# Health and Safety Policy

| Regulation and Legislation | This policy links to the Health & Safety at Work Act 1974; Building Safety Act 2022, Social Housing (Regulation) Act 2023; the Institute of Directors (IOD) and the Health and Safety Executive (HSE) "Leading Health and Safety at Work" document; the Health and Safety (Consultation with Employees) Regulations 1996. |
|---|---|
| Supporting documents | The Environmental Policy; Adverse Weather Procedure; Communicable Diseases and Infection Control Procedure; Construction Health and Safety Manual Procedure; CDM Policy; CDM Procedure; Control of Substances Hazardous to Health (COSHH) Procedure; Control of Vibration Procedure; Display Screen Equipment Procedure; Driver Procedure; Events Procedure; First Aid Procedure; Food Hygiene Procedure; Waste Management Procedure; Health and Safety for Agency and Temporary Workers Procedure; Health Monitoring and Surveillance Procedure; Homeworking Procedure; Incident Reporting Procedure; Inspection by Outside Authorities and Enforcement Procedure; Manual Handling Procedure; Mobility Aids Policy; Mobility Aids Procedure; Noise at Work Procedure; Personal Protective Equipment (PPE) Procedure; Personal Safety Procedure; Risk Assessment Procedure; Risk Management Policy; Sharps Handling and Incident Procedure; Smoke- free Workplace Procedure; Weils Disease Procedure; Work Equipment Procedure; Working At Height Procedure; Workplace Inspection Procedure |
| Scope | This Policy outlines the key principles in managing health and safety, demonstrating evidence of management commitment and providing an overview of how Orbit will promote a positive health and safety culture throughout all levels of the organisation. |
| Reference to "Orbit" means Orbit Group which consists of Orbit Group Limited, Orbit Housing Association Limited, Orbit Homes (2020) Limited, Orbit Treasury Limited and Orbit Capital Plc. | |

## 1.   Introduction

1.1   Orbit is one of the UK's foremost housing groups, managing a portfolio of homes for over 100,000 customers, providing good quality, affordable and safe homes. Orbit is proud to be a socially driven, commercially focused organisation with a strong social purpose, reinvesting our surplus to improve the quality of our homes, services and our communities.

1.2   Orbit has overall responsibility for the identification and control of health and safety risks to all its employees and other persons affected by its undertaking.

1.3    Orbit recognises that accidents, incidents and ill health are generally a result of failure of management control and not necessarily the fault of the individual.

1.4    Orbit's main objectives in managing health and safety are to:

- prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace;
- promote reporting and analysis of near-miss incidents and taking action to prevent accidents occurring;
- provide clear instructions and information, supervision and adequate training, to ensure employees are competent to do their work; engage and consult with employees on day-to-day health and safety conditions;
- ensure there are sufficient provisions for first aid across all of Orbit's sites;
- implement emergency plans and procedures which are rehearsed and accessible to all colleagues to enable evacuation in case of fire or other significant incident;
- promote Orbit's zero tolerance to violence and aggression towards our employees and business partners, ensuring systems are robust to support subsequent risk mitigations;
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of hazardous substances;
- implement an active and reactive monitoring process to ensure colleagues across the group are adhering to health and safety procedures; and
- establish and deliver a level of assurance over customer safety to meet the requirements of the Building Safety Act and Social Housing (Regulation) Act.

1.5    Orbit's approach to health and safety has been developed using good practice across the public and private sectors. This Health and Safety Policy recognises and adopts the essential principles, core actions and good practice set out in regulatory and legislative guidance.

1.6    This Policy sets out Orbit's commitment to comply with the necessary health and safety legislation, regulation and statute so far as reasonably practicable.


## 2.    Policy Statement

2.1    The health and safety policy statement (Policy Statement) demonstrates Orbit's commitment to safeguarding and minimising risks to its employees, external customers, visitors and others using its premises so far as reasonably practicable. The Policy Statement is required by law to be displayed in all of the organisation's premises.

2.1.1 The Policy Statement can be found in **Appendix 1**.

## 2.2   Health and safety governance structure

2.2.1 The Health and Safety Governance Structure has been formulated to demonstrate the following good practice principles set out in the Institute of Directors (IOD) and the Health and Safety Executive (HSE) "Leading Health and Safety at Work" document:

- strong and active leadership from the top;
- effective 'downward' communication systems and management structures;
- visible and active commitment from Boards;
- Boards to ensure there is resource to manage health and safety risks;
- the integration of good health and safety management with business decisions;
- worker involvement - engaging the workforce in the promotion and achievement of safe and healthy conditions;
- effective 'upward' communication;
- providing high quality training;
- assessment and review - identifying and managing health and safety risks; seeking (and following) the guidance of competent advisers; and
- monitoring, reporting and reviewing performance.

2.2.2 This is further detailed in section 5.

2.2.3 In line with good practice and to demonstrate active leadership at Board level, each of the Orbit's Operating Associations will include health and safety on Quarterly Board agendas to support and provide challenge on health and safety matters.

2.2.4 The Operating Associations will determine the level of involvement in the reporting and monitoring structure. As a minimum, this should include attendance of the elected Health and Safety Representative at the Health and Safety Committee meeting chaired by an Executive Director, to facilitate both "top down" and "bottom up" communication.

2.2.5 The Health and Safety team will act as competent persons to Orbit on all aspects of health and safety, providing advice, guidance and support to Orbit, and attending Health & Safety Committee meetings as required.

2.2.6 Health and safety sits under Orbit Corporate Services and the Chief Regulatory & Governance Officer will act as the health and safety champion and executive sponsor.

## 2.3 Delivery

2.3.1 The below is based on HSG65, Plan, Do, Check, Act and aims to further embed and embrace a positive health and safety culture throughout an organisation.



## 2.4 Areas of health and safety risks

2.4.1 Orbit has responsibility for safeguarding both its employees and those likely to be affected by its operations, against health and safety risks. In order to monitor this, identified risks have been listed on the Health and Safety Risk Register to ensure suitable and sufficient control measures are in place.

2.4.2 Orbit also recognises that health and safety risks vary according to an affected individual's circumstances, and risk assessments are designed to make sure these are taken into account.

## 2.5 Information and communication

2.5.1 Orbit will communicate health and safety information through a variety of media to ensure employees are provided with necessary knowledge to allow them to perform their roles safely and prevent injury and/or ill health to others.

2.5.2 Line managers are responsible for ensuring they communicate any specific safety information relating to employees' local areas of work.

2.5.3 The Chief Regulatory & Governance Officer, in their capacity of health and safety executive sponsor, will be responsible for communicating with Homes England and the Greater London Authority, any serious incidents on land, developments or buildings, which are subject to grant funding.  Where this relates to a new development, they may delegate this task to an Orbit Homes director.

### 2.6 Workforce consultation

2.6.1 Orbit will in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 involve the workforce on matters affecting their health and safety.

2.6.2 The Health and Safety Committee provides Orbit with an approved framework to consult with employees and customers via a customer representative on key matters relating to their health and safety.

### 2.7 Health and safety operating procedures

2.7.1 All operating procedures that make up the risk management arrangements at Orbit can be found on myPolicy.

2.7.2 All Orbit employees must observe and abide by the health and safety operating procedures. Each procedure details Orbit's arrangements for managing particular risks and outline the responsibilities of employees in facilitating effective risk management.

2.7.3 All managers are responsible for ensuring they and their direct reports are familiar with the contents of the procedures and that specific responsibilities assigned within the procedures are implemented and communicated.

2.7.4 During pandemic events it may not always be possible to adhere to the standard procedure for remote working. In these cases, Orbit will provide continuous support to ensure the safety of its employees.

### 2.8 Accident reporting

2.8.1 All employees are responsible for reporting all accidents, incidents (including those of violence and aggression) and near misses whilst at work via myH&S portal for investigative and recording purposes.

2.8.2 It is the responsibility of the affected line managers to ensure a suitable local investigation is undertaken to identify root cause and implement controls to prevent a reoccurrence.

2.8.3 In instances where someone has sustained a serious injury, the health and safety team will take lead on undertaking a high-level investigation and informing the relevant enforcement body where required.

### 2.9 Safety inductions

2.9.1 All new starters will be required to go through Orbit's induction process which will be inclusive of basic health and safety training. It is the responsibility of line managers to take new starters through an induction process which details work- specific health and safety risks and arrangements that are in place to ensure the safety and wellbeing of their staff.

**2.10 Non-compliance**

2.10.1 All Orbit employees are governed by Orbit's Health and Safety Policy. Any employee failing to comply with any part of the Health and Safety Policy may be subject to disciplinary action in line with Orbit's disciplinary procedure.

# 3. Data retention

## 3.1 Accident, incident and near miss

3.1.1 As a minimum accident, incident and near miss data will be retained for 3 years and up to 6 years from the date of occurrence. This approach aligns with points 18.4 of Orbit's Corporate data retention schedule.

## 3.2 Asbestos and COSHH incidents

3.2.1 Incidents involving exposure to Asbestos fibers and or Hazardous Substances (as identified under the COSHH regulations) will be retained for 40 years from the date of occurrence. This approach aligns with points 18.1 of Orbit's Corporate data retention schedule.

## 3.3 Disposing of data

3.3.1 When required, data will be securely destroyed at the end of the retention period. The Health and Safety team will work with our H&S system provider on an annual basis to cleanse data. We may need to review these arrangements in the event of any updated guidance, best practice or relevant legislative changes being introduced.

# 4. Roles and Responsibilities

4.1 Health and safety is the responsibility of everyone at Orbit regardless of their role or position and is further detailed in **Health and Safety Roles and Responsibilities at the end of this policy.**

## 5.    Performance Controls and Business Risk

5.1    Compliance with this Policy will be monitored by the Health and Safety Governance and Performance Reporting Structures. Orbit's health and safety performance is collated and reviewed monthly, quarterly, and annually as illustrated below. It is important for each Operating Association to appoint a responsible person at each reporting level.
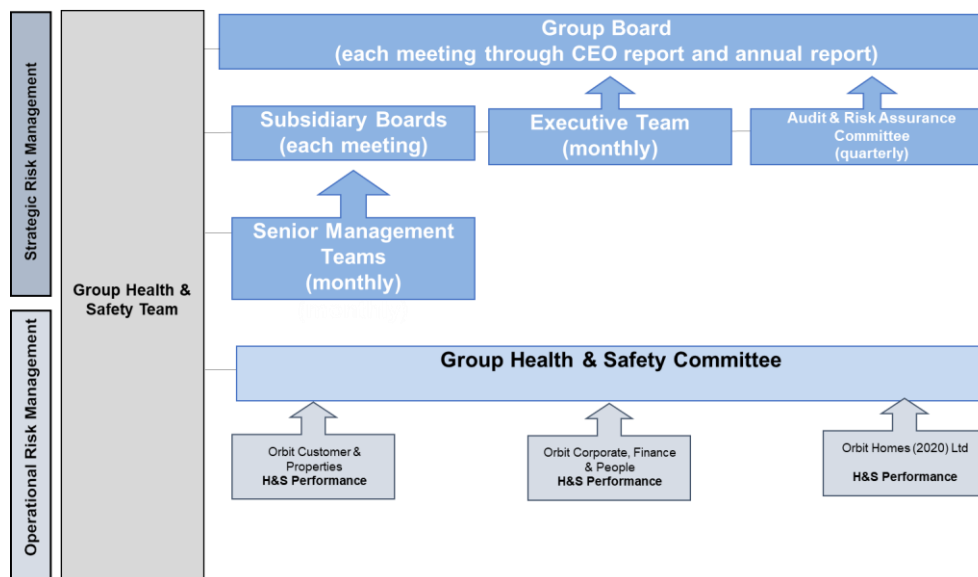


5.2    Orbit will carry out a fundamental review of this policy every three years subject to legal, regulatory changes or in accordance with the agreed Policy Review programme.

## 6.    Essential information

6.1    All Orbit policies and procedures are developed in line with our approach to the following, data protection statement, equality diversity and inclusion (EDI) approach, complaints and customer care policy and our regulatory and legal obligations to ensure we deliver services in a lawful manner and treat people equally and fairly. Orbit's privacy policy can be accessed on our website www.orbitcustomerhub.org.uk/publications/policies/

| EA | Equality Analysis was completed in Dec 2019 and is available to view. |
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| DPIA | DPIA screening questions approved in Dec 2019. Full DPIA not required. |
| Consultation | **Internal:** Customers have been involved in the formulation of this policy by gathering insight from the Group's Health and Safety Committee. |
| | **External:** n/a |
| Applies to | All employees |

# Document control

| Status | | Date Issued | Version |
|---|---|---|---|
| Approved | | Mar 2025 | v3.0 |

Uncontrolled if Printed

| Title | Health and Safety Policy | | ID 245 |
|---|---|---|---|
| Doc Type | Policy | Review Cycle | 3 Yearly |
| Circulation | All Departments | Classification | Public |

Doc Level 2

| Author | Ayas Miah | Sponsor | Aman Jhawar |
|---|---|---|---|
| Team | Health and Safety | Department | Business Assurance |

Directorate   Regulatory and Governance

| | | Date |
|---|---|---|
| Approved by | Director of Business Assurance | Mar 2025 |
| Next review | | Mar 2028 |

| Extension date | Extension reason | Approved by |
|---|---|---|
| | | |
| | | |

# Revision History

| Version Number | Date | Comments / Reason for revision |
|---|---|---|
| v1.0 | Dec 2019 | Published |
| v1.1 | Jun 2021 | Transferred to new document format and renumbered<br>9.1 – amended to refer to myHealth&Safety<br>9.1 – added reference to incidents of violence and aggression |
| v1.2 | Aug 2021 | Policy statement re-approved by Mark Hoyland – date amended |
| v1.3 | Aug 2022 | Policy statement amended and re-approved – date amended Minor amendments to wording for clarity<br>7.2 – added |

| v2.0 | Dec 2022 | 3.6 – added H&S Champion and Executive Sponsor. Roles and Responsibilities updated |
|------|----------|-----------------------------------------------------------------------------------|
| v2.1 | Jul 2023 | 1.3 – minor grammar correction.<br>3.2 – minor amendments and formatting, added sufficient resource for Board to manage health and safety risk<br>13.1 – added Audit & Risk Assurance Committee<br>Policy statement reviewed and re-approved by new CEO Phil Andrew – date amended.<br>Governance structure updated |
| v2.2 | Jul 2024 | Policy statement re-approved by Phil Andrew – date amended |
| v3.0 | Mar 2025 | Full review:<br>Regulation and legislation updated<br>1.3 – added<br>2.5.3 – added<br>Role titles updated |

## APPENDIX 1
## Health and Safety Policy Statement

Orbit, its Board and Executive team recognise their duty under the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all employees, customers, service users and others who could be affected by the operations of the organisation.

Orbit will provide sufficient funds and resources in order to develop and maintain policies, procedures and risk assessments, to facilitate safe and healthy workplaces where a positive health and safety culture supports the assessment, elimination, mitigation or management of risks to prevent injury or loss.

Health and safety is an integral part of good management, and the safety of our workforce and customers is fundamental to all that we do. All personnel are committed to the implementation of this Policy, and every colleague shares the responsibility for its delivery and success.

Orbit recognises the important role that is played by all colleagues and will actively seek their co-operation through consultation and communication and through the delivery of sufficient information, instruction, training and supervision to ensure a suitable level of health and safety competency exists across the organisation.

We will monitor health and safety culture and performance across Orbit, and report using a central dashboard to provide assurance on key health and safety risks. The aim will be to achieve progressive improvement in the management of health and safety across all our sites and areas of activity.

**SIGNED:**

**Phil Andrew, Chief Executive Officer**
**Dated: 19 July 2024**

# Health and safety roles and responsibilities

1. **Group Board of Orbit Housing Group is responsible for:**

   - Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
   - Attending health and safety training sessions when requested
   - Receiving, reviewing and agreeing an Annual Report on the robustness of the Group's Health and Safety Management System
   - Receiving assurance that any weakness in the Health and Safety Management System are being addressed by the boards of the member organisations
   - Positively reinforcing good health and safety practices and procedures

2. **Operating Association Boards are responsible for:**

   - Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
   - Including health and safety as a regular item on agendas to assess performance
   - Agreeing health and safety targets to monitor the effectiveness of the local Health and Safety Management Systems
   - Attending health and safety training sessions when requested
   - Undertaking quarterly reviews of health and safety performance
   - Receiving assurance that any weakness in the Health and Safety Management System are being addressed by their senior management team
   - Positively reinforcing good health and safety culture, through practices and procedures

3. **Group Chief Executive is responsible for:**

   - Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
   - Leading by example when considering health and safety in all aspects of day-to-day business
   - Ensuring that health and safety expectations are made clear to the Group Executive team
   - Ensuring the Group Executive team and their direct reports have the necessary time to focus on health and safety issues
   - Identifying a member of the Group Executive team to act as the nominated "Health and Safety Director"
   - Supporting competent advice as received from the Group Health and Safety team
   - Regularly liaising with the nominated Health and Safety Director and reviewing compliance levels
   - Ensuring that all significant risks tabled at Board are reduced within acceptable tolerances through the implementation of appropriate counter measures
   - Leading by example and actively encouraging the Group Executive team to adhere to the Group's health and safety management systems
   - Positively reinforcing good health and safety practices and procedures
   - Including health and safety as a regular item on the Group Executive team meeting

agendas to consider whether the health and safety management system is fit for purpose (annually) and to review performance (quarterly)

## 4. Group Executive team (collectively) is responsible for:

- Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
- Reviewing the Group health and safety performance
- Ensuring that health and safety expectations are made clear to senior management teams
- Considering health and safety requirements when appointing staff at senior management and executive level
- Attending health and safety training sessions when requested
- Leading by example when considering health and safety in all aspects of day-to-day business
- Actively encourage senior management teams to adhere to the health and safety management systems
- Providing adequate resources to achieve the aims and objectives set within the health and safety management system.
- Monitoring and reviewing the effectiveness of the health and safety management system
- Reviewing and agreeing the Group health and safety annual report
- Positively reinforcing good health and safety practices and procedures

## 5. Executive Directors (individually) are responsible for:

- Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
- Appointing a responsible person for their health and safety management system implementation and reporting at each level
- Ensuring risk assessments form part of the health and safety improvement plan for all applicable areas of operation.
- Ensuring health and safety training requirements are identified and provided
- Ensuring that health and safety expectations are made clear to senior management teams
- Ensuring arrangements are in place to assess health and safety performance of key suppliers and contractors
- Attending health and safety training sessions when requested
- Leading by example when considering health and safety in all aspects of day to day business
- Actively encourage senior management teams to adhere to the health and safety management system
- Providing adequate resources to achieve the aims and objectives set within the health and safety management System.
- Reviewing the Operating Associations health and safety performance
- Monitoring and reviewing the effectiveness of the Operating Association's health and safety management system
- Ensuring any issues identified are followed through with necessary remedial action
- Reviewing and agree the Group health and safety quarterly reports
- Positively reinforcing good health and safety practices and procedures

- Escalating Operating Association health and safety issues to the Group Executive team and Group Board

**6. Audit and Risk Assurance Committee (ARAC)**

6.1 The Audit and Risk Assurance Committee (ARAC) will provide support to the Group Board in the detailed scrutiny of the Group's health and safety management system. ARAC is responsible for:

- Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
- Including health and safety as a regular item on agendas to assess performance
- Ensuring that they scrutinise health, safety and compliance data to ensure adequate and effective health and safety management system is in place
- Constructively challenging the Group Board on the health and safety impact of significant change i.e. business growth and expansion, introduction of new services and seeking assurances that any associated risks have been identified, assessed and controlled.
- Supporting competent advice as received from the Group Health and Safety team

**7. Senior Management teams are responsible for:**

- Being familiar with the requirements of statutory and regulatory bodies which govern the Group, e.g. fire service, Health and Safety Executive (HSE), Building Safety Regulator (HSE), local authority and the Regulator of Social Housing (RSH)
- Including health and safety as a standard item on SMT agendas
- Implementing health and safety targets through the health and safety plans
- Considering health and safety requirements when appointing to management positions
- Considering health and safety implications when procuring goods, equipment and services
- Ensuring arrangements are in place for health and safety reviews of partners, key suppliers and contractors
- Attending health and safety training sessions when requested
- Monitoring accident/sickness absence statistics and other workplace health issues to identify trends
- Ensuring relevant risk assessments are in place to cover all work place activities
- Ensuring an appropriate mechanism is in place to monitor the effectiveness of the local health and safety management system
- Positively reinforcing good health and safety practices and procedures

**8. The Nominated Health and Safety Director (Chief Regulatory and Governance Officer) is responsible for:**

- Ensuring the appointment of a qualified and experienced Health and Safety team
- Ensuring adequate resources are allocated to the Health and Safety team within the Business Assurance Directorate
- Supporting the operating associations to ensure a robust health and safety management systems are in place to deliver risk reduction, legal compliance, and continuous improvement
- Reviewing the Group Annual Health and Safety report and presenting this to Group Board

- Escalating Group-wide health and safety issues to the Group Executive team and Group Board

9. **Director of Business Assurance is responsible for:**

- Agreeing reports with the Group Head of Health and Safety on health and safety performance for presentation to the Group Executive team
- Escalating Group-wide health and safety issues to the Nominated Health and Safety Director (Chief Regulatory and Governance Officer)
- Providing assurance that the health and safety management systems are operating in an effective manner.
- Producing and presenting reports on Health and Safety performance to the Group Board
- Reviewing performance of the Health and Safety team
- Positively reinforcing good health and safety practices and procedures

10. **The Group Health and Safety team is responsible for:**

- Developing and maintaining a health and safety management system which is communicated across the organisation
- Providing interpretations of relevant health and safety laws and communicating any implications for the organisation
- Maintaining a legal register on all relevant health and safety laws
- Providing second line of assurance of in-scope buildings working closely with the Property Safety team who have responsibilities to ensure Orbit comply with the Building Safety Act
- Providing competent advice to colleagues on matters relating to health and safety.
- Implementing plans and monitoring control measures employing active and reactive techniques
- Investigating high level incidents to establish root cause and provide advice on lessons learnt and future preventive measures.
- Ensuring health and safety performance and non-compliance are reported back to the Board, Senior Management team and the Group Health and Safety Committee.
- Ensuring any changes or new introductions that can impact the health, safety and welfare are consulted on with employees through the Group Health and Safety Committee.
- Supporting the Chief Executive and the Nominated Health and Safety Director to take all necessary, immediate action in the event of a serious injury or fatality.
- Ensuring serious injuries, dangerous occurrences and diseases are notified to the Health and Safety Executive as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensuring a programme of health and safety training is available for colleagues and commensurate to the job role they perform and periodically auditing the compliance for the mandatory health and safety courses.

11. **The Property Safety team**
11.1 The Property Safety team is responsible for ensuring all property related compliance matters are managed effectively. More specifically they will be responsible for:

- Ensuring properties which fall under The Control of Asbestos Regulations 2012 are subjected to an asbestos survey to identify and manage any asbestos containing materials. Asbestos must be subject to a re-inspection programme in accordance with the assigned priority score.

- Ensuring properties which fall under L8 - part 2 (" The control of legionella bacteria in hot and cold-water systems") are subjected to a water management risk assessment to control the risk of legionella.
- Ensuring all properties with communal bathing facilities are risk assessed (with the guidance from scheme-based staff) against the risk of scalding and where identified, thermostatic mixing valves are installed and regularly serviced to manage the risk of scalding.
- Ensuring properties which fall under the Regulatory Reform (Fire Safety) Order 2005 are subjected to a thorough fire risk assessment and that any fire safety provisions within are serviced and maintained in accordance with the relevant standards and guidance.
- Ensuring all passenger lifts which fall under the Lifting Operations and Lifting Equipment Regulations 1998 are subjected to statutory periodic thorough examinations.
- Ensuring all properties and electrical appliances which fall under The Electricity at Work Regulations 1989 and The Provisions and Use of Work Equipment Regulations 1998 are subjected to a periodic electrical inspection and portable appliance testing at the required frequencies.

## 12.    Building Safety team
12.1   The Building Safety team is responsible for ensuring compliance with the Building Safety Act 2022 and will:

- Arrange Building Safety Steering Group meetings and ensure auditable trail of minutes and actions.
- Own and manage the business wide Building Safety Risk Register and Action plan.
- Establish Golden Thread of information for in-scope buildings.
- Manage budgets provided specifically for Building Safety.
- Communicate requirements of the new Building Safety Act to wider business.

## 13.    Office, Scheme and Building Site Managers
13.1   Any employee who has day to day responsibility for the management and operation of an office, scheme or building site shall be responsible for:

- Ensuring that the general safety of the site is maintained so as to prevent injury/ill health to employees, customers, contractors and others who may use the site and facilities within
- Ensuring the Health and Safety team is notified immediately of any contact or correspondence from the HSE, local authority, fire service or any other regulatory agency on matters relating to health and safety.
- Ensuring all necessary building and ground inspections are undertaken, remediated as necessary and recorded for audit purposes.
- Ensuring all necessary building/site specific risk assessments are in place and in date. These assessments should be made available to anyone using the building and facilities within
- Ensuring any plant and equipment is maintained and serviced in accordance with the manufacturer's instructions. Any malfunctioning plant and equipment must be taken out of use until it is attended to and fixed by competent engineers.
- Ensuring adequate welfare facilities are in place for anyone using the site.
- Ensuring contractors/suppliers used are selected from the current procurement list available on the Ozone.

**14.    Contractor Responsibilities**

14.1    All contractors should have their own health and safety policies and procedures in place and are responsible for:

- Contractors working on behalf of Orbit must comply with appropriate standards and regulations governing their work activities.
- Contractors are legally responsible for their own employees and undertaking risk assessments to ensure that their work is carried out safely without putting others at risk.
- All contractors who appoint a sub-contractor(s) are responsible for assessing the sub-contractor's competence and monitoring their performance to ensure they meet with appropriate standards and regulations governing their work activities.

**15.    Contract Managers**

15.1    Any employee who is responsible for the selection and appointment of contractors, partners and suppliers is responsible for:

- Ensuring they follow the Group's standing orders, financial regulations and procurement arrangements
- Ensuring suitable arrangements are in place to assess the competency of service providers through a process of health and safety vetting.
- Ensuring health and safety arrangements are suitably planned and co-ordinated with contractors to minimise the risk to those whom may come into contact with contractor work activities
- Ensuring a process of continued health and safety monitoring is established and maintained. Under performance should be addressed and resolved with the concerned contractor.

**16.    Human Resources team**

16.1    Human Resources team will work in close conjunction with the Health and Safety team and be responsible for monitoring the health and wellbeing of the Group's staff. More specifically they will be responsible for:

- Liaising with Managers and ensuring specific health and safety competencies and responsibilities are incorporated into individual job descriptions prior to recruitment and employment.
- Ensuring appropriate pre-employment and proactive health surveillance is carried out as and when identified in risk assessments.
- Ensuring sickness/absence and stress data in relation to occupational health and safety is recorded, analysed and reported to the Health and Safety team and the Health and Safety Committee.
- Ensuring provisions are in place to enable colleagues who use Display Screen Equipment to undertake eye sight tests and where required contribute towards the cost of spectacles.

**17.    Operational Management (line managers and supervisors) are responsible for:**

- Ensuring the Group Health and Safety Policy and all associated health and safety procedures/guidance is communicated and understood by new and existing direct reports (including agency staff)
- Ensuring that employees under their management co-operate with the health and safety requirements at all times

- Identifying compliance training requirement for the role of their staff in conjunction with the Learning Academy
- Ensuring staff are inducted and trained in matters of health and safety relevant to their role
- Risk assessments for managing hazards are completed, documented and communicated to affected employees. Risk assessments must be reviewed, amended (where necessary) and re-issued at annual intervals as a minimum
- Providing staff with the correct tools for the tasks required of them
- Providing personal protective equipment where risk assessment has shown it to be necessary as part of the control measure
- Any maintenance or tests of plant and equipment is completed to ensure compliance with the law
- Accidents and incidents are recorded, investigated and reported and prompt action is taken when necessary to avoid a reoccurrence
- Ensuring health and safety is included on agendas at team meetings and giving staff the opportunity to discuss health and safety issues and concerns
- Ensuring all staff are consulted with prior to any change in working practice or work routines which may affect their health, safety or welfare
- Work that may affect the public or residents and tenants is carried out with consideration to these groups and that their safety is paramount while these works are in progress
- Ensuring the Health and Safety team is consulted when matters arise that require specialist knowledge and/or the agreement of appropriate actions.

18. **Operational teams (all employees irrespective of their roles) are responsible for:**

- Ensuring they observe and comply with Orbits Health and Safety Policy and associated procedures relevant to their role
- Ensuring they co-operate with their line managers and supervisors on any matters related to health, safety and welfare
- Ensuring they observe and comply with all risk assessments applicable to their job role, following all control measures implemented to ensure their safety and that of others
- Reporting to their line managers and supervisors any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job
- Maintaining good workplace housekeeping standards at all times
- Ensuring that they do not interfere with anything put in place to ensure the health and safety of themselves and others
- Taking responsibility for their own safety and consider how their actions may affect the safety and wellbeing of others
- Using protective clothing and safety equipment provided for their particular work in the correct manner
- Reporting any incident or accident, including near misses via the online reporting system which will notify the responsible person and the Health and Safety team for further investigation and action as appropriate.
- Ensuring they report any new or existing medical conditions which may affect their health and safety or that of others to their line manager and Human Resources.

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