



Health & Safety Policy / Handbook

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Review and Amendments

Below is information relating to the periodic review and amendments made to this document following its original issue.

Actions undertaken	Date	Initial
Draft 1 Policy issued by Spectra Safety to saha	05.03.18	S.B
Draft 2 Policy issued by Spectra Safety to saha	29.03.18	N.M
Draft 3 Policy issued by Spectra Safety to saha	01.05.18	N.M
Draft 4 Policy issued by Spectra Safety to saha	11.05.18	N.M
Draft 5 Policy issued by Spectra Safety to saha	15.05.18	N.M

1. Introduction

This handbook is available in electronic format and has been designed to efficiently link users to the information they require.


All staff have some responsibilities and must therefore read the Health and Safety Policy which sets out saha's responsibilities together with the appendices which allocates responsibility for complying with them. Process maps and procedures, where they have been produced, provide more detailed information.

Health and safety compliance at saha is separated into property and personnel and is managed by Asset Management. Both groups of compliance have a similar format.

To ensure staff understand their responsibilities and the health and safety requirements of saha's activities, a comprehensive training programme has been established. It is a mix of in house training, external training and eLearning. Some of it is compulsory for all staff and other training is set by Managers.

Checklists have also been provided to assist staff to undertake their H&S duties. However, staff should still use their training and judgement.

2. Health and Safety Policy

	Committee: Board
	Executive Team:
<p>DIRECTORATE / DEPARTMENT: Asset Management/Health & Safety</p> <p>AUTHOR: Trish Baxter/Mobo Quadri/Spectra H&S Consultants</p>	Pages: 9
	Issue Date:
	Location:
	Review Date:
Health & Safety Policy	

1. Purpose or Aim

1.1 The purpose of this policy is to set out saha's responsibilities towards our customers, staff, visitors, volunteers and contractors in regard to health and safety. It also outlines how we manage these responsibilities in our activities and property. This enables us to comply with health and safety legislation.

1.2 It supports the following strategic priorities:

- To maintain effective governance arrangements to enhance both efficiency and effectiveness and
- To maintain our assets to a high standard, to provide high quality accommodation for our customers and protect the value of our assets.

2. This policy should be read in conjunction with the following documentation:

2.1 Key legal drivers for the creation of this policy are:

Legislation Compliance

- Health and Safety at Work etc. Act 1974
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Consultation with Employees Regulations 1996
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health 2002
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Corporate Homicide Act 2007
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- Electricity at Work Regulations 1989
- Food Safety Act 1990 Food Hygiene Regulations 2006 Health & Safety (Miscellaneous Amendments) Regulations 2002
- Hazardous Waste (England and Wales) Regulations 2005
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Road Traffic Act 1991
- Safety Representatives and Safety Committee Regulations 1977
- The Gas Safety (Installation and use) Regulations 1998
- The Smoke Free (premises and enforcement) Regulations 2006
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time (Amendment) Regulations 2003

2.2 Reference to supporting and other compliance related legislation and which is particular to individual areas of compliance is given in appendix 1

2.3 This policy is associated with several other policies including the Serious and Major Incidents Policy.

3. Introduction

3.1 This policy is intended to ensure employees and board members are aware of their responsibilities and that management arrangements are in place to help them meet those responsibilities. This policy forms part of a Health and Safety Handbook. Other sections of the handbook provide detailed procedures, process maps, plans and strategies.

4. Scope

4.1 Employees and board members comply with this policy and it applies to all employees of saha, and others to whom we owe a duty of care. This includes temporary staff, residents, contractors, volunteers and visitors to our offices and other areas under our control. It applies to all property for which saha holds a maintenance and management responsibility, although the areas of compliance may vary according to lease and management agreements. Where Managing Agents hold responsibility for health and safety compliance, this will be set out in the agreement.

4.2 The areas of compliance which apply to saha's activities are set out in Appendix 1.

4.3 While health and safety at work is an overall responsibility of the company and its management team, staff at all levels are reminded that they also have a legal duty to take care of their own safety and that of others who could be affected by their acts and omissions. The active co-operation and assistance of all members of staff is required on health and safety matters.

5. Objectives

- a) To ensure compliance with related health and safety legislation and regulations
- b) To remove, control or manage health, safety, security and welfare risks arising from our work activities
- c) To keep appropriate records to confirm that the risk assessment, elimination or control of the risk has been undertaken by competent individuals.
- d) To consult with our employees on matters affecting their health, safety, security and welfare
- e) To provide and maintain safe and healthy working conditions, plant and equipment
- f) To ensure safe handling, storage and use of substances
- g) To provide adequate information, supervision and training for employees so that they are competent to do their tasks
- h) To provide health and safety information to customers
- i) To prevent accidents and cases of work related ill health as far as is possible, investigate incidents and consider changes to reduce recurrence
- j) To encourage and facilitate good practice
- k) To ensure that implementation of the policy does not discriminate directly or indirectly on the grounds of race, religion or belief, gender, sexual orientation, disability or age
- l) To promote a culture of risk awareness and safety

6. Policy Statement

6.1 Saha is committed to meeting its health and safety responsibilities. As a national provider of social housing to a diverse range of service users, and employing staff that are geographically dispersed, we want to ensure that our policy is effectively disseminated and will do so via the management structure, team meetings and the company's intranet.

6.2 In order to achieve the objectives of this policy we will:

- Maintain procedures for carrying out risk assessments, in consultation with our staff and our residents where appropriate, based on a Health and Safety Plan.
- Undertake testing regimes where required by legislation.
- Take corrective action as required from testing and risk assessments to ensure controls remain effective.
- Implement first aid and fire arrangements including the appointment of trained fire marshals and qualified firstaiders.
- Provide timely induction and other relevant health and safety training for all staff to enable them to carry out their work effectively and in safety. We will ensure that any associated qualifications of staff are kept up to date.
- Review policy statements, relating to health, safety, security and welfare on a regular basis to ensure they remain up to date together with standards, strategies and procedures where applicable.
- Use the Health and Safety Committee as the forum to consult with staff on matters relating to health, safety and security and to take forward work identified in the annual Corporate Risk Map.
- Maintain records of audits and risk assessments and the resulting corrective action to demonstrate compliance with health and safety obligations and statutory requirements.
- Obtain evidence of compliance such as certificates and records of property where saha does not have asset maintenance responsibility.
- Ensure sufficient resources are available to meet our legal responsibilities.

- Recognise the need for adequate cooperation and coordination between all parties or persons who occupy premises in buildings.
- Disseminate the policy and handbook within saha
- Conduct internal audits at planned intervals to ensure saha is meeting its legal responsibilities.
- Report progress against programmes to the Health and Safety Committee and keep staff informed of outcomes from assessments.

7. Saha Ongoing Strategies

7.1 Saha will, from time to time, review various compliance strategies to achieve best value for saha.

8. Modern Slavery Statement

8.1 As an organisation working with some of the most vulnerable people in our society, saha is very aware of its responsibilities in ensuring that it maintains the highest ethical standards. In line with its Modern Slavery Statement which is published on the saha website and its obligations under the Modern Slavery Act 2015, saha has robust processes in place within its recruitment and procurement activities to make certain that Modern Slavery plays no part in our business or supply chain. All staff have access to e-learning courses which will assist them in identifying and reporting potential issues of Modern Slavery within our client base.

9. Monitoring, Reporting and Auditing

9.1 Key Performance Indicators on areas of compliance will be collected on a monthly basis and reported to Board on a quarterly basis.

9.2 H&S related Risks are captured in saha's Risk Controls and Recovery Framework. The Framework is updated and reviewed quarterly by both Audit and Risk Committee and Board. The Director of Asset Management is the EMT designated Risk Owner for the relevant risks.

10. Management

10.1 Saha utilises specialist and established compliance software to manage all health and safety areas of its social housing stock covering servicing & inspection, Gas Safety, asbestos, fire risk and general asset (property) safety. The software employed is dedicated to social housing management needs and permits regulatory and/or operational activities to be managed intuitively and robustly and allows saha to record compliance related requirements and associated activities to proactively manage risk. In addition to the use of software specialist staff, saha employ a number of specialist consultants in relation to maintaining the relevant data for the software systems, as well as managing any risk reduction activities identified by the software.

10.2 The compliance management software is part of a wider asset management solution which saha utilises to collect and maintain stock condition survey data. This also identifies any additional or new item that is required for on-going service and inspection management within the system.

10.3 Regular survey, assessment and remedial action works in relation to specialist areas

Including asbestos or fire risk are maintained within and monitored by the software, which identifies any imminent danger or high-risk area so that the issue can be appropriately managed by saha staff.

10.4 Saha will ensure that any assessments and or remedial actions works will be carried out by suitably qualified specialists

10.5 Gas safety is managed through the Universal Housing Management database system. This specialist software includes a workflow to facilitate communication with stakeholders and ensure that the testing of all gas appliances is followed through to satisfactory completion.

10.6 Arrangements for the management of health and safety within the organisation

Accidents, incidents and near misses suffered by employees and volunteers are reported to Human Resources. They are recorded, reported and considered by the Health and Safety Committee.

Line Managers are responsible for undertaking investigations on any event resulting in injury, ill health, damage or loss occurring within their area of control. Investigation findings will be considered by the Line Manager, Responsible Person and the Health and Safety Manager and control measure will be implemented to avoid a recurrence.

11. Auditing

11.1 Asset Managers will inspect checklists for compliance, saha's Independent Quality Inspectorate will inspect saha's H&S management. External consultants will be commissioned to undertake health and safety inspections of residential projects and common areas. H&S management will be included in the internal audit programme.

12. Equality and Diversity

12.1 We will ensure that the implementation of this policy is proactively inclusive across all areas of our activity and paying particular attention to the nine protected characteristics under the Equalities Act 2010; age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, sex and sexual orientation.

12.2 Where development is required to areas of compliance, a strategy will accompany the detailed policy statement and procedures.

13. Policy Review

13.1 We will review the operation of this policy annually in consultation with our employees, residents and other stakeholders where appropriate in light of current best practice, amending the policy where required.

13.2 We will also review this policy following any legislative changes or requirements or following any significant accident or incident or material non-conformity or following audit results or following material changes of personnel or restructuring of changes in approved

contractors or consultants.

Signed on behalf of the Board

This Policy has been reviewed and approved by Saha's Board and is duly signed below by the Chair and Chief Executive.

Commissioner John Matear
Chair

Nigel Parrington
Chief Executive

Document History Log

Author	Date			Version	Approval	
	Created	Revised	Expiry		By	Date
Health & Safety Group	24.05.06		May 2007	1.0	Board	BD.054/06
Health & Safety Group		26.07.07	July 2008	1.1	Board	BD.079/07
Health & Safety Group		23.08.08	August 2009	1.2	Board	No record available
Health & Safety Group		23.09.09	August 2010	1.3	Board	BD.075/09
Health & Safety Group		23.09.10	September 2011	1.4	Board	BD.077/10
Health & Safety Group		29.09.11	September 2012	1.5	Board	BD.073/11
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Health & Safety Group		24.09.14	September 2015	1.8	Board	BD.072/14
Health & Safety Group		17.09.15	September 2016	1.9	Board	BD.082/15
T Bacon, saha		22.09.16	September 2017	1.10	Board	BD.085/16
Trish Baxter/Mobo Quadri/Spectra H&S Consultants		May 2018	May 2019	1.11	Board	

Equalities Monitoring Form

Name of Policy: Health & Safety Policy		Carried out by: Michelle Aherne		Date: May 2018	
Protected characteristics	Impact <i>(Positive, Negative, Neutral)</i>	Protected characteristics	Impact <i>(Positive, Negative, Neutral)</i>		
Age	Neutral	Disability	Neutral		
Sex (gender)	Neutral	Race	Neutral		
Religion or Belief	Neutral	Sexual Orientation	Neutral		
Marriage / Civil Partnerships	Neutral	Pregnancy / Maternity	Neutral		
Vulnerable groups	Neutral	Marginalised groups	Neutral		
If Negative impact is identified, please complete The Full EMF, including mitigations of risks section, and return to BSI Team.					

Privacy Impact Assessment Form

Privacy Data Impacting Policy:	Timescales for Retaining Data:	Notes:
Medical records relating to control of asbestos	40 years	
Health and Safety assessments	Permanently	IPD recommendation.

Health and Safety policy statements	Permanently	Good practice.
Records of consultations with safety representatives	Permanently	IPD recommendation.
Accident records, reports	6 years after date of occurrence	Limitation for legal proceedings. DPA
Accident books	6 years after date of last entry	Limitation for legal proceedings.
Sickness records	6 years from end of sickness	Limitation for legal proceedings. NCVO recommends 3 years. However for industrial injuries not detectable within that period e.g. asbestos, the time period may be extended. Also for employees exposed to hazardous substances.
Health and safety statutory notices	6 years after compliance	Limitation for legal proceedings
Property maintenance records	6 years	Limitation for legal action
Minutes and resolutions of trustees (charities)	Permanently	Charity Commission requirement CC48
Annual returns to the regulator	5 years	Best practice.
Annual Insurance schedule	6 years	Best practice.
Claims and related correspondence	2 years after settlement	Zurich Municipal recommendation. NCVO
Employer's liability insurance certificate	40 Years	2008 Regs removed requirement to retain for 40 years but need to be mindful of 'long tail' industrial disease claims etc.
Individual training records	6 years after employment ceases	IPD recommendation.

Important: This policy statement is reviewed and re-dated every 12 months or when appropriate. When this or any new documentation is issued, replace the old documents with the new ones

3. Appendix 1 - Legal Compliance Tables

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Compliance Area - Property	Task/Asset	Applied to	Type of Activity	Primary Statutes	Accompanying Statute, Guidance or Standard	saha Process Map	Last Updated/Reviewed
Fire Safety Management	Management Inspections	Communal	Staff Inspections	Regulatory Reform (Fire Safety) Order 2005 (RRFSO).	The Building Regs 2012 Part B applies to new build, refurbishments involving a change of use or material alteration to the building, and controlled services and fittings BS 5839 for fire alarm systems	FRA1	May 2018
	Fire Risk Assessments	Communal and Dwellings	Risk Assessment arrange actions and works arising				
	Provision of Fire Alarms	Communal and Dwellings	Period Inspection and PPM				
	Provision of Emergency Lighting	Communal	Period Inspection and PPM				
	Provision of Portable Fire Extinguishers (Inc. Fire Blankets)	Communal	Period Inspection and PPM				
	Warden Nurse Call Systems	Dwellings	Management Function				
Asbestos Management	Asbestos - General Duty and Management Register and management Plan	Communal and Dwellings		The Health & Safety at Work Regulations 1974	REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006)	ASB1 ASB2 ASB3 ASB4	May 2018
	To carry out asbestos surveys			Control of Asbestos Regulations 2012 (Regulation 4)	Hazardous waste regulations 2005		
	Provision of Staff Training			CDM Regulations 2015	Environmental Protection Act 1990		
				The Management of Health and Safety at Work Regulations 1999	INDG 223 Management of Asbestos HSG 264 The surveying Guide and UKAS Accreditation requirements		
Legionella Management	Water Hygiene - General Management Legionella Risk Assessments	Communal and Dwellings	Staff Inspections	The Health & Safety at Work Regulations 1974	ACOPS L8 - Legionnaires' disease. The control of legionella bacteria in water systems	LG1 and LG2	May 2018
			Risk Assessment arrange actions and works arising	The Management of Health and Safety at Work Regulations 1999	HSE guidance HSG274		

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			Period Inspection and PPM	Control of Substances Hazardous to Health Regulations 2002 (COSHH). Workplace (Health, Safety and Welfare) Regulations 1992	Parts 1, 2 and 3: The control of legionella bacteria in hot and cold-water systems Water Industry Act 1991		
Electrical Safety Management	Fixed wire testing Portable Appliance Testing	Communal and Dwellings	Specialist External Supplier Testing Specialist External Supplier Testing	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations The Provision and Use of Work Equipment Regulations 1998 The Housing and Planning Act 2016 The Health & Safety at Work Regulations 1974 The Management of Health and Safety at Work Regulations 1999	BS EN 61439 Low-voltage switchgear and control gear assemblies BS 5266 Parts 1 to 10 also BS EN 50172 Code of practice for emergency lighting BS 5839 Parts 1 - 11, also PD6531:2010 Fire detection & alarm systems for buildings BS EN 62305, 4 parts Code of practice for protection of structures against lightning HSE I NDG236: Maintaining portable electric equipment in low-risk environments HSE I NDG354: Safety in electrical testing at work and Electrical inspection and testing	ELPAT1 and ELFIX1	May 2018
Lifts and Lifting Equipment	Passenger Lifts Stair Lifts/through lifts	Communal and Dwellings	Periodic inspection servicing and PPM	Lifting operations and Lifting Equipment Regulations 1998 (LOLER)	The Lift and Escalator Industry Association Guidance	LIFT1	May 2018

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	Patient Hoists Evacuation Chairs Lifting Beams			As above plus the Provision and Use of Work Equipment Regulations 1998 The Management of Health and Safety at Work Regulations 1999			
Gas Safety Management	General Management GAS - Appliance Servicing and Testing	Communal and Dwellings	Periodic inspection servicing and PPM Specialist External Supplier Testing	Gas Safety (Installation & Use) Regulations 1998	Approved Code of Practice L56 2013	GSEX1 and GSNIEX1	May 2018
Radon Gas Management	General Management To carry out Inspection and Testing provision	Communal and Dwellings	Periodic inspection servicing and PPM Specialist External Supplier Testing	The Ionisation Radiation Regulations 2017 The Management of Health and Safety at Work Regulations 1999	Work with ionising radiation: Approved Code of Practice and guidance Building Regulations 2000 Schedule 1 Part C Applicable to New Builds	RGPM1	May 2018
Working at Height Management	General Management To carry out Inspection	Communal and Dwellings	Periodic inspection servicing and PPM	Working at Height Regulations 2005 The Management of Health and Safety at Work Regulations 1999 The Provision and Use of Work Equipment Regulations 1998			May 2018
Construction Design Management	General management of New build projects Refurbishment Projects Refit projects	Communal and Dwellings	Carrying out of construction works of any type	The Construction (Design and Management) Regulations 2015 The Management of Health and Safety at Work Regulations 1999	Building Regulations 2000 Part M		May 2018

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				Control of Asbestos Regulations 2012 (Regulation 4)			
Duties under Occupiers Liability Act	General Duty and Management	Communal and Dwellings	Risk assessment and management inspection where relevant	Health and Safety at Work Act 1974 The Workplace (Health, Safety & Welfare) Regulations 1992 The Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 (COSHH).			May 2018
Duties under Defective Premises Act	General Duty and Management	Communal and Dwellings	Risk assessment and management inspection where relevant	Health and Safety at Work Act 1974 The Workplace (Health, Safety & Welfare) Regulations 1992 The Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 (COSHH).	Building Regulations 2000 Part M		May 2018
Housing / Offices H&S Standards	General Duty and Management General Estate Management General Access	Communal and Dwellings Offices	Risk assessment and management inspection where relevant	Health and Safety at Work Act 1974 The Workplace (Health, Safety & Welfare) Regulations 1992	Building Regulations 2000 Part M Housing Act 2004 Guidance about inspections and		May 2018

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	<p>Car parks</p> <p>Auto Opening Gates</p> <p>CCTV</p> <p>Security</p> <p>Lighting</p> <p>Ventilation and Heat</p> <p>Waste Control</p> <p>Tree Cutting and General Maintenance</p>			<p>The Management of Health and Safety at Work Regulations 1999</p> <p>Control of Substances Hazardous to Health Regulations 2002 (COSHH).</p> <p>Machinery Directive 2006 /42/EC for Auto Gates</p>	<p>assessment of hazards given under Section 9</p> <p>INDG449 Basics Health & Safety Guidance Document</p> <p>BS-EN12453:2001 and BS-EN12445:2001 Safety in use of Powered Operating doors and gates</p> <p>Tree Preservation Orders (TPOs)</p> <p>The National Planning Policy Framework Guidance for trees in conservation areas</p>		
Aids and Adoptions	Installation specialist aids and adaptations equipment to provide assistance to residents to remain in their homes	Communal and Dwellings	Risk assessment and management inspection where relevant	The Disability Discrimination Act (DDA) 1995 as amended by the Disability Discrimination Act (DDA) 2005	<p>Equality Act 2010</p> <p>Part M Building Regulations</p>		May 2018
EPC	Compliance with Energy Efficiency Requirements	All properties	Risk assessment where appropriate	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015			May 2018
Playground Equipment and Surfaces	Ensuring Playground areas and equipment are fit for purpose and safe to use	All nominated playground areas	Risk assessment and management inspection where relevant	<p>Health and Safety at Work Act 1974</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>The Occupiers Liability Act, 1957 and 1984</p> <p>BS EN1176 (Playground Equipment) is published in seven parts and describes methods of testing, construction and performance of equipment.</p> <p>BS EN 1177 (Impact absorbing playground)</p>		May 2018

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					surfacing) covers testing for impact absorbing surfaces and is used to establish suitability of surfacing.		
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Compliance Area - Personnel	Task/Asset	Applied to	Type of Activity	Primary Statutes	Accompanying Statute, Guidance or Standard	saha Process Map	Last Updated/Reviewed
Accidents/Incidents (RIDDOR)	Carry out accident investigation Complete Accident Forms Complete RIDDOR notification if applicable Post-Accident risk assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)	RIDDR1	May 2018
First Aid	Provide first aid assistance First aid risk assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	The Health & Safety (First Aid) Regulations 1981	N/A	May 2018
Risk Assessments	Saha generic risk assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999	N/A	May 2018
Control of Premises	Management Review/ checklists	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992	N/A	May 2018
Access & Egress	Management Review/checklists	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992	N/A	May 2018
Windows Doors and Stairs	Management Review/checklists	Employees (full time, temp, agency) Visitors Residents	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992	N/A	May 2018

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		Contractors					
Welfare	Management Review/checklists	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992	N/A	May 2018
Smoking	Management Control	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Smoke-free (Premises and Enforcement) Regulations 2006	N/A	May 2018
Housekeeping and Maintenance	Management Review/checklists Risk Assessment COSHH Assessment	Employees (full time, temp, agency) Contractors	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992 Management of health and safety at work Regulations 1999	N/A	May 2018
Storage of Goods	Management Review/checklists Risk Assessment COSHH Assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992 Management of health and safety at work Regulations 1999 Control of Substances Hazardous to Health 2002 (COSHH)	N/A	May 2018
Control of Visitors	Management Review/checklists Risk Assessment	Visitors	Visits	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Occupiers' Liability Act 1957	N/A	May 2018
Pedestrian and Traffic	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Workplace (Health, Safety & Welfare) Regulations 1992	N/A	May 2018

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Segregation		Visitors Residents Contractors			Management of health and safety at work Regulations 1999		
Waste Disposal	Management Review/checklists	Contractors	Work activities	Health & Safety at Work Act 1974	Control of Substances Hazardous to Health 2002 (COSHH) The Waste (England and Wales) (Amendment) Regulations 2012 The Hazardous Waste (England and Wales) (Amendment) Regulations 2016	N/A	May 2018
Food Handling	HACCP (Hazard Analysis and Critical Control Point) Food safety checks	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	The Food Standards Act 1999	N/A	May 2018
Training	Training Matrix	Employees	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 The health and safety (training for employment) regulations 1990	N/A	May 2018
Alcohol and Substances miss use	Management Review/checklists	Employees (full time, temp, agency) Residents	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Road Traffic Act 1991 and the Transport and Works Act 1992 Misuse of Drugs Act 1971	N/A	May 2018
Stress	Management Review/checklists Risk Assessments	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999	N/A	May 2018
Violence	Management Review/checklists Risk Assessments	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Reporting of Incidents, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)	N/A	May 2018

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Lone Working	Management Review/checklists Risk Assessments	Employees (full time, temp, agency) Contractors	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Working alone NDG73(rev3), published 05/13	N/A	May 18
Use of Mobile Phones	Management Review/checklists Risk Assessments	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999	N/A	May 18
Young Persons	Management Review/checklists Risk Assessments	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Young People and Work Experience INDG364(rev1)	N/A	May 18
Home Workers	Management Review/checklists Risk Assessments	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Home Workers Guidance INDG 226	N/A	May 18
New and Expectant Mothers	Maternity Risk Assessment New & Expectant Mothers Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 New and Expectant Mothers who work INDG 373	N/A	May 2018
Control of Contractors	Management Review/checklists RAMS Competence Checks	Contractors	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Construction Design & Management Regulations 2015	CDM1	May 2018
Personal Protective Equipment	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Personal Protective Equipment 2002	N/A	May 2018
Disabled Workers	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 The Equality Act 2010	N/A	May 2018
Drivers	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Management of health and safety at work Regulations 1999 Driving at Work INDG 382	N/A	May 2018

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Health Surveillance	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Control of Substances Hazardous to Health 2002 (COSHH)	N/A	May 2018
Manual Handling	Management Review/checklists Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Manual Handling Regulations 1992	N/A	May 2018
COSHH	Management Review/checklists COSHH Assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	Control of Substances Hazardous to Health 2002 (COSHH)	N/A	May 2018
Body Fluids	COSHH Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Control of Substances Hazardous to Health 2002 (COSHH) Management of health and safety at work Regulations 1999 Cleaning Up Bodily Fluids, OCE23 Blood Borne Viruses in the Workplace, INDG342	N/A	May 2018
Work at Height	Management Review/checklists Risk Assessment RAMS PUWER/LOLER records	Employees (full time, temp, agency) Contractors	Work activities	Health & Safety at Work Act 1974	The Work at Height Regulations 2005	N/A	May 2018
Work Equipment/ Guarding/Machinery	Management Review/checklists Risk Assessment RAMS PUWER/LOLER records	Employees (full time, temp, agency) Contractors	Work activities	Health & Safety at Work Act 1974	Provision and Use of Work Equipment Regulations 1998	N/A	May 2018
Display Screen Equipment	Management Review/checklists DSE Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Health and Safety (Display Screen Equipment) Regulations 1992	N/A	May 2018
Confined Space	Confined space Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Confined Space Regulations 1997	N/A	May 2018

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		Contractors					
Consultation with Employees	Management Review Safety Committee Meetings	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Safety Representatives and Safety Committees Regulations 1977 (as amended) The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).	N/A	May 2018
Control of Lead at work	COSHH Assessment RAMS	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Control of Lead at Work Regulations 2002 (CLAW)	N/A	May 2018
Control of Noise	Noise Assessment	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	The Control of Noise at Work Regulations 2005	N/A	May 2018
Control of Vibration	Vibration Risk Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Control of Vibration at Work Regulations 2005	N/A	May 2018
Corporate Manslaughter and Corporate Homicide	H&S Policy/Procedures	Employees (full time, temp, agency) Visitors Residents Contractors	Work activities	Health & Safety at Work Act 1974	The Corporate Manslaughter and Corporate Homicide Act 2007	N/A	May 2018
Dangerous Substances and Explosive Atmosphere	DSEAR Assessment	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Dangerous Substances and Explosive Atmospheres Regulations 2002	N/A	May 2018
Food Safety Act 1990 /	Food Safety Systems and Procedures	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	Food Safety Act 1990 / Food Hygiene regulations 2006	N/A	May 2018

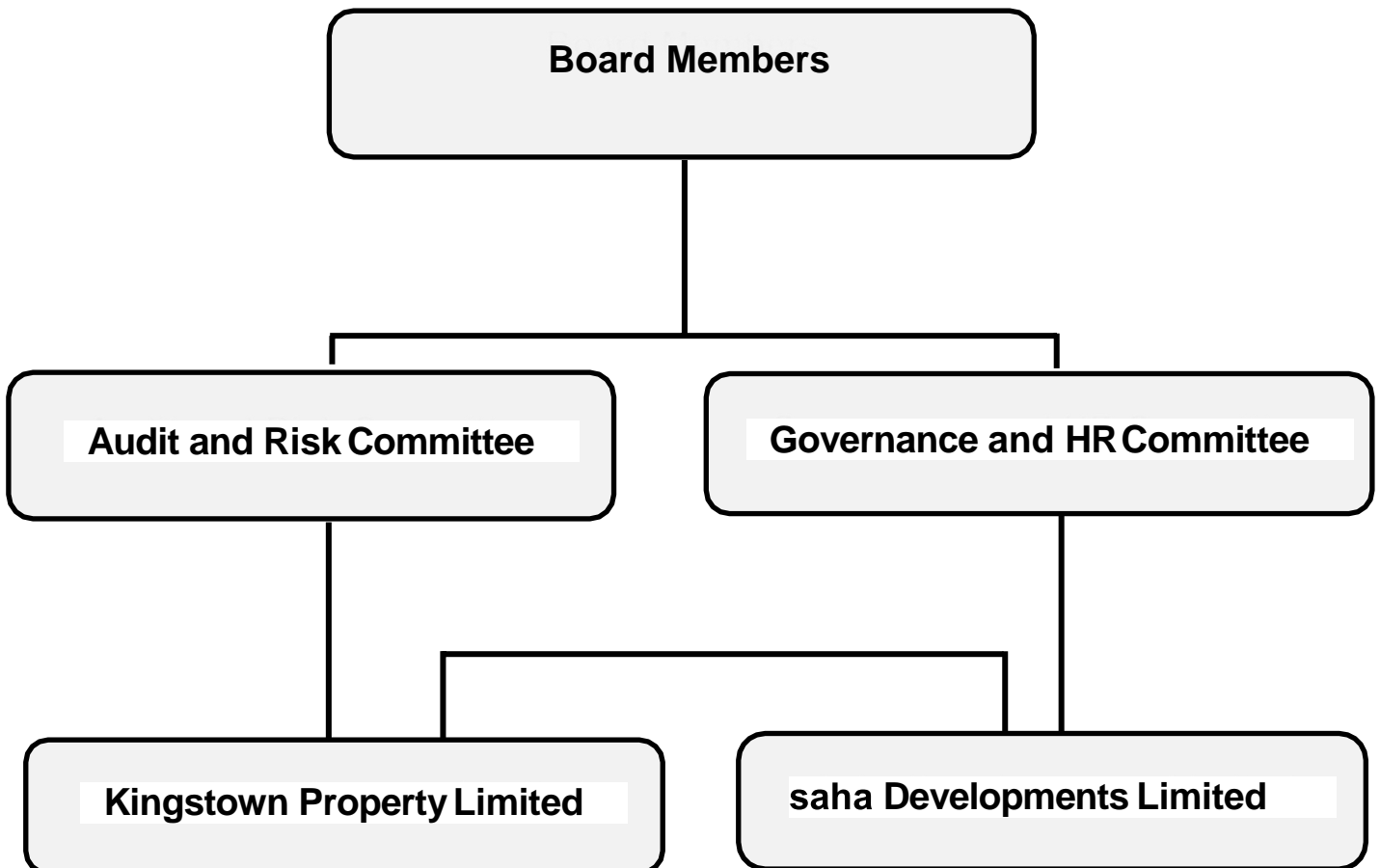
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Food Hygiene regulations 2006		Visitors Residents					
Health and Safety information for Employees	Management Review Safety Committee Meetings	Employees (full time, temp, agency)	Work activities	Health & Safety at Work Act 1974	The Safety Representatives and Safety Committees Regulations 1977 (as amended) The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).	N/A	May 18
Safety Signs and signals	Safety signage	Employees (full time, temp, agency) Visitors Residents Contractors	Work Activities	Health & Safety at Work Act 1974	Safety signs and signals. The Health and Safety Regulations 1996. Guidance on Regulations	N/A	May 18
Working time	Risk Assessment Policies/Procedures	Employees (full time, temp, agency)	Work Activities	Health & Safety at Work Act 1974	The Working Time (Amendment) Regulations 2003	N/A	May 18
Safety representative and Safety Committee	Management Review Safety Committee Meetings	Employees (full time, temp, agency)	Work Activities	Health & Safety at Work Act 1974	The Safety Representatives and Safety Committees Regulations 1977 (as amended) The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).	N/A	May 18

4. Appendix 2 – Company Structure

Organisational Structure Board Level



Board and Higher Management Responsibilities

The Board Members

Approves the Health and Safety policy annually and supports the ongoing development

Approves the budget which ensures sufficient resources are allocated to effectively discharge its Health and Safety

Delegates the operational element of its Health and Safety role to the Director of Asset Management & Executive Team.

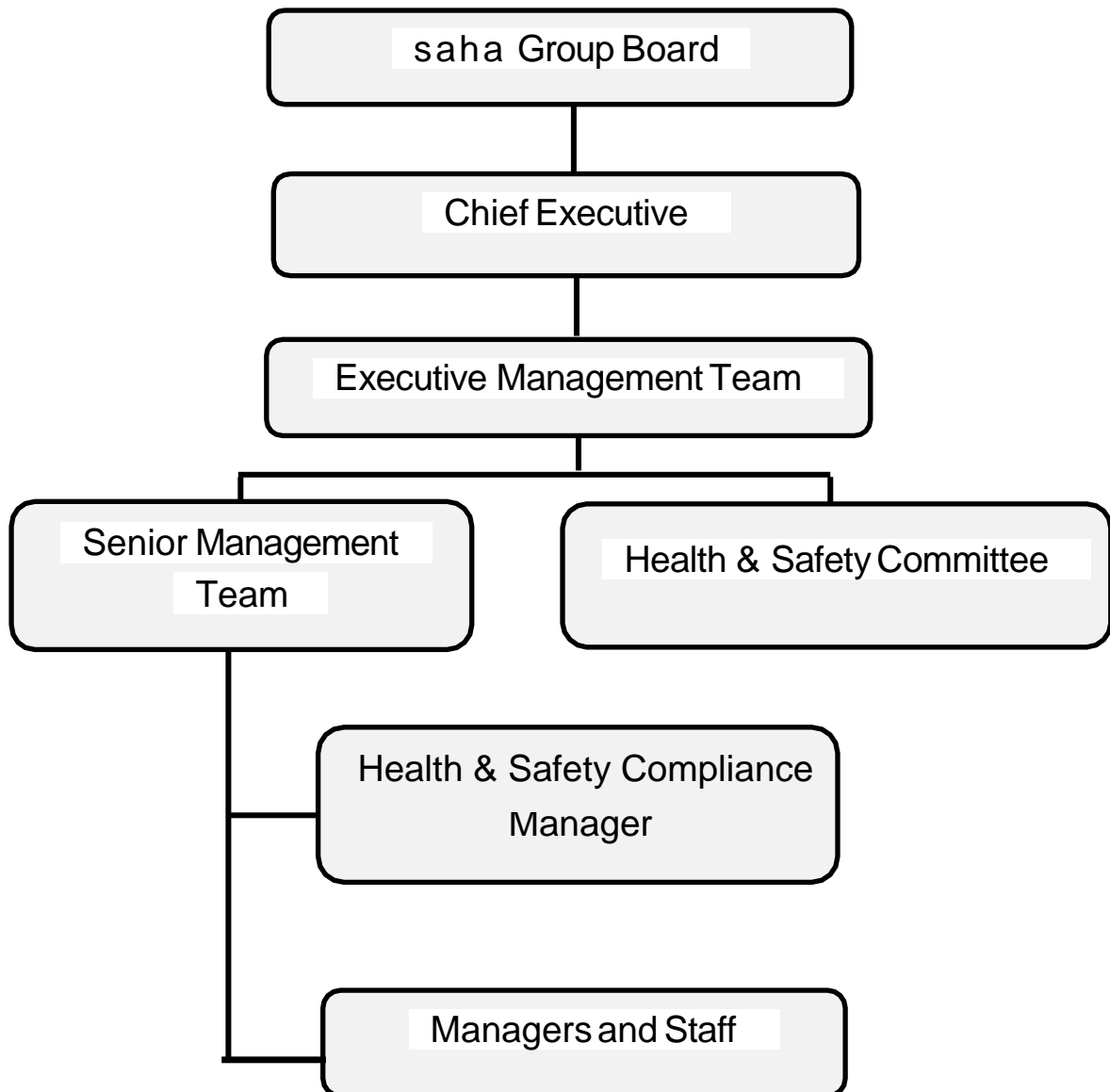
Chief Executive (Duty Holder)

Supports this policy by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training

Appoints the Responsible Person(s)

Promote Health and Safety as an integral part of the normal management practices.

5. Appendix 3 - Health & Safety Organisational Structure



Director of Asset Management

Establishes staff structure for health and safety management

Develop the existing health and safety policy and procedures appropriate for saha and ensure these are kept up to date and regularly reviewed

Set performance standards and systems for measuring health and safety performance

Take advice from “competent persons” as required to fulfil their delegated responsibilities

Manages property aspects of health and safety content on saha intranet

Head of Human Resources and Occupational Development

Act as lead for saha on health and safety issues relating to employees, including work related stress, personal safety and lone working, computer use, infection risk and employment matters

Manage the provision of Occupational Health services for employees, including counselling and telephone advice

Monitor the health, safety, security and welfare of their staff through the supervision and appraisal process

Health & Safety Compliance Manager

Promote health and safety as an integral part of normal management practices.

Ensure compliance with the Health and Safety policy and Handbook and their effective implementation within saha

Manage the risk assessment programme, arising remedial action and servicing to ensure compliance with legal requirements and saha policy.

Takes advice from 'competent persons' as required to fulfil their delegated responsibility.

Manage a programme of 'competent person' visits to each saha owned supported accommodation to assess health and safety compliance and implements any corrective work as required.

Establish that all equipment, plant and substances used are suitable for the task and kept in good working condition, including the regular maintenance and servicing of equipment.

Manages the health and safety content of saha's intranet.

Recommend and review performance standards for measuring health and safety compliance.

Steps to investigate any risk to health, safety, security and welfare arising from work activities, will be carried out as soon as practicable to do so.

Manage saha's Health and Safety Plan and regularly report performance against it to the Health and Safety Committee.

Manage a fire risk assessment programme in accordance with RRO 2005 for buildings and advising the committee on fire risk related issues from life safety aspect.

Fully involve staff and residents, where appropriate, in the risk assessment process.

Senior Management Team and LineManagers

Promote health and safety as an integral part of normal management practices

Ensure adequate resources are made available for health, safety, security and welfare

Ensure compliance with the Health and Safety policy and Handbook and their effective implementation departmentally and locally

Ensure employees, contractors and visitors are aware of safety procedures and their responsibility

Establish that all equipment, plant and substances used are suitable for the task and kept in good working condition, including the regular maintenance and servicing of equipment

Provide adequate training, instruction and supervision to ensure that work is carried out without risk to health, safety and security

Take immediate steps to investigate any risk to health, safety, security and welfare arising from work activities

Carry out risk assessments, make the appropriate recommendations for the effective management of risks identified and communicate results to employees

Fully involve staff and residents, where appropriate, in the risk assessment process

Monitor the health, safety, security and welfare of their staff through the supervision and appraisal process

Ensure that all accidents, dangerous occurrences and 'near misses' are properly recorded and reported and that an investigation is carried out immediately to ensure prevention of similar events in the future

Maintain safe access and egress from the workplace at all times, so far as is reasonably practicable

When engaging managing agents to provide housing services on our behalf, ensure that their approach to health, safety and security is in line with our own approach as set out in this policy

Employees

Fulfil their role under this policy and procedures, cooperating with saha to enable it to comply with its statutory duties and not intentionally or recklessly misuse anything provided in the interest of health, safety, security or welfare

Take reasonable care whilst at work for their own health, safety, security and welfare and of others who may be affected by their act or omissions.

Participate in carrying out risk assessments covering their work, workplace and residents, where applicable

Report any accidents or incidents which they are involved in or are aware of in line with accident and incident reporting procedures.

Report any hazardous defects in plant and equipment or shortcoming in the existing safety arrangements to a responsible person without delay.

Report accidents, dangerous occurrences and near misses to HR manager.

Participate in health and safety training provided and apply it to their work.

Involve themselves, through their representative on the health and safety committee or directly, in the management of health and safety at saha relevant to their own work

6. Appendix 4 – Governance and HR Terms of Reference

Role and Responsibilities

- 1) The Governance and HR Committee is a Committee of the saha Group Board and is responsible for matters relating to governance, ensuring that governance across the group, including its subsidiaries, is robust and that saha complies with all regulatory requirements, all statutory requirements relevant to the Committee's remit and has due regard to good practice.
- 2) The Committee also oversees the remuneration of staff, Group Board and Committee members and has responsibility for monitoring, regulating and recommending to the saha Group Board group-wide governance, remuneration and HR, equality and diversity and health and safety policies for approval in order that the group fulfils its responsibilities as an employer.

Meetings

- 1) The Committee will meet a minimum of four times per year.
- 2) Other additional meetings may be held at the discretion of the Committee chair as necessary.
- 3) Meetings will be arranged to fit in with the approval of any pay awards and scheduled evenly throughout the year in a cycle such that agreed draft minutes of meetings can be received at the next saha Group Board meeting.
- 4) The Committee will, at least annually, ensure there is an opportunity to meet in closed session (without staff present) to review its effectiveness.

Membership

- 1) Membership will consist of a minimum of three and a maximum of five members, including the saha Group Board Chair.
- 2) Executive directors may not be members of the Committee.
- 3) The chair will be appointed annually by the Group Board and will be a saha Group Board member. The chair of the Group Board cannot be the chair of the Committee.
- 4) Where a Committee member (including a co-optee) is absent from three consecutive meetings of the Committee without special leave of absence, he/she will cease to be a member of the Committee unless the chair consents otherwise.

Co-optees

- 1) The Committee may co-opt up to two people whom it is considered have particular experience or expertise that will be of benefit to the Committee. Co-opted members will be in the minority and their term of office may be terminated by the Committee at any time. The chair of the Committee in conjunction with the executive will recruit and appoint any co-optees.

Competencies

The Committee shall comprise members who between them have the following skills and experience:

- 1) Senior level experience of governance, remuneration and human resources management

- 2) At least one member who is CIPD qualified
- 3) Experience of developing human resources systems and policies
- 4) Strategic development of human resources management
- 5) An ability to think critically and skeptically and be able to voice those thoughts through constructive challenge as well as support
- 6) Be an agent for change.

Quorum

A quorum consists of two members, excluding co-optees; at least one of which must be a saha Group Board Member.

Lead Officer

Director of Corporate Services and Company Secretary

Attendance

Employees and others may attend all or part of meetings at the invitation of the

Committee. Attendees will usually include:

- 1) The Director of Corporate Services and Company Secretary
- 2) Chief Executive
- 3) The Head of HR and OD
- 4) Executive Assistant (Minutes)

Authority

The Committee may obtain independent, legal or other professional advice at the group's expense and, if necessary, invite non-members with relevant experience to attend its meetings.

Voting

Decisions will normally be made by member consensus but for the avoidance of doubt each member present in person shall have one vote. In the case of an equality of votes, the chair will have a second or casting vote.

The Governance, Remuneration and HR Committee has the following specific duties**Governance**

- 1) Recommend to saha Group Board changes in governance arising from good practice and any new legal or regulatory requirements.
- 2) Reviewing regular reports on any governance, regulatory or compliance issues which may affect the operation of the governance structure, the Committee and/or the scope or extent of its responsibilities.
- 3) Approve saha policies and procedures for the recruitment, induction, appraisal, skills, learning and development of all Group Board and Committee members.
- 4) Support the saha Group Board chair in overseeing arrangements for the annual appraisal process of Group Board and Committee members. This includes review

- of collective Group Board and Committee performance and review of skills requirements. This to be done formally as a minimum every two year.
- 5) Oversee arrangements for the annual (informal) and triennial (formal) review of the effectiveness of governance arrangements.
 - 6) Review the annual statements of compliance with the Codes of Governance and Conduct and provide assurance to the saha Group Board prior to their approval by the Group Board.
 - 7) Review the annual statements of compliance with regulatory standards and provide assurance to the saha Group Board prior to their approval by the Group Board
 - 8) Develop and monitor progress against an annual Governance Improvement Plan including an annual learning and development plan for Group Board and Committee members.
 - 9) Recommend Governance Handbook updates for approval by the saha Group Board.
 - 10) Recommend other 'governance toolkit' policy updates for approval by the saha Group Board.
 - 11) Recommend updates to Standing Orders for approval to the saha Group Board.
 - 12) Review the intra-group agreements annually and report on any recommended changes to the saha Group Board.

Remuneration

- 1) Recommend to the saha Group Board the remuneration package and terms and conditions for the Chief Executive and the Executive Management Team members, in accordance with current guidelines.
- 2) Recommend to the saha Group Board the Remuneration Policy and Terms and Conditions for other staff that comply with legislation and regulation; ensuring that risks and rewards are balanced and in line with the association's strategic objectives.
- 3) Approve the Annual Staff Pay Review for all other staff, ensuring that it is in line with the overall approved annual budget.
- 4) At least once every three years, to benchmark the costs and benefits of salary packages for executive staff and overall against prevailing market rates (this does not preclude individual role reviews taking place as necessary).
- 5) Approve any Executive Management Team members' performance-related payments based on the achievement, or otherwise, of the year's targets considering the Chief Executive's recommendations.
- 6) Approve staff performance-related payments based on the achievement, or otherwise, of key performance indicators considering the Chief Executive's recommendations.
- 7) Recommend to the saha Group Board the arrangements for, and levels of remuneration of non-executive Group Board and Committee members. To review, as a minimum every three years, the remuneration of any paid Group Board and Committee members, taking independent professional advice as required, and make recommendations to the Group Board for any changes.
- 8) Approve the arrangements for the Chief Executive's annual appraisal, including target setting. Receive annual assurance from the Chief Executive that EMT appraisals had been completed and in accordance with robust processes.

HR and Staffing Issues

- 1) Approve the organisational structure, staffing establishment and any changes outside existing budget approvals.
- 2) Recommend to the saha Group Board the Employee Learning and Development Policy incorporating staff learning and development.
- 3) Ensure that Human Resources policies and procedures within the group remain fit for purpose and comply with statutory requirements, relevant regulatory guidance and good practice, e.g. in the area of equality and diversity.
- 4) Approve new initiatives relating to the employment and development of staff.
- 5) Monitor any ongoing trade union negotiations, and/or any other senior employee relations issues.
- 6) Authorise out of court settlement of legal claims relating to staffing matters up to £100,000 by or against saha or one of its subsidiaries (other than items specifically delegated to staff).
- 7) To advise on the development of key HR related policies including disciplinary, grievance, staff recruitment and selection, managing attendance, performance management, learning and development, employment of relatives, redundancy, staff conduct, disciplinary and grievances and whistleblowing.

Contracts of Employment

- 1) To review, at least every three years, all contracts of employment ensuring compliance with legislation and regulation; and to negotiate suitable contracts with executive staff.

Risk

- 1) To identify any governance, remuneration or HR matters within the Committee's area of responsibility that create significant financial, reputational or other risk to the group and refer them to the Audit Committee for consideration.

Equality and Diversity

- 1) To champion equality and diversity throughout the group and recommend approval of the Equality, Diversity and Inclusion Policy to the saha Group Board ensuring that it is based on good practice and meets legal and regulatory requirements.
- 2) To receive an Annual Report on saha's activities relating to Equality & Diversity.
- 3) Review training and development programmes to ensure Group Board, Committee members and staff maintain an up to date knowledge on equalities and diversity issues.

Health and Safety

- 1) Champion health and safety throughout the group and recommend approval of the Health and Safety Policy to the saha Group Board ensuring that it is based on good practice and meets legal and regulatory requirements.
- 2) Receive and scrutinise an annual report on health and safety, providing assurance to the Group Board that H&S is being appropriately monitored.

Safeguarding and Serious Incidents

- 1) Receive and scrutinise quarterly reports on safeguarding, providing assurance to the group Board that safeguarding is being appropriately monitored.

- 2) Approve the following policies: Safeguarding Vulnerable Adults and Safeguarding Children

Performance

- 1) Scrutinise progress against the Governance Improvement Plan.
- 2) Monitor compliance with regulatory requirements, and with Code of Governance and Code of Conduct compliance.
- 3) Scrutinise audit reports relating to governance, remuneration and HR/staffing issues.
- 4) Receive high level performance monitoring information on HR related organisational performance and targets.

General

- 1) To obtain independent, professional advice as required.

Reporting

- 1) Draft minutes of Committee meetings will be sent to the Committee chair for approval within five working days of the meeting. The minutes will then be circulated within a further three working days to members of the Committee. If approved at the next meeting, the minutes will be signed by the chair as a true record.
- 2) Agreed draft minutes of Committee meetings will be presented to the saha Group Board at its next meeting for noting, along with a short Committee Chair's Briefing Note highlighting key issues, risks, matters for referral to another Committee or to the Group Board for approval.

7. Appendix 5 - Health & Safety Committee Terms of Reference

Role and Responsibilities

- 1) The Health and Safety Committee is a Committee of saha employees and is responsible for monitoring health and safety matters in connection with our operations and reporting and making recommendations to the Governance and Human Resources Committee. Our responsibilities extend to board members, employees, agency workers, visitors, contractors, residents and to the general public.

Meetings

- 1) The Committee will meet a minimum of four times per year.
- 2) Other additional meetings may be held at the discretion of the Committee chair as necessary.

Membership

- 1) The Chair of the Committee will be appointed by the Chief Executive.
- 2) Membership will consist of a minimum of five and a maximum of twelve members.
- 3) Membership will comprise representatives from Finance, Housing, Human Resources, Asset Management, IT and IQI.

Co-optees

- 1) The Committee may co-opt up to two people whom it is considered have particular experience or expertise that will be of benefit to the Committee. Co-opted members will be in the minority and their term of office may be terminated by the Committee at any time. The chair of the Committee will recruit and appoint any co-optees.

The Committee shall comprise members who between them have the following skills and experience:

- 1) Sufficient seniority to agree recommendations from the Committee.
- 2) Experience of developing policies and procedures
- 3) An ability to think critically and skeptically and be able to voice those thoughts through constructive challenge as well as support
- 4) Be an agent for change.

Quorum

A quorum consists of four members, from more than one department and excluding co-optees.

Lead persons

The Chairperson will be the Director of Asset Management. The Lead Officer will be the Health and Safety Manager.

Attendance

Members of staff who have been selected by their manager to represent their department on the Committee, will attend.

Authority

The Committee may obtain independent, legal or other professional advice at the group's expense and, if necessary, invite non-members with relevant experience to attend its meetings.

Voting

Decisions will normally be made by member consensus but for the avoidance of doubt each member present in person shall have one vote. In the case of an equality of votes, the chair will have a second or casting vote.

To avoid possible conflict of interest, Co-optees will not be eligible to vote.

The Health and Safety Committee has the following specific duties:**Governance**

- 1) Recommend to the Governance and Human Resources Committee changes in health and safety arising from good practice and new legal or regulatory requirements.
- 2) Collect information and share information about best practice, with members feeding back to team meetings
- 3) Identify potential hazards and suggest solutions
- 4) Reviewing regular reports on health and safety or compliance issues which may affect saha.
- 5) Consider saha strategies, policies, standards and procedures relating to Health and Safety and recommend changes

Consider audit of processes and reports relating to Health and Safety and recommend remedial actions.

Risk

- 1) To identify health and safety risks and refer them to the Governance and Human Resources Committee for consideration.

Equality and Diversity

- 1) To champion equality and diversity throughout the group.

Health and Safety

- 1) To champion health and safety throughout the group and recommend approval of the Health and Safety Handbook to the saha Group Board ensuring that it is based on good practice and meets legal and regulatory requirements.
- 2) To consider and agree changes to standards and procedures where these do not conflict with the Health and Safety Policy.

Safeguarding and Serious Incidents

- 1) Receive and scrutinise quarterly reports on relevant serious incidents and lone working providing assurance to the Governance and Human Resources Committee that serious incidents and lone working are being appropriately monitored.

Performance

- 1) Scrutinise progress against Key Health and Safety Performance Targets and report by exception to the Governance and Human Resources Committee.

General

- 1) To obtain independent, professional advice as required.

Reporting

- 1) Draft minutes of Committee meetings will be sent to the Committee chair for approval within five working days of the meeting. The minutes will then be forwarded to the Chairperson of the Governance and Human Resources Committee within a further five working days.