



Health and Safety Policy

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1. Introduction

ng homes is a leading community based Housing Association that provides housing and support services to almost 7,000 tenants and owners within North Glasgow, covering Springburn, Balornock, Possilpark and Parkhouse areas.

The ng group comprises ng homes together with its subsidiary companies, ng2 Ltd, ng property and ng design. This Policy outlines the health and safety arrangement for all ng group employees and applies to all persons who may be affected by our acts and omissions, work activities and services including tenants, residents, volunteers, contactors and members of the public.

The intention of the policy is intended to demonstrate the commitment to planning and managing health and safety; to strive for excellence in our standards; reduce incidents and demonstrate to all that the ng group is fully committed to health, safety and wellbeing.

2. Statement of Intent

The ng group, comprising of North Glasgow Housing Association (ng homes) and its subsidiary companies ng2 Ltd, ng property (Scotland) Ltd and Design Services Glasgow Ltd, recognises its responsibility to ensure, so far as is reasonably practicable, the health and safety of all of its employees, tenants and residents, contractors, and anyone who could be affected by the works it undertakes.

Health and Safety has a higher priority over other aspects of management and will be managed with commitment from all.

To promote and maintain the highest standards for health and safety and to create a positive safety culture across the ng group, the organisation will commit time and resources to achieve the following:

- Maintain legal compliance with all applicable health and safety legislation as a minimum and will strive to exceed legislative requirements wherever possible;
- Provide adequate control of health and safety risks arising from the activities we undertake through risk assessment and consultation with employees;
- Provide and maintain safe premises, machinery and equipment;
- Maintain safe systems of work;
- Ensure safe handling and use of substances;
- Provide appropriate information, instruction, training and supervision for employees;
- Provide appropriate information to tenants, residents and other customers and visiting members of the public;
- Maintain safe and healthy working conditions;
- Put measures in place to prevent accidents and cases of work-related ill health;
- Provide suitable welfare facilities;
- Consult with employees on matters affecting their health and safety; and
- Review and revise this Policy as necessary at annual intervals or earlier in line with any legislative or regulatory requirements or good practice guidelines.

Chief Executive Officer <i>John Devine</i>	Chair of ng homes <i>Catherine Rossine</i>	Chair of ng2 Ltd <i>John Thorburn</i>
Date 03/12/2024	Date 03/12/2024	Date 03/12/2024

3. Responsibilities

It is recognised that under the Health and Safety at Work etc Act, everyone has a responsibility to ensure their own health and safety and that of others. Those in positions of responsibility have additional responsibilities placed upon them:

3.1 The Board

While not actively involved in the day to day running of the organisation, the Board, led by a Chairperson, is responsible for the strategic direction of health, safety and wellbeing. The Board will ensure that the decisions made will take cognisance of health and safety legislation and ng homes policies and procedures and that sufficient resources are allocated for this purpose.

3.2 The Chief Executive Officer (CEO) and Deputy CEO (DECO)

The CEO is ultimately responsible for the conduct of the ng group and that of its staff and any others who may be affected by the work activities of the ng group. Through formal delegation, the CEO will ensure the effective implementation of the health and safety policy. The DCEO will, at times of absence and whenever required, deputise for the CEO and assume the responsibilities of the CEO as mentioned above.

This will be achieved through:

- Ensuring that health, safety and wellbeing is an integral part of the management of the organisation and will show commitment to continual improvement and a high standard of health and safety performance;
- Ensuring that all organisation decisions made reinforce the statements made in the above statement of intent;
- Ensuring adequate resources are made available for the efficient and effective management of health, safety and wellbeing;
- Appointing and supporting the competent person to provide the organisation with advice on health and safety compliance and prohibitions; and
- Setting a positive personal example in health, safety and wellbeing.

3.3 Directors and Deputy Directors

Directors and Deputy Directors have responsibility for ensuring the health, safety and wellbeing within their service area.

This will be achieved through:

- Ensuring health, safety and wellbeing is an integral part of the management of their respective services;
- Developing a positive safety culture within their services and visibly demonstrate leadership and a commitment to health, safety and wellbeing performance;
- Ensuring the effective operation of the management structure and the communication of health and safety issues and the effective coordination of responsibilities with partners services and/or organisations;
- Ensuring the accountability for health, safety and wellbeing management is properly assigned, understood and accepted at all levels and that effective monitoring and reporting arrangements are in place to provide timely and appropriate information to service management teams.
- Providing adequate resources to enable the delegation of their health and safety responsibilities; and
- Setting a positive personal example in health, safety and wellbeing.

3.4 Heads of Service and Managers

Employees who manage, supervise or have responsibility for employees, trainees or members of the public are accountable for health, safety and wellbeing matters and have responsibility for the implementation and operation of this policy within the span of their management control.

This will be achieved through:

- Providing leadership on health, safety and wellbeing to their employees and actively promoting improvements in health and safety standards in their teams;
- Ensuring the occupational safety and wellbeing of all employees, trainees and other persons who may be affected by the work activities of their teams (e.g. tenants and residents, visitors, volunteers, members of the public, contractors etc.);
- Ensuring suitable and sufficient risk assessments are carried out for work activities in their area of control;

- Ensuring that, where risks identified through the risk assessment process cannot be eliminated, action is taken to reduce risk to the lowest level reasonably practicable;
- Ensuring that risk assessments are formally recorded and that significant findings are brought to the attention of those affected;
- Ensuring that all employees and trainees in their area of responsibility are competent to carry out their work activities in a manner that will not cause harm to themselves or others. This will require the timely provision of suitable information, instruction, training and supervision;
- Ensuring all employees and trainees in their area of responsibility have appropriate protective equipment and clothing where this is required, and are given suitable information, training and instruction on its correct use;
- Ensuring that employees new to their team are given a workplace safety induction during their first week at work or as soon as is reasonably practicable;
- Ensuring effective systems exist for the reporting of hazards and defects to premises, plant, equipment or processes which may affect health and safety, making sure these defects can be made safe in a timely manner;
- Ensuring that accidents, incidents and cases of work-related ill health, within their area of responsibility are promptly reported in accordance with ng homes incident reporting procedures;
- Ensuring that accidents, incidents and cases of work related ill-health are investigated and reasonable actions are taken to prevent a recurrence;
- Effectively communicate health and safety information, particularly where there are organisational and/or procedural changes;
- Monitoring safety performance and satisfy themselves that safety standards are being maintained and that shortcomings are rectified in good time.
- Setting a positive personal example in health and safety.

3.5 Employees

All employees of ng homes and the subsidiary ng2 have a responsibility to protect the health, safety and wellbeing of themselves and others who may be affected by their acts or omissions.

This will be achieved by:

- Cooperating so far as is necessary to enable ng homes to comply with any duties or requirements placed on it by relevant health and safety legislation;

- Not interfering with, or misusing anything provided in the interest of health, safety and wellbeing. This includes personal protective equipment (PPE) provided for their safety;
- Using and maintaining PPE and clothing provided to them in accordance with instructions and training received, reporting any loss or obvious defect to PPE to their supervisor or manager;
- Using machinery, equipment, safety devices etc. in accordance with instructions and training received;
- Reporting to their line manager any work situation that could present a serious or immediate danger to health and safety, or any matter considered to present a potential failure of current arrangements for health and safety;
- Reporting any accident, violent incident or near miss they have been involved in, or witnessed, to their line manager at the earliest opportunity;
- Following any emergency procedures in the event of imminent danger, such as emergency evacuation of the workplace;
- Undertaking relevant training, as directed by their line manager, to ensure they are competent to perform their duties safely.
- Setting a positive personal example in health, safety and wellbeing.

3.6 Health and Safety Manager

The Health and Safety Manager is appointed by the CEO as ng homes competent person as defined within the Management of Health and Safety at Work Regulations 1999. The Health and Safety Manager will provide strategic and operational support to allow the ng group to meet its statutory obligations and promote best practice to ensure the ng group is a centre of excellence for health, safety and wellbeing.

The responsibility for managing health and safety lies with all managers at all levels across ng homes.

The Health and Safety Manager will be the principal contact for liaison with external health and safety organisations such as The Health & Safety Executive, The Scottish Fire & Rescue Service and The National Health Service.

The Health and Safety Manager, acting on behalf of the CEO has the authority to:

- Inspect and audit all work environments/work activities and report to management on any non-conformance;
- Report to managers and responsible officers where risks are found, advising of required actions and target timescales. Where actions are not completed by the timescales

provided, the Health and Safety Manager may escalate to Deputy Directors / Directors / CEO;

- Instruct work activity to cease where there is deemed to be immediate danger and risk of serious personal injury. This will, where possible be achieved in discussion with the relevant manager. Following such instruction the Health and Safety Manager will provide a written report to management on the steps required to rectify the situation before the activity can resume. Such recommendations can initially be made verbally where works are of an urgent nature, and be monitored to ensure the recommendations are implemented before allowing the activity to continue. Any such verbal instruction will be followed up with a written report.
- Investigate any incidents / accidents / near misses. In the event of an incident/accident the Health and Safety Manager may:
 - Ensure plant and equipment is not disturbed;
 - Take measurements, statements, photographs and any other relevant information as required;
 - Take away or impound any, machine, substance or product which is required to complete the investigation;
 - Talk to employees who may be required to provide a verbal or written statement to assist in any accident/incident investigation. Under the Health and Safety at Work Act employees must co-operate with the employer in matters of health and safety;
 - Issue an investigation report to management with recommendations which shall be implemented in situations where the Health and Safety Manager is of the opinion that a breach of statutory requirements, policy or procedure has or is likely to take place.

The Health and Safety Manager will also be responsible for setting a positive personal example in health, safety and wellbeing.

4. Policy Arrangements

Individual policies are in place for the Association to manage specific areas of health and safety.

The following policy arrangements are in place:

- Adaptations
- Adverse Weather

- Alcohol & Substance Misuse
- Anti-social Behavior
- Asbestos Management
- Attendance and Absence Management
- Code of Conduct for Staff
- Code of Conduct for Board Members
- Damp, Mould and Condensation
- Dignity at Work
- Domestic Abuse
- Electrical Safety
- Equality and Diversity
- Fire Safety
- Gas Safety
- Hate Crime
- Hybrid Working
- Lift Safety
- Lone Working
- Notifiable Events
- Racial Harassment
- Smoke Free
- Stress and Mental Wellbeing at Work
- Unacceptable Behavior
- Water Systems and Legionella
- Whistleblowing

5. Legal and Regulatory Framework

The following is a summary of the legislation that is taken into consideration:

- Health and Safety at Work etc Act 1974
- Electricity at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Safety Signs and Signals Regulations 1996
- The Gas Safety (Management) Regulations 1996
- Confined Spaces Regulations 1997
- Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health 2002
- Control of Lead at Work Regulations 2002
- Control of Vibration at work Regulations 2005
- Control of Noise at Work Regulations 2005
- Work at Height Regulations 2005
- Control of Asbestos Regulations 2012
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015
- Control of Electromagnetic Fields at Work Regulations 2016
- The Personal Protective Equipment at Work Regulations 2022

6. Equality Impact Assessment

We are aware of the potential for policies to inadvertently discriminate against an individual or group of individuals. To help tackle this and ensure that it does not occur, best practice suggests that organisations carry out Equality Impact Assessments to help identify any part of a policy that may be discriminatory so that this can be addressed.

This Policy is equally applicable to all and has no detrimental impact on protected characteristic groups as specified within the Equality Act 2010.

7. Monitoring and Review

This Policy will be reviewed annually or earlier in line with any legislative or regulatory requirements or good practice guidelines.

8. UK General Data Protection Regulation 2021 (UK GDPR)

The ng group will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices. The organisation will treat your personal data in line with our obligations under the UK General Data Protection Regulation and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices.