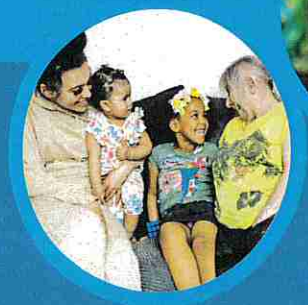


# Health & Safety Policy

Leeds Federated Housing & Arthington  
Property Services



HELPING PEOPLE MAKE A HOME

## Health and Safety Policy Statement

The Health and Safety at Work Act 1974 imposes a statutory duty on Leeds Federated Housing Association and Arthington Property Services to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all colleagues whilst at work and any others who may be affected by that work.

Therefore, it is the policy of Leeds Federated Housing Association and Arthington Property Services, so far as is reasonably practicable, to ensure that:

- Adequate resources are provided, both financial and otherwise, to ensure suitable and sufficient provision for health, safety and wellbeing at work
- Plant and work equipment are provided and maintained in a safe condition and without risks to health and arrangements are in place for the use handling, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision as is necessary to ensure the health, safety and wellbeing of all colleagues and any others who may be affected by our work
- Ensuring all places of work under the control of Leeds Federated Housing Association and Arthington Property Services are maintained and have safe access and egress
- The provision and maintenance of a working environment for all colleagues that is that is safe, without risks to health and has suitable welfare facilities
- Suitable and sufficient risk assessments are completed and are periodically reviewed and safe systems of work are established for work activities
- Where identified by risk assessments appropriate health surveillance specific to the health hazards identified will be provided for colleagues and appropriate records maintained
- Arrangements are in place to ensure the competence of all appointed contractors and consultants and that effective supervision and monitoring arrangements are in place
- Proactive monitoring including routine inspections and internal health and safety audits are carried out to ensure that preventative and protective measures are in place and that they effective in controlling organisational risks
- Arrangements are in place to investigate the immediate and underlying causes of incidents and accidents to ensure that remedial action is taken, lessons learned and risk controls are introduced to prevent reoccurrences.

The implementation of this policy will be delivered with supporting Leeds Federated Housing Building Safety (Statutory Services) Policies, Arthington Property Services Operational Policies and supporting health and safety procedures, which form the management arrangements section of this Health and Safety Policy.

The Health and Safety Policy, Building Safety (Statutory Services) policies and operational policies, procedures and forms are made available to all colleagues on 'One Place' and 'Share point.'

Signed:



**Chief Executive**, for and on behalf of Leeds Federated Housing Association

Date: August 2025

Signed:



**Chair of the Board**, for and on behalf of Leeds Federated Housing Association

Date: August 2025

## 1.0 Policy objectives

### 1.1 The objectives of the health and safety policy are to:

- Set out responsibilities that together underpin our commitment to health, safety and wellbeing
- Ensure effective arrangements are in place to protect colleagues, customers, external stakeholders and the general public against risk of injury or poor health arising out of our activities
- Encourage all colleagues and stakeholders to seek continuous improvement in health, safety and wellbeing performance and to share good practice with one another.

### 1.2 In pursuing these objectives Leeds Federated Housing and Arthington Property Services will:

- Pro-actively manage health and safety by maintaining a health and safety management system to deliver the health and safety policy
- Promote high standards through implementation of the health and safety management system
- Work collaboratively with colleagues and their representatives to develop a health and safety culture and ensure that appropriate arrangements for consultation are established
- Promote a culture of co-operation and open communication, in which opportunities to learn from actual and potential failures are maximised
- Provide effective training and development to support colleagues in meeting legal requirements, recognising that individuals have responsibilities for ensuring the safety of themselves and others
- Ensure procedures which include roles, responsibilities and processes are implemented and continually developed to effectively manage those areas of significant risk
- Ensure line management responsibility for health and safety is clear and unambiguous
- Maintain control of contractors and consultants work by appropriate specification, supervision and proactive monitoring
- Regularly review and, where necessary, revise this policy, supporting building services and operational policies, procedural documents and management arrangements.

## 2.0 Organisational responsibilities

### 2.1 The “organisational responsibilities” identify who is responsible for the implementation of this policy. They identify the services area and level of responsibility colleagues hold and how services must operate within the Leeds Federated Housing health and safety management system to ensure health and safety legislative compliance.

### 2.2 Throughout Leeds Federated Housing and Arthington Property Services, the following colleagues and board members hold specific duties for the management of health, safety and wellbeing:

- **Association Board**
- **Chief Executive**
- **Leadership Team**
- **Managers**
- **Operations Manager – APS**
- **Health and Safety Manager**
- **Health and Safety Committee**
- **Unison Health & Safety Representative(s)**
- **Supervisors**
- **Colleagues**

**2.3** Leeds Federated Housing and Arthington Property Services are committed to providing “competent persons” who shall provide technical advice related to health and safety management to support them with their duties and those of the colleagues they manage.

**2.4** To meet the above requirement Leeds Federated Housing has appointed a **Health and Safety Manager** to provide competent advice and act as the ‘competent person’ in applying the provisions of health and safety law. Additionally Arthington Property Services has appointed a **Health and Safety Consultant** to provide operational health and safety advice and guidance.

## **2.5 The Board**

**2.5.1** The **Board** delegates its responsibilities for achieving health and safety policy objectives to the Chief Executive.

**2.5.2** The **Board** has responsibility for:

- Establishing overall policy for the organisation and reviewing the effectiveness of the health and safety arrangements and performance on a regular basis
- Providing scrutiny and challenge to ensure internal risk control mechanisms are operating effectively
- Ensuring adequate resource allocation to ensure Leeds Federated Housing and Arthington Property Services maintain robust health and safety management arrangements.

**2.5.3** The **Board** will receive and review an annual health and safety report from the **Head of Corporate Services** which is prepared to keep the **Board** apprised on health, safety and wellbeing performance within Leeds Federated Housing and Arthington Property Services.

## **2.6 Chief Executive**

**2.6.1** The **Chief Executive** has overall accountability for the health and safety of all colleagues, customers, visitors and contractors while they occupy premises under Leeds Federated Housing and Arthington Property Services control.

**2.6.2** The **Chief Executive** is also responsible for the health and safety of other stakeholders and neighbours who may be affected by the work and undertakings of Leeds Federated Housing and Arthington Property Services.

**2.6.3** The **Chief Executive** has overall responsibility to make arrangements to ensure that:

- They maintain a broad awareness of current statutory requirements and principles of good practice regarding health and safety
- The requirements of the health and safety policy are organised, planned and implemented

- Ensuring adequate resource allocation to ensure Leeds Federated Housing and Arthington Property Services maintain robust health and safety management arrangements
- The **Board** is informed of relevant health and safety matters affecting the organisation, its colleagues, contractors, customers, neighbours, other stakeholders and members of the public
- Monitoring, measuring, reviewing and auditing of health and safety performance is undertaken.

## 2.7 Leadership Team (Directors and Heads of Service)

**2.7.1** To assist the **Chief Executive** in discharging their designated health and safety responsibilities, the **Leadership Team** will be responsible for facilitating compliance with health and safety legislation by promoting health and safety management throughout the **Leadership Team**, which will involve:

- Ensuring adequate resources are available to implement this policy, the building safety (Statutory services) policies, operational policies and supporting health and safety management arrangements
- Coordinating and monitoring the effectiveness of the health and safety policy, building safety (statutory services), operational policies and supporting health and safety management arrangements
- Ensuring appropriate **colleague** training requirements are identified and that effective arrangements exist for training provision and delivery
- Ensuring detailed building safety (statutory services) policies, operational policies and procedures relevant to the work of their service area are communicated and implemented to meet statutory compliance requirements.

**2.7.2** **Directors and Heads of Service** also have specific responsibilities applicable to their service areas including:

- Ensuring that where required any newly developed and reviewed policies and/or procedures are, where required, issued for consultation to the relevant colleagues, including the **Health and Safety Manager**, prior to issue to the **Health and Safety Committee** for final review
- Ensuring that the health and safety policy and relevant supporting building safety (statutory services), operational policies and procedural documents are brought to attention of **colleagues** and where applicable to contractors
- Ensuring that health, safety and wellbeing is considered during the planning of work activities to enable adequate resources and risk controls to support delivery of the health and safety policy, building safety (statutory services) policies, operational policies and supporting procedures
- Advising the **Leadership team** of any significant adverse incidents, unacceptable risks and associated remedial risk mitigation controls

- Ensuring commitment to the health and safety policy and supporting management arrangements within their areas of responsibility
- Actions identified from audits, inspections, incident investigations and assessments are implemented and closed out as per the agreed target dates.

## 2.8 Head of Corporate Services

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**2.8.1** The **Head of Corporate Services** has delegated responsibility for providing leadership, direction and overview of the health and safety policy and health and safety management system supporting the implementation of this policy. The **Head of Corporate Services** will:

- Incorporate health, safety and wellbeing into the Leeds Federated Housing risk management framework ensuring that service specific risk registers are developed and implemented
- Maintain a broad awareness of statutory requirements and principles of good practice for health, safety and wellbeing and sector specific issues relevant to Leeds Federated Housing operations
- Ensure health and safety objectives and associated success criteria are developed to monitor health and safety performance
- Prepare and issue an annual health and safety performance report to the **Board** for review.

## 2.9 Asset Management Team

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**2.9.1** The **Asset Management team** has a specific responsibility for building safety (asbestos/gas electrical/water hygiene/lifts) for non-domestic and domestic properties and will:

- Develop appropriate building safety (statutory services) policies and supporting procedures and plans which document the management arrangements required to support compliance with statutory requirements in relation to management of asbestos/electrical/gas/water hygiene/lifts in premises and assets
- Co-ordinate and deliver action plans and providing assurance on statutory compliance in relation to management of premises and assets
- Monitor statutory and facilities management compliance and providing regular exception reports to the **Leadership Team, Health and Safety Committee and Board**
- Ensure that effective and auditable statutory compliance records and documentation are in place and accessible
- Liaise with **contractors** and **consultants** employed for the maintenance and inspection of properties and systems to ensure compliance with statutory requirements, policies and supporting procedures.

## 2.10 Managers and Supervisors

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**2.10.1** **Managers** and **Supervisors** are responsible for the operational implementation of the health and safety policy and supporting building safety (statutory services) and operational policies and procedures and will ensure that:

- **Colleagues** have been provided with relevant information, instruction, supervision and training including policy and procedural arrangements, to enable them to carry out their duties safely
- Accidents, incidents and cases of ill-health arising out of work activities are reported, recorded and investigated in line with procedural requirements
- Risk assessments and method statements (where appropriate) have been completed for work activities and identified risk controls measures are implemented
- Work activities are regularly inspected and monitored to identify compliance with procedural arrangements and to identify any potential unsafe acts/conditions and make recommendations to mitigate any risks
- Set up communication systems within their teams to ensure **colleagues** are informed on health and safety issues, including adding health and safety as a standing agenda item of team meetings
- Ensuring all **colleagues** have received a local induction and that they are aware of emergency procedures for their places of work and the accident/incident reporting arrangements
- Advising the **Health and Safety Manager** if any suspected inadequacies are identified with policies and procedures
- Ensuring that lone working and personal safety arrangements are in place for their service and that the arrangements are monitored to ensure colleagues have received the appropriate training and are adhering to the lone working risk controls.

## 2.11 Health and Safety Manager

**2.11.1** The **Health and Safety Manager** fulfils the role of the competent person as required by Management of Health and Safety at Work Regulations 1999 (Regulation 7). The **Health and Safety Manager** has specific responsibility for:

- Developing the health and safety policy and supporting health and safety procedural arrangements to ensure compliance with relevant legislative requirements
- Leading and developing a health and safety framework ensuring a joined up approach between the health and safety policy, building services policies, operational policies and supporting procedures and approach to risk and service aims and objectives
- Producing and collating KPI information and updating health and safety risk controls as required
- Providing competent advice and guidance to Leeds Federated Housing in relation to the management of health and safety
- Working collaboratively with **colleagues** and provide technical health and safety advice to **managers** on service specific operational policies and procedures
- Liaising with the **Board, Leadership Team, Heads of Service** and **Managers** with regards to the development of appropriate risk controls for the management of health and safety risks
- Advising on the development of health and safety action plans, including the setting of realistic short-term and long-term objectives
- Ensuring that effective mechanisms are established for accident/incident reporting including near misses

- Analysing reactive and proactive health and safety data and producing reports for relevant parties, identifying trends and recommending consequential changes as required
- Develop and monitor health and safety objectives and associated success criteria to monitor health and safety performance and provide regular reports to the **Board, Leadership Team** and the **Health and Safety Committee**
- Developing and supporting the delivery of **colleague** health and safety training
- Liaising with the Health & Safety Executive (HSE), and other health and safety related external agencies.

## 2.12 Colleagues

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**2.12.1 Colleagues** have specific duties to not only look after their own health, safety and wellbeing but also the health, safety and wellbeing of others, including their **colleagues, customers, contractors** or **members of the public** who may be affected, directly or indirectly, by their behaviour at work.

**2.12.2 Colleagues** have a specific duty to:

- Take reasonable care of themselves, **colleagues** and any other person who may be affected by their acts or omissions and to work in a safe manner
- Co-operate with Leeds Federated Housing and/or Arthington Property Services on health and safety issues
- Not interfere with or misuse anything provided for their or other's health, safety or wellbeing
- Ensure that any equipment and personal protective equipment (PPE) is utilised correctly and in accordance with instruction and training
- Report any defects, unsafe acts/conditions, accidents, incidents, dangerous occurrences and near misses whether injury is sustained or not
- Ensure that they report any ill health or medical condition, including the use of medication which may affect their ability to work safely
- Attend health and safety training and health surveillance as required
- Adhere to the lone working and personal safety management arrangements specific for their service area
- Conduct their undertakings in compliance with the Leeds Federated Housing and Arthington Property Services health and safety policy, supporting policies and procedures.

## 2.13 Union Health and Safety Representatives

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**2.13.1 Health and Safety Representatives** have the following functions:

- To represent **colleagues** in consultation with **managers** on health, safety and wellbeing issues
- To investigate health, safety and wellbeing complaints raised by any **colleague** whom they represent
- To make representation to Leeds Federated Housing and Arthington Property Services on matters relating to, or affecting the health, safety and wellbeing of **colleagues**

- To highlight potential unsafe acts/conditions in the workplace and to be proactive by assisting in preventing accidents and incidents in the workplace
- Working in partnership with management on all issues of health, safety and wellbeing at work
- Assisting with the investigation of accidents and incidents where required.

## 2.14 Health and Safety Committee

**2.14.1** The role of the **Health and Safety Committee** is to continuously keep Leeds Federated Housing and Arthington Property Services health, safety and wellbeing performance and building safety compliance under review to ensure **colleagues, customers** and assets are protected and the **Health and Safety Committee** has the following responsibilities:

- Reviewing the performance of Leeds Federated Housing and Arthington Property Services against compliance with health, safety and wellbeing and building safety regulations, policies, best practice and procedures and highlight areas of concern
- Acting as a key point of contact for **union representatives** and **colleagues** to escalate health, safety and wellbeing and building safety concerns
- Being involved in policy and procedural reviews and providing constructive and positive feedback during the policy and procedural review process
- Considering performance monitoring and contractor inspections provided to the committee detailing risks, controls and legal compliance for people management, contractor management and building safety
- Ensuring that all health, safety and wellbeing and building safety compliance actions are allocated to responsible colleagues for completion within agreed timescales and progress is monitored
- Review the findings and recommendations from incident, accident and near misses and consider aggregated statistics and trends and the reasons for such incidents/absences on a similar basis
- Ensure lessons learned from the investigation of all accidents incidents and near misses are integrated into policy and procedure and disseminated across the organisation where appropriate.
- Regularly review and evaluate sickness absence data to ensure there are no significant patterns suggesting regulatory breaches and review injury and illness prevention initiatives
- Reviewing the findings and recommendations from incident investigation and audit and inspection reports
- Review and discuss Health & Safety Executive updates and industry developments in relation to health, safety and wellbeing and building safety
- Considering, where appropriate and where the changes relate to health, safety and wellbeing or building safety, implementing any planned changes to health, safety and wellbeing and building safety legislation, work practices, governmental or any other regulatory policy changes (horizon scanning)
- Considering any health, safety and wellbeing and building safety performance matters escalated including any necessary actions or re-prioritisation required
- Reporting by exception to the board strategic health, safety and wellbeing and building safety matters of uncontrolled or unmitigated risks

- Inviting key speakers to provide external context and debate or <sup>1</sup>colleagues who have shown an interest in attending committee meetings
- Adjudicate following Leeds Federated 'in house' audits and inspections where **auditors/inspectors, managers and colleagues** are unable to reach agreement in relation to audit findings, recommended corrective/preventative actions and timescales
- Liaise with the **Board** and Leeds Federated Housing committees where necessary.
- Promote a positive health, safety, and wellbeing culture throughout Leeds Federated Housing and Arthington Property Services.

<sup>1</sup> **Colleagues** will not be co-opted as additional members onto the committee nor affect the meeting quorum.

## 2.15 Contractors and Consultants

**2.15.1** All **contractors, sub-contractors** and **consultants** under the control of or employed directly or indirectly by Leeds Federated Housing or Arthington Property Services must undertake their work in a safe manner. This work must be undertaken in accordance with statutory requirements and Leeds Federated Housing and Arthington Property Services policies and procedures. **Contractors, sub-contractors** and **consultants** must ensure that:

- They conduct their work to ensure, so far as is reasonably practicable, that other persons are not exposed to risks to their health, safety and wellbeing
- They are competent and authorised to carry out the required work and they have the supporting documentation to evidence this through policies and procedures and competency records
- They prepare construction phase plans, risk assessments and safe systems of work etc and provide these to Leeds Federated Housing and Arthington Property Service prior to commencing any work
- All their colleagues (and sub-contractors) are provided with suitable and sufficient information, instruction and training relating to their work activities
- They report accidents and incidents when undertaking their work and incidents which occur as a result of the contractors, sub-contractors or consultant's undertakings
- They provide regular health and safety reports to Leeds Federated Housing and Arthington Property Services which provide details of any accidents, incidents and near misses and the findings of inspection and audits reports.

## 3.0 Consultation

**3.1** The **Health and Safety Committee** includes for consulting with colleagues and their appointed representatives in accordance with the Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

**3.2** Consultation on health and safety policy and procedural reviews will also take place with the **Leadership team, Health and Safety Committee** and **colleagues** where appropriate.

## **4.0 Reporting**

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**4.1** Health, safety and wellbeing performance is reported through the **Health and Safety Committee**.

## **5.0 Monitoring**

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**5.1** The monitoring of health, safety and wellbeing performance will highlight any failures and weaknesses in the health and safety management system, policies, procedures, training, equipment, provision of information and other risk controls. Early identification of any such failures or weaknesses will allow for appropriate action to be taken.

**5.2** The **Health and Safety Manager** shall continually measure health and safety performance through the scrutiny of workplace inspections, audits, ill health cases and accidents and incidents and customer feedback.

**5.3** Accidents, including injuries and near misses will be monitored and analysed by the **Health and Safety Manager** in conjunction with the **Health and Safety Committee** with a view to identifying trends, eliminating their causes, therefore reducing reoccurrence.

**5.4** Performance reporting in relation to health, safety and wellbeing will be regularly reported to the **Health and Safety Committee**, the wider **Leadership Team** and **Board**.

## **6.0 Review**

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**6.1** This policy will be subject to a 12 month review although this may be completed earlier if there are:

- Changes to existing, or the introduction of new, legislation
- Changes in technology or operational procedures
- Significant learning following operation of the policy arrangements
- Findings of a major accident investigation that require a policy review
- A request by the Health and Safety Executive.

**6.2** It will be the responsibility of the **Health and Safety Manager** to:

- Assess any requests for a review of the policy and associated management arrangements/procedures
- Consult with stakeholders on the required change(s)
- Undertake the review and update the policy, procedures and guidance as required
- Ensure all records of changes to the policy and procedures will be retained for future reference and subject to audit as required.

*The Health and Safety Arrangements Manual provides further detail on the Health and Safety Procedures in place.*