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## Health and Safety Policy

### 1. Statement of intent

- 1.1 Dudley Federation of Tenants and Residents Associations (DFTRA) fully accept the obligations placed upon it by the various Acts of Parliament covering health and safety. The Organisation requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

### 2. Organisation and arrangements

- 2.1 This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all staff and volunteers through the normal line management processes.

### 3. Responsibilities

#### Directors

- 3.1 The DFTRA directors, with the Chairperson at the head, have the overall responsibility for the implementation of the organisation's policy. In particular they are responsible for ensuring the policy is widely communicated and effectiveness is monitored.

#### Organisation Manager

- 3.2 The Organisation Manager and Lead Volunteer are accountable to the Dudley Federation Directors for the implementation and monitoring of the policy within the area of their specified responsibility.

#### Safety officer

- 3.3 The Organisation Manager/Lead Volunteer is the nominated safety officer and is therefore responsible for co-ordinating effective health and safety policies and controls across the organisation. However, the directors must oversee this and in the absence of the Organisation manager must nominate an individual to act as the safety officer.

- 3.4 The Safety Officer is responsible for:

- The production and maintenance of the Organisation's policy and ensuring that Department Guidelines are consistent with policy;
- Its application;
- monitoring and reporting on the effectiveness of the policy;
- The provision of general advice about the implication of the law;
- The identification of health and safety training needs. The safety officer also acts on behalf of the DFTRA Board, as the Organisation's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- The production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Organisation.

### 4. Health and safety management process

- 4.1 The Organisation believes that consideration of the health, safety and welfare of staff is an integral part of the management process. Responsibility for health and safety matters shall be explicitly stated in job descriptions and explained to all directors/volunteers.

#### Directors

**Martin Smith (Chairperson), Stan Chance (Vice Chairperson), Christine Phillips (Treasurer)  
Elaine Lloyd, George McClay, John Doughty, Tony Brain**



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- 4.2** The Organisation requires staff and volunteers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 4.3** For major additional expenditure, cases of need will be submitted to the board for discussion and decision as per financial regulations.
- 4.4** If unpredictable health and safety issues arise during the year, the Chairperson and Safety Officer must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.
- 5. Health, safety and welfare guidelines**
- 5.1** It is the policy of DFTRA to produce appropriate health and safety policies or guidelines. These should embody at least the minimum standards for health and safety for the department and the work organised within it.
- 5.2** It shall be the responsibility of the Chairperson and the board members to bring to the attention of all members of his or her staff and volunteers, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines.

The model contents of a guideline are:

- A clear statement of the role of the organisation
- Regulations governing the work of the department
- Clear reference to safe methods of working
- Information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid
- Training standards
- The role and identity of the Health and Safety Representative(s)
- Names of specialist advisers who can be approached about the work of the department
- The manager responsible for organisation and control of work
- Accident reporting procedures
- Departmental safety rules
- Fire procedures
- Policies agreed by the Organisation

**6. Identification of health and safety hazards - Annual safety audit and regular risk assessments**

- 6.1** It is the policy of the Organisation to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
- Standards laid down in the policy
  - Departmental guidelines
  - Relevant regulations
  - Environmental factors
  - Staff and volunteer attitudes

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- Staff and volunteer instructions
  - Methods of work
  - Contingency plans
  - Recording and provision of information about accidents and hazards and the assessment of risk.
- 6.2** The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by April of each year.
- 6.3** The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chairperson and the DFTRA board and will be carried out by the Safety Officer. Although the Audit remains a Board member responsibility, the Safety Officer is required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
- 6.4** It is the directors' responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 6.5** In addition to carrying out Safety Audits, it is the responsibility of the Safety Officer to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
- 6.6** The directors have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
  2. Decide who might be harmed and how
  3. Evaluate the Risks and decide on precautions
  4. Record the findings and implement the precautions
  5. Review the assessment and update when necessary
- 7. Safety representatives**
- 7.1** The Organisation will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Board member. They may also formally report hazardous or unsafe circumstances to the Chairperson and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.
- 8. Training**
- 8.1** Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
- 8.2** Four areas of need shall be given special priority:
- training for staff, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives
  - training for safety representatives to enable them to discharge their function
  - training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules

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- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards

## 9. Records, statistics and monitoring

- 9.1 The Organisation will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with staff and volunteers. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.

## 10. Reports to the health and safety executive

- 10.1 The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Directors as delegated to the Safety Officer.

## 11. Specialist advisory bodies

- 11.1 Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by directors from expert individuals or bodies outside the organisation.

## 12. The occupational health service

- 12.1 It is the policy of the Organisation to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

## 13. First aid

- 13.1 It is the policy of the Organisation to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

## 14. Condemnation and disposal of equipment

- 14.1 Procedures for the, condemnation and disposal of equipment are set out in the Organisation's Standing Financial Instructions. Staff/volunteers introducing new equipment should have new equipment checked by the Safety Officer.

## 15. Food hygiene

- 15.1 Those Staff/volunteers who have responsibility for food acquisition, storage, processing and serving, and staff induction and training, are responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer

## 16. Lifting and handling

- 16.1 Staff/volunteers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. Staff/board members will ensure training in lifting and handling is provided to staff who require it.

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## 17. Control of substances hazardous to health

**17.1** The Control of Substances Hazardous to Health Regulations (COSHH) require the Organisation to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Organisation must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

## 18. Computer installations and visual display units

**18.1** All new computer installations must adhere to the British Standard Specifications and comply with the current Health and Safety (Display Screen Equipment) Regulations. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

## 19. Control of working time

**19.1** The Organisation is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly, all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

## 20. Health and safety and the individual employee

**20.1** The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Organisation for Health and Safety at Work.

**20.2** The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

## 21. Members of the public

**21.1** The Organisation wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to public meetings or events held by Dudley Federation will be of the highest standard.

**21.2** Any staff or board member who notices persons acting in a way which would endanger anyone, should normally inform a staff or board member. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Updated and agreed by the DFTRA board on: 10<sup>th</sup> June 2024.

Next review due by: July 2026.

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