



Dunbritton Housing Association Limited

Name of Policy	Health & Safety Policy Statement
Responsible Officer	Senior Corporate Services Officer
Date approved by Board	12 April 2017
Date of next Review	April 2020

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1. INTRODUCTION

- 1.1. Dunbritton Housing Association is a registered social landlord established in 1992 to provide housing for social rent and services to owners.
- 1.2. We are governed by our Board, which is supported by a number of committees. Our governance arrangements set out clearly the roles and responsibilities of our Board and Committee members and our members of staff.
- 1.3. Operational services are delivered through our office based in 32 High Street Dumbarton G82 1LL. We also operate a Customer Service Centre which offers an initial point of contact for Dunbritton customers.
- 1.4. This policy is reviewed every 3 years or as and when there are significant changes to legislation that need to be incorporated into the policy.

2.0 PRINCIPLES AND OBJECTIVES

The Association's Management Board is responsible for the conduct of the business of the Association.

The *Health and Safety at Work etc. Act 1974* imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the Association's policy, in so far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the Association; that all practicable steps are taken to manage the health, safety and welfare of all employees and other stakeholders; to conduct the business in such a way that the health and safety of visitors to any premises under our control, is not put at risk.

The Association, aims to ensure that:

- 2.1 The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
- 2.2 The provision and maintenance of machines, equipment and systems of work which are safe and without risks to health to employees, contractors and any other person who may be affected with regard to any premises or operations under our control
- 2.3 Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- 2.4 Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.

- 2.5 Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
- 2.6 The Health and Safety Policy will be reviewed at least every 3 years and employees will be made aware of any changes immediately.

3. EMPLOYEE RESPONSIBILITIES

All employees are required to:

- 3.1 Ensure that they take all reasonable steps to safeguard the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- 3.2 Co-operate with the Management Team (and Management Board) so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, in the course of their duties.

4. EQUALITY & DIVERSITY

- 4.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat all customers, internal and external, with dignity and respect. We embrace diversity and will ensure that all of our actions ensure accessibility; and reduce barriers to employment and/or the services we provide.

5. LINKS WITH OTHER POLICIES

- 5.1 The Association’s policies are currently under review and links between policies will be updated as and when each related policy is reviewed.

Date Adopted at Management Board – 12/4/17		Date	Review Date
Chairperson SEPHTON MACQUIRE		12/4/17	April 2020
Chief Executive Officer ALLAN MURPHY		12/4/17	