

Report to: Management Committee – 10 December 2020

Prepared by: Stewart Pattison: Compliance Manager

Subject: Health and Safety
Management Committee Responsibilities

1. Background

- 1.1 The Governance and Finance Sub-Committee approved the adoption of the EVH Health and Safety Control Manual (bespoked to Association needs) as the Association's Health and Safety Policy on 2 November 2017. This was ratified by the Management Committee on 9 November 2017.
- 1.2 Health and Safety updates are presented to the Governance and Finance Sub-Committee as an ongoing agenda item.
- 1.3 Following this year's external audit, the Governance and Finance Sub-Committee approved the resultant action plan on 5 November 2020.

2. Purpose of this report

- 2.1 The purpose of this report is to advise and update Committee Members on their health and safety responsibilities in ensuring compliance with the Health and Safety Control Manual as the Association's Policy Document.
- 2.2 And to notify Committee of the training commissioned following approval of the Health and Safety Action Plan and Update report by the Governance and Finance Sub-Committee on 5 November 2020.

3. Management Committee Responsibilities

- 3.1 In accordance with the Health and Safety Control Manual requirements, Management Committee members are required to confirm their understanding of their responsibilities by signing the form attached at appendix 1.
- 3.2 It is also required that the Chairperson and the Chief Executive sign the Policy Statement on behalf of the Association and this is attached at appendix 2.

4. Health and Safety Compliance

- 4.1 In order to support Committee Members a 'Health & Safety for Board Members of Housing Associations' training session has been booked for 11 February 2021 at 18.00. This will precede the Management Committee meeting. The duration of this course 30 minutes.
- 4.2 This session covers:
- Background to Health and Safety Legislation;
 - Retroactive to Proactive to Post Industrialisation;
 - The EVH/ ACS Response;
 - The Health and Safety Control Manual. How It Operates; and
 - The Role of the Management Committee

5. Recommendations

It is recommended that:

- 5.1 Committee Members consider and sign off the Management Committee Responsibilities form at appendix 1.

- 5.2 The Chairperson and Chief Executive sign the Policy Statement on behalf of the Association at appendix 2.

- 5.3 Committee note the training date for the 'Health and Safety for Board Members of Housing Association's' training session.

Appendix 1

Subject Health and Safety	Responsibilities Management Committee
------------------------------	--

- 1) The Management Committee, headed by a chairperson, comprises 'lay persons' from the local community and others, acting as a body to oversee the operations carried on by the organisation.
- 2) It is recognised that the Management Committee, while not actively involved in the day to day running of the organisation, is collectively responsible for providing leadership and direction on Health and Safety, and in particular the Chief Executive shall be responsible for implementing the Management Committee's plan for Health and Safety.
- 3) The Management Committee has delegated responsibility for monitoring the Health and Safety policy to the Governance and Finance Sub-Committee. The Health and Safety Policy Statement will be signed by the Chairperson and the Chief Executive. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Management Committee remains current.
- 4) The Governance and Finance Sub-Committee place 'Health and Safety' as a standing item on the Agenda of all meetings. This allows the Chief Executive to report on safety performance, funding requirements, safety failures and other Health and Safety related issues. The Sub-Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.
- 5) The Sub-Committee will review the findings of all internal and external Health and Safety audits carried out within the organisation and will authorise the use of all reasonable support required to rectify any significant non-compliances identified by the audits.
- 6) The Sub-Committee will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.
- 7) All Committee members will undergo training as appropriate to their role. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health and Safety at meetings. This should also assist the Committee in determining whether the Chief Executive is managing Health and Safety adequately within the organisation.
- 8) Management Committee shall review the Sub-Committee's responsibilities at least annually.

Name of Committee Member	Signature	Date

HEALTH & SAFETY AT WORK ETC. ACT 1974

SAFETY POLICY STATEMENT

The Management Committee of Yorkhill Housing Association Limited is responsible for the conduct of the business of the Organisation.

The Health & Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of the Organisation so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the Organisation; that all practicable steps are taken to manage the health, safety and welfare of all employees; to conduct the business in such a way that the Health & Safety of visitors to any premises under the Association's control, is not put at risk.

1. It is the intention of the Organisation, so far as is reasonably practicable, to ensure that:
 - a) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - b) The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under the Association's control.
 - c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e) Employees are provided with such instruction, training and supervision as is necessary to secure their Health & Safety.
 - f) The Health & Safety Policy will be reviewed at least annually. Communication of any such changes will be made to all employees.

2. It shall be the duty of all employees at work to ensure:
- a) That reasonable steps are taken to safeguard the Health & Safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b) Co-operation with the Management Committee so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.

Date Adopted at Management Committee		Date	Review Date
Chairperson			
Chief Executive			