

# Our health and safety policy

Promoting health and safety at work



# Our Health and Safety Policy

## Demonstrating our commitment

Derby Homes is committed to protecting the health, safety and welfare of our employees, partners and customers. To do this, we will take all reasonable steps to make sure:

- Our activities, premises and equipment meet current legal requirements and standards.
- Adequate resources are made available for health and safety.
- Health and safety is accepted as a core management activity, and is given equal priority with other service objectives.
- Competent advisors are employed within the workforce to give guidance and assistance on health and safety issues.
- Specialist advice, such as on technical or medical matters, is available when needed.
- Clear and adequate health and safety information is communicated effectively to all employees and to those who use our services and facilities.
- All employees and partners are competent to carry out their work safely and with minimal risk to themselves or others.
- Employees receive the instruction, training and supervision they need to work safely.

## Supporting continuous improvement

Derby Homes believes that continuous improvement is an important part of effective health and safety management. To achieve this, we will maintain an effective health and safety management system which is regularly reviewed to refine our policies, procedures and arrangements. We will set minimum standards and performance indicators for health and safety and measure our performance and compare it to similar organisations. The results will be published regularly and we will use the information positively to improve performance.

## Promoting employee participation

Derby Homes supports and encourages employee participation in health and safety. This is because we recognise that active employee involvement helps to promote a positive health and safety culture, develops effective risk control measures and realistic safe systems of work, and reduces accidents and work-related ill health.

We will achieve this participation by promoting open, frank and constructive consultation with employees and their nominated representatives. We will make sure employees have the facts they need to make an informed contribution, and remove the barriers that prevent any employee becoming involved, if they wish to do so.

## Responsibilities

### The Board

The Board of Derby Homes has overall responsibility for the health, safety and welfare of all employees and anyone else who could be affected by our work activities.

This responsibility includes providing active leadership and direction for health and safety, securing adequate resources for health and safety management, overseeing health and safety performance and appointing a Board Member as Health and Safety Champion.

## Chief Executive

The Chief Executive is responsible for making sure that:

- Effective arrangements and structures are in place to manage health and safety.
- Effective health and safety policies are developed and implemented consistently across Derby Homes.
- A comprehensive programme of audits and inspections is implemented to monitor health and safety performance.
- Positive action is taken to improve health and safety performance where problems are identified.
- Adequate resources are available for managing health and safety.
- Health and safety is given equal priority with other management functions and is included in business planning.
- Support is given to continuous improvement by demonstrating a proactive, positive attitude to health and safety matters.
- Employee participation in health and safety is promoted by supporting consultative arrangements.

## Directors

Directors are responsible for making sure that a corporate approach is taken to health, safety and welfare in their directorate, adequate resources are available so that service areas can meet their legal obligations, and that managers and supervisors have the appropriate training, competency and resources to meet their health and safety obligations.

## Managers and Supervisors

All managers are responsible for:

- Promoting a positive and proactive approach to health and safety.
- Showing their personal commitment to health and safety by setting a good example.
- Implementing and communicating health and safety policies, standards and procedures.
- Carrying out risk assessments for the work activities they control, in consultation with their employees.
- Devising, implementing and reviewing safe working procedures for all work activities under their control.
- Monitoring health and safety performance by carrying out regular workplace inspections, spot checks and safety audits.
- Identifying their employees' health and safety training needs through risk assessment and task monitoring.
- Making sure all employees are adequately supervised while at work.
- Encouraging their employees to participate actively in health and safety.
- Co-operating and communicating with other employees in shared workplaces to allow a co-ordinated approach to health and safety arrangements.
- Making sure all work-related accidents, incidents and ill health are reported, investigated and any necessary remedial action is taken.

# Health and Safety Advisors

Derby Homes Health and Safety Advisors are responsible for:

- Providing an effective, proactive and objective advisory service to managers and employees on all aspects of health and safety law and best practice.
- Developing, promoting and reviewing health and safety policies and procedures.
- Developing, promoting and monitoring Derby Homes' health and safety management system.
- Monitoring health and safety performance against agreed standards and advising on any necessary improvements.
- Promoting a positive health and safety culture throughout Derby Homes, which encourages active employee participation in health and safety.
- Advising managers on risk assessment and risk control.
- Carrying out audits, inspections and investigations into issues such as work related incidents and ill health, advising on any necessary action needed.
- Advising on health and safety training and competence requirements; providing and evaluating training if appropriate.

## Contractors

All contractors should have their own Health and Safety Policy in place. Contractors working on behalf of Derby Homes must comply with appropriate rules and regulations governing their work activities.

Contractors are legally responsible for their own workforce and for making sure their work is carried out safely without putting others at risk.

## Employees

Every employee has health and safety responsibilities, including:

- Taking reasonable care of their own health and safety.
- Making sure others aren't put at risk by what they do, or fail to do.
- Immediately bringing to their manager's attention any equipment, situation or working practice that might cause serious or potential danger.
- Following all health and safety policies, instructions and procedures, such as reporting work-related accidents, ill health and aggressive incidents.
- Using any equipment provided properly, as trained and instructed.
- Reporting any problems or shortcomings they identify with Derby Homes health and safety arrangements.
- Being co-operative and proactive in all matters that involve health and safety.

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For more information or to report a health and safety issue please contact **[health.safety@derbyhomes.org](mailto:health.safety@derbyhomes.org)**

