

## **Health, Safety and Wellbeing Policy (Responsibilities)**

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### **Our Health, Safety and Wellbeing Policy: What is it all about?**

#### **This policy explains:**

The responsibilities of Bron Afon under the Health and Safety at Work Act 1974, with reference made to our commitment to health, safety and wellbeing and also Landlord Compliance.

#### **Who does it apply to?**

This policy applies to all colleagues, based on the principles outlined below, which also align with our Equality, Diversity and Inclusion Policy, the Equality Act 2010 and other relevant employment legislation.

We will review it regularly to make sure it stays relevant.

#### **What are the principles of this policy?**

We have established the following responsibilities and the principles that guide this policy are to make sure:

- we treat health, safety and wellbeing as an essential management function and that it is managed like any other process.
- health, safety and wellbeing objectives set out in the Statement of Intent are effective.

This policy reflects our People Promise to establish a culture of wellbeing, focused on mutual responsibility so everyone can work safe and be well.

It also reflects our values :

**Respect:** Respect for our own and other's health, safety and wellbeing. For example, by reporting near misses or hazards which could potentially cause injury or illness to others.

**Engage:** Engage and empowering colleagues to take personal ownership and responsibility for health, safety and wellbeing. For example, by active involvement in risk assessments and improving safe systems of work

**Ambition:** Ambition to be a learning organisation and to demonstrate safe behaviours. For example, leaders embedding a culture with consistently high levels of health and safety assurance, ownership and accountability

**Listen:** We value everyone's input and will listen to their views to help improve health, safety and wellbeing. For example, listening and acting on health, safety and wellbeing concerns and learning lessons to continuously improve

## **Who is responsible?:**

### **Our Board**

Our Board will monitor all health, safety and wellbeing activities and check the effectiveness of the policy by having an understanding of legislation and key performance indicators. They will make sure necessary resources and measures are in place to manage health, safety and wellbeing.

An annual health, safety and wellbeing report is also presented to Board as well as monthly Key Performance Indicators (KPIs) report for incidents and RIDDOR reportable incidents.

### **Assurance Committee**

The Assurance Committee are the designated committee for health and safety oversight. They receive a quarterly report detailing assurance, progress or concerns.

### **People and Governance Committee**

The People and Governance Committee will receive a quarterly health and safety culture report detailing progress or concerns.

### **Chief Executive**

It is the Chief Executive's responsibility for making sure day to day good practice in health, safety and wellbeing is carried out within the organisation.

The Chief Executive will promote a positive health, safety and wellbeing culture and will have an understanding of relevant legislation. They will liaise with SMT, Heads of Service and others to establish and maintain effective health and safety management and will review its progress.

They will chair the Health and Safety Champions' Group and work with the Health and Safety Manager and team to develop an annual health, safety and wellbeing assurance review.

As the risk owner for Health, Safety and Wellbeing, they will actively look for health and safety assurance and will make sure experts are appointed to carry out preventative and protective safety measures.

### **Strategic Management Team (SMT)**

The Strategic Management Team is responsible for making sure the Health, Safety and Wellbeing policy is followed.

SMT will plan and promote health, safety and wellbeing good practice and will have an understanding of relevant legislation. They will make sure resources are made available within budgets and that there is adequate line management to comply with health and safety requirements.

They will review updates on landlord compliance and assurance with our health, safety and wellbeing management system and will make sure there is clear ownership and timely completion of any actions for improvement.

### **Health and Safety Director (Executive Director of Operations)**

The Executive Director of Operations is responsible for making sure the Health, Safety and Wellbeing policy is effective.

They will promote a positive health, safety and wellbeing culture and will have an understanding of relevant legislation and approaches to health, safety and wellbeing.

They will review updates and assurance through the Customer Experience Leadership Team (CELT) and will report to SMT and the People and Governance Committee. They will give details of any high-risk issues to the Chief Executive (and Directors or Heads of Service, where necessary).

### **Directors and Heads of Service/Senior Leadership Group (SLG)**

Directors and Heads of Service are responsible for the management of health, safety and wellbeing within their directorates.

They will promote a positive health, safety and wellbeing culture and will have an understanding of relevant legislation.

They will monitor how Bron Afon's health, safety and wellbeing policy is carried out, set targets or objectives where appropriate and look for assurance and actions from their team.

They will make sure relevant resources are made available to allow policy and procedures to be carried out.

They will involve managers and colleagues in matters of health, safety and wellbeing to make sure they are being managed appropriately and that risk assessments are carried out in areas for which they are responsible.

### **Health and Safety Manager**

The Health and Safety Manager will promote a positive health, safety and wellbeing culture.

They will work directly with the Board, Leadership Teams, Trade Unions and others when needed to give advice and support in the planning, second level assurance and promotion of health, safety and wellbeing and risk management.

They will advise management on the interpretation of the Health and Safety at Work Act 1974 and other relevant legislation.

They will report directly to the Chief Executive, Directors, Customer Experience Leadership Team and People and Governance Committee for assurance and identifying any areas of high risk or concern within specific service areas. They will bring in health and safety recommendations from the Health and Safety Executive etc.

They will make sure the health, safety and wellbeing policy and related procedures in place are reviewed and will carry out necessary assurance checks.

They will monitor workplace related accidents and injuries (including RIDDOR reportable) to identify any trends.

They will promote strategies and initiatives to help reduce accidents and will help to develop health, safety and wellbeing training programs, in consultation with the Learning and Development Team and managers.

### **Health and Safety Advisors**

The Health and Safety Advisors will contribute to maintaining, promoting and providing assurance of our positive health, safety and wellbeing culture.

They will support the Health and Safety Manager and other colleagues to manage the corporate health and safety action plan, make improvements and contribute to any health, safety and wellbeing initiatives.

They will help to make sure we comply with relevant health and safety legislative requirements. They will do this by developing and maintaining an effective and efficient health and safety management system, with continuous improvement. They will provide specialist advice and carry out operational assurance checks of health and safety management across operational areas.

They will help to develop the health and safety training plan and will support and advise managers and colleagues to safely deliver on health and safety commitments, such as a reduction in accidents/incidents and those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

### **The Landlord Compliance Team**

The Landlord Compliance Team is responsible for promoting a positive health, safety and wellbeing culture and for providing support and advice to management on assurance and interpretation of Health and Safety Landlord Compliance relevant legislation. They will advise and report to the Board, Chief Executive, Directors and relevant committees on any areas of high risk or concern within landlord compliance and risk management.

They will make sure appropriate landlord compliance policies and procedures are provided, are reviewed regularly and reflect best practice and legislative requirements. They will investigate and monitor any landlord compliance-related accidents and incidents with line managers. They will maintain compliance with all legislative and regulatory requirements concerning the health and safety of our customers.

They will help to develop landlord compliance training programs in consultation with the Learning and Development Team and managers, so that appropriate information, awareness, training and support systems are in place to enable colleagues to carry out their responsibilities effectively.

Where appropriate, they will bring in any health and safety recommendations received from the Regulator, Fire Service or other related external bodies.

### **Insurance and Risk Team**

The Insurance and Risk Team is responsible for promoting a positive health, safety and wellbeing culture and for providing support and advice to management on assurance and interpretation of health, safety and risk in areas of personal injury claims, civil health and safety cases, insurance claims and motor incidents.

They will make sure the organisation has the right amount of insurance cover and that our financial and other interests are protected against a wide range of risks. Making sure the appropriate health and safety insurance policies and procedures are provided, are reviewed regularly and reflect best practice and legislative requirements. They will investigate and monitor health and safety incidents relating

to the risk of civil liability for health, safety and wellbeing claims and provide training and guidance.

**Line managers:**

Managers at all levels of the organisation have a legal duty to manage health, safety and wellbeing and are accountable for this in their areas.

They provide a crucial link between an employee and day to day health, safety and wellbeing practice, performance management and leadership in the workplace. They are our first level of assurance in these areas.

They should provide demonstrable health, safety and wellbeing leadership behaviours through daily management, check and challenge to make sure the organisation's health and safety policy is carried out in their working areas and ensure safe systems are in place.

All managers responsible for coaching and influencing to empower ownership of H&S. Promoting a positive health, safety and wellbeing culture and making sure that health, safety and wellbeing is an agenda item at team meetings. They will check, challenge, own and review health and safety procedures relevant to their areas, manage and control the risks, and will provide first level assurance of health, safety and wellbeing in their areas.

For all work carried out, they will make sure there are safe working practices, procedures, risk assessments and safe systems and that these are properly documented, followed and reviewed.

They will have arrangements in place to make sure all accidents, first aid and fire incidents within their area of responsibility are reported (including incidents under RIDDOR) and managed. They will review and investigate incidents in their areas, identifying root causes, share learning lessons and take any necessary action. They will also identify training needs and monitor attendance.

They will make sure health, safety and wellbeing is managed in their areas (including appropriate training is undertaken, PPE and equipment is supplied and maintained), is in place and that legal records are made, maintained and reviewed.

Managers will provide demonstrable leadership by visible health, safety and wellbeing in day-to-day roles and performance management including :

- having up to date risk assessments and regular reviews in place
- investigating H&S issues, identifying and dealing with root causes
- creating trust with team and regular check and challenge for safe systems and behaviours

## **All Colleagues**

We expect all colleagues to lead by example and to take care of themselves and others who may be affected by what they do or do not do, at work.

Colleagues should set a standard of behaviour that reflects a culture of greater understanding, ownership and accountability of health, safety and wellbeing.

All colleagues will be continuously aware and take reasonable care of their own safety and the safety of others who could be affected (by what they do or don't do at work). They will help meet our health, safety and wellbeing responsibilities by abiding by our policy, procedures and guidelines on health and safety.

Colleagues will cooperate with their managers by keeping working areas and tasks safe, following correct training, use PPE and safety equipment as required and report hazards, incidents, ill health, near misses and anything that maybe unsafe.

## **Trade Union Representatives**

Nominated Trade Union representatives will take an active part in health, safety and wellbeing and workplace assessments. They will liaise with colleagues about health, safety and wellbeing concerns, assist with accident investigations and investigate health and safety complaints.

They will carry out workplace inspections and will be consulted on new working practices and technology.

They will inspect relevant documents and represent colleagues at Health and Safety meetings such as the Health, Safety and Wellbeing Champions Group, Union Health, Safety and Wellbeing Subgroup or other relevant meetings.

## **Contractors**

Contractors are legally responsible for their own workforce and for making sure their work is carried out in a safe manner.

All contractors working with the organisation must comply with relevant statutory legislation, approved codes of practice and Bron Afon policies, procedures and guidance governing their work activities. They must report any incidents, near misses or hazards in relation to these work activities.

## **External consultants**

Bron Afon will get additional professional advice and assistance when it is needed.

External health and safety consultants will be responsible for providing professional health, safety, wellbeing and occupational advice, when requested.

### **Health, Safety and Wellbeing Champions Group**

The Health, Safety and Wellbeing Champions Group is made up of colleagues who are broadly representative of Bron Afon. It is the forum for the co-ordination of all health and safety matters.

The group, chaired by the Chief Executive and has responsibility to meet and share ideas and ask questions to promote the Work Safe, Be Well message and culture.

They will help management and other colleagues to improve health, safety and wellbeing in the workplace by “checking and challenging” and by promoting health, safety and wellbeing matters within their work areas.

They will encourage colleagues to be involved in matters of health, safety and wellbeing. They will help to monitor and challenge the effectiveness of the measures taken by Bron Afon and will recommend improvements.

### **Union Health, Safety and Wellbeing Subgroup**

The Union Health and Safety Subgroup is for the Unions to discuss and support the health, safety and wellbeing of their members and the rest of the workforce within the workplace.

The Group is responsible for reviewing accident and notifiable disease statistics, trends and audits and inspections, so that reports can be made to management on unsafe practices with recommendations for corrective action. They will consider reports or concerns from health and safety representatives and will assist and consult on policies, procedures and developing safety initiatives and safe systems of work.

### **Our Health, Safety and Wellbeing Assurance Reporting Lines include :**

#### **Assurance Committee**

The Assurance Committee are the designated committee for health and safety oversight. They receive a quarterly report detailing progress or concerns.

Our Board will receive Monthly Key Performance Indicators (KPIs) for accidents, incidents, near misses and RIDDOR reportable incidents.

#### **Customer Experience Leadership Team (CELT)**

The Customer Experience Leadership Team will receive a monthly operational and a quarterly strategic health, safety and wellbeing assurance report detailing assurance progress and concerns, health and safety training and identifying accidents, incidents, near misses and RIDDOR reportable incidents.



**Senior Leadership Group (SLG)**

The Customer Experience Leadership Team will receive a quarterly strategic health, safety and wellbeing assurance report detailing assurance progress and concerns, health and safety training and identifying accidents, incidents, near misses and RIDDOR reportable incidents

**Chief Executive Officer**

The Chief Executive Officer receives bi-monthly updates with the Health and Safety Manager, Head of Landlord Compliance and Health and Safety and Executive Director of Operations, on health, safety and wellbeing good practice, assurance and concerns. Along with Quarterly PGC update reports and annual Health, Safety and Wellbeing Board Report.

**BRON AFON ORGANISATIONAL CHART – SENIOR LEADERSHIP GROUP (SLG)**

