



## Health, Safety and Insurance

# Health and Safety Policy

<b>Regulation &amp; Legislation</b>	This policy links to the Health & Safety at Work Act 1974; the Institute of Directors (IOD) and the Health and Safety Executive (HSE) “Leading Health and Safety at Work” document; the Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977;
<b>Supporting documents</b>	Adverse Weather Procedure; Communicable Diseases and Infection Control Procedure; Construction Health and Safety Manual Procedure; Contractor Red, Yellow, Green Card Procedure; Control of Substances Hazardous to Health (COSHH) Procedure; Control of Vibration Procedure; Display Screen Equipment Procedure; Driver Procedure; Events Procedure; First Aid Procedure; Food Hygiene Procedure; Hazardous Waste Disposal Procedure; Health and Safety for Agency and Temporary Workers Procedure; Health Monitoring and Surveillance Procedure; Homeworking Procedure; Incident Reporting Procedure; Inspection by Outside Authorities and Enforcement Procedure; Manual Handling Procedure; Mobility Aids Policy; Mobility Aids Procedure; Noise at Work Procedure; Personal Protective Equipment (PPE) Procedure; Personal Safety Procedure; Risk Assessment Procedure; Risk Management Policy; Sharps Handling and Incident Procedure; Smoke- free Workplace Procedure; Weils Disease Procedure; Work Equipment; Procedure; Working At Height Procedure; Workplace Inspection Procedure
<b>Scope</b>	This Policy outlines the key principles in managing health and safety, demonstrating evidence of management commitment and providing an overview of how Orbit will promote a positive health and safety culture throughout all levels of the organisation.
Reference to “Orbit” means Orbit Group which consists of Orbit Group Limited, Orbit Housing Association Limited, Orbit Homes (2020) Limited, Orbit Treasury Limited and Orbit Capital Limited.	

## 1. Introduction

- 1.1 Orbit is one of the largest housing groups in the UK, employing over 1200 people and managing around 40,000 homes. Our aim is ‘Building Communities’ by working together to improve the social, economic and environmental prospects of our customers and the places in which they, and we, live and work.

- 1.2 Orbit has overall responsibility for the identification and control of health and safety risks to all its employees and other persons affected by its undertaking.
- 1.3 Orbit's main objectives in managing health and safety are to:
- prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace;
  - promote reporting and analysis of near-miss incidents and taking action to prevent accidents occurring;
  - provide clear instructions and information, supervision and adequate training, to ensure employees are competent to do their work; engage and consult with employees on day-to-day health and safety conditions;
  - ensure there are sufficient provisions for first aid across all of Orbit's sites;
  - implement emergency plans and procedures which are rehearsed and accessible to all colleagues to enable evacuation in case of fire or other significant incident;
  - promote Orbit's zero tolerance to violence and aggression towards our employees and business partners, ensuring systems are robust to support subsequent risk mitigations as part of the H&S strategy 2022- 25;
  - maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of hazardous substances;
  - implement an active and reactive monitoring process to ensure colleagues across the group are adhering to health and safety procedures; and
  - establish and deliver a level of assurance over customer safety to meet the requirements of the Building Safety Act.
- 1.4 Orbit's approach to health and safety has been developed using good practice across the public and private sectors. This Health and Safety Policy recognises and adopts the essential principles, core actions and good practice set out in regulatory and legislative guidance.
- 1.5 This Policy sets out Orbit's commitment to comply with the necessary health and safety legislation, regulation and statute so far as reasonably practicable.

## 2. Policy statement

- 2.1 This demonstrates Orbit's commitment to safeguarding and minimising risks to its employees, external customers, visitors and others using its premises so far as reasonably practicable. The Statement is required by law to be displayed in all of the organisation's premises.
- 2.2 The Policy Statement can be found in **Appendix 1**.

### 3. Health and safety governance structure

- 3.1 This is further detailed in the **Health and Safety Governance and Performance Reporting Structures** available on myPolicy.
- 3.2 The Health and Safety Governance Structure has been formulated to demonstrate the following good practice principles set out in the Institute of Directors (IOD) and the Health and Safety Executive (HSE) “Leading Health and Safety at Work” document:
- strong and active leadership from the top;;
  - effective ‘downward’ communication systems and management structures;
  - visible and active commitment from Boards;
  - Boards to ensure there is resource to manage health and safety risks;
  - the integration of good Health and Safety management with business decisions;
  - worker involvement - engaging the workforce in the promotion and achievement of safe and healthy conditions;
  - effective ‘upward’ communication;
  - providing high quality training;
  - assessment and review - identifying and managing Health and Safety risks; seeking (and following) the guidance of competent advisers; and
  - monitoring, reporting and reviewing performance.
- 3.3 In line with good practice and to demonstrate active leadership at Board level, each of the Orbit’s Operating Associations will include health and safety on Quarterly Board agendas to support and provide challenge on health and safety matters.
- 3.4 The Operating Associations will determine the level of involvement in the reporting and monitoring structure. As a minimum, this should include attendance of the elected Health and Safety Representative at the Health and Safety Committee meeting chaired by an Executive Director, to facilitate both "top down" and "bottom up" communication.
- 3.5 The Health and Safety team will act as competent persons to Orbit on all aspects of health and safety, providing advice, guidance and support to Orbit, and attending Health & Safety Committee meetings as required.
- 3.6 Health and safety sits under Orbit Corporate Services and therefore the executive director of Orbit Corporate Services will act as the health and safety champion and executive sponsor.

## 4. Delivery



- 4.1 The above is based on HSG65, Plan, Do, Check, Act and aims to further embed and embrace a positive health and safety culture throughout an organisation.

## 5. Areas of health and safety risks

- 5.1 Orbit has responsibility for safeguarding both its employees and those likely to be affected by its operations, against health and safety risks. In order to monitor this, identified risks have been listed on the Health and Safety Risk Register to ensure suitable and sufficient control measures are in place.
- 5.2 Orbit also recognises that health and safety risks vary according to an affected individual's circumstances, and risk assessments are designed to make sure these are taken into account.

## 6. Information and communication

- 6.1 Orbit will communicate health and safety information through a variety of media to ensure employees are provided with necessary knowledge to allow them to perform their roles safely and prevent injury and/or ill health to others.
- 6.2 Line managers are responsible for ensuring they communicate any specific safety information relating to employees' local areas of work.

## 7. Workforce consultation

- 7.1 Orbit will in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety

Committees Regulations 1977 involve the workforce on matters affecting health and safety.

- 7.2 The Health and Safety Committee provides Orbit with an approved framework to consult with employees and customers via a customer representative on key matters relating to their health and safety.

## **8. Health and safety operating procedures**

- 8.1 All operating procedures that make up the risk management arrangements at Orbit can be found on myPolicy.
- 8.2 All Orbit employees must observe and abide by the health and safety operating procedures. Each procedure details Orbit's arrangements for managing particular risks and outline the responsibilities of employees in facilitating effective risk management.
- 8.3 All managers are responsible for ensuring they and their direct reports are familiar with the contents of the procedures and that specific responsibilities assigned within the procedures are implemented and communicated.
- 8.4 During pandemic events it may not always be possible to adhere to the standard procedure for remote working. In these cases, Orbit will provide continuous support to ensure the safety of its employees.

## **9. Accident reporting**

- 9.1 All employees are responsible for reporting all accidents, incidents (including those of violence and aggression) and near misses whilst at work via myHealth&Safety on the Orb for investigative and recording purposes.
- 9.2 It is the responsibility of the affected line managers to ensure a suitable local investigation is undertaken to identify root cause and implement controls to prevent a reoccurrence.
- 9.3 In instances where someone has sustained a serious injury, the health and safety team will take lead on undertaking a high-level investigation and informing the relevant enforcement body where required.

## 10. Safety inductions

- 10.1 All new starters will be required to go through Orbit's induction process which will be inclusive of basic health and safety training. It is the responsibility of line managers to take new starters through an induction process which details work- specific health and safety risks and arrangements that are in place to ensure the safety and wellbeing of their staff.

## 11. Non-compliance

- 11.1 All Orbit employees are governed by Orbit's Health and Safety Policy. Any employee failing to comply with any part of the Health and Safety Policy may be subject to disciplinary action in line with Orbit's disciplinary procedure.

## 12. Roles and responsibilities

- 12.1 Health and safety is the responsibility of everyone at Orbit regardless of their role or position and is further detailed in **Health and Safety Roles and Responsibilities** available on myPolicy.

## 13. Performance controls and business risk

- 13.1 Compliance with this Policy will be monitored by the **Health and Safety Governance and Performance Reporting Structures**. The Structure illustrates in diagrammatical form how Orbit's performance on health and safety is collated and reviewed at local level and reported up through the Health and Safety Committee, Senior Management Teams, Operating Association Boards, Group Executive Team, Audit & Risk Assurance Committee and ultimately to the Group Board. It is important for each Operating Association to appoint a responsible person at each reporting level.
- 13.2 Orbit will carry out a fundamental review of this Policy every three years or sooner subject to legal and/or regulatory changes or if internal changes require.

## 14. Essential information

- 14.1 All Orbit policies and procedures are developed in line with our approach to the following, Data Protection statement, Equality Diversity and Inclusion approach, Complaints Policy and our regulatory and legal obligations to ensure we deliver services in a lawful manner and treat people equally and fairly. Orbits privacy policy can be accessed on our website. [www.orbit.org.uk/privacy-policy/](http://www.orbit.org.uk/privacy-policy/).

## APPENDIX 1

### Health and Safety Policy Statement

Orbit, its Board and Executive Team recognise their duty under the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all employees, customers, service users and others who could be affected by the operations of the organisation.

Orbit will provide sufficient funds and resources in order to develop and maintain policies, procedures and risk assessments, to facilitate safe and healthy workplaces where a positive health and safety culture supports the assessment, elimination, mitigation or management of risks to prevent injury or loss.

Health and safety is an integral part of good management, and the safety of our workforce and customers is fundamental to all that we do. All personnel are committed to the implementation of this Policy, and every colleague shares the responsibility for its delivery and success.

Orbit recognises the important role that is played by all colleagues and will actively seek their co-operation through consultation and communication and through the delivery of sufficient information, instruction, training and supervision to ensure a suitable level of health and safety competency exists across the organisation.

We will monitor health and safety culture and performance across Orbit, and report using a central dashboard to provide assurance on key health and safety risks. The aim will be to achieve progressive improvement in the management of health and safety across all our sites and areas of activity.

**SIGNED:**



**DATED: 19 JULY 2024**

**Phil Andrew**  
**Chief Executive Officer**



<b>EA</b>	Equality Analysis was completed in Dec 2019 and is available to view.
<b>DPIA</b>	DPIA screening questions approved in Dec 2019. Full DPIA not required.
<b>Consultation</b>	<b>Internal:</b> Customers have been involved in the formulation of this policy by gathering insight from the Group's Health and Safety Committee. <b>External:</b> n/a
<b>Applies to</b>	All employees

## Document control

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Directorate Corporate Services

Approved by	Group Executive Director, Orbit Corporate Services	Date	Dec 2022
Last review			July 2023
		<b>Next Review</b> (or sooner if changed)	Dec 2025

## Revision History

Version Number	Date	Comments / Reason for revision
v1.1	June 2021	Transferred to new document format and renumbered. 9.1 – amended to refer to myHealth&Safety 9.1 – added reference to incidents of violence and aggression
v1.2	Aug 2021	Policy statement re-approved by Mark Hoyland – date amended
v1.3	Aug 2022	Policy statement amended and re-approved – date amended Minor amendments to wording for clarity 7.2 – added



v2.0	Dec 2022	3.6 added H&S Champion and Executive Sponsor. Roles and Responsibilities updated
v2.1	July 2023	1.3 minor grammar correction. 3.2 minor amendments and formatting, added sufficient resource for Board to manage health and safety risk 13.1 added Audit & Risk Assurance Committee Policy statement reviewed and re-approved by new CEO Phil Andrew – date amended.(TBC) Governance structure updated
v2.2	July 2024	Policy statement re-approved by Phil Andrew – date amended