

Homes & Neighbourhoods

Safety, Health, and Environmental Policy

We have set out in this policy the duties and obligations that apply throughout the company, so that staff are aware of their own roles and responsibilities. This policy supports the [Corporate Health & Safety at Work Policy](#) available on the internal intranet.

Author: Safety, Health and Environmental (SHE) Manager

Publish Date: Jan 2022
Reviewed Date: Nov 2022
Next Review Date: April 2024

Date Originated:	01/04/2017	Approved by:	SMT
Date Revised:	03/11/2022	Approval Date:	05/01/2022
Ref:	H&S01/3	Minute Number	14
Template update	1/3/2024		

Health and Safety Policy Statement

Kirklees Council Homes and Neighbourhoods (KHN) recognises the duties and obligations imposed upon it both under the Health and Safety at Work etc. Act 1974, and KHN's health and safety policy statement, to ensure, so far as is reasonably practicable, the health and safety of:

1. All employees of KHN whilst they are at work.
2. Other persons (e.g. visitors, members of the public, contractors) who may be exposed to risks to health and safety arising out of the activities of the employees in KHN.

We have set out in the Safety, Health, and Environmental Policy the duties and obligations that apply throughout the company, so that staff are aware of their own roles and responsibilities. We will monitor the company's safety performance at periodic intervals.

Employees of KHN must read this policy document and be aware of its contents and their responsibilities as detailed.

This policy supports the [Corporate Health & Safety at Work Policy](#) available on the intranet.

Signature:



Naz Parkar
Service Director

Date Signed: 30 November 2021

Signature:



David Shepherd
Strategic Director

Date Signed 30 November 2021

1 INTRODUCTION AND STATEMENT OF INTENT

- 1.1 Kirklees Council Homes and Neighbourhoods (H&N) Directorate recognises and is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other current and future associated legislation.
- 1.2 H&N Directorate considers the health, safety and welfare of employees and any others affected by its undertakings to be of prime importance. The H&N Service Leadership Team (SLT) is committed to ensure, so far as is reasonably practicable, the health, safety, and welfare of all of its employees, including those who work on behalf of the organisation through the provision of a safe and healthy working environment.
- 1.3 The H&N SLT expects the full co-operation of all its managers and staff in fulfilling this policy and in promoting health and safety at work.

2 POLICY SCOPE

- 2.1 This policy applies to every department within H&N and to all people who work either for or on behalf of H&N, including contract workers, temporary workers, and bank staff.

3 HEALTH AND SAFETY RESPONSIBILITIES

H&S Oversight Board

- 3.1 The Board carry the ultimate responsibility for health and safety for H&N and will consider the potential impact on health and safety during their decision-making processes.
- 3.2 The Board will ensure that there are adequate resources for the effective implementation of this and other associated health and safety policies.
- 3.3 The Board will ensure that there are suitable and sufficient arrangements in place for the management of health and safety and the identification, assessment, management, and control of risks to employees and anyone affected by the activities of the organisation.
- 3.4 The Board will monitor the health and safety performance of H&N.
- 3.5 The Board will ensure that sufficient resource is made available for programmes of work and staff training to maintain a safe and healthy working environment.

Service Leadership Team

- 3.6 The Service Director is accountable to the Board for all health and safety related matters.

- 3.7 The Safety Health and Environment (SHE) Manager, with the support from the members of the SLT, will define and lead the health and safety strategy for the organisation.
- 3.8 The SLT will ensure that robust health and safety management systems are in place and that the health and safety policy is implemented across the organisation.
- 3.9 The SLT will identify and ensure that the necessary staffing and financial resources for delivering the policy are available.
- 3.10 The SLT will consider the potential impact on health and safety during their corporate decision-making processes.
- 3.11 All members of the SLT will pro-actively participate in a programme of Health and Safety Leadership Tours.
- 3.12 The SLT will consult health and safety representatives and employees on matters related to their health and safety at work.

Heads of Service

- 3.13 Heads of Service are responsible for ensuring that the health and safety policy is understood and implemented at all levels of the organisation. This includes all employees, trainees, volunteers, work experience, or any other members of the public.
- 3.14 They should be aware of the key areas of risk and ensure that appropriate policies and procedures are in place to reduce the likelihood of accidents and incidents. This will include ensuring that risk assessments are undertaken and reviewed on an annual basis, and that risk assessments are communicated to all staff including any necessary refresher training.
- 3.15 They should provide the SLT with clear information with respect to the training and resources required to manage health and safety effectively for their service.
- 3.16 They should ensure that all incidents and accidents are recorded, investigated and appropriate action taken to prevent similar occurrences, in line with H&N's agreed practices and procedures.
- 3.17 They should ensure that all staff have all of the necessary awareness and training to carry out their roles safely. This will include ensuring attendance for **all** training assigned to them, whether mandatory or otherwise.
- 3.18 They should ensure that essential health and safety training is incorporated in the company's training plan and that all training is completed by individuals in the service area

Managers and Supervisors

- 3.19 All Managers and Supervisors, who have responsibility for employees, trainees, volunteers, work experience, or any members of the public, are accountable and responsible for the health and safety of their work area.
- 3.20 They must ensure that their staff are kept up to date with all relevant health and safety legislation relating to their area of work and are given the necessary specialist training and toolbox talks when required.
- 3.21 They must manage their teams and organise their work so as to reduce the risk of accidents and incidents.
- 3.22 They will ensure that risk assessments are carried out and reviewed annually or sooner if a change to working practices is made or immediately following an accident or incident to ensure that suitable and sufficient control measures are identified and implemented to eliminate or reduce risk to the lowest level reasonably practicable.
- 3.23 The outcomes of these risk assessments must be communicated to the appropriate staff along with the method statements / safe working procedures necessary to promote and ensure safe working practices.
- 3.24 They must report all accidents and incidents and ensure that investigations are carried out, with suitable and sufficient control measures identified and implemented to prevent a reoccurrence.
- 3.25 They should ensure that all staff are equipped with the appropriate resources to carry out their duties safely.
- 3.26 They should ensure that all staff, including new starters, are provided with the necessary training to reduce the risk of accidents and incidents in the workplace. This includes ensuring that individuals attend all training assigned to them, mandatory or otherwise.
- 3.27 They will pro-actively conduct a programme of health and safety inspections and audits across H&N as required.

All Employees / Trainees / Apprentices must:

- 3.28 Take personal responsibility for their own safety and for the safety of work colleagues, visitors, and customers whilst in the workplace.
- 3.29 Keep themselves up to date with the company's health and safety policies and procedures.
- 3.30 Read, understand, and follow all risk assessments, method statements / safe working procedures relating to their area of work.

- 3.31 Comply with the safety rules and procedures for their area of work, and not put themselves, or other people, at risk by their activities.
- 3.32 Co-operate with supervisors and managers on all matters relating to health and safety at work, and attend all training and toolbox talks as recommended by their manager/supervisor.
- 3.33 Report any incidents, accidents or near misses which occur immediately to their manager/supervisor. They should also report any potential hazard or defect which may affect safety, health, or welfare.
- 3.34 Wear the necessary protective clothing and use all safety equipment recommended and provided by H&N.
- 3.35 Use only equipment for which they have been adequately trained, and never tamper or modify any equipment provided.
- 3.36 Attend health screening appointments as identified by their manager/supervisor.

Role of Trade Unions

- 3.37 KHN recognises the role of the trade unions in promoting safe working practices and in developing a safe working environment. H&N will openly share information in respect of health and safety with trade union representatives and consult with them regarding any proposed changes to policies or procedures which may have an impact on their members.

4 SAFETY, HEALTH AND ENVIRONMENTAL (SHE) OPERATIONAL ARRANGEMENTS

- 4.1 The H&N Safety, Health and Environmental (SHE) Team provides specialist advice and guidance throughout H&N on all safety, health and environmental matters. There is additional support available from Kirklees Council's Corporate Safety Unit.

The H&N SHE team will:

- 4.2 Ensure that H&N staff and managers are aware of current and proposed statutory requirements in respect of health and safety and help develop processes and procedures for meeting our requirements.
- 4.3 Investigate incidents and accidents (including those which may result in a RIDDOR) and advise management on any actions required.
- 4.4 Provide assistance to managers and supervisors in the development of local and site-specific health and safety procedures and risk assessments.
- 4.5 Provide health & safety performance information to SLT, the Strategic Director Growth & Regeneration and Corporate Safety.
- 4.6 Monitoring the safe working practices on sites managed by H&N, including work carried out by external contractors and sub-contractors.
- 4.7 Ensure the requirements of the Construction, Design and Management (CDM) Regulations are met as applicable.
- 4.8 Advise managers on the requirements for employee health screening as applicable.
- 4.9 Development and review of Safety, Health and Environmental policies, procedures, training courses and toolbox talks as required.

5 MEASURING PERFORMANCE

- 5.1 The outcomes of audits, surveys and inspections will be shared as required with SLT, and with all relevant managers.
- 5.2 Risk assessments will be carried out and reviewed on an annual basis. A central risk assessment register will be maintained, with links to the appropriate method statement or procedure.
- 5.3 Managers must be able to evidence that risk assessments have been shared with all relevant members of staff, along with all necessary instructions and training.
- 5.4 Health screening checks are recorded and reviewed at agreed frequencies.
- 5.5 In conjunction with HR, the Heads of Service and the SHE Manager, the Learning

Coordinator will produce a training schedule in relation to health and safety and agree with SLT for sign off.

6 REFERENCED DOCUMENTS AND FURTHER READING

- Environmental Policy - Appendix One

7 REVIEW

- 7.1 This policy and related health and safety policies will be reviewed on an annual basis or if subject to legislative changes.

8 APPENDIX ONE

H&N Environmental Policy

Summary: This Policy supports Kirklees Partnership's priorities of reducing carbon, reducing inequalities and narrowing the gaps in health, attainment, skills, employment, housing and wages.

Author: Alison Morris - SHE Manager

Publish Date: May 2020

Review Date: April 2024

Date Originated:	August 2019	Approved by:	SMT
Date Revised:	Nov 2022	Approval Date:	05.01.2022
Ref:	H&S01/5	Minute Number	14

Table of Contents

Safety, Health, and Environmental Policy	1
1 INTRODUCTION AND STATEMENT OF INTENT	3
2 POLICY SCOPE	3
3 HEALTH AND SAFETY RESPONSIBILITIES	3
4 SAFETY, HEALTH AND ENVIRONMENTAL (SHE) OPERATIONAL ARRANGEMENTS	7
5 MEASURING PERFORMANCE	7
6 REFERENCED DOCUMENTS AND FURTHER READING	8
7 REVIEW	8

1 INTRODUCTION

- 3.1 It is the aim of Kirklees Council Homes and Neighbourhoods (H&N) to establish and maintain procedures to meet the council's environmental objectives.
- 3.2 In working towards a more sustainable future, we are committed to minimising our adverse environmental impacts by reducing pollution and tackling climate change, while enhancing positive environmental impacts to improve the quality of life for the people of Kirklees.

4 POLICY SCOPE

- 4.1 H&N recognises that its business activities interact with the environment in a variety of ways. The organisation recognises that it has a responsibility to help protect the environment wherever it has an opportunity to do so
- 4.2 In particular, we are committed to saving energy, reducing waste, protecting wildlife/biodiversity, preventing pollution, and cutting the amount of carbon and other emissions generated by our operations, our staff and tenants, the homes that we let and our offices.

5 POLICY STATEMENT

- 5.1 This Policy supports Kirklees Partnership's priorities of reducing carbon, reducing inequalities and narrowing the gaps in health, attainment, skills, employment, housing and wages. It also supports the council's Environment Vision, the council's Vision objectives and reflects the aspirations of the Community Strategy and the targets in the Local Area Agreement for Kirklees.
- 5.2 H&N is committed to compliance with relevant environmental legislation and the prevention of pollution in doing so we will ensure we comply with the following legislation amongst others:
 - The Environmental Protection Act 1990
 - The Energy Act 2011
 - The Waste Enforcement Regulations 2018
 - The Environmental Noise Regulations 2010
- 5.3 H&N will follow the motions Kirklees Council have passed (see Kirklees Climate Emergency Declaration and the Kirklees Air Quality Strategy and Five-Year Air Quality Action Plan)
- 5.4 H&N will align its approach to Climate Emergency and Air Quality challenges in line with the council corporate plan.

5.5 H&N propose to work with our partners, to shape our places in a way which reduces emissions and supports our business and residents to be clean and green.

5.6 H&N environmental management is based on the principle of achieving and continuously improving environmental performance.

To achieve this H&N will:

- Meet and where appropriate exceed the requirements of all relevant legislation - where no legislation exists, we shall endeavour to meet the council's standards.
- Upgrade properties from E, F rating to D rating
- New Homes built with assistive technology and remote heating controls, LED lighting and passive motion sensors.
- Seek to minimise the environmental impact of the fleet vehicles.
- Introduction of electric vans into property services fleet
- Undertake annual energy use audits
- Increase the use of Skype to reduce travel between offices
- Reduce / go paperless to save paper / energy.
- Carbon saving / energy efficiency practices promoted to tenants and customers
- Promote community recycling projects through tenants and residence associations. Including cardboard recycling in stores (compactor)
- Car share incentive scheme: Travel to work

6 ANY ASSOCIATED DOCUMENTS AND POLICIES

6.1 Health and Safety Policy

6.2 Asset Management Strategy

6.3 Empty Homes Policy

6.4 Repairs Policy

6.5 Decent Homes standards

6.6 HHSRS

6.7 Building EPC rating

6.8 Homes fit for Habitation (2019)

6.9 Building Regulations (Part L)

6.10 Grounds maintenance plan

6.11 [Kirklees Council Corporate Plan 2018/20](#)

6.12 Emergency Working Party Meeting Minutes

6.13 Kirklees Climate Emergency Declaration and the Kirklees Air Quality Strategy and Five-Year Air Quality Action Plan

7 REVIEW

- 5.1 This Policy will be reviewed on an annual basis, or if subject to legislative Changes.