

West Granton Housing Co-operative Limited

Policy Document

HEALTH AND SAFETY POLICY

This policy was reviewed and approved by the Committee of Management on 16th March 2016.

1. Statement

The Management Committee of West Granton Housing Co-operative is responsible for the conduct of the business of the Association/Co-operative.

The Health and 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 West Granton Housing Co-operative so far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Co-operative; 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 and safety of visitors, to any premises under our control, is not put at risk.

2. Responsibilities - Overview

It is the intention of the Co-operative, 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 our 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 and safety.
- f) The Health and Safety Policy will be reviewed at least annually. Communication of any such changes will be made to all employees.

It shall be the duty of all employees at work to ensure: -

- a) That reasonable steps are taken to safeguard the health and 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.

3. Responsibilities -

Full details of authority and responsibility in relation to Health & Safety are set out in the Health & Safety Control manual. In summary: -

The Committee of Management:

- will approve the health and safety policy;
- will receive reports on health and safety audits and risk assessments
- will place "Health & Safety" as a standing item on the agenda of all Committee meetings.

(The full statement of management committee responsibilities in the H&S Manual is included in Appendix 1.)

The Chief Executive Officer:

- is responsible for the day to day running of WGHC and therefore incurs the overall responsibility for Health & Safety Management within the organisations

The Health & Safety Administrator:

- will maintain the Health & Safety control manual and other inspection records and registers;
- will assist in the undertaking of risk assessments, implementation of controls and development of policy.

EVH and Health & Safety Support Services

- WGHC is a member of Employers in Voluntary Housing (EVH). EVH in turn employs external consultants to perform a number of functions in relation to Health & Safety including updating and revising the control manual and carrying out periodic Health & Safety Audits.

4. Adoption

Date Adopted at Management Committee: March 16, 2016

Review date: March 2017

Signed:

(CEO)

Date:

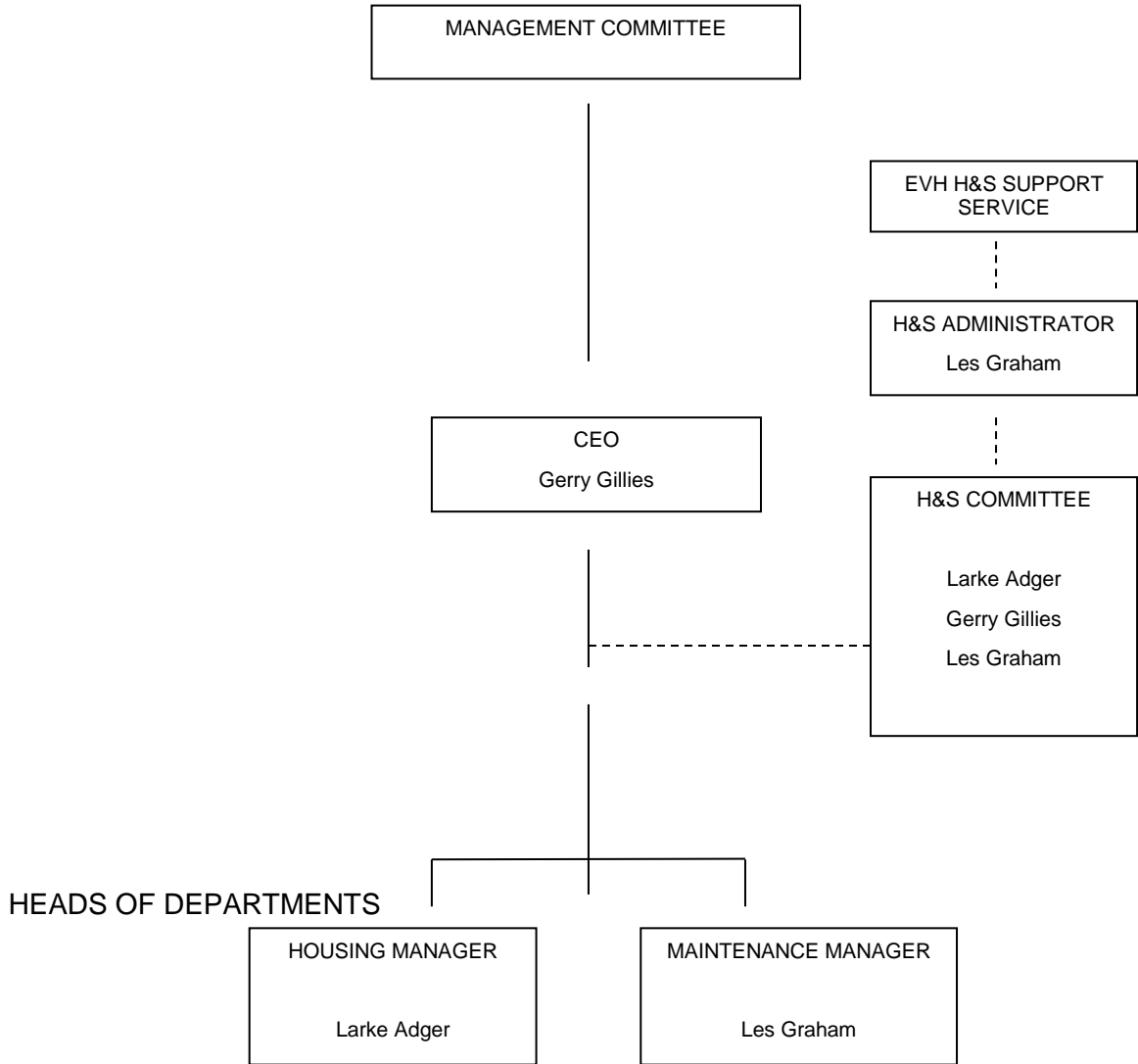
Signed:

(Chairperson)

Date:

Appendix 1: Sections 1.4 and 1.5 of the Health & Safety Control Manual

Subject	Responsibilities - H&S Organisational Chart
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DEPARTMENTAL EMPLOYEES

- Louise Anger
- Fiona McIntosh
- Eilidh Moohan
- Kirsteen Panther
- Marian Paluchowski
- Irene Stuart
- Lyn West

Subject	Responsibilities - Management Committee
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1) The Management Committee, headed by a Chairperson, comprises 'lay persons' from the local community, acting largely as a body to oversee the operations carried on by the Co-operative. The Committee ensures that the interests of the community are taken into account and is responsible for approving certain company decisions and funding / resourcing requests made by the CEO of the organisation.

2) It is recognised that the Committee, while not actively involved in the daily running of the organisation, has certain responsibilities in terms of Health & Safety and the following procedures will be adopted to ensure responsibilities are effectively discharged.

3) The Committee will endorse the Health & Safety policy and Control Manual and the Chairperson will sign the Health & Safety Policy Statement along with the CEO. Where there is a change of personnel, the incoming Chairperson will sign the policy to ensure the commitment on behalf of the Committee remains current.

4) The Committee will place 'Health & Safety' as a standing item on the Agenda of all general meetings. This will allow the CEO to report on safety performance, funding requirements, safety failures and other Health & Safety related issues. The Committee will give all such issues due consideration and will make available all reasonable funding and support as may be required.

5) The Committee will review the findings of all internal and external Health & 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 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 in 'Health & Safety Awareness' and in management responsibilities. This will ensure that all members have a working knowledge of the topic, which will assist in the discussion of Health & Safety at all meetings. This should also assist the Committee in determining whether the CEO is managing Health & Safety adequately within the organisation.

8) The Committee shall review their responsibilities at least annually.

Subject	Responsibilities - Management Committee
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Name	Signature	Date	Review Date
Lorna Brown			March 2017
Marilyn Dickson			March 2017
Jim Hemphill			March 2017
George Nicol			March 2017
Joe Moir			March 2017
Wendy Riordan			March 2017
Marlyn Sinclair			March 2017
George Thomson			March 2017