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Health and Safety Policy

Version:	Version 8
Review Date:	July 2011
Lead officer(s) & Author:	Group Health and Safety Manager. Author: Morag Brown
Depts/Teams affected:	All Group Activities
Implementation:	All Staff
Customer Approved Date:	N/A
Approved by:	Board 19.07.10

This Policy relates to how West Mercia Housing Group (the Group) will manage occupational health and safety in accordance with The Health and Safety at Work Act 1974, associated ACOPS and HSG65.

1. Aims and Purpose of this Policy

1.1 The aims and purpose of this policy are set out below in Section 3 'General Policy Statement'. Health and Safety procedures linked to this policy are delegated to local areas of the Group. This enables adaptation to suit local conditions. The Group policy and procedures are updated and maintained on the Group's intranet and describe the responsibilities of individual roles in the organisation.

1.2 Changes to procedures are discussed and agreed by the appropriate management teams. This may result in variations in some local procedures across the Group to suit the local risk assessment requirements.

1.3 This policy applies to all West Mercia Housing Group Staff and Boards Of Management

2. Links to other policies

2.1 The following policies also deal with issues relating to this policy:

- Alcohol Misuse and Drug/Substance Abuse in the Workplace Policy
- Disciplinary, Grievance and Capability Policy

3. General Policy Statement - West Mercia Housing Group

Health and Safety is an integral part of our management philosophy at West Mercia Housing Group. We are committed to maintaining a safe and healthy working environment for our employees, customers and members of the public who may be affected by our work activities as far as is reasonably practicable. We believe that we are all responsible for preventing injury and illness at work. We all have a personal responsibility to act in a safe manner at all times and to ensure that others do the same.

Our general commitment is to:

- Create a safe working environment by ensuring that safe systems of work are in place and that these are based on the identification, assessment and management of risk across all business processes
- Provide appropriate resources to ensure that this policy statement may be brought into effect and maintained
- Develop and embed a safety culture throughout the Group that recognises the importance and value of effective safety management
- Establish and measure our safety performance against objectives and targets
- Aim to continually improve our safety performance

All employees have a duty to:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions
- Co-operate fully to ensure compliance with any statutory duty or policies/procedures introduced to fulfil our obligations
- Co-operate fully in maintaining high standards of Health and Safety
- Report all accidents, violent incidents, dangerous occurrences, near misses and hazardous situations to their line manager immediately.

Additionally, all our managers are responsible for ensuring that:

- You are made aware of the appropriate safety rules
- Employees, agency workers, apprentices and contractors are adequately inducted, trained and supervised in respect to Health and Safety at work
- All our Health and Safety policies and procedures are implemented accordingly and made available to you.

The Organisation

Certain job roles within the Group are specially concerned with health, safety and welfare. The current Health and Safety Key Procedures Document details the specific responsibilities allocated to job roles as well as the general responsibilities of employees and any other relevant persons.

The Arrangements

The arrangements for ensuring that this policy is implemented are set out in the current Health and Safety Key Procedures Document.

Signed…… Date……1 August 2010……

Chief Executive – West Mercia Housing Group Issue No:8

4. Monitoring and Review:

4.1 This policy will be reviewed annually and in addition where:
There are significant changes to legislation or regulation;
There are found to be deficiencies or failures in this policy as a result of complaints or findings from any independent organisation;

At which point the lead officer will initiate an immediate review.

5. Responsibility:

5.1 The effective implementation of this policy is the responsibility of the Chief Executive – West Mercia Housing Group

6. Period of Review:

This policy is reviewed at least annually and any changes put before the HR Committee for approval. This statement will be brought to the attention of all employees.