



PLACES for PEOPLE

HEALTH & SAFETY POLICY MANUAL

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Originated by The Health and Safety Team

Authorised by Everton Bryan

Post Held Group Director - Place

INTRODUCTION

This policy manual is in 3 sections:

Section 1 General Health and Safety Policy Statement

This section makes a general declaration based on obligations under the Health and Safety at Work etc Act 1974.

This statement demonstrates the commitment of Places for People to achieving the highest possible standards of health, safety and environmental protection.

Section 2 Organisational Responsibilities and Safety Rules

This section details the organisational responsibilities for implementing the policy. An indication is given to where day to day and overall operational responsibility rests for each aspect of the policy, i.e. what managers and employees are responsible for.

The safety rules are for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices and must be followed by all members of Places for People.

Section 3 Safe Working Practices (Policy Documents)

This section is a collection of various policies, arrangements and safe working procedures for ensuring health and safety across Places for People.

Please keep this manual in a place where it is accessible to all colleagues, customers, visitors and contractors of Places for People and its subsidiary companies.

SECTION 1

General Health and Safety Policy Statement

Philosophy

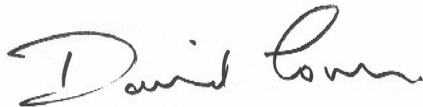
Places for People are committed to providing a safe and healthy working environment for all its employees and regards health and safety as a matter of the utmost importance. An effective policy enhances business performance, reduces injuries and ill health, protects the environment and reduces unnecessary losses and liability.

We believe that a successful organisation must be, by definition, a safe organisation. Since we are committed to excellence it follows that minimising risk to employees, customers and housing stock is inseparable from all other company objectives. Safety is good business.

General Statement of Policy

- Places for People are committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also accept our responsibility for other persons who may be affected by our activities and we will take steps to ensure that our statutory duties are met at all times.
- Places for People will progressively pursue improvements in safety, health and environmental performance, with legal requirements defining the minimum level of achievement. This is a key commitment of Places for People.
- Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. Places for People are committed to supporting the policy with adequate financial and physical resources.
- Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety. No safety policy is successful unless it actively involves the employees themselves.
- To provide a formal forum for consultation, Health and Safety will appear as a standing item on local and regional team meetings and will, as appropriate, be on the agenda of the meeting of the Executive Team and the Group Heads of Service.
- Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

- It is a requirement that every employee co-operates with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all employees within Places for People. Each individual has a legal obligation to take reasonable care of their own Health and Safety, and for the safety of other people who may be affected by their acts or omissions.
- The Health and Safety Policy Manual and any amendments to it will be brought to the notice of all new employees through the Group Induction Workshop and existing employees via their line manager.
- The Policy will be kept up to date by the Health and Safety Team.
- Places for People will maintain effective systems of communications on Health and Safety matters. To ensure this, the statement and policy will be reviewed annually. Where the policy is modified, it will be brought to the attention of all employees via their line manager.



Signed: _____

Group Chief Executive

David Cowans

Date: 27 October 2009