



Health & Safety Policy

Policy Number 01

Policy Reviewed on: 27th November 2025

Next Review Date: November 2027

Signed: Head of Housing & Property Services

Health & Safety Policy Statement

This policy is relevant to Littlehampton & Rustington Housing Society Ltd Property Management Services and the staff within the Estates Team.

LRHS recognises and accepts its legal duty under the Health and Safety at Work etc. Act, 1974 (and secondary legislation) to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, and the health and safety of non-employees from its work activities.

We will provide safe premises for residents, employees, contractors, and any others likely to be affected by our work. We will achieve this through effective health and safety management.

All employees are required to assist the Society in discharging this duty by taking reasonable care for their own health and safety, and others who could be affected by anything they do or fail to do.

We will provide all necessary resources for the implementation of the Policy and meeting our specific statutory obligations in health and safety law.

This Policy will be implemented through:

- (a) provision and maintenance of safe and healthy working conditions, equipment, and systems of work
- (b) a clear process for identifying, assessing, and controlling risks
- (c) consulting with members of staff and health and safety representatives
- (d) promotion of best practice in health and safety within LRHS
- (e) the use of competent and appropriately qualified employees, contractors, and consultants
- (f) the encouragement of a fit and healthy workforce
- (g) ensuring this Policy and the associated Policies and Procedures are kept up to date and accessible for employees and any other interested parties

LRHS will promote a positive culture and continuous improvement and ensure health and safety is an integral element of managing business operations.

This Policy will be available for all employees and will be reviewed every two years, or sooner if there have been significant changes in legislation or work practices.

Health & Safety Policy

Purpose

Littlehampton & Rustington Housing Society Ltd (LRHS) is committed to managing health and safety in all aspects of its work and to implementing reasonably practicable measures to safeguard the health, safety and welfare of employees, tenants, directors and any other persons that may be affected by its work.

So far as is reasonably practicable, LRHS will:

- Ensure all our properties are maintained in a safe condition and any risks to our tenants have been fully considered and addressed. LRHS is aware that some of our tenants have very specific health and safety considerations.
- Provide adequate and maintained welfare facilities and a healthy working environment.
- Ensure all places of work are maintained in a safe condition, without risks to health.
- Encourage employees to report incidents to allow greater analysis of risks.
- Ensure incidents are investigated thoroughly and promptly to identify immediate, root and underlying causes and, where possible, to ensure measures are implemented to reduce or eliminate recurrence.
- Ensure employees are trained in general health and safety awareness and receive job specific training instruction, information and supervision relating to hazards and safe practices.
- Ensure risk assessments are undertaken for hazardous work activities and reviewed regularly, including asbestos surveys, fire risk assessments, and legionella assessments.
- Ensure that safe systems of work are implemented for hazardous activities.
- Ensure that contractors (and sub contractors) and suppliers are committed to achieving and adhering to the standards of health and safety detailed in this Policy.
- Ensure that the Health and Safety is considered at all Board meetings.
- Encourage tenants and other interested parties to participate in health and safety leadership.
- Carry out quarterly health and safety audits of our properties and ensure communication of health and safety issues is effectively relayed to our contractors, partners, tenants and representatives.

All employees have a duty to co-operate in the operation of this Policy by:

- Taking reasonable care of their own safety and that of their colleagues, tenants, employees, members of the public and contractors by complying with this Policy and those policies and procedures relevant to their role.
- Not interfering with, misusing or willfully damaging anything provided by LRHS in the interests of health and safety.
- Reporting incidents that have led, or may lead, to injury/damage to people, property, plant or equipment.
- Attending training courses appropriate to their role and responsibilities as and when necessary.

To ensure this Policy is effective, LRHS will:

- Review it every two years or when significant changes are made to health and safety legislation, guidance, related policies and procedures, or within the organisation.
- Make amendments known to employees.
- Produce this Policy and related procedures in alternative formats as and when necessary.

Scope

LRHS recognises the requirement to comply with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and all other associated legislation, Approved Codes of Practice and guidance. LRHS's Health and Safety Policy details how LRHS will achieve and demonstrate its commitment to occupational health and safety and establishing and implementing suitable and sufficient safety arrangements. The ultimate aim of the Policy is to ensure the safety of employees, tenants, members of the public and contractors.

In addition to this policy, there are specific policies relating to:

- Fire Safety
- Asbestos Safety
- Safeguarding
- Electrical Safety
- Water Safety Management
- Gas Safety
- Damp and Mould
- Incident Reporting
- Lone Working

Accountability and Responsibility

Chief Executive

The Chief Executive is ultimately responsible for the control and implementation of this Policy. The Chief Executive will:

- Provide leadership to encourage employees to be safety conscious at all times
- Oversee staff health and safety related training
- Liaise with the Head of Housing & Property Services to ensure competent health and safety representatives are sourced to co-ordinate health and safety matters within LRHS, including fire risk assessments and legionella assessments in LRHS's properties.

Committee Members

The Committee will consider whether the responsibilities and commitments have been fulfilled within the Policy at least annually, within the Housing Sub Committee.

Employees

In addition to the duties outlined in the Health and Safety Policy, all employees will:

- Familiarise themselves with this Policy and all health and safety policies, procedures, risk assessments and method statements relevant to their role and workplace
- Attend mandatory health and safety training courses as and when necessary;
- Report all accidents, incidents, near misses, dangerous occurrences and hazards to their manager as soon as is practicably possible
- Contribute and co-operate with LRHS on all matters of health and safety.
- Be aware of the effects of their work on colleagues, tenants, members of the public and contractors and ensure they do not create or compound hazards or endanger others by their actions, for example, by taking part in or promoting horseplay
- Carry out their duties using safe working practices, with regard to themselves, their colleagues, tenants, members of the public and contractors.
- Report any matters they consider to be a danger to health and safety to the Head of Housing & Property Services as soon as is practicably possible.

- Not to interfere, tamper or misuse any item provided for health, safety or welfare purposes
- Use only the tools, equipment and plant they are trained to use and that which is appropriate to the task
- Refrain from using, and report to the Head of Housing & Property Services, any defective or damaged tools, plant or equipment.
- Report any health condition that affects their ability to work safely to the Head of Housing & Property Services as soon as is practicably possible
- Use safe systems of work for tasks relating to electricity, gas installations, the handling of chemicals, the use of dangerous equipment, manual handling and repetitive tasks and any other activities that present a significant risk to health and safety
- Drive safely at all times whilst undertaking company business
- Immediately liaise with the Head of Housing & Property Services if they are faced with a conflict between health and safety and the demands of their job.

Equality and Diversity

LRHS are committed to respecting diversity in all aspects of our work and we will not tolerate any form of discrimination. We recognise that there is the potential for impact across the characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

Where we are made aware of or identify customers with specific needs, we will be proactive in targeting our communication and support appropriately and consider any specific needs individually.