



The Whiteley Homes Trust

Health & Safety Policy

Written By	Pippa Claydon, Director of Operations
Owner	Pippa Claydon, Director of Operations
Original Policy Date	December 2025
Review Period	Annually or sooner if legislation changes
Next Review Date	December 2026
EIA	Yes

Review Tracker

Review Date	Reviewed by	Changes Made	Approved by	Approved date	Version
Dec 2025	Pippa Claydon	New template & updated roles and responsibilities	Board	16/12/25	1

Introduction

At The Whiteley Homes Trust, known throughout this policy as the Trust, we're committed to fostering a safe, inclusive, and transparent environment for everyone who lives, works and is associated with us. This health and safety policy statement sets out the standards and responsibilities relevant to health and safety and is designed to ensure clarity, consistency, and confidence across all interactions and practices.

We believe that transparency builds trust, so this document uses language that reflects the many roles and relationships within our community. Whether you are an employee, resident, volunteer, contractor, supplier, or third-party partner, this policy aims to guide and inform you in a way that's accessible, respectful, and representative.

Through clarity and openness, we aim to foster understanding, accountability, and confidence across our workforce and wider community.



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Scope of Applicability

This policy applies to all individuals engaged with The Trust, including employees, agency workers, bank workers and volunteers. Throughout this policy, these groups are referred to collectively as “employees” for clarity and ease of reference.

It also covers residents including beneficiaries, tenants in our private let homes and their households. Throughout this policy, these groups are referred to collectively as “residents” for clarity and ease of reference.

In addition, this policy extends to third-party stakeholders, including contractors, suppliers, and external individuals or organisations that provide services on behalf of the Trust.

The Trust is committed to communicating with openness and transparency. By clearly outlining who is covered by our policies, we aim to foster understanding, accountability, and trust within our diverse community.

Purpose

This policy sets out how the Trust will meet its duties to provide safe and healthy workplaces, homes and community buildings.

Policy

1. Statement of Intent

The Whiteley Homes Trust acknowledges and accepts the responsibilities placed on it as a landlord and employer by the Health and Safety at Work etc. Act 1974 and other relevant legislation. The Trust ensures, as far as reasonably practical, the health, safety and wellbeing of our employees, residents, contractors and visitors by:

- Maintaining safe places of work, safe systems, equipment and premises
- Identifying, assessing and controlling risks
- Providing information, instruction, training and supervision
- Consulting and involving workers
- Planning for emergencies and ensuring effective first aid
- Monitoring performance, learning from incidents and driving continual improvement

2. Roles and Responsibilities

2.1 Chief Executive and Leadership Team

- The Chief Executive acts as the Board’s nominated Executive to lead on Health and Safety
- Allocate sufficient time at quarterly heads of Department Meetings to discuss Health & Safety with Managers and the H&S Consultant
- Ensure adequate governance, resources and oversight to meet all legal obligations
- Employ a competent person to advise the Trust on health and safety requirements



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- Set the culture and raise awareness of health and safety throughout the Trust

2.2 Health & Safety Consultant

- Act as Competent Person as defined by the Management of Health & Safety at Work regulations
- Provide advice and support to ensure the Trust complies with all relevant legislation
- Advise the Trust on areas of risk and provide action plans to rectify
- Provide updates and on changes to H&S legislation or guidance
- Regularly review health and safety policies to ensure they meet current legislation and good practice
- Investigate significant accidents, incidents and near misses and provide root cause analysis and recommendations

2.3 Managers

- Ensure H&S policies and procedures are implemented in their areas
- Ensure that employees have relevant training and access to information and resources to carry out their work safely
- Monitor employees to ensure they follow policies and procedures and work safely
- Report any accident, incident or near miss and investigate as required to prevent recurrence
- Ensure all equipment and plant is maintained to current standards
- Manage contractors
- Carry out regular health and safety audits and risk assessments as required
- Follow any statutory reporting requirements for their area of work (for example CQC notifications)

2.4 Employees

- Take care of the health and safety of themselves and any other person who may be affected by their actions or omissions at work
- Follow the Trust's health and safety procedures
- Report any hazards, incidents, accidents or near misses promptly as per the procedure
- Check work areas and equipment are safe prior to use, and use any work equipment and PPE correctly in accordance with the training and instructions provided
- Not to undertake work if safe performance may be impaired by ill health, drugs or alcohol (including prescription drugs)
- Complete mandatory or job specific health and safety training required by Trust

2.5 Contractors

- Comply with site rules, method statement and legal duties
- Provide risk assessments
- Ensure workers are competent
- Manage sub-contractors to ensure compliance with legislation and the requirements of the Trust

3. Legal Framework

We will comply with all applicable health and safety legislation. The following principal Acts and Regulations apply to our activities:



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- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Work at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- Health and Safety (First-Aid) Regulations 1981
- Health and Safety (Display Screen Equipment) Regulations 1992
- Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996
- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022 (relevant fire safety amendments)

5. Core Arrangements

5.1 Risk Assessment & Control

Managers must ensure suitable and sufficient risk assessments are completed for activities, premises and changes, applying the hierarchy of controls.

5.2 Accident, Incident, Near Miss & RIDDOR Reporting

All accidents, incidents, near misses and occupational ill health must be reported promptly and investigated to prevent recurrence. Statutory reports under RIDDOR will be submitted as required.

5.3 Consultation & Worker Involvement

We will consult with employees on health and safety matters and involve them in risk assessments and improvements.

5.4 Training & Competence

Induction and role-specific training will be provided and refreshed as required. Competence will be verified before tasks are assigned.

5.5 First Aid & Welfare

We will assess first-aid needs and provide trained first aiders, equipment and rooms where necessary. Welfare facilities will meet Workplace Regulations.

5.6 Fire Safety

We will maintain compliant fire risk assessments for all relevant premises and implement Fire Safety (England) Regulations duties for multi-occupied residential buildings.



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5.7 Work Equipment & Lifting

Work equipment will be suitable, maintained and inspected; lifting operations will be planned, supervised and examined at statutory intervals.

5.8 Hazardous Substances & Asbestos

We will assess and control exposure to hazardous substances and maintain an asbestos management plan and register.

5.9 Lift Equipment

Lifts and other equipment will be maintained and serviced at statutory intervals

5.10 Work at Height

Avoid work at height where possible; where unavoidable, prevent falls using collective protection and appropriate personal fall protection.

5.11 Electrical & Gas Safety

Electrical systems and equipment will be maintained to prevent danger; gas appliances and flues will be checked annually by Gas Safe engineers.

5.12 PPE

Where residual risks remain, suitable PPE will be provided free of charge with training, maintenance and replacement.

5.13 DSE & Ergonomics

We will assess DSE workstations for users, provide adjustments, training, eye tests and plan breaks or task variation.

5.14 Lone Working & Violence

Risks to lone workers will be assessed and controlled. We will plan for personal safety and incident response for visits.

5.15 Contractor & Supplier Management

We will prequalify contractors, review RAMS, agree permit-to-work where required, and cooperate/coordinate duties.

5.16 Monitoring, Audit & Assurance

We will monitor indicators, carry out inspections and audits, review risk registers and report performance to the Board.

5.17 Records & Document Control

We will keep records of risk assessments, training, maintenance, inspections, RIDDOR reports and fire safety documents for statutory periods.

6. Policy Governance

This policy is approved by the Board and reviewed annually or following significant changes or incidents. Procedures and guidance will support implementation.

7. Key Definitions

Reasonably practicable: Balancing risk reduction against the time, trouble and cost of measures.



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Competent person: Someone with sufficient training, experience and knowledge.

DSE User: An employee using display screen equipment daily for continuous periods of an hour or more.

Signature of Chief Executive The Whiteley Homes Trust

Name: **Amina Graham**

Date: **19.12.25**