislation and regulation

3.1 The following key legislation is relevant to this policy:

- Health and Safety at Work Act 1974;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Construction (Design and Management) Regulations 2015;
- Management of Health and Safety at Work Regulations 1999;
- Control of Asbestos at Work Regulations 2012;
- Electricity at Work Regulations 1989;
- Gas Safety (Installation and Use) Regulations 1998;
- Gas Safety (Management) Regulations 1996;
- Health and Safety (Consultation with Employees) Regulations 1996;
- Provision and Use of Work Equipment Regulations 1998;
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Substances Hazardous to Health Regulations 2002;
- Fire Safety Act 2021; and
- Fire Safety (England) Regulations 2022.

3.2 The following regulatory standards are relevant to this policy:

- The Governance and Financial Viability Standard; and
- The Home Standard.

4.0 Implementation

4.1 To deliver the commitments and outputs of our Statement of Intent, Saxon Weald will:

- a) Ensure that our employer and landlord health and safety obligations are understood and met through the development, promotion and implementation of clear and robust processes, systems, and guidelines.
- b) Maintain, continuously improve, and promote a structure for strategic and operational health and safety management, which includes clear roles and responsibilities at each level and identifies the linkage between these levels (as set out at Appendix A).
- c) Maintain and continuously improve a Health and Safety Delivery Plan, which sets out our priorities, along with the actions and timescales for addressing them.
- d) Provide relevant information and training to ensure that employees understand their health and safety responsibilities and have the necessary skills, knowledge, equipment, and qualifications to enable them to carry out their work safely.
- e) Ensure that health and safety related risks are included in our Corporate Risk Register and that all such risks and their controls are regularly monitored,

reviewed, and updated and reported to each Audit and Risk Committee meeting.

- f) Ensure that appropriate risk assessments of our undertakings and activities are carried out, with the outcomes recorded and any actions identified addressed accordingly.
- g) Ensure that standard operating procedures and method statements for health and safety activities are produced, understood, and implemented.
- h) Provide regular reports on performance against key landlord and employer health and safety measures and events (High Potential Events (HPEs) – events that could have led to serious loss or death but did not) to the Executive and Leadership Teams, Board and Audit and Risk Committee.
- i) Produce an annual report on the organisation's health and safety performance to the Board and Audit and Risk Committee.
- j) Ensure that reliable and effective lone working arrangements are in place for staff who work remotely or in a lone worker environment.
- k) Encourage staff and residents to report accidents, incidents, near misses and concerns; providing and promoting suitable channels that enable them to do so and ensuring that all matters reported are recorded, investigated, and responded to quickly and effectively.
- l) Establish and implement programmes for the periodic inspection and testing of equipment used by staff in the course of their work.
- m) Carry out periodic audits and reviews of our health and safety arrangements to ensure fitness-for-purpose, compliance, and effectiveness.
- n) Provide the Health and Safety Team with a dedicated budget to assist in furthering the aims and commitments of this policy.
- o) Establish and recognise a representative staff body (The Shield) for consultation on specific health and safety issues and providing a forum for general discussion and feedback on day-to-day health and safety matters.
- p) Facilitate a Health and Safety Committee, consisting of managers from across the business and chaired by a senior manager, to consider strategic and operational health and safety matters and provide feedback on relevant issues to the Executive Team and Audit and Risk Committee.
- q) Provide contractors with adequate health and safety information and instruction to enable safe working practices.

- 4.2 Provide avenues for employees to report serious concerns about health and safety malpractice. Where employees do not feel comfortable or confident reporting them, or who wish to remain anonymous, may follow Saxon Weald's Whistleblowing Policy and Procedure.
- 4.3 Saxon Weald expects all employees and contractors to conform with its health and safety processes and systems and to exercise all reasonable care for their own health and safety, along with that of others who may be affected by their acts and omissions.

5.0 Training and awareness

- 5.1 The Health and Safety Team will maintain a record of the health and safety related training and qualifications of all staff. This includes any specific training that is necessary for staff to carry out their role safely:
- Mandatory training required by legislation e.g. Fire Safety; and
 - Job role specific training e.g. asbestos non-licensed removal.
- 5.2 A health and safety training programme will be maintained to ensure that staff receive the training they need. All trade related certifications are kept up to date. Line Managers are required to monitor their team's training records and be aware of expiry dates so that any refresher/renewal training is planned.
- 5.3 Details of all health and safety training attended and qualifications/certifications gained throughout the year will be included in the Annual Health and Safety Report to the Board and the Audit and Risk Committee.
- 5.4 All staff will be provided with relevant and appropriate information, instruction, supervision, and training to help them carry out their role safely. External health and safety training, scrutiny and will be obtained, as required, to help ensure that our arrangements and approach are robust, compliant, and effective.
- 5.5 An introduction to Saxon Weald's health and safety arrangements forms part of the induction process for all new employees. The purpose of this is to provide new staff with the necessary health and safety information to help them perform their job as safely and considerately as possible, avoiding harm to themselves or others.

6.0 Equality, diversity, and inclusion

- 6.1 Equality, diversity, and inclusion (EDI) affects all aspects of our business and, as such, its principles are integral to everything we do. As a landlord and employer, Saxon Weald aims to recognise and respond positively to people's differences, while providing equality of opportunity in relation to the services and careers we provide and support.
- 6.2 This means that no person or group of people, either working for Saxon Weald or seeking housing, services, employment or contracts from us, will be treated less

favourably because of their or their partner's, families, friend's or associated person's protected characteristics, which are; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, gender and sexual orientation. This includes individuals either already serving on or applying to join our Board.

- 6.3 Factors like gender, disability, age, and work patterns may affect people's health and safety in the workplace and, as such, it is important to take account of diversity and involve people when assessing risk and managing health and safety.
- 6.4 Saxon Weald will work with individuals and the Shield (staff health and safety forum) to identify specific EDI factors that could affect delivery of this policy and agree suitable solutions, so that nobody is adversely affected by its principles or commitments.

7.0 Monitoring and review

- 7.1 The Board and Audit and Risk Committee will be provided with regular health and safety performance at each meeting, this will include details of any health and safety concerns and reportable incidents to the Health and Safety Executive (HSE).
- 7.2 The Board and Audit and Risk Committee will also receive an Annual Health and Safety Assurance Report. This will provide a detailed overview of health and safety performance against our employer responsibilities and targets across the year, along with the progress and effectiveness of this policy and an assessment of our statutory and regulatory health and safety compliance.
- 7.3 This policy will be reviewed annually in accordance with Saxon Weald's review timetable or in the interim if:
 - Legislative or regulatory changes require it;
 - There are any changes to the management structure of the organisation;
 - An audit, investigation or risk assessment suggests the policy is no longer effective;
 - When requested by a third party such as an insurance company; or
 - Following enforcement action.
- 7.4 This document will remain in force until such time that a revised version is approved.



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Steven Dennis
Chief Executive

Version	Amendment	By	Date
1.0	3-year review	Simon Farmer	Nov 2015
2.0	3-year review	Ian Bamforth	Feb 2019
3.0	Annual review	Ian Bamforth	May 2021
4.0	Annual review – Full re-write following the MSAFE review.	Mandy Harley-English	May 2022
4.1	Minor amendments following TIAA's MSAFE follow up audit.	Mandy Harley-English	Nov 2022
5.0	Annual review	Mandy Harley-English	March 2023

APPENDIX A

Health & Safety roles and responsibilities

To ensure that Saxon Weald and its employees can comply with the Health and Safety at Work Act 1974 and other relevant legislation, the following roles and responsibilities have been established:

Board	<p>The Board approves Saxon Weald’s Health and Safety Policy and has ultimate responsibility for strategic health and safety matters. The Board will:</p> <ul style="list-style-type: none">• Understand relevant health and safety legislation;• Be clear about its health and safety responsibilities as the governing body;• Approve the Health and Safety Policy and Framework and scrutinise these at least annually;• Agree suitable targets to help measure health and safety performance and compliance;• Review property compliance performance quarterly to ensure management of these areas meet statutory requirements and are sufficiently resourced;• Ensure that health and safety related risks are included for and mitigated in the Corporate Risk Register and that all such risks and their controls are monitored and reviewed regularly;• Receive and consider reports and recommendations on Health and Safety matters from the Audit and Risk Committee, the Executive Team, and relevant senior managers;• Receive, review, and agree an Annual Report on the robustness of the organisation’s Health and Safety System and its performance against related targets;• Positively and actively promote a good health and safety culture;• Seek appropriate levels of assurance that Saxon Weald meets its statutory and regulatory health and safety obligations; and• Ensure that any weakness in the H&S management system are addressed. <p>The Chair of the Board or any of its committees may request the attendance of the Head of Health and Safety at any meeting, as required.</p>
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Audit and Risk Committee	<p>The Audit and Risk Committee’s specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Review and recommend the Health and Safety Policy for Board approval; • Scrutinise Health and Safety arrangements and performance, providing assurance to the Board that adequate controls are in place to ensure compliance with statutory and regulatory obligations; • Ensure that any weakness in the H&S management system are addressed; and • Positively and actively promote a good health and safety culture.
Asset Management and Development Committee	<p>The Asset Management and Development Committee’s specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Oversee the Health and Safety within Development; • Scrutinise Health and Safety arrangements and performance, providing assurance to the Board that adequate controls are in place to ensure compliance with statutory and regulatory obligations; • Ensure that any weakness in the Development H&S management system are addressed; and • Positively and actively promote a good health and safety culture.
Chief Executive	<p>The Chief Executive is responsible for monitoring and ensuring the effective implementation of the Health and Safety Policy and management systems, principally through the Assistant Director – Assets and Sustainability and the Head of Health and Safety . The Chief Executive will:</p> <ul style="list-style-type: none"> • Have a good understanding of relevant health and safety legislation; • Ensure that the organisation is always compliant with health and safety legislation and be able to provide sufficient assurance to this effect; • Lead on establishing, promoting, and maintaining a positive and proactive health and safety culture; • Ensure that suitable and effective health and safety management arrangements are in place and monitored; • In conjunction with the Executive Directors, ensure that appropriate resources are available to enable the Health and Safety Policy to be implemented effectively; • Ensure that an annual Health and Safety performance and compliance report is made available to the Board and Audit and Risk Committee; • Attend meetings of the Health and Safety Committee; and • Liaise with the Executive and Leadership Teams on health and safety matters, as appropriate.

<p>Executive Team</p>	<p>As a collective and individuals, the Executive Team’s specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Have a good understanding of relevant health and safety legislation; • Oversee the Health and Safety Policy ensuring that it is working effectively to comply with existing and emerging legislative and regulatory requirements in relation to property, customers, and staff; • Monitor and review organisational and departmental health and safety performance; • Review regular reports on significant health and safety incidents and their implications; • Escalate any serious issues or areas of non-compliance to the Board as appropriate; • Review any health and safety concerns and complaints raised by employees, customers, or other stakeholders, escalating any risks to the Board as appropriate; • Delegate appropriate H&S responsibilities to Assistant Directors and managers; • Ensure that relevant resources are made available to enable the health and safety policy to be implemented effectively; • Ensure the risk assessments for all applicable areas of the business form part of the health and safety management • Instruct internal audits of health and safety practices; • Ensure that opportunities are in place for customers to give feedback on and influence health and safety matters; • Attend meetings of the Health and Safety Committee (and The Shield, where requested); • Ensure that the organisation is always compliant with health and safety legislation and be able to provide sufficient assurance to this effect to the Board and Audit and Risk Committee; • Positively promote and reinforce good H&S practices and procedures; and • Liaise with Assistant Directors on health and safety matters, as necessary.
<p>Assistant Directors</p>	<p>Assistant Directors’ specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Have a good understanding of relevant health and safety legislation; • Ensure the Health and Safety Policy is implemented effectively and consistently; • Ensure that suitable risk assessments are in place and undertaken in the business areas they are responsible for; • Provide updates on H&S matters to the relevant Executive Director and Executive Team as appropriate; • Delegate appropriate H&S responsibilities to the relevant managers; • Ensure that relevant resources are made available to enable the Health and Safety Policy to be implemented effectively; • Attend meetings of the Health and Safety Committee (and The Shield, where requested);

	<ul style="list-style-type: none"> • Monitor H&S performance, ensuring compliance in their business areas and providing sufficient assurance of this to the Executive Team; • Ensure that clear, timely and accurate H&S data is provided to the Head of H&S as requested; • Positively promote and reinforce good H&S practices and procedures; and • Liaise with their managers and teams on H&S matters.
<p>Executive Director – Investment & Growth</p>	<p>The Executive Director – Investment & Growth’s specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Understand relevant health and safety legislation; • Ensure that an effective health and safety management system is in place and implemented effectively; • Ensure the Health and Safety Policy is reviewed annually and as necessary; • Liaise with the H&S Team to regularly review and update the H&S Delivery Plan; • Monitor H&S performance, ensuring compliance across the business and providing sufficient assurance to this effect to the Executive Team; • Ensure that suitable risk assessments are in place and undertaken in the business areas they are responsible for; • Provide updates on H&S matters to the Executive Team as appropriate; • Ensure that relevant resources are made available to enable the Health and Safety Policy to be implemented effectively; • Attend meetings of the Health and Safety Committee and provide appropriate notes to the Executive Team and Audit and Risk Committee; • Attend meetings of The Shield, where requested; • Provide the monthly Property Compliance & H&S Performance Report to the Executive Team and Asset Management & Development Committee; • Provide and present the annual health and safety status report to Board; • Implement, where appropriate, any health and safety recommendations received from the Health and Safety Executive, Environmental Health Officer, or Fire Officer; • Secure additional professional advice and assistance as appropriate; • Liaise with the external health, safety, and fire consultants if necessary; and • Positively promote and reinforce good H&S practices and procedures.
<p>Assistant Director – HomeFix</p>	<p>The Assistant Director – HomeFix’s specific H&S responsibilities are to:</p>

	<ul style="list-style-type: none"> • Understand relevant health and safety legislation; • Have a good understanding of relevant health and safety legislation; • Ensure the Health and Safety Policy is implemented effectively and consistently; • Ensure that suitable risk assessments are in place and undertaken in the business areas they are responsible for; • Provide updates on H&S matters to the relevant Executive Director and Executive Team as appropriate; • Delegate appropriate H&S responsibilities to the relevant managers; • Ensure that relevant resources are made available to enable the Health and Safety Policy to be implemented effectively; • Attend meetings of the Health and Safety Committee (and The Shield, where requested); • Monitor H&S performance, ensuring compliance in their business areas and providing sufficient assurance of this to the Executive Team; • Ensure that clear, timely and accurate H&S data is provided to the Head of Health and Safety/Team, as requested; • Positively promote and reinforce good H&S practices and procedures; and • Liaise with their managers and teams on H&S matters.
<p>Assistant Director – Assets and Sustainability</p>	<ul style="list-style-type: none"> • The Assistant Director – Asset and Sustainability’s specific H&S responsibilities are to: • Understand relevant health and safety legislation; • Act as ‘Duty Holder’ for Electrical and Gas safety; • Ensure Property Compliance functions relating to Fire Safety, Water Safety, Asbestos Safety, CDM and Lift Safety; • Ensuring that Saxon Weald fulfils all obligations arising from current and future legislation relating to the management of asbestos; • Provide the monthly Property Compliance Report to the Executive Team and Asset Management & Development Committee; • Have a good understanding of relevant health and safety legislation; • Ensure the Health and Safety Policy is implemented effectively and consistently; • Ensure that suitable risk assessments are in place and undertaken in the business areas they are responsible for; • Provide updates on H&S matters to the relevant Executive Director and Executive Team as appropriate; • Delegate appropriate H&S responsibilities to the relevant managers; • Ensure that relevant resources are made available to enable the Health and Safety Policy to be implemented effectively; • Attend meetings of the Health and Safety Committee (and The Shield, where requested);

	<ul style="list-style-type: none"> • Monitor H&S performance, ensuring compliance in their business areas and providing sufficient assurance of this to the Executive Team; • Ensure that clear, timely and accurate H&S data is provided to the Head of Health and Safety/Team, as requested; • Positively promote and reinforce good H&S practices and procedures; and • Liaise with their managers and teams on H&S matters.
<p>Head of Health and Safety</p>	<p>The Head of Health and Safety's specific H&S responsibilities are to:</p> <ul style="list-style-type: none"> • Act as Saxon Weald's 'competent person' on all aspects of health and safety, providing advice, guidance and support to the business and seeking external independent advice, as necessary; • Ensure that the organisation is always compliant with health and safety legislation and be able to provide sufficient assurance to this effect to the Executive Team and Board; • Oversee and support the consistent and effective application of the Health and Safety Policy and Framework; • Review the Health and Safety Policy annually; • Attend Audit and Risk Committee meetings; • Provide professional health, safety and occupational health advice as required; • Ensure that sufficient resources and systems are in place to support the effective implementation of the Health and Safety Policy and Delivery Plan; • Carry out reviews and monitoring as requested by the Assistant Director – Assets & Sustainability; • Aid the development of health and safety training programmes in consultation with the People Team; • Chair meetings of The Shield and provide appropriate notes to the H&S Committee and Executive Team; • Ensure that any serious issues or areas of non-compliance are brought to the attention of the Assistant Director – Assets and Sustainability and the Executive Team; • Always set a personal example, reporting to the Assistant Director – Assets and Sustainability where health and safety arrangements are inadequate; and • Play a lead role in establishing, promoting, and maintaining a positive and proactive health and safety culture.

<p>Compliance Manager</p>	<p>The Compliance Manager is responsible for ensuring:</p> <ul style="list-style-type: none"> • Properties Compliance obligations are carried out; • Fire Safety management systems are in place to reduce risk and impact of fire, including a programme of Fire Risk Assessments and remedial actions arising from them are carried out in a timely manner; • Water Safety management systems are in place to reduce risk and impact of legionella, including programme of Legionella Risk Assessments and necessary management and monitoring arrangements are in place; • Lift Safety management controls are in place, including ensuring LOLER inspections are carried out on time; • Ensures accuracy of Asbestos Database and manages Reinspection Programme; • Provide the monthly Property Compliance Report to the Executive Team and Asset Management & Development Committee; • Ensures appropriate controls and lines of defence are in place to provide assurance; and • Reviews policies, procedures, and management plans.
<p>Managers</p>	<p>Managers are responsible for ensuring that:</p> <ul style="list-style-type: none"> • They understand their H&S responsibilities and are proactive in their management of health and safety; • Health and Safety Policy, Procedures and Management Systems are implemented; • Operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities; • All accidents within their area of responsibility are reported; reviewing such reports and ensuring that full investigations are carried out and appropriate remedial action taken, where necessary; • They liaise with the Head of Health and Safety on matters of health and safety; • Health and safety and related performance is an agenda item at team meetings; • Risk assessments are undertaken, recorded, and enacted in areas for which they are responsible; • Their teams and customers are consulted on health and safety matters, as necessary and appropriate; and • They positively promote and reinforce good H&S practices and procedures. <p>The Electrical Manager is Saxon Weald’s ‘Responsible Person’ who, with the support of the Assistant Director – Assets and Sustainability, is responsible for the day-to-day implementation of the Electrical Safety Policy.</p>

<p>All staff</p>	<p>Employees are expected to:</p> <ul style="list-style-type: none"> • Conform with the Health and Safety Policy, Processes, and management systems; • Report any concerns about health and safety practices to the health and safety team using the online reporting system or directly to the Head of Health and Safety; and • Exercise all reasonable care for their own health and safety, along with that of others who may be affected by their acts and omissions.
<p>Contractors</p>	<p>All individual and/or organisations providing goods, services or works to Saxon Weald are expected to do so with consideration for their own health and safety and that of others who may be affected by their acts and omissions.</p> <p>Organisations entering contract with Saxon Weald will, as part of due diligence in our procurement process, be expected to provide a copy of their health and safety policy and risk assessments – method statements (RAMS). Saxon Weald will, from time to time, carry out site audits to ensure that contractors are adhering to their Health and Safety Policy and applying safe methods of working.</p>

Saxon Weald – Health and Safety Reporting Structure:

Report title	Report to	Report from	Frequency
Landlord Property Compliance Performance Indicators	Board	Assistant Director – Assets & Sustainability	Each meeting
Landlord Property Compliance Indicators	Asset Management & Development Committee	Assistant Director – Assets & Sustainability	Each Meeting
Corporate Health and Safety Policy	Executive Team Audit and Risk Committee Board	Head of Health and Safety	Annually
Corporate Health and Safety Performance Indicators	Board Audit and Risk Committee Asset Management and Development Committee	Head of Health & Safety	Each meeting
Landlord Property Compliance Indicators	Executive Team Leadership Team	Assistant Director – Assets & Sustainability	Monthly
Corporate Health and Safety Performance	Executive Team Leadership Team	Head of Health & Safety	Monthly
Notes from Health and Safety Committee meetings	Executive Team and Audit and Risk Committee	Head of Health & Safety	Bi-annually
Notes from The Shield meetings	Health and Safety Committee, Executive Team and all departments via Workplace	Head of Health and Safety	Quarterly
Health and Safety agenda items	Individual teams (relevant H&S matters)	ADs, Managers, Team Leaders	Monthly

