

Operational Policy



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| Title: Health and Safety Policy |
| Originator: Director of Safety & Compliance |
| Approval body and date approved: Magenta Living Board, October 2024 |
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1. Introduction

Due to the nature of Magenta Living's business and presence in the community, it is important that work activities are conducted in a safe, planned and controlled manner.

Therefore, this policy is necessary to ensure the proper operation of Magenta Living's business activities and the health and safety of its employees, contractors, tenants, members of the public and any others who may be affected by its operations.

The policy applies to all employees of Magenta Living, including temporary and agency workers.

All contractors are required to have their own health and safety policies and procedures in place and be readily available for audit and inspection purposes. Magenta Living requires contractors to comply with relevant legislation, best practice and the provisions of this policy as appropriate, whilst acting on behalf of Magenta Living.

2. Statement of Intent

Magenta Living Board and Senior Management recognises the obligations under the Health and Safety at Work Act 1974 ("**HSWA 1974**") and will seek to comply, where reasonably practicable, with the obligations under the HSWA 1974 and all relevant health and safety legislation.

Magenta Living recognises that its most valuable asset is its employees and every effort will be made to promote a positive culture and ensure the health, safety and welfare of its workforce.

Magenta Living will ensure so far as reasonably practicable the health and safety of those not in its employment (e.g. tenants, visitors, public and contractors) that may be affected by its acts, omissions and/or operations.

To achieve these aims, Magenta Living is committed to:

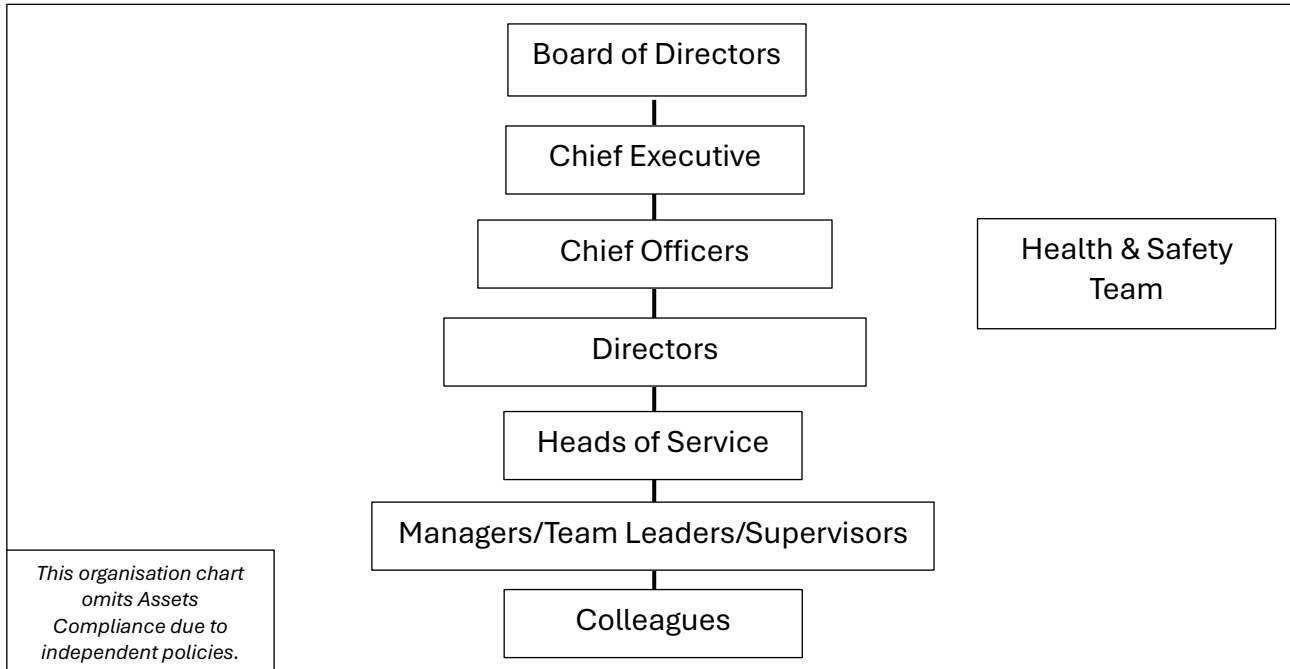
- developing, implementing and maintaining clear and effective health & safety

risk management procedures; including assigning management roles and responsibilities to appropriate risk owners – line managers, heads of service and Directors.

- providing and maintaining, a safe working environment, including safe plant, equipment, substances & resources.
- implementing, monitoring and maintaining safe systems of work to ensure hazardous work activities are minimised and where necessary conducted safely and monitored to allow for continuous improvements.
- providing training, information, instruction and supervision where appropriate, to ensure employees understand inherent risks and are competent to perform their work safely and efficiently without risk to themselves and others. This includes manager specific training to ensure management duties are understood and performed to high standards.
- ensuring adequate funding and resources are provided to meet, and wherever possible, exceed legislative requirements.
- making available, necessary safety devices and protective equipment, while ensuring use is strictly monitored and managed through the line management framework.
- ensuring systems are implemented for reporting accidents/incidents, conducting investigations and taking appropriate action to prevent recurrence and the management of residual risks.
- providing buildings with hygienic facilities and services, to ensure the welfare of personnel within their workplace.
- promoting a positive health, safety and wellbeing culture and engaging employees and trade union representatives in formal and informal meeting settings

3. Organisation

The following section explains Magenta Living's approach to managing health and safety including key roles, responsibilities and delegated duties.



The Board, Chief Executive and Executive management team understand their leadership roles and responsibilities for ensuring health and safety is effectively managed, adequately resourced and proactively monitored at a strategic level.

The day-to-day management of operational hazards, risks and development plans are delegated to the appropriate Heads of Service/risk owners. Heads of Service are key to Magenta Living's success in identifying hazards, assessing risks, taking appropriate/effective action and implementing & documenting systems for continual monitoring, review and improvement.

Magenta Living employ a health and safety team to act as the competent person(s) for employee health and safety. This provides risk owners with access to competent professional advice, support and resources. Additionally, this resource conducts essential audit, monitoring and reporting activities to ensure the Board and Senior Management are appraised of significant risks and progress.

The competency requirements, of employees, will be assessed and where necessary, training, information, instruction and supervision will be provided and reviewed at appropriate intervals.

The following roles provide a broad overview of responsibilities. However, it should be noted that it is not practical to include all duties within this policy. Further duties are described and assigned within the 'Arrangements' documents (available via Insite). Please refer to both documents for clarity.

Board of Directors

The Board is ultimately responsible for the health, safety and welfare of all employees and those affected by the undertakings of Magenta Living. The Board will:

- adopt, maintain and encourage policies, processes and procedures that promote high standards of safety performance at all levels and the development of a positive safety culture throughout Magenta Living.
- monitor and ensure the Health and Safety Policy is updated at regular intervals and where appropriate after an event or incident has occurred (including a relevant change in legislation).
- be informed of all significant health and safety matters to ensure effective monitoring and oversight and that sufficient resources and funding are available.
- ensure that health and safety considerations are included at all levels of the decision-making process.

Chief Executive Officer

The Chief Executive Officer will ensure that:

- the Health and Safety Policy Statement is regularly reviewed, updated, signed and communicated to all colleagues, to demonstrate commitment to health and safety management.
- Chief Officers and Directors understand and proactively fulfil their duties regarding health and safety management.
- all colleagues within Magenta Living are committed to their own and others' health, safety and welfare at all times in the discharge of all Magenta Living's undertakings.
- strong health and safety Leadership is provided to all colleagues within the organisation through diligence and positive attention to the development and implementation of the Health and Safety strategy.
- all statutory requirements imposed upon the organisation and its undertakings are met and that suitable and sufficient arrangements are established to ensure compliance with Magenta Living's Health and Safety Policies, Procedures and statutory obligations.
- clear and effective lines of communication exist within the business for communicating on health and safety matters and increasing cross-organisational engagement to support the development of a positive health and safety culture.
- all colleagues within the organisation are competent to undertake their tasks and through clear management structures, provide the necessary resources to achieve safety competence at all levels of the business.
- Suitable equipment, facilities and resources are provided to ensure work tasks and operations can be delivered without risk to health, safety and/or wellbeing.

Chief Officers and Directors

The Chief Officers and Directors will:

- Facilitate the implementation of the organisation's Health and Safety Policies.
- Provide visible, positive and proactive Leadership on health, safety and wellbeing matters.
- Assign clear roles, responsibilities and actions to competent people within the area of control to deliver operational health and safety management.
- Ensure that clear and appropriate channels of communication exist within their areas of control for the communication of health and safety information.
- Promote and develop Health and Safety Policy, procedures and arrangements within their own areas of control and ensure so far as reasonably practicable that all colleagues and stakeholders remain safe.
- Proactively test, monitor and review health and safety performance across the organisation and more specifically within their own area of control. This will deal with any identified deficiencies, non-compliances and uncontrolled risks.
- Prepare reports on health and safety performance and communicate these to Board of Directors.
- Assist in the implementation of any health, safety or welfare initiative or statutory compliance matter which may arise, and which may affect their area of control.
- Actively promote the positive health, safety and wellbeing of all colleagues within their area of control.
- Ensure, so far as reasonably practicable, that appropriate action is taken to protect those not in Magenta Living's employment, that could be affected by its undertakings.
- Ensure, so far as reasonably practicable, that all colleagues under their area of control are competent, have access suitable equipment, resources and facilities to safely carry out work activities.
- Deal with any employee that does not comply with Magenta Living's Health and Safety Policy and Arrangements and/or misuses equipment provided for Health and safety purposes.

Health and Safety Team

The Health and Safety Team will:

- Assist the Chief Executive and Executive management in the development, implementation and monitoring of the Health and Safety Strategy and Policy.
- Act as the competent person(s) as required under 'The Management of Health and Safety at Work Regulations 1999' and fulfil all required duties.
- Make relevant people aware of any significant hazards and risks, to facilitate appropriate response and escalate to senior managers, management failures and/or inaction based on risk levels.
- Support the development, implementation, monitoring and review of all Policies and procedures necessary to meet statutory requirement imposed upon the business and risk owners.
- Assess Magenta Living's compliance with health and safety matters by auditing, inspecting and monitoring responsible managers risk controls.

- Inform the organisation of any impending or future changes in relevant health, safety and welfare legislation, Approved Code of Practices or guidance which may have an impact upon the business.
- Communicate key health, safety and welfare information.
- Prepare health and safety performance reports and present these to the Keeping People Safe Committee, Executive Leadership Team and Board.
- Support the development and implementation of systems and procedures necessary to ensure the competence of all colleagues employed by Magenta Living.
- Attend the Keeping People Safe Committee and ensure that all matters raised are formally documented and communicated.
- Ensure that all Health and Safety Policies and Arrangements are regularly reviewed and in accordance with any legislative changes.
- Ensure so far as reasonably practicable, that responsible managers have implemented suitable and sufficient arrangements for health and safety at all levels of the business to manage risks and ensure the organisation meets all relevant statutory requirements.
- Provide competent advice, support and guidance for responsible managers, where opportunities for improvement are identified, including risk assessment, training needs and emergency procedure planning.
- Assess the effectiveness of planning, implementation, auditing and review of Health and Safety Systems and Procedures, through responsible managers. Where necessary, advise on amendments to improve the overall health and safety performance of the department and organisation.
- Ensure that all reported accidents and incidents are investigated by responsible managers, supporting evidence is collated & retained and any lessons learned are translated into policy, procedure and communicated to prevent recurrence.
- Ensure that pro-active and re-active monitoring is conducted and findings shared appropriately for trend analysis and action.
- Act as the lead person for liaising with enforcing bodies, insurers and other health and safety specialists on health and safety matters.
- Support the training team regarding health and safety training requirements, provided advice on key risks and recommendations for training and training needs analysis
- Recognise that the Assets Compliance Team are the designated competent people for property related health and safety compliance and hold responsibility for all property safety matters, including structure, facilities, welfare, fire and emergency evacuation procedures. Where health and safety duties overlap, the health and safety team will coordinate work and provide support and advice where requested.

Heads of Service

Heads of Service will:

- Assist the Directors of Magenta Living in the planning, implementation and communication of the Health and Safety Policies of the organisation and actively support the objectives within the Health, Safety and Wellbeing Strategy.

- Take an active lead and responsibility for all aspects of health and safety management relating to the work area/duties, employees and others, under their line management and ensure compliance with relevant regulation.
- Ensure systems exist within their team to actively identify hazards, conduct & record risk assessments and act to manage risks to an appropriate level.
- Ensure any manager/supervisor, delegated health and safety management roles, are competent to carry out tasks, have adequate time & resources and work is monitored & assessed to ensure it effectively manages risks.
- Take an active leadership role in the health, safety and welfare of all colleagues within their area of control and proactively promote a positive health and safety culture.
- Ensure clear and appropriate lines of communication exist within their area of control, to engage colleagues and communicate on health and safety related matters.
- Ensure all colleagues within their area of control are trained and competent to safely undertake their work activities. This will include training needs analysis, communicating any training and/or competence requirements to the training team and coordinating training delivery.
- Ensure that all plant, equipment, facilities and substances issued to colleagues is safe and appropriate for the task for which it is used and appropriate training/information/instruction/supervision is provided.
- Proactively monitor compliance with risk assessments, safe systems of work, procedures and regularly review processes and documents maintain current.
- Develop and implement inspection and audit programmes.
- Coordinate the Occupational Health Surveillance programme for those employees identified as at risk through risk assessment and ensure professional assessments are conducted at regular intervals.
- Attend the Keeping People Safe Committee and other meetings, as necessary to communicate any health and safety matters which have arisen within their area of control.
- Ensure that colleagues are issued with all Safe Systems of Work appropriate to the activities of their respective team.
- Assist the Health and Safety Team in the development and implementation of health, safety or welfare initiatives and the development of systems, which further enhance the health and safety provisions.
- Provide Managers, Supervisors and Team Leaders with all necessary resources to ensure that the Health and Safety Strategy and Policies of the organisation may be delivered.

Managers / Team Leaders

Managers / Team Leaders will:

- Assist the Senior Leadership Group and Heads of Service in the development, implementation, delivery and monitoring of all health, safety and welfare policy, procedures and initiatives.
- Seek professional advice/support from the health and safety team/others where risk management is outside of their competencies.
- Induct new starters and those employees changing job roles to ensure competence in hazard awareness and risk management.

- Proactively identify work related hazards, conduct or instigate risk assessment, review assessments, implement all control measures and ensure effective communication and understanding for relevant colleagues, through active engagement and supervision.
- Ensure that all necessary health, safety and welfare arrangements are documented, communicated, understood and being utilised by colleagues under their charge.
- Ensure that clear and appropriate lines of communication for health, safety and welfare related matters are present and operating within their areas of operation.
- Report health, safety and welfare concerns/risks to Heads of Service and ensure that any actions are implemented in a timely manner.
- Ensure that all colleagues within their area of control are provided with plant, equipment, facilities and substances that are safe and appropriate to their role/competence. Any defective plant and equipment must be removed from service, assessed and replaced as required.
- Ensure that all colleagues have access to risk assessments, safe systems of work, technical/specific instructions and check that details are fully understood and complied with.
- Ensure that all activities and operations are proactively monitored and supervised at all times and action taken where failures and/or non-compliances are identified.
- Ensure that all colleagues under their control are issued with the appropriate Personal Protective Equipment (including Respiratory protection, where face-fit testing is required), that they are trained and competent, have suitable storage facilities and replacement items are readily available.
- Support the delivery of the Occupational Health Surveillance programme, coordinate team member assessments and take appropriate action where medical recommendations are made.
- Support the delivery of team training by identifying training needs, raising competency gaps with Head of Service, delivering in-house training, coordinating attendance on training programmes, ensuring registers are maintained and monitoring refresher training programmes are delivered.
- Implement programmes and conduct regular inspections, audits and spot-checks on employees, work operations and contractors.
- Ensure that, all accidents/incidents are reported through the online reporting system (e20), that investigations are thorough and supporting evidence recorded in e20, appropriate action is taken to prevent recurrence and opportunities for learning are identified and used to actively engage colleagues and raise awareness.
- Inform Heads of Service of any concerns, uncontrolled risks and/or breach of health, safety or welfare within their area of control.
- Be responsible for the planning, development, delivery and administration of team communications, including, toolbox talks, health and safety briefings, post-accident investigations to all colleagues under their control. Supervisors and Team Leaders shall ensure that any health and safety communication from the Senior Leadership Team of Magenta Living, is communicated to the colleagues under their control, in a timely manner. Records are to be maintained to evidence communications and understanding by participants.

- Conduct investigations and take action against those employees identified as breaching health and safety policy, arrangements and or misusing equipment provided for health and safety purposes.
- Ensure so far as reasonably practicable the safety, facilities and resources for all locations and operations under their control. More specifically, the following aspects:
 - The safety of their offices, work locations and facilities.
 - The segregation of colleagues and vehicles/traffic routes (where applicable).
 - The development, delivery and monitoring of Magenta Living's Policies and arrangements.
 - Location of health, safety and emergency procedure signage and facilities (fire extinguishers, first aid kits).
 - Monitoring compliance with and responding to external statutory safety requirements.
 - The protection of persons not in Magenta Living employment but who may be affected by undertakings.
 - The reporting of non-compliant safety measures, uncontrolled risks and risk management failures to Heads of Service, for assessment and action.
 - The implementation of technically specific Safety Measures (e.g. permit to work, use of specialist equipment).
 - The provision of discipline specific health and safety advice to employees under their control and any experience-based advice which further promotes safety in the workplace.

Colleagues

Colleagues will:

- Ensure so far as reasonably practicable the health, safety and wellbeing of themselves, colleagues and other persons who may be affected by their acts or omissions. This includes:
 - Compliance with all health and safety policies, arrangements, procedures and instructions.
 - Being aware of their own responsibilities, competencies and limitations in relation to health, safety and welfare issues while carrying out their duties.
 - Accessing health and safety documents, reading/understanding and seeking clarification and/or further information for the line manager.
- Co-operate fully with their line manager(s), the Health and Safety Team and any other relevant employee and/or advisor of Magenta Living on all matters relating to health and safety.
- Support the development of an open and active health and safety culture.
- Only undertake work activities, use equipment and/or substances for which they are competent and suitably trained.
- Ensure all works equipment provided such as tools, IT devices, PPE/RPE, health surveillance equipment and lone worker Apps are used in accordance with training & guidance, looked after and correctly stored when not in use

- provided.
- Cease any activity believed to be unsafe immediately and report to a line manager.
 - Report all accident, incident, ill health, dangerous occurrence, near miss or safety concern to their line manager and support the investigations process.
 - Follow the findings of relevant risk assessments, safe systems of work and instruction. Where there are gaps or concerns exist, report these to their line manager.
 - Be aware of CoSHH assessments, Safety Data Sheets and instruction for each hazardous substance used.
 - Attend all Health and Safety training and/or meetings when requested.
 - Not intentionally interfere with, misuse or remove any equipment provided for managing health and safety risks.
 - Comply with all regulations, policies, procedures and management instructions regarding health, safety and fire safety risks.

Keeping People Safe Committee

The Keeping People Safe Committee, chaired by the Chief Operations Officer, and made up of representatives of the workforce and attended by the Head of Health and Safety in an advisory role, will be responsible for:

- Monitoring and reviewing accident/incident statistics and assisting in the identification and implementation of initiatives / controls to prevent re-occurrences.
- Identifying and responding to changes in legislation that is relevant to the operations of Magenta Living.
- To act as a joint working party involving senior management, trade union and workplace representation.
- To assist in the evaluation and review of training needs for Magenta Living specifically relating to safety, health and welfare as advised by the People team.

Fire Wardens/First Aiders

Fire Wardens/First Aiders shall:

- Ensure so far as is reasonably practicable the health, safety and welfare or themselves and any other person who may be affected by their acts or omissions.
- Assist in the planning, delivery and reviewing of emergency procedures and equipment pertaining to assigned roles.
- Where appropriate, co-ordinate with the emergency services

4. Policy Arrangements

The following section provides an overview of the health and safety arrangements Magenta Living has implemented to fulfil those commitments stated above and to comply with health and safety obligations. For many of the areas below, specific

arrangements and information are set out in more detail in other policies, procedures and risk assessments. Reference is made below where appropriate.

a) Risk Assessments

In accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (“**MHSWR 1999**”), Magenta Living will conduct a suitable and sufficient assessment of the risks to the health and safety of its employees whilst at work and the risks to the health and safety of people not in its employment but potentially affected by its operations.

Competent persons (Heads of Service/Managers) will carry out all risk assessments with advice/guidance from the Health and Safety Team as required. Managers will ensure risk assessments are effectively communicated, understood and retain records of communications/employee acceptance.

Risk assessments will be maintained in an accessible, and retrievable format, and will be reviewed at regular intervals, and / or where a significant change occurs that requires a review to take place (e.g., when the task or process changes, following accident or due to legislative changes).

Specific assessment will be made relating to young persons, new and expectant mothers, work related stress and/or people with disabilities.

b) New and Expectant Mothers

Where Magenta Living is notified in writing that an employee is pregnant, has given birth within the previous six months, or is breastfeeding, a specific assessment of the potential risks to the new or expectant mother (and their baby) conforming to the requirements of the MHSWR 1999 will be carried out by the employee’s line manager/supervisor (assisted by the Health and Safety and/or HR team as required).

Assessment will be conducted out as soon as the individual officially notifies their line manager but usually on production of Form MAT B1.

The aim of the assessment is to identify the individual’s specific needs and highlight any reasonable adaptations that may be needed to the work environment, hours of work and duties carried out by the individual to ensure for their welfare during term of pregnancy.

The assessment will be reviewed regularly as the pregnancy progresses either by set time scales or change of circumstances. The individual will be involved/consulted in all such reviews.

c) Lone Working

Magenta Living recognises the risk to employees who work alone as part of their duties. Every effort will be made to identify actual and potential lone workers and to ensure that a robust system based on risk assessment is in place to ensure so

far as is reasonably practicable the safety of the individual whilst at work. The appropriate control measures for lone working will be assessed by the Head of Service/Line manager on a case-by-case basis, but will likely include:

- The People team will work with Line Managers to identify lone workers at the earliest stage of the recruitment process and through job roles. Line Managers will be required to notify, through HALO (IT management system), of the need for specific equipment (e.g. mobile phone, lone worker app).
- The 'Lone Worker' Policy and system will be brought to the attention of all newly recruited employees by attendance on the Lone Worker Training followed by the on-line training/registration on to the Total Protect system.
- Training relevant Line Managers to understand and manage potential risks and methods for supporting employees.
- Conflict Management training for those roles where this has been identified as appropriate by the individual's Line Management and People team.
- Line Managers to monitor their respective teams use of the electronic lone worker system to ensure correct and effective use of the resource.
- Striving to improve the safety of lone workers by implementing new initiatives and identifying new technology designed to protect individuals.

Display Screen Equipment -

All employees of Magenta Living whose work involves the use of display screen equipment ("DSE") and falls under the Health & Safety (Display Screen Equipment) Regulations 1992 (as amended), will be required to complete an online workstation assessment. In the event of a person being identified as having a requirement for any additional equipment following their workstation assessment, this will be ordered through Facilities Management by their line manager.

Where requested, personal DSE assessments may be conducted with the support of the Health & Safety Business Partner. Requests will be made via the line manager. Post-assessment recommendations will be actioned by the line manager.

All persons using DSE will require regular eye tests. Costs are covered by the corporate Medicash Scheme. Subsequent assistance towards the eye test and prescription requirements will be commensurate to the level of cover held by the individual.

d) Manual Handling – Manual Handling Operations Regs (MHOR)

Managers and supervisors will ensure that manual handling assessments are conducted and operations managed using a hierarchical approach based on risk assessment. So far as is reasonably practicable, hazardous manual handling should be avoided. When it cannot be avoided, line managers will assess the potential risk of injury arising from manual handling operations and seek to reduce the risk to as low as reasonably practicable.

Employees whose work involves manual handling will receive suitable and appropriate training, information and instruction based on their role and the type of

work they complete. Where appropriate, handling equipment may be provided. It will be the responsibility of the employee/line manager to ensure inspection/maintenance programmes are established and documented.

e) Control of Substances Hazardous to Health

Heads of service/line managers will ensure robust systems are in place, to identify and control risks associated with the use, maintenance and storage of all products and substances that are potentially hazardous to health. Those assessments (along with the Safety Data Sheets) for any products and substances will be maintained in an accessible and retrievable format.

Information contained in these assessments will be communicated to the relevant employees, this will include details of product use, its harmful effects and the emergency measures to be taken in the event of an incident.

Every effort will be made to substitute harmful products for less hazardous alternatives, and to reduce the number of stock items by implementing good practice such as stock rotation and auditing.

f) Personal Protective Equipment (PPE)

Heads of Service/line managers will identify PPE needs through team and job task risk assessments. Where the need is identified, they will conduct risk assessments, procure/issue PPE, provide appropriate training, information & instruction and monitor usage.

Appropriate PPE will be issued free of charge, wherever hazards cannot be controlled by other means. The use of PPE when designated as mandatory will be managed and enforced; failure to use PPE as directed may expose employee to uncontrolled hazards and result in disciplinary action being taken.

All PPE issued, will conform to British Standards, be suitable and sufficient to protect the wearer from the identified hazard while taking into consideration, compatibility with other PPE items, the wearer's personal requirements and the environmental conditions.

g) First Aid – The Health & Safety (First Aid) Regulations

Magenta Living will provide adequate and appropriate equipment, facilities and personnel to ensure employees receive immediate attention if injured or taken ill at work.

Magenta Living will train and maintain the qualifications of designated First Aiders and Appointed Persons, sufficient to meet the needs of each workplace as identified by the relevant risk assessment.

First Aid boxes/facilities will be provided and stock levels maintained by designated officers/ employees in accordance with the relevant risk assessment.

Any site with specific risks will be assessed and appropriate specialised training and equipment will be provided as required (e.g. eye irrigation units).

Magenta Living will provide and maintain Automatic External Defibrillators (known as “**AEDs**”) on identified sites and ensure that key employees are trained in the use and application of the equipment.

Any use of First Aid items must be reported to the Line Manager to ensure accident reports are made and first aid kits are replenished. Line managers will order replacement items via the facilities management team.

h) Accident/incident reporting and investigation -

Magenta Living requires that all accidents and incidents (including unsafe conditions and near misses) are reported. For the avoidance of doubt, this includes accidents / incidents involving employees, tenants, customers, contractors and visitors, resulting from a work activity and/or workplace related incident.

Employees must report any accident or incident to their line manager, at the earliest. The responsible manager will record the accident / incident details using the e20 Accident/Incident report form via Insite (Intranet). Submission of a report will start the review process. Line managers will investigate, collate evidence, record details on e20 and take appropriate action to prevent recurrence and identify opportunities to learn from the accident/incident.

The Head of Health & Safety, along with the appropriate Director, will notify the HSE of any deaths, injuries, occupational diseases and / or dangerous occurrences reportable under the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 2013 via the Health and Safety Team.

Accident and incident statistics will be presented at the Keeping People Safe Committee for information, discussion and learning purposes. The format of the statistics will comply with the General Data Protection Regulation in that they will only contain details of incident type, resulting injury/damage and numbers of reportable and non-reportable incidents.

The Health and Safety Team will monitor accidents, incidents/near misses and undertake follow up action as required.

Quarterly reports relating to all incidents will be prepared and included within the Executive Team and Board update reports to monitor health and safety performance.

i) Fire & Emergencies in Magenta Living’s workplaces

In accordance with the Regulatory Reform (Fire Safety) Order 2005 (as amended), all relevant buildings operated by Magenta Living will maintain an up-to-date Fire Risk Assessment (“**FRA**”) that will be carried out and reviewed by competent personnel. FRAs and fire safety risks are managed by the Assets Compliance

Team. Significant risks are recorded electronically to systematically prioritise & assign actions, monitor progress and record actions taken to manage risks.

Assessment, installation, inspection and maintenance of fire safety equipment (e.g. alarm/detection system, fire-fighting equipment, fire doors) is managed by delegated people/roles. Only competent persons will be authorised to work on fire safety measures.

Heads of service/line managers are responsible for assessing local fire safety risks, ensuring control measures are in place and adequate, training employees and testing emergency procedures.

Emergency Action Plans (EAP's) will be designed to meet the needs of each site and will cover all foreseeable reasons for the evacuation of that site.

The fire integrity of all buildings will be regularly inspected and maintained by a competent person.

All employees will receive Fire Safety training during induction and at regular periods thereafter. Persons with delegated duties i.e. Fire Wardens will receive training commensurate with those duties. All training requirements relating to fire safety will be delivered by competent personnel.

N.B. For further details, refer to – Fire Safety and Risk Management Policy and/or Fire Safety Management Plan, available via Insite intranet.

j) Asbestos – Control of Asbestos Regulations 2012 (“CAR 2012”)

Asbestos containing materials (**ACM**) in all relevant buildings where Magenta Living is the duty holder will be managed in accordance with the CAR 2012. The responsibility for the strategic management of ACM lies with the Chief Executive and Chief Operations Officer. Operational management of ACM is delegated to Director of Property Services. The management of ACM will be monitored by the Assets Compliance Team and relevant Heads of Service/line managers.

Work on, removal and disposal of any part of a building's fabric that contains ACM will be undertaken by competent persons and where required licensed contractors/waste handlers will be employed.

Magenta Living will maintain an asbestos register based on a target of 100% survey of its property stock, extended to cover different archetypes. Surveys will be completed by an appropriate and suitably competent person. The contents of the database will be made available to all partners to ensure that exposure to ACM is managed suitably and appropriately on all repair, maintenance and refurbishment work sites. Responsibility for the internal control of the database sits with the Assets Compliance Team.

N.B. For further details refer to – Asbestos Policy and Procedures, available via, Insite intranet.

k) Electrical Safety

All electrical equipment provided by Magenta Living will be purchased new and from a reputable provider. It will comply with British Safety Standards.

Portable electrical equipment will be subject to regular inspection and testing (known as “**PAT testing**”) conducted by a competent trained person. All equipment tested will be suitably tagged.

The use of personal electrical equipment within the workplace e.g. radios etc will be at the discretion of the line manager, and then only after the appliance has been tested for electrical integrity and safety.

All new equipment issued or loaned to tenants will meet the requirements of the Sale of Goods Act. Reusable equipment i.e. temporary heaters etc will be subject to inspection prior to issue.

Further details can be found in the Electrical Safety Policy, available via Insite intranet.

l) Management of Water Systems (Legionella)

The Compliance Team will ensure that a robust system is in place to control and monitor the quality and safety of stored water, and water systems conform with relevant health and safety legislation and Approved Codes of Practice issued by the Health and Safety Executive.

Plant and procedures will be maintained to control the risk of Legionnaires Disease. This will be based on guidance provided in the relevant Approved Codes of Practice produced by the Health and Safety Executive and using chemical dosing equipment ‘CLOX’ system (chlorine dioxide).

Localised monitoring will be conducted by the nominated ‘Responsible Person’ assisted by key individuals within the Compliance Team, via the on-line system developed by Clearwater, the appointed contractor for the control of Legionella.

Further monitoring of the effectiveness of control measures for water systems will be audited by the Compliance Team to ensure testing and controls are effective..

N.B. For further details refer to – Legionella Policy and Procedures available via Insite Intranet.

m) Work at Height Regulations 2005

Work at Height is work in any place above or below ground level where a person can be injured if they fall from that place. Access and egress from a place of work can also be work at height.

- Working at height activities will be identified and risk assessed by the Head of service/line manager to ensure adequate controls are implemented to effectively manage risks.
- The details of all work at height equipment; mobile scaffold, ladders, step up, harness and lanyard, TETRA kits etc. will be held on a central database and be updated by the responsible manager(s).
- All equipment will be inspected regularly, by trained and competent people, and records maintained for audit for audit purposes.
- Each Head of service/Department is responsible for ensuring all work at height equipment used by their employees is recorded on the central database, suitable for the task, regularly inspected, maintained and part of the inspection regime.
- Employees using work at height equipment must be trained in, correct use, selection, damage identification, maintenance and storage.
- Employees must carry out pre-use inspections of working at height equipment, use as directed/trained and report immediately any defects to the line manager for assessment.
- Any equipment found to be damaged must not be used and be removed to quarantine for further assessment by a trained inspector.

The Assets Compliance Team are responsible for the development, implementation, delivery and monitoring of specific building related working at height activities. This included access to roof space.

For roof work on buildings with “Life-Line” or “MANSAFE” systems, annual inspections will be recorded and held on a central database within the Compliance Team, in addition;

- A Permit to Work system will be used, and
- Only competent, trained, authorised persons allowed roof access.

n) Construction Design & Management Regulations 2015 (“CDM 2015”) and Building Safety Act 2022 (BSA 2022)

Magenta Living recognises that the CDM 2015 and BSA 2022 apply to all construction work, meaning the carrying out of any building, civil engineering, or engineering construction work.

Where acting as the Client under the regulation, Magenta Living recognises that a project must be notified to the Health and Safety Executive before the construction phase begins where the construction work on the construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or will exceed 500 person days.

Magenta Living will ensure that key personnel (Asset Management/ Development) are aware of the duties placed on Magenta Living by the CDM 2015/BSA 2022 and other relevant legislation, and that those duties are met.

Where Magenta Living is acting as the Client for a project, it will make suitable arrangements for managing the project, including appointing an appropriate Principal Designer and Principal Contractor competent to undertake the relevant works. Magenta Living will manage and monitor all sites to ensure that suitable and

sufficient welfare facilities are provided, and that arrangements for the management of work remain suitable and effective. It is the duty of the Client to ensure that the welfare facilities are suitable and adequate for the contract and that they are in place before the contract commences.

Where and to the extent appropriate considering the nature of the works, regular site meetings between all parties will be held to ensure that safety standards are always maintained.

All significant accidents/incidents that occur on a managed site must be reported immediately to the client (Magenta Living) by the Principal Contractor. Where and to the extent appropriate, all such incidents shall be investigated, and relevant corrective action taken to prevent re-occurrence.

o) Welfare Facilities

Magenta Living provides access to suitable and sufficient welfare facilities including toilets, drinking and canteen facilities. To maintain high levels of personal hygiene and minimise potential for cross contamination and seasonal virus spread, personal hygiene is promoted. All employees hold responsibility for personal hygiene and minimising potential virus spread. Facilities include:

- Toilets, and washing facilities and hand sanitiser
- Kitchen facilities (drinking water, hot drinks and food preparation)
- Desk and works equipment cleaning materials
- Rest areas away from work desks
- Signage and communications on specific and seasonal subjects
- Hybrid working to minimise contact, where employees show symptoms of viral illness, supported by IT facilities for meetings, communications.

p) Procurement of Partner and Subcontractors

Magenta Living will maintain robust procedures for vetting sub-contractors to ensure that the high standards of safety, health and welfare required by Magenta Living are maintained across all construction-based work sites.

The contract manager will be responsible for determining requirements, checking and the ongoing monitoring of contractor compliance.

The initial and preferred standard for Magenta Living will be that any active or prospective subcontractors are accredited with a recognised SSIP (Safety Systems In Procurement) scheme such as CHAS (Contractor Health & Safety Assessment Scheme) or SAFE contractor etc. However, to enable companies not accredited on an SSIP scheme to be considered for contracts or general works, Contract managers may use an in-house means of assessment based on the PAS 91 (2013 version) Pre-Qualification Assessment questionnaire. It will be the responsibility of the contract manager to collate and assess required evidence, records finding and deficiencies and retain information for audit purposes.

q) Training

Magenta Living will maintain a training regime to ensure that employees at all levels receive suitable and sufficient training and qualifications relevant to their position relating to health & safety. This will involve the provision of both in-house and external specialist training as appropriate, as well as a suite of E-Learning courses.

Every new employee will attend a first day induction session presented by their line manager and attend a one-day corporate induction session including:

- Introduction to Health & Safety.
- Company Health & Safety Policy.
- First Aid and emergency provision.
- Accident / Incident reporting.
- Lone Worker Policy and Procedure.

All training needs identified for individuals via the PDP process must be arranged with and recorded by the People team section. Following the completion of any training, a course evaluation sheet must be completed by all attendees and returned to People team.

The People Director is responsible for the management of organisational training records and facilitating accessibility to allow Heads of service/line managers to monitor team training needs.

r) Gas Safety

Magenta Living acknowledges the responsibility to ensure that all properties are safe for customer habitation.

In accordance with the requirements of the Gas Safety Regulations, Approved Code of Practice and guidance issued by the Health and Safety Executive and Gas Safe, Magenta Living will ensure that an annual gas safety inspection is carried out by a competent Gas Safe registered engineer in all its properties.

The Gas safety policy can be found on the intranet under Compliance Policies.

s) Safe Driving

Any Colleague who drives a company vehicle must ensure that they comply with the requirements of the Transport and Driving Policy which can be found on the intranet.

t) Smoking

Smoking is not permitted in any designated area of work including work vehicles. Colleagues are advised to ask tenants to refrain from smoking whilst working in their property.

Further details can be found in the Smoke Free Procedure which can be found on the intranet.

u) Health Surveillance

Heads of service/line managers are responsible for conducting risk assessments and identifying those at risk from ill health conditions. Where the need is identified, health surveillance programmes are in place for those employees who may be affected by exposure to health risks such as Hand Arm Vibration, airborne substances or Noise.

Health surveillance will take place at regular intervals as recommended by competent Occupational Health Providers. Records will be retained in an accessible location for audit and inspection purposes.

Where Occupational health recommendations are made, the head of service/line manager will carry out specific risk assessments with the individuals and implement control measures and monitor compliance.

v) Stress

Magenta Living recognises the importance of positive colleague mental health and wellbeing. To support this, managers are trained in carrying out stress risk assessments and a group of mental health first aiders have been established to provide access to independent support.

Training and various wellbeing events are provided regularly to all employees. Health and Wellbeing is a standard agenda item at the Keeping People Safe Committee, and the HR Business Partners provide regular update reports on the Health and Wellbeing of our colleagues.

Further details on stress and health and wellbeing can be found in the Health and Wellbeing section of the intranet.

w) Noise, Vibration and UV Radiation

Magenta Living will comply with the Noise at Work Regulations and the Control of Vibration at Work Regulations by not exposing employees to levels that exceed legal limits.

Heads of service/line managers will ensure that: Adequate procedures are in place whereby all equipment (mobile or stationary) that emits high noise / vibration is identified, risk assessed and practical reduction measures put in place to reduce the levels to as low as is reasonably practicable.

Appropriate signage and or information is to be communicated to employees or others regarding the risks associated with high noise / vibration levels. Colleagues and visitors working in / visiting a designated noise area must wear suitable hearing protection.

Colleagues exposed to noise and vibration which falls within the legislative parameters of the Regulations will be enrolled in a health surveillance programme.

Adequate PPE and / or other adequate clothing will be provided to colleagues to protect them from harmful non-ionising (UV) radiation.

Adequate training and information will be provided to all those affected or who are likely to be affected by noise, vibration or non-ionising (UV) radiation.

x) Lifting Operations and Lifting Equipment

Heads of service/line managers are responsible for conducting risk assessments for those tasks requiring lifting operations or using lifting equipment.

Only competent colleagues who have received adequate training for the type of equipment in use, are authorised to carry out lifting operations. Risk assessments must be prepared for the task.

Further details on the management of lifting equipment can be found in the Lift Safety policy which can be found on the intranet under Compliance Policies.

y) Machinery Plant and Equipment

In accordance with Provision and Use of Work Equipment Regulations (PUWER), Magenta Living has a duty to ensure all work equipment is safe, suitable for the purpose and maintained in good working order.

It is the responsibility of the head of service/line managers procuring equipment to ensure that all work equipment purchased meets the requirements of PUWER and that all necessary action is taken for the safe use, ongoing management and maintenance of the equipment.

Work equipment covers any piece of equipment used for work purposes, such as hammers, power-tools, lifting equipment, hand tools, ladders and cutting equipment.

It is the responsibility of all Line Managers issuing or providing work equipment to ensure that employees are trained, instructed to use the equipment safely and regularly supervised. Employees must report any concerns, defects immediately to the line manager for assessment. Defective equipment must be removed from use, assessed and where necessary destroyed.

5. Implementation

This policy will be effective from October 2024 and will replace/supersede any relevant previous policies and procedures.

Employees will be made aware of the updated policy via the Intranet and/or through the induction process and through SkillGate with Health and Safety training which

ensures that employees have signed to confirm they have read and understood the policy.

6. Consultation

Magenta Living will in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and Safety Representatives and Safety Committees Regulations 1977 involve / consult its workforce on matters affecting health and safety.

In the event of minor changes/edits, the policy consultation process may not be required. However, details will be recorded in the revision table to track changes.

This policy has been finalised in consultation with Magenta Living's employees and their representatives on the roles and responsibilities section, but not on the arrangements as they have a legal standing.

7. Equality Analysis (EA)

Magenta Living believes all people should be treated with dignity and respect regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including, nationality, ethnic or national origins), religion, belief or non-belief, sex, or sexuality or by association with someone with any of these characteristics or perception of having any of these characteristics.

This policy is exempt from Equality Act assessment as it is a legal requirement of section 2 of the Health and Safety at Work Act 1974 and as such extends to all areas of operation without discrimination.

8. Monitoring Performance

This policy will be monitored and reviewed by the Health and Safety team on a regular basis via accident analysis and health and safety performance.

Health and Safety updates will be provided to the Keeping People Safe Committee, Executive Leadership team and Board on a regular basis.

9. Scheme of Delegation

The responsible authority for approving this policy is the Magenta Living Board and was approved on 18 October 2024.

The Responsible Director for formulating this policy and ensuring its effective implementation is the Director of Safety & Compliance.

The Health and Safety Team will ensure the policy is effectively communicated and will review and monitor its implementation on an on-going basis.

10. Policy Review

The policy will be reviewed every three years or earlier if a significant change occurs which prompts the need for its review (such as any key legislative changes).

11. Amendment Log

| Date of revision: | Record of amendments: | Reason for revision: |
|--------------------------|--|--|
| 24/05/2018 | P3 Policy statement | Inclusion of ISO45001 |
| | P4 Change to 'Data Protection Act | Updated to GDPR |
| | P4 Change to management of Fire Risk Assessments | Now managed by Compliance Team |
| | P4 Inclusion of proposed new posts to manage fire risk in multiple occupancy properties. | In response to recommendations made by Dame Judith Hackitt |
| | P5 Change to corporate induction | Now a one-day event. |
| | P6 Change to Asset Management Team | Updated to Compliance Team |
| | P7 Change H&S Compliance Group | Updated to Compliance Team |
| | P9 Change to Lone Worker training | Taken from Corporate induction now run as a standalone training session. |
| | P14 Currently Assistant Director of AMT | To be updated following BS/AMT review. |
| | P15 Change from H&S Compliance Group | Updated to Head of Compliance |
| | P15 Change to SHE Managers duties | Changed to reflect move to Compliance Team |
| | P15 Inclusion of new duty holders. | Included in response to review of Building Regulations. |
| 24/06/19 | P2 Accident / Incident recording | Review of form and processing |
| | P10 To include new titles; Executive Director for Business Growth & Resilience, Executive Director of Assets | Change of titles |
| | P12 H&S Committee. | Changed to "Keeping People Safe Committee" |

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|------------|---|--|
| 06/07/2020 | P3. Training - E Learning | Added |
| | P6. Work at Height 2005 | Included |
| | P9. COVID-19 | Included |
| 26/05/2021 | Rewrite of policy to include detailed roles and responsibilities, change from SHE Manager to Health and Safety Manager and details of accident reporting to reflect the feedback from the BDO audit | To revise in line with BDO audit findings and annual review. Revised policy to go to our legal advisors for review to ensure our legal obligations are met. |
| 01/07/2021 | Inclusions on smoking, safe driving, transport, LOLER, Stress, Health Surveillance, Communication and Gas Safety | Included as recommended by Anthony Collins Solicitors who carried out a review of our policy to ensure that the policy covered all aspects of our legal obligations under health and safety law. |
| 01/07/2021 | Changes to the Fire Safety Arrangements for Fire Marshalls | Recommended by Anthony Collins Solicitors |
| 01/07/2021 | Inclusion of Board and ELT update reports that are prepared by the Health and Safety Team | Recommended by Anthony Collins Solicitors |
| 01/07/2021 | Further detail on CDM 2015 | As advised by Anthony Collins Solicitors |
| 17/06/2024 | Edits to reference organisational department/team changes. | Full policy review conducted in line with 3-year schedule. |
| 17/06/2024 | Inclusion of Organisation chart and clarification of roles & Responsibilities. | Development in line with HSE best practice and result of Essential risk appraisal programme (2023/24). |
| 17/06/2024 | Inclusion of Building Safety Act 2022 (BSA), with current CDM regulations | Included reference to new regulations. Operational compliance & delivery standards are managed by Assets and Development departments. |
| 09/10/2024 | Removed specific reference to Covid and integrated this under the general Welfare heading as personal hygiene. | Request from People and Culture Committee to review and revise. |