



HARBOUR

Health and Safety Policy

Policy Owner	Group Director of Finance and Business Support
Document Author(s)	Group Business Support Manager
Approved By	Harbour Homes Board
Date approved	November 2024
Next Review Date	November 2025
Review Cycle	Annually
Communication & Training Methods	DocTract Awareness sessions with GLT / Managers and Team Leaders Board Briefing Colleague Briefing
Is a mandatory read required?	YES
Does this policy require to go on the website?	YES
Who does this policy apply to eg GROUP or ENTITY NAME(S) NB if not all, check there is a separate policy in place	Harbour Homes Scotland Limited Harbour Lettings
The Policy has a direct link to the following Harbour policies and procedures If there are separate procedures which require to be attached to the policy in Doctract, please ensure these are reviewed at the same time and also provided	Business Continuity Plan Disciplinary Policy and Procedures Health and Safety Manual incorporating health and safety management arrangements and procedures
This policy complies with the requirements of these legal and/or regulatory documents	Construction (Design and Management) Regulations (CDM) 2015 Health and Safety at Work Act and any associated regulations
Equality & Diversity Impact (EI) Assessment Status	This document was EDI Assessed by Group Business Support Manager and Housing Services Manager using the organisation's set procedure in November 2024 and is considered to be free of anything which may lead to any unfair discrimination in its application. EI Assessment records are held by the Group Business Support team and can be accessed on request to the Group Business Support Manager.
Data Protection Considerations	Our policies and procedures foster an approach of 'data protection by design and by default' In practice it means that our policies and procedures consider data protection issues, ie

	how to protect the data subject served by the policy or procedure; New systems, services, products and business practices involving personal data are designed and implemented to ensure personal data is protected by default; Data protection principles and safeguarding of individuals' rights are clear in the policy or procedure; And that if the policy or procedure aims to provide service to vulnerable groups (eg children) that the personal data is treated with extra protection.
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1.	ORGANISATION
1.1	Harbour recognises that all individuals within Harbour Homes Scotland and Harbour Lettings have a responsibility to ensure their own safety and that of others. Consequently, all employees will have the potential to be held liable if their negligent acts or omissions result in harm being caused to any other persons. The following section sets out the principal health and safety related responsibilities of individuals within Harbour Homes and Harbour Lettings. The rather unique management structure of housing association groups differs from the traditional business organisation where a Board of Management, Owner/Manager or Leadership Team clearly runs the undertaking. Care has, therefore, been taken to determine realistic responsibilities of the respective Boards of Management and Group Chief Executive Officer (GCEO) in particular. The management responsibilities defined within this Policy should ensure that adequate and appropriate managerial control is exercised over health and safety issues.
2.	HEALTH AND SAFETY RESPONSIBILITIES
2.1	Board of Management The Harbour Homes Board, as the governing body of the parent organisation has overall responsibility for ensuring that suitable procedures for effective risk-management and compliance with legislation are established, implemented, and monitored throughout the organisation. Its members will ensure, as far as is reasonably practicable, the health and safety of all employees and any other persons who may be directly affected by the activities of the organisation. The GCEO is, by position, the lead person for health and safety.
2.2	The Group Chief Executive (GCEO) has primary responsibility for: • Ensuring that Harbour's Health and Safety Policy is in place and implemented • Ensuring that adequate resources are allocated to safeguard the health and safety of staff, service users and visitors; and • Informing the Group Leadership Team and the whole Board of any serious accident or incident and of any intended prosecution, improvement or prohibition notice issued by an Inspector of the Health and Safety Executive (HSE) as soon as practicable.

	The GCEO has delegated authority for the day-to-day operation of Harbour's Health and Safety policy to a designated 'competent person' and other senior officers within the organisation.
2.3	The Group Director of Finance and Business Support is the designated 'responsible person' for Harbour health and safety arrangements as outlined below: • Ensuring that Harbour's Health and Safety Policy is reviewed, in place and implemented; • Ensuring that adequate resources are allocated to safeguard the health and safety of colleagues, service users and visitors • Ensuring that the GCEO, as the Board's representative and Group Leadership Team, is informed as soon as possible of any serious accident or incident and of any intended prosecution, improvement or prohibition notice issued by an Inspector of the Health & Safety Executive, Environmental Health Officer or Fire Safety Enforcement Officer • Ensuring that competent health and safety advice is provided (currently AAB People).
2.4	The Group Leadership Team, as part of its remit, is individually and collectively responsible for: • Considering and ratifying amendments to policy as proposed by the Group Director of Finance and Business Support, and • Determining the strategic direction of health and safety policy, agreeing and reviewing key performance indicators (KPIs) and providing guidance and direction on the appropriate action to be taken in relation to the analysis of accident and incident data • Ensuring Harbour's Health and Safety Policy and its scope of responsibility is brought to the notice of all colleagues within their area of responsibility • Maintaining their own personal competency levels, knowledge and skills relevant to their role and responsibilities.
2.5	The Group Director of Operations is the designated 'competent person' for Construction Design Management health and safety arrangements and is responsible for: • Ensuring that adequate resources are arranged to ensure the effective implementation of Harbour's Health and Safety policy in areas of responsibility • The effective management and implementation of this policy and related procedures, compliance with the relevant safety requirements of the Health and Safety at Work Act, Fire Safety Regulations, CDM Regulations and any other relevant legislation
2.6	The Harbour Homes and Harbour Homes Lettings Management Team (RSL Managers and Group Business Managers and Harbour Lettings Manager), as part of its remit, is individually and collectively responsible for:

	• Considering and ratifying amendments to policy and procedures as proposed by the appropriate manager, and referring policy amendments to Group Leadership Team for approval • Ensuring that adequate resources are arranged to ensure the effective implementation of Harbour's health and safety policy in areas of responsibility • The effective management and implementation of this policy and related procedures, and compliance with the relevant safety requirements of the Health and Safety at Work Act and any other relevant legislation • Ensuring Harbour's health and safety policy and its scope of responsibility is brought to the notice of all colleagues within their area of responsibility • Ensuring that governance requirements are addressed within their section • Ensuring the communication, implementation and delivery of Harbour's health and safety policy and procedures within their area of responsibility, as far as practicable, and ensuring that adequate resources are available for this • Ensuring that the implementation and compliance with Harbour's health and safety policy is monitored, reviewed, and reported • Ensuring that the Group Director of Finance and Business Support is informed immediately of any serious incident or breach of health and safety legislation, guidelines or Harbour health and safety policy • Ensuring that the Group Director of Finance and Business Support is informed as soon as possible of any intended prosecution or enforcement notice issued by an Inspector of the HSE, Environmental Health Officer or Fire Safety Officer • Ensuring that colleagues report any near misses and that details are communicated to the Group Director of Finance and Business Support for consideration of potential additional control measures • Ensuring that regular health and safety audits are carried out and that health and safety reports and audit results are provided to the Group Director of Finance and Business Support at agreed intervals • Ensuring that all critical incidents or unsatisfactory outcomes of health and safety inspections and audits are reported to the Group Director of Finance and Business Support at agreed intervals • Maintaining their own personal health and safety competency levels, knowledge, and skills relevant to their role and responsibilities • Ensuring that all colleagues and visitors within area of responsibility receive suitable and appropriate instruction and training in health and safety and safe working practices and are appropriately resourced and monitored before commencement of duties. • Ensuring that training is kept up to date and that training records are maintained • Ensuring that suitable and sufficient risk assessments are carried out on all tasks undertaken by colleagues and visitors, as required, and that suitable control measures are implemented and monitored
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	• Ensuring that all tools, apparatus, appliances and other equipment necessary for safe working are provided and that all such equipment is used in accordance with manufacturer's instructions • Ensuring that all work equipment is inspected and maintained in accordance with relevant legislation and guidelines • Ensuring that all mandatory checks and inspections are carried out timeously by qualified contractors or trained, competent colleagues • Ensuring that colleagues using equipment, tools and apparatus etc. have been formally trained in the safe use of the equipment and that this training is recorded.
2.7	The Housing Services Manager is responsible for: • In the cases of accidents within sheltered housing developments, making the report to the Care Inspectorate within 24 hours of the accident occurring and ensuring that the Group Director of Finance and Business Support is also informed of the accident • Compliance with the relevant safety requirements of the Health and Safety at Work Act, Fire Safety Regulations, CDM Regulations and any other relevant legislation relating to building services and maintenance • Ensuring compliance, by colleagues and contractors, with all health and safety requirements relating to building services and maintenance and ensuring that all necessary risk assessments, method statements and CDM client checklists are in place and suitable, where relevant • Ensuring that all maintenance, servicing and inspection works are carried out in accordance with Harbour's statutory requirements as contained within the Health and Safety policy, sub-policies and safety arrangements • Ensuring that regular health and safety and fire safety audits are carried out at regular intervals • Undertaking thorough investigations into safety related, property-based issues and support the Asset Manager by identifying problem areas and making recommendations
2.8	The Asset Manager is responsible for: • Compliance with the relevant safety requirements of the Health and Safety at Work Act, Fire Safety Regulations, CDM Regulations and any other relevant legislation relating to asset management • Ensuring compliance, by staff and contractors, with all health and safety requirements relating to asset management and that all necessary risk assessments, method statements and CDM client checklists are in place and suitable, where relevant • Ensuring that all major repair works are carried out in accordance with Harbour's statutory requirements as contained within the Health and Safety policy, sub-policies and safety arrangements • Undertaking thorough investigations into safety related, property-based issues and support the Housing Services Manager by identifying problem areas and making recommendations.
2.9	The Placemaking Manager is responsible for:

	• Ensuring that any external employer or organisation to which Harbour refers clients has appropriate health and safety measures in place • Ensuring that any external organisation with which Harbour engages in partnership has appropriate health and safety measures in place • Ensuring that any training delivered by and on behalf of Harbour has appropriate health and safety measures in place.
2.10	The Group Business Support Manager is responsible for: • Providing support to the Group Director of Finance and Business Support in all matters relating to health and safety • Developing and maintaining, in liaison with the Group Director of Finance and Business Support, a robust health and safety management system including working on the development of policies and procedures to ensure compliance with health and safety legislation and good practice • Providing, or arranging for, the provision of advice, guidance and support to managers and colleagues to ensure health and safety risks are effectively managed throughout the organisation • Co-ordinating the maintenance, communication and execution tracking of Harbour's corporate health and safety action plan(s).
2.11	The Group HR and OD Manager is responsible for: • Compliance with all Health and Safety policies and procedures specifically relating to Human Resources and our people.
2.12	The Sheltered Housing Manager is responsible for the day to day management of health and safety within Harbour Homes sheltered housing developments and is required to: • Carry out building checks on all properties within the responsibility of the sheltered housing to ensure best compliance with current health and safety and fire safety legislation and guidelines and with Harbour safety policies and procedures • Promote and maintain the development of a robust health and safety culture within sheltered housing and with all sheltered housing colleagues • Monitor the activities of all colleagues employed or coming under the responsibility of the Sheltered Housing section, to ensure compliance with health and safety legislation and guidance and with Harbour safety policies and procedures • Monitor reviews of health and safety audits and ensure that recommendations pertinent to sheltered housing are actioned appropriately and in accordance with the audit action plan • Identify and organise delivery of sheltered housing colleague health and safety training needs • Ensure that the Group Director of Finance and Business Support is informed immediately of any serious incident or breach of health and safety legislation, guidelines or Harbour health and safety policy • Care Inspectorate Reporting: In the case of accidents within the sheltered housing developments it is the responsibility of the

	Sheltered Housing Manager (or deputy) to report this to the Housing Services Manager • Maintain their own personal health and safety competency levels, knowledge and skills relevant to their role and responsibilities.
2.13	The Technical Team Leader, Asset Project Team Leader and Asset Project Officers are responsible for: • Providing support to the Asset Manager in all matters relating to health and safety in the relevant sections of Harbour's property portfolio • Where required, fulfilling the client role on behalf of Harbour in accordance with the Construction Design and Management Regulations • Ensuring contractor compliance with all current health and safety legislation and guidelines and with relevant Harbour policies and procedures • Either directly or indirectly (through the site inspection team), inspecting and assessing the standard of the health and safety related works performed by contractors in all relevant properties, and reporting any safety concerns or breaches of health and safety to the attention of the Asset Manager • Ensuring that good health and safety practice is followed in all areas of responsibility • Maintaining their own personal health and safety competency levels, knowledge and skills relevant to their role and responsibilities.
2.14	The Maintenance Team Leader is responsible for: • Providing support to the Housing Services Manager in all health and safety matters relating to property maintenance in Harbour's property portfolio and any other area included in their role • Either directly or indirectly (through the maintenance team), inspecting and assessing the standard of the health and safety related works performed by contractors in all relevant properties, and reporting any safety concerns or breaches of health and safety to the attention of the Housing Services Manager • Ensuring that all maintenance works carried out under their responsibility are carried out safely and within full compliance with health and safety legislation and Harbour's safety policies • Maintaining their own personal health and safety competence levels, knowledge and skills relevant to their roles and responsibilities • Ensuring that the Housing Services Manager is informed of all serious incidents relating to property, plant and equipment etc • Ensuring that all plant and equipment is safely maintained and used in accordance with training and manufacturers' instructions • Ensuring that tools, plant and other equipment is only used by colleagues trained in their use.
2.15	Assets, Compliance, Maintenance and Estates colleagues managing construction projects, planned and routine maintenance are responsible for: • Fulfilling the client role on behalf of the organisation in accordance with the Construction Design and Management Regulations

	• Undertaking thorough investigations into safety related, property based issues and support the Asset Manager and Housing Services Manager by identifying problem areas and make recommendations • Ensuring that all project, major repairs, maintenance, servicing and inspection works are carried out in accordance with Harbour's statutory requirements as contained within the Health and Safety policy, sub policies and safety arrangements. • Ensuring that the Asset Manager is informed immediately of any significant breaches of safety policies or legislation or where a previously unrecorded hazard has been identified. • Ensuring that the Asset Manager is informed of all serious incidents relating to property, plant and equipment etc.
2.16	All colleagues While the overall responsibility for health and safety rests at management level, all colleagues have a responsibility for adhering to and carrying out this policy. It is the legal duty of all employees whilst at work: • To take reasonable care for the health and safety of themselves and other persons who may be affected by the way in which they carry out their work • To co-operate with managers and team leaders to enable them to carry out health and safety duties • To report to managers and team leaders any observations of situations, working practices or procedures which they may suspect are potentially hazardous or present a risk to health • To report all accident, dangerous occurrences or near misses to a member of the management team • To use all protective clothing, equipment and materials provided for them by Harbour. Employees have the personal responsibility not to interfere with, misuse or misappropriate safety equipment • To comply with all health and safety instructions, both verbal and written • To use machinery, plant or equipment only following appropriate training or instruction, and with the appropriate guards or safety devices in position as detailed in the manufacturer's instructions • To maintain competency levels, knowledge and skills relevant to their role and responsibilities.
3.	PLANNING AND IMPLEMENTATION
3.1	Health and Safety Arrangements This policy is accompanied by a series of sub-policies and health and safety arrangements covering the full range of health and safety issues relevant to the operation of the organisation as listed in the Health and Safety management.
3.2	Communication and Consultation Harbour will ensure effective communication and consultation on health and safety matters via: • DocTract (mandatory read)

	• Health and Safety Hub on SharePoint (will be developed and updated by Group Business Support) • Team and Staff meetings • Health and Safety training • Health and Safety Assurance Reporting.
3.3	Training and Competence Every new colleague will: • Receive induction training that will include relevant health and safety matters • Receive training on activity related risk assessments and safe systems of work/procedures relevant to their specific role/tasks • Undertake the necessary training to ensure that relevant/appropriate industry standards and qualifications are maintained. Managers with responsibility for health and safety as detailed in this policy will be required to undertake health and safety training to ensure competence and this will be subject to assessment. Training needs will be identified annually through the colleague appraisal process. A record of all training provided will be documented and maintained.
4.	MONITORING AND AUDITING
4.1	Accidents and Incidents Near misses, incidents and accidents will be monitored and investigated with a view to identifying trends and eliminating causes.
4.2	Workplace Inspections Regular workplace inspections will be performed by Group Business Support and Maintenance colleagues to ensure compliance with current legislation and the effective implementation of the policy and safety arrangements.
4.3	Auditing The appointed Health and Safety competent advisor (currently AAB People) will carry out an annual health and safety documentation audit and property safety inspections of our offices and sheltered housing developments.
5.	REVIEW
5.1	This policy and the associated sub-policies and safety arrangements will be subject to review as follows: • In response to changes in health and safety legislation • Through the introduction of new health and safety legislation • From significant learning following operation of the policy and arrangements • In response to the findings of an accident investigation • In response to the findings of internal and external audit processes.

HARBOUR

	All records of changes to the policy and arrangements will be held on DocTract and retained for future reference and subject to audit as required.
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