

Health and Safety Policy Statement

Muirhouse Housing Association aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Organisation, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Organisation subscribes;
- setting and monitoring of health and safety objectives for the Organisation;
- effective communication of and consultation on health and safety matters throughout the Organisation;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Organisation;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Please note that a signed copy of the Health and Safety Policy Statement, which demonstrates our commitment to health and safety, is available at our main business address.

Organisation and Responsibilities

General Responsibilities

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- Mr Stevie McAvoy, CEO

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- CEO & Departmental Managers

Responsible Persons

It is important that health and safety standards are maintained and improved. Where necessary specific roles within the Organisation have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

These Responsible Persons will also be required to monitor their areas of control as well as the performance and activities of all persons under their control to ensure that acceptable standards are maintained. They will ensure:

- The objectives and guidance outlined within our health and safety management system is fully understood and observed by persons under their control;
 - Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within their areas of responsibility;
 - The health and safety policy statement will be brought to the attention of all employees under their control, making them aware of all hazards and the means of controlling those hazards;
 - Any changes to the health and safety policy or our arrangements are brought to the attention of all persons under their control;
 - That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified, risk assessed and effective controls put into place.
-

Employees Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the Organisation's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Health and Safety Assistance:

To assist us in our undertaking we have appointed RBS Mentor as Health and Safety Consultants to provide competent advice and guidance.
