



KINGDOM
Group

Health and Safety Policy

If you need this publication in larger print, audio form, Braille, or in another language, please contact our office and we will try to help you.



HAPPY TO TRANSLATE

Introduction

This policy applies to all companies within the Kingdom Group. The Kingdom Group of Companies will be known as Kingdom throughout the rest of this policy.

In line with our commitment to diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or media. Reasonable adjustments will also be made to assist individuals who have a disability.

Monitoring and Review

This policy will be reviewed 1 year from the date of implementation or latest review; which will be the date the policy is approved by the governing body, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.



1. Statement of Intent

- 1.1 Kingdom recognises the importance of the successful management of Health and Safety. As such, the operations of all subsidiaries within the Kingdom Group fall under the scope and arrangements of this policy and will be scrutinised as appropriate.
- 1.2 This policy lays out our commitment to proactively promote safe working practices across all operations within Kingdom and our ultimate aim of achieving a 'zero accidents culture'. This policy reflects our commitment to ensuring that health and safety at work is paramount to the business, and that effective health and safety actively contributes to our success.
- 1.3 Kingdom is committed to ensuring the health and safety of all our employees, as well as those who may be affected by our work activities. This will be achieved by ensuring that those works/operational activities carried out by Kingdom comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other relevant health and safety legislation.
- 1.4 This policy is based upon the principles laid out in HSG-65 ('Successful Health and Safety Management') and will be managed in line with any changes in our operating environment or in legislation. It is underpinned by the Organisation (Roles and Responsibilities), Arrangements for Health and Safety, associated Health and Safety Standards and wider policies. It is also an intrinsic part of our holistic approach to risk management.
- 1.5 The Chief Executive is responsible for the implementation of this policy via the Health, Safety and Wellbeing Group and will ensure sufficient resource is available to do so. This policy and the supporting Health and Safety Arrangements will detail the duties of our Executive Directors, Senior Management, Managers, Supervisors and all other employees across Kingdom; each of whom must take the time to understand their duties. This will be supported by appropriate levels of instruction, training and supervision.
- 1.6 We believe that employee engagement is essential in achieving and maintaining excellent health and safety standards. Joint consultations will be undertaken at all levels to ensure health and safety matters are formally raised and dealt with in a timely manner. To this end we will promote a positive health and safety culture which empowers employees to raise observations and concerns over any aspect of working conditions without fear of adverse treatment in line with our Whistleblowing Policy.
- 1.7 This Health and Safety policy must be adhered to by everyone employed by Kingdom.
- 1.8 Communication is a key element of our approach. Whilst our Organisational structure details the usual reporting lines, it is stressed that anybody, at any time, is allowed uninterrupted access to the Health, Safety and Wellbeing Group for discussion or for the reporting of any concerns over health, safety and/or welfare arrangements. A copy of the Organisational structure is on page 11.



1.9 A copy of the Health and Safety Policy, which details the Organisation (Roles and Responsibilities) and Arrangements for Health and Safety will be made available to all employees for their reference. The policy statement will be displayed in our offices and other staff bases.

2. Scope

2.1 This Policy applies to all Kingdom employees.

3. Roles and Responsibilities

3.1 The Health and Safety at Work etc Act 1974 provides that employers must, so far as is reasonably practicable, ensure the health, safety and welfare of their employees at work and must conduct their undertaking so as to ensure that non employees who may be affected are not exposed to risks to their health and safety. Key roles and responsibilities are set out below.

3.2 The Governing bodies, comprises 'lay persons' from the local community. The Governing Bodies lead and direct Kingdom to achieve good outcomes for its tenants and other service users.

As a Governing Body member the primary responsibilities are to:

- lead and direct Kingdoms work and in accordance with Kingdom's rules
- promote and uphold Kingdom's values
- set and monitor standards for service delivery and performance
- control Kingdom's affairs and ensure compliance

3.3 It is recognised that the Governing bodies , while not actively involved in the daily running of the Organisation, have responsibilities in terms of Health and Safety and the following procedures will be adopted to ensure those responsibilities are effectively discharged.

3.4 The Governing Body will approve the Health and Safety policy and delegated authority will be given to the Chief Executive to review and amend the H&S Control Manual. The Chair will sign the Health and Safety Policy Statement along with the Chief Executive. Where there is a change of personnel, the incoming Chair will sign the policy to ensure the commitment on behalf of the Governing body remains current.

3.5 The Governing Body will take an active interest in the investigation of any significant safety failure, making available all reasonable resources for a full investigation and for the taking of adequate measures to rectify any deficiencies in the existing arrangements.

3.6 All Governing Body members will be encouraged to undergo training in 'Health and Safety Awareness' and in management responsibilities, normally carried out as part of their induction. This will ensure that all Governing Body members have a working knowledge of the topic

4 Group Chief Executive



- 4.1 The Chief Executive has a key role for ensuring the systems and controls we have in place are effective and has overall responsibility for compliance and for overseeing the implementation of this policy.
- 4.2 They will ensure, so far as is reasonably practicable and via their delegated authority from the Governing Body, that suitable arrangements exist for the effective planning, organisational control and monitoring of health and safety management. They will also ensure that Kingdom's policies relating to health and safety are implemented fully and that appropriate resources are made available to fulfil those obligations.
- 4.3 Key areas of responsibility include:
- Preparation and signing the Health and Safety Policy Statement and ensuring that this is communicated to all employees;
 - Ensuring that all employees are committed to health and safety at all times in the discharge of all Kingdoms' undertakings;
 - Providing strong health and safety leadership to all employees within Kingdom;
 - Ensuring that all statutory requirements imposed upon Kingdom and its undertakings are met and suitable and sufficient arrangements are established to ensure compliance with all approved health and safety related policies and procedures of Kingdom;
 - Ensuring clear and concise lines of communication exist within Kingdom for all health and safety matters and provide support where necessary to further improve all such communications;
 - Notifying the Scottish Housing Regulator through the notifiable event system of any tenant and resident safety matters which have been reported to or are being investigated by the Health and Safety Executive or reports from regulatory or statutory authorities or insurance providers relating to safety concerns.

5 Executive Directors and Heads of Service

- 5.1 Executive Directors carry primary responsibility for health and safety performance within their departments and as such are fully accountable. They are responsible for ensuring that all legal requirements are met and that Kingdom's arrangements for health and safety are implemented within their departments. Working through their Heads of Service, as appropriate, Executive Directors must ensure that appropriate arrangements exist to facilitate effective health and safety management.
- 5.2 The duties of Executive Directors include:
- Promoting health and safety as an integral part of normal management practices; including compliance with this policy and ensuring real commitment to all strategies for health and safety across Kingdom;
 - Ensuring that appropriate resources are made available for health and safety management;



- Establishing the necessary structures to facilitate effective health and safety management and deliver on-going compliance with statutory health and safety requirements; exceeding those standards where possible;
- Ensuring that effective communication systems exist for health and safety and that these have considered the needs of those with a disability that might affect literacy and understanding;
- Ensuring effective implementation of Kingdom's health and safety arrangements and supporting all initiatives for health and safety within their directorates;
- Monitoring the performance of their teams to ensure they meet Kingdom's agreed standards for health and safety;
- Ensuring that provision is made for appropriate supervision and training to ensure employees meet relevant health and safety standards;
- Ensuring that all employees in their departments understand their specific responsibilities and duties with respect to health and safety and comply with them;
- Ensuring that processes, procedures and safe systems of work are developed and implemented in line with this policy;
- Supporting the concept of continual improvement in health and safety and actively monitoring and reviewing health and safety performance within their departments and across the wider organisation;
- Promoting and developing health and safety practices within their own areas of control which ensure that all employees and stakeholders remain safe and without risks to their health and safety;
- Assisting in the implementation of any health and safety initiative or statutory compliance matter which may arise and which may affect their area of control;
- Ensuring the health and safety of all persons not in Kingdom employment but who may be affected by the Group's business remain safe and without risk;
- Ensuring that all employees within their area of control are competent and have sufficient resources to remain compliant with health and safety requirements at all times

6. Managers and Supervisors

- 6.1 Managers and Supervisors carry responsibility for health and safety performance within their respective areas and teams and as such are fully accountable. They are responsible for ensuring that the Group Health and Safety Policy and Arrangements are implemented within their area(s) and team(s). They must monitor the workplace to ensure that safe



conditions are maintained. Where risks are identified, Managers / Supervisors must ensure that these are eliminated or minimised as far as is reasonably practicable; in line with this policy and the wider requirements of the Group Risk Management Policy.

6.2 Managers' and Supervisors' duties include:

- Developing and implementing procedures and safe systems of work to improve health and safety performance within their areas(s) of responsibility;
- Ensuring that all risk assessments and method statements are reviewed in a timely manner;
- Ensuring that employees, contractors and visitors are aware of relevant health and safety procedures and of their respective responsibilities;
- Ensuring that all employees within Kingdom are competent to undertake their tasks and through clear management structures, provide the necessary resources to achieve health and safety competence;
- Communication with relevant regulatory / enforcement bodies and supporting, where possible, those initiatives which promote occupational health and safety;
- Ensuring changes to health and safety legislation are acknowledged and integrated into the business as a positive addition to the health and safety of all employees and stakeholders;
- Support the integration of Kingdom's values into all aspects of health and safety, through commitment, consultation / communication, competence and controls;
- Establishing that all plant, equipment and substances used are suitable for the task being undertaken and are kept in good working condition. This includes the regular maintenance and servicing of equipment;
- Providing appropriate training, information, instruction and supervision to ensure that work is carried out without risk to health and safety;
- Taking immediate steps to investigate any risks to health and safety arising from work activities;
- Ensuring that appropriate risk assessments are carried out, records kept and that employees are made aware of the results of such assessments;
- Bringing to the prompt attention of Senior Management Team any health and safety issues which require their attention; if necessary utilising the Whistleblowing Policy;
- Ensuring that all accidents and near-miss incidents are properly recorded, reported and



immediately investigated to determine the cause and ensure prevention of similar events in the future;

- Maintaining safe access and egress from the workplace at all times.

7. Health and Safety (H&S) Officer

7.1 The H&S Officer will maintain the master Control H&S Manual and the record keeping system.

7.2 The H&S Officer will comply with his/her duties as set out in the H&S Manual and will report the findings of any inspections, audits and other information gathering exercises to the Health, Safety and Wellbeing Group without undue delay. Where the H&S Officer has reason to believe that personnel are, or may foreseeably become, exposed to significant risk, direction will be sought from the Executive Management Team or Chief Executive without undue delay.

7.3 The Health and Safety Officer will support all teams within Kingdom on accident prevention, notifiable accident investigations and other health and safety reporting matters. The Health and Safety Officer will also engage with enforcing agencies such as the Health and Safety Executive (HSE) as appropriate.

7.4 The Health and Safety Manual outlines the Group's approach to key aspects of health and safety.

7.5 The H&S Officer will provide assistance to the Chief Executive, Executive Management Team, Departmental Directors, Heads of Service, Joint Consultative Group and Health, Safety and Wellbeing Group, in the undertaking of risk assessments, control implementation, policy development, etc. This may involve liaison with other H&S sources.

7.6 It should be noted that the H&S Officer will not be solely responsible for developing corporate policy, merely for assisting in its development and implementation.

8. Employees

8.1 Employees will comply with the policies, procedures and arrangements set out in the Control Manual and with any information, instruction and training provided. In addition, any risk control measures and equipment provided to ensure safe working practices will be properly used.

8.2 Employees will report to their Departmental Manager/Heads of Service any identified breaches of Health & Safety procedures, any accidents or safety related incidents and any aspect which appears to them to give rise to a significant risk to the Health & Safety of employees or other persons. Such reports will be made without undue delay.

8.3 Employees will inform their Departmental Manager/Heads of Service, without undue delay,



when they believe that further training or other risk control measures would be beneficial. Tasks will not be carried out where the employee believes significant risk to be present.

- 8.4 Employees will co-operate in all safety programmes, training, risk assessments and other initiatives that are intended to reduce risk and will actively implement any control measures identified as being required.
- 8.5 All new employees will be required to attend the Organisational Induction which incorporates basic Health & Safety awareness and responsibilities.

9. Health, Safety and Wellbeing Group

- 9.1 The Health, Safety & Wellbeing Group will provide an open forum for the discussion of all Health, Safety and Wellbeing related issues raised.
- 9.2 All Group members will undergo suitable training, which will include as a minimum 'Health & Safety Awareness', this will ensure that all members have a working knowledge of the topic.
- 9.3 The Group will consider issues arising, look at solutions and initiatives and make recommendations on any relevant issues. These will be presented to the Executive Management Team following each meeting.
- 9.4 Where directed, the Group will draft and revise policy, procedures and arrangements, for ultimate approval by the Executive Management Team and Governing bodies as appropriate
- 9.5 The Group will delegate, with the Executive Management Team's approval, to members and to other appropriate persons within the organisation, actions required to be taken to implement policies, procedures, arrangements and any other initiatives authorised by the Executive Management Team.
- 9.6 The Group will review the Health, Safety and Wellbeing performance of the organisation, analysing accident statistics, reported breaches of policy and procedures, audit and inspection reports and data from other information gathering exercises. Recommendations on options to improve safety and wellbeing performance will be made to the Executive Management Team without undue delay.
- 9.7 The group will also be involved with promoting health and wellbeing campaigns across Kingdom.

10. Arrangements for Health and Safety

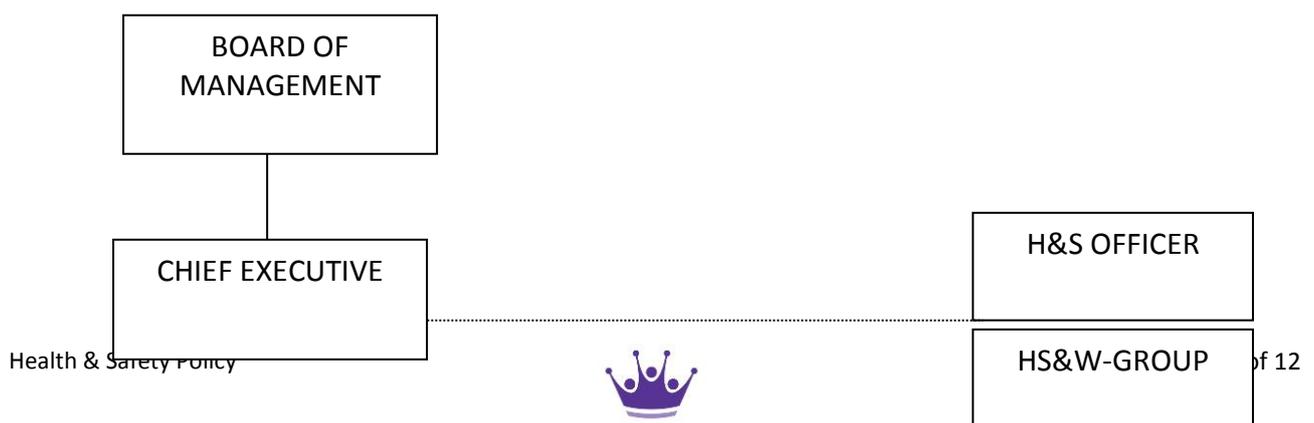
- 10.1 Kingdom's health and safety management systems will provide concise information and guidance for Directors, Managers, Supervisors and employees. They will enable Kingdom to develop compliant policies and working practices to meet the requirements of the Health

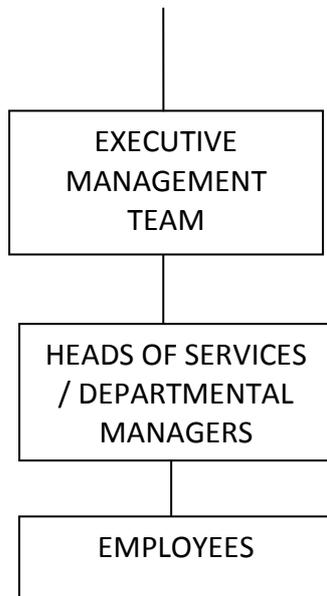


and Safety at Work Act etc. 1974 and Managing for Health and Safety (HSG65). Furthermore, they will provide ready access to various safety topics and should ensure a better understanding of health and safety responsibilities throughout all areas of the Kingdom's work. Training and instruction regarding this policy and arrangements will be provided to all employees.

- 10.2 Whilst the responsibility for health and safety is fully detailed within the Organisation section of this policy, the law requires that all individuals ensure the safety of themselves and others and co-operate with their employer in all safety related matters.
- 10.3 The Health and Safety Policy will clearly define the responsibilities of individual job roles within Kingdom and all such responsibilities will be communicated to the individual job holder at their induction and / or new job role.
- 10.4 It will be the responsibility of each individual within Kingdom to assist the Management Team in discharging their duties under health and safety. We recognise that statutory regulation is deemed as the minimum standard of health and safety to be attained in the workplace. These health and safety arrangements therefore reflect the objectives of the business to meet the highest standards of health and safety in all our undertakings.
- 10.5 All employees will have access to the document in both hard copy and via Kingdom's intranet site.
- 10.6 Kingdom is committed to continuous improvement and is able to demonstrate a pro-active and positive commitment to health and safety management through both the systems and procedures currently in place as well as those being developed.
- 10.7 Health and safety is an integral aspect of all business undertakings and will be managed in the same manner as all other key business functions. This will be achieved by ensuring that the responsibilities for health and safety are clearly allocated from the Group Chief Executive and Executive Directors through to Managers and Supervisors using the various line management mechanisms, as outlined in the Health and Safety Control Manual and associated policy and guidelines.

Responsibilities - H&S Organisational Chart





The Health and Safety Manual can be accessed by the following link:

<\\Kingdomnas\data\Operational Working Groups\Health & Safety\H&S Control Manual\Health & Safety Control Manual>



KINGDOM GROUP

Health and Safety Policy

Policy drawn up with reference to: HSG 65 ('Successful Health and Safety Management')

Reference made to the following sources and other guidance:

Health & Safety at Work Act 1974,

The Management of Health and Safety at Work Regulations 1999

Prepared by: Dave Roy (Health & Safety Officer)

Reviewed by the Senior Management Team: 19/04/2019

Reviewed by Managers / Health, Safety & Wellbeing Group: 19/04/2019

Reviewed By Kingdom Solicitor: 29/04/2019

Reviewed By Internal or External Auditors: 23/04/2019

Tenant Consultation: N/A

Sub Committee Review of Policy: 25/06/2019

Presented for approval to Board of Management:

Policy Approved:

Next Review date:

Approved by Kingdom Board of Directors:

