

Health and Safety Policy

Publication date: V3.0 22/04/2026

Next review date: 14/04/2027

Reference: HN/SQ/POL/HandS/V3.0

Table of Contents

Health and Safety Policy	1
Document Control.....	1
Governance.....	1
Revision history.....	1
1 Introduction.....	2
1.1 Purposes of this policy	2
1.2 Legal context.....	2
1.3 Definitions	4
2 Objectives and scope	4
2.1 Policy objectives.....	4
2.2 Policy scope.....	4
3 Health & Safety Responsibilities	5
3.1 Oversight Board.....	5
3.2 Health and Safety Committee	5
3.3 Building Safety Assurance Board (BSAB).....	6
3.4 Senior Management Team	6
3.5 Heads of Service.....	6
3.6 Managers and Supervisors	7
3.7 Employees/Trainees/Apprentices	8
3.8 Safety, Health and Environmental (SHE) Operational Arrangements	8
3.9 Role of Trade Unions.....	9
4 Monitoring and review.....	9
4.1 Monitoring and improvement	9
4.2 Policy review	10
5 Associated policies and strategies	10
5.1 Homes & Neighbourhoods policies	10
5.2 Kirklees Council policies	10

Document Control

Governance

Table 1 – Policy information

Item	Response
Title	Kirklees Homes & Neighbourhoods Health and Safety Policy
Responsible officer	Safety, Health & Environmental (SHE) Manager
Author	Safety, Health & Environmental (SHE) Manager
First approved	Service Director/Executive Director April 2013
Version approved	PHB 14/04/2026
Next review date	14/04/2027
Review responsibility	Safety, Health & Environmental (SHE) Manager
Applicable to	Kirklees Homes & Neighbourhoods staff, contractors and subcontractors.
Regulatory frameworks	Health & Safety Executive (HSE) ; Social Housing (Regulation) Act 2023 and associated RSH Regulatory Standards .

Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
April 2013	1.0	AM	Service Director/ Executive Director	First publication KNH H&S Policy
2014-2019	1.1-1.6	AM	Service Director	Annual reviews with minor amendments.
2020	2.0	AM/AB	Service Director	Policy refresh – Environmental Policy appendix added
2021-2024	2.1-2.4	AM	Service Director	Annual reviews with minor amendments.

Date	Version	Author	Authorised by	Revision details
April 2025	2.5	AM	Head of Housing Governance & Improvement	Reformatted to meet Kirklees Council's document accessibility standards.
14/04/2026	3.0	AM	HNSLT/PHB	Policy refresh and rename (previously Safety, Health and Environmental Policy). Environmental Policy Appendix removed to be reviewed separately. Further document accessibility improvements.

1 Introduction

1.1 Purposes of this policy

- 1.1.1 This policy supports and complements Kirklees Council's [Corporate Health and Safety at Work Policy](#).
- 1.1.2 Where possible Homes & Neighbourhoods staff should use council-wide health and safety guidance notes, generic risk assessments, documents and forms – these can be found on the council's [Corporate Health and Safety](#) internal Intranet page for staff.
- 1.1.3 Homes & Neighbourhoods (H&N) recognises the duties and obligations imposed upon it both under the Health and Safety at Work etc. Act 1974 to ensure so far as is reasonably practicable, the health and safety of:
- All employees of H&N while they are at work.
 - 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 H&N.
- 1.1.4 This policy sets out the duties and obligations that apply throughout the service, so that all staff are aware of their own and others' health and safety roles and responsibilities.

1.2 Legal context

- 1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:

Safety & Quality Standard

- When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.

- Registered providers must identify and meet all legal requirements that relate to the health and safety of tenants in their homes and communal areas.
- Registered providers must ensure that all required actions arising from legally required health and safety assessments are carried out within appropriate timescales.
- Registered providers must ensure that the safety of tenants is considered in the design and delivery of landlord services and take reasonable steps to mitigate any identified risks to tenants.

1.2.2 This policy also aims to ensure compliance with legislation, such as:

- Health & Safety at Work Act 1974
- Building Regulations Act 2010
- Building Safety Act 2022
- Social Housing (Regulation) Act 2023
- Provision of First Aid Regulations 1981
- Electricity at Work Regulations 1989
- Personal Protective Equipment at Work Regulations 1992: (Amended) 2022
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992 (DSE)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Gas Safety Regulations 1996
- Lifting Operations Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Working at Height Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction Design and Management Regulations 2015
- Awaab's Law: The Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025 (from 27 October 2025)

1.3 Definitions

1.3.1 For the purposes of this policy, the following definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Homes & Neighbourhoods, H&N	Kirklees Council's housing services, inclusive of all departments and teams.
Tenant	A person that rents a home from Homes & Neighbourhoods.
Leaseholder	A person that owns a home on a lease, within a council-owned building.
Resident	Any person that is registered as living in a council-owned home or other building, including tenants, leaseholders and others.
Visitor	Any person that visits a council-owned building and not referenced amongst these set definitions.
Communal area	An indoor or outdoor shared space, outside of an individual home.
Staff/Officer	A person that works for Kirklees Council.
Contractor	A company or person that works on behalf of Kirklees Council.

2 Objectives and scope

2.1 Policy objectives

2.1.1 The aims of this policy are:

- To ensure that all H&N staff and contractors are aware of their duties and responsibilities in relation to their own health & safety and that of others.
- To ensure that tenants and other residents are not exposed to risks due to the actions of H&N staff and contractors.

2.2 Policy scope

2.2.1 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.

2.2.2 This policy does not seek to set out detailed guidance on Health & Safety matters, which are covered by separate H&N policies and procedures and available to all H&N staff.

3 Health & Safety Responsibilities

3.1 Oversight Board

- 3.1.1 Kirklees Council's Health and Safety Oversight Board comprises of Risk Leads (Heads of Service with responsibility for named risks in the health and safety risk matrix), the Principal Health and Safety Advisor and the Chair; Deputy Chief Executive.
- 3.1.2 The board is responsible for:
- Reviewing, monitoring and making recommendations to the Executive Leadership Team on the Council's health and safety risk management systems and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively.
 - Monitoring the organisation's compliance with health and safety policies and applicable law and assessing the impact of emerging legislation.
 - Seeking assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentation.
 - Making recommendations to the Executive Leadership Team regarding the appropriateness of resources available for the management of health and safety.
 - Any other duties and responsibilities which have been assigned to it from time to time by the Executive Leadership Team.

3.2 Health and Safety Committee

- 3.2.1 The Homes & Neighbourhoods Health & Safety Committee (H&S Committee) carries the ultimate responsibility for health and safety for the service and will consider potential impacts on health and safety during its decision-making processes.
- 3.2.2 The H&S Committee will ensure that there are adequate resources for the effective implementation of this and other associated health and safety policies.
- 3.2.3 The H&S Committee will ensure that there are suitable and sufficient arrangements in place for the management of health and safety, and for the identification, assessment, management, and control of risks to employees and anyone affected by the activities Homes & Neighbourhoods.
- 3.2.4 The H&S Committee will ensure that sufficient resource is made available for programmes of work and staff training to maintain a safe and healthy working environment.
- 3.2.5 The H&S Committee will monitor the health and safety performance of Homes & Neighbourhoods.

3.3 Building Safety Assurance Board (BSAB)

- 3.3.1 The Building Safety Assurance Board has overall governance responsibility for ensuring that building safety policies are fully implemented, aiming for compliance with legislation, the "Big 6" areas (gas, electrical, water, asbestos, lift, fire safety) and regulatory standards.
- 3.3.2 The BSAB operates within the framework of the Building Safety Act 2022, assisting Kirklees Council to meet their statutory obligations as landlords
- 3.3.3 The board oversees the implementation of safety measures across residential housing stock, including fire safety in high-rise buildings, and ensures that action plans are carried out by staff and contractors.

3.4 Senior Management Team

- 3.4.1 The Homes & Neighbourhoods Service Director is accountable to the H&S Committee for all health and safety related matters.
- 3.4.2 The Senior Management Team (SMT), led by the Service Director, will ensure that robust health and safety management systems are in place and that the health and safety policy is implemented across Homes & Neighbourhoods.
- 3.4.3 The SMT will identify and ensure that the necessary staffing and financial resources for delivering the policy are available.
- 3.4.4 The SMT will consider potential impacts on health and safety during their corporate decision-making processes.
- 3.4.5 The SMT will consult health and safety representatives and employees on matters related to health and safety at work.

3.5 Heads of Service

- 3.5.1 Heads of Service are responsible for ensuring that the Health & Safety Policy is understood and implemented at all levels within their service area. This includes all employees, trainees, volunteers, work experience individuals, or any other members of the public
- 3.5.2 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 outcomes of risk assessments are communicated to all staff including any necessary refresher training.

- 3.5.3 They should provide the SMT with clear information about the training and resources required to manage health and safety effectively for their service areas.
- 3.5.4 They should ensure that all incidents and accidents are recorded and investigated, and appropriate action taken to prevent similar occurrences, in line with the council's agreed practices and procedures.
- 3.5.5 They should ensure that all staff have all 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.
- 3.5.6 They should ensure that essential health and safety training is incorporated in the service's training plan and that all training is completed by individuals in the service area.

3.6 Managers and Supervisors

- 3.6.1 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.
- 3.6.2 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.
- 3.6.3 They must manage their teams and organise their work to reduce the risk of accidents and incidents.
- 3.6.4 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.
- 3.6.5 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.
- 3.6.6 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.
- 3.6.7 They should ensure that all staff are equipped with the appropriate resources to carry out their duties safely.
- 3.6.8 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.
- 3.6.9 They will pro-actively conduct a programme of health and safety inspections and audits across H&N as required.

3.7 Employees/Trainees/Apprentices

All employees/trainees/apprentices must:

- 3.7.1 Take personal responsibility for their own safety and for the safety of work colleagues, visitors, and customers whilst in the workplace.
- 3.7.2 Keep themselves up to date with the councils & H&N health and safety policies and procedures.
- 3.7.3 Read, understand, and follow all risk assessments, method statements/safe working procedures relating to their area of work.
- 3.7.4 Comply with the safety rules and procedures for their area of work, and not put themselves, or other people, at risk by their activities.
- 3.7.5 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.
- 3.7.6 Immediately report any incidents, accidents or near misses which occur to their manager/supervisor. They should also report any potential hazard or defect which may affect safety, health, or welfare.
- 3.7.7 Wear the necessary protective clothing and use all safety equipment recommended and provided by H&N.
- 3.7.8 Use only equipment for which they have been adequately trained and never tamper with or modify any equipment provided.
- 3.7.9 Attend health screening appointments as identified by their manager/supervisor.

3.8 Safety, Health and Environmental (SHE) Operational Arrangements

- 3.8.1 The Homes & Neighbourhoods Safety, Health and Environmental (SHE) Team is part of the Corporate Safety Team (the council's 'competent person' for health and safety), with responsibility for supporting the Place Directorate to discharge statutory duties and responsibilities.
- 3.8.2 The SHE Team provides a comprehensive range of support to assist H&N to discharge their and the council's responsibilities in ensuring the safety and health of employees and others. The emphasis is on practical/enabling advice and support to assist the services in providing a safe work environment.

The H&N SHE Team will:

- 3.8.3 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.
- 3.8.4 Investigate incidents and accidents, including those which may result in a RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) report, and advise management on any actions required.
- 3.8.5 Provide assistance to managers and supervisors in the development of local and site-specific health and safety procedures and risk assessments.
- 3.8.6 Provide health & safety performance information to H&N SMT, the Executive Director for Place, and the council's Corporate Safety department.
- 3.8.7 Monitor the safe working practices on sites managed by H&N, including work carried out by external contractors and sub-contractors.
- 3.8.8 Ensure the requirements of the Construction, Design and Management (CDM) Regulations are met as applicable.
- 3.8.9 Advise managers on the requirements for employee health screening as applicable.
- 3.8.10 Develop and review Safety, Health and Environmental policies, procedures, training courses and toolbox talks as required.

3.9 Role of Trade Unions

- 3.9.1 H&N 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 Monitoring and review

4.1 Monitoring and improvement

- 4.1.1 The outcomes of audits, surveys and inspections will be shared as required with SMT, and with all relevant managers.
- 4.1.2 Health & Safety risk assessments for Homes & Neighbourhoods 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.

- 4.1.3 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.
- 4.1.4 Health screening checks are recorded and reviewed at agreed frequencies.
- 4.1.5 In conjunction with HR, the Heads of Service and the SHE Manager, the Corporate Learning & Operational Development (L&OD) team will procure relevant training in line with the H&S training matrix.

4.2 Policy review

- 4.2.1 This policy will be reviewed on an annual basis, or in response to relevant changes in legislation, regulation or organisational structures.
- 4.2.2 This policy and future updates will be published on the council's website.

5 Associated policies and strategies

5.1 Homes & Neighbourhoods policies

- 5.1.1 The following Homes & Neighbourhoods policies and strategies are relevant:
 - Homes & Neighbourhoods Construction and Contractor Work Policy
- 5.1.2 Additional Health and Safety policies, procedures and guidance for staff can be found on the Homes & Neighbourhoods internal [Quality Management System](#) (QMS).

5.2 Kirklees Council policies

- 5.2.1 The following wider Kirklees Council policies and strategies are relevant:
 - Kirklees Corporate Health and Safety Strategy
 - Kirklees Corporate Health and Safety at Work Policy