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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 12</b>
<b>DATE OF MEETING:</b>	<b>20<sup>th</sup> APRIL 2017</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>DAVID HUCKER INTERIM DIRECTOR OF HOUSING</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>GARY CLARKSON (01283 595889)</b> <a href="mailto:gary.clarkson@south-derbys.gov.uk">gary.clarkson@south-derbys.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>HOUSING SAFETY POLICY 2017</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

1.1 That Members approve the attached safety policy.

## **2.0 Purpose of the Report**

2.1 Various policies relating to the Council's domestic properties have been reviewed and rewritten as a combined safety policy, and following a consultation process with staff and union representatives, Members are now requested to approve the Housing Safety Policy 2017, which is attached as Appendix 1.

## **3.0 Detail**

3.1 The Council is committed to proactively protecting and improving the safety within its domestic properties, associated buildings and communal areas to provide, so far as is reasonably practicable, a safe and healthy environment for all tenants, leaseholders, contractors, visitors, employees and members of the public, etc. is attached to this report as Appendix 1.

3.2 The Council's Safety Policy Statement of Intent states that the Council:-

- a. acknowledges and accepts its responsibilities under the provisions of the Health and Safety at Work Act (1974) and other relevant legislation.
- b. is committed to protecting the health, safety and welfare of all our employees and others who may be affected by the Council's activities, so far as is reasonably practicable.

- c. has a number of objectives to demonstrate commitment to health and safety. This includes ensuring, so far as is reasonably practicable that:
- i. Provisions of health & safety legislation relevant to the Council's activities are adhered to.
  - ii. All offices, buildings, sites, and other places of work owned or controlled by the Council are maintained in a safe condition including safe means of access/egress.
  - iii. Facilities for welfare are provided which meet the legally required standards.
  - iv. Safe plant and equipment is provided and maintained, including adequate protective clothing.
  - v. Arrangements are in place for the safe use, handling, storage and transport of articles and substances.
  - vi. Suitable and sufficient risk assessments are carried out for all Council operations and activities and reviewed at appropriate intervals, or when existing systems or equipment change.
  - vii. Effective risk control measures and safe systems of work are in place.
  - viii. Employees receive the instruction, information, training and supervision they need to work safely.
  - ix. Adequate resources and competent advice are made available to ensure that the Council's health and safety responsibilities are met.

3.3 The Council is committed to maintaining excellent health and safety standards, as recognised by our RoSPA Gold Achievements, and to promoting a positive health and safety culture across the workforce. To achieve this we will:

- a. Develop and implement a robust health and safety management framework, based on risk assessment and the HSE's framework (HSG65)
- b. Formally set targets and goals within an Annual Corporate Health & Safety Action Plan, which is regularly updated and publicised.
- c. Ensure effective communication and consultation with employees on all health and safety matters.
- d. Systematically review and refine our Health & Safety policies, procedures and arrangements.

- e. Set minimum standards and performance indicators for health and safety.
- f. Report progress and performance to our Elected Members, Safety Committee, Trade Union representatives and employees.

3.3 The Housing Safety Policy 2017 has been produced to replace and update previous standalone policies and introduce new or updated procedures.

3.4 This policy is a live document and will be reviewed annually or more frequently where there has been a change in legislation, building use or if arrangements within the policy are no longer considered to be adequate for any aspect of the policy.

3.5 The following operational procedures are mentioned in the policy and set out how the Council will ensure compliance with this policy:

- a. Asbestos Procedures and Management Plan
- b. Gas Safety Contract Procedures
- c. Fire Safety Procedures

These three procedures will be re-issued when the policy is approved.

3.6 Other procedures are in progress and will also be published for:

- a. Electrical Safety Procedures
- b. Water Safety Procedures

These two procedures will be issued by September 2017.

#### **4.0 Financial Implications**

4.1 None associated with this report or policy.

#### **5.0 Corporate Implications**

5.1 Failure to have an adequate safety policy could place the Council at risk of financial, legal and reputational challenge and loss or prosecution.

#### **6.0 Community Implications**

6.1 The policy shows that the Council is proactively protecting and improving safety within its domestic properties, associated buildings and communal areas to provide, so far as is reasonably practicable, a safe and healthy environment for all tenants and leaseholders, their families, visitors, contractors, employees and members of the public, etc.