



Health and Safety Policy Statement of Intent

Approval date January 2021
Review date January 2022

This policy applies to

- Link Group
 Link Housing
 Link Living
 Link Property
 Horizon
 Larkfield
 West Highland
 Lintel Trust

Policy Summary

This Health and Safety Policy sets out Link's and Partners general approach to health and safety. It explains how as an employer Link will manage health and safety in its business and who does what, when and how.

The policy is supported by a responsibility matrix, and a raft of health and safety policies and procedures. The policy will be available to all members of staff and any changes will be communicated to them.

Equalities

This policy applies fairly and evenly to all employees and does not adversely impact on any of the protected groups.

Privacy

This is annual review of the policy; this policy does not process or collect private or personal information or data of Link and its Partners staff or customers.

Policy Owner

Director of Human
Resources and Business
Support

Review Manager

Health and Safety Officer

Approved By

Link Group Board

Revision History

Date	Version Number	Comments
18 January 2021	1	Revised layout

INTRODUCTION

As the Chairperson and the Chief Executive of Link Group we attach great importance to the health, safety and welfare of all employees. It is our policy to ensure full compliance with the current and future statutory provisions of the Health and Safety at Work Act 1974, all regulations made under the Act and subsequent amendments.

We will endeavor to further develop a positive safety culture within the company and ensure health and safety management is given equal priority alongside all other department functions

We are committed to a proactive approach to the systematic identification of hazards to safety, the subsequent assessment of risk and controls to remove or reduce risk throughout Link. Achievement of these objectives is primarily a line management responsibility. Whilst carrying out their normal functions, it is the responsibility of all staff in the management role to ensure as far as possible the safety and absence of risk to the health of all employees and other persons who may be affected by our undertakings. The full commitment of all staff and other relevant persons is required to ensure that all measures put in place to protect the health and safety of persons is observed.

CONTROL MEASURES

The risk of injury or ill health to persons will be minimized by the achievement and maintenance of high standards of health, safety and welfare for all our undertakings.

We will so far as reasonably practicable:

- a. Provide and maintain safe working conditions to ensure a healthy and safe working environment, including safe access and egress to all of our work sites for all employees, contractors, customers, visitors and general public
- b. Provide and maintain safe places of work, systems of work and equipment
- c. Provide procedures to be followed in the event of serious and imminent danger
- d. Provide suitable and sufficient training, information and supervision to ensure that all employees are competent to carry out their allocated work safely and are fully aware of their responsibilities for the health, safety and welfare of themselves and others
- e. Provide adequate arrangements for ensuring safe use, handling, storage, control and disposal of hazardous substances, materials and articles
- f. Provide systems whereby all hazards and defects are identified, reported and rectified succinctly
- g. Ensure competent persons are appointed to provide information and guidance to deal with health and safety matters
- h. Where residual risks still exist, provide suitable and sufficient Personal Protective Equipment to control the risk
- i. Provide systems for consultation between employees and management, which will include monthly meetings of the Health and Safety Committee

- j. Provide a system of regular inspections and audits of health and safety and continual monitoring
- k. Ensure that adequate resources and support are available to enable our supporting Health and Safety policies to be fully implemented
- l. Ensure that all reported health and safety near misses and accidents are reported, investigated and appropriate corrective actions are taken and communicated to staff
- m. Ensure that all Link contractors provide and maintain high standards of health and safety to meet the aims of Link health and safety policies

RESPONSIBILITIES

Achievement of high standards is an integral part of the management and is of the utmost importance. All persons, whilst at work are to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They are to cooperate with management to ensure all health and safety requirements are observed and maintained and report any failings.

No person shall intentionally or recklessly depart from any documented procedure, interfere with or misuse any materials or equipment provided in the interests of health and safety

Strategic responsibility for health and safety within Link is devolved by the Board of Management to the Chief Executive. The Health and Safety Officer is responsible for providing professional advice to the Senior Managers H&S Steering Group to enable compliance with current and future health and safety requirements. To ensure that all Link health and safety policies are carried out throughout all offices and complexes, the Health and Safety Committee, which is chaired by the Director of Human Resources and Business Support, is responsible for ensuring all managers and staff are provided with the necessary information and guidance.

Whenever a Link employee becomes aware of a health and safety issue which they are unable to correct, they are to immediately advise a line manager or a health and safety representative. All incidents, (minor and major) are to be notified to a health and safety representative and are to be recorded.

The Health and Safety Committee is responsible for ensuring that safety training, inspections, investigations of incidents, monitoring and maintenance of safety related equipment are completed within the specified time requirements.

Detailed organizational arrangements, which affect this Statement of Intent, are contained within the Link Group health and safety strategy, policies and procedures documentation. Employees are required to be fully conversant with the content of the documentation which is to be made available to and brought to the attention of all our contractors. Visitors to Link sites are to be given appropriate health and safety induction to the premises

POLICY REVIEW

This Policy Statement will be reviewed annually and supersedes all previous statements. Suggestions to improve health and safety within Link should be forwarded to the Health and Safety Committee via the line manager or health and safety representative.

APPROVAL

Signed by Link Board Chairperson

Date 29/1/2021 | 07:03 PST

DocuSigned by:
Poss Martin
8539FEF49299456...

Signed by Chief Executive

Date 29/1/2021 | 14:56 GMT

DocuSigned by:
Jon Turner
62087BA561B24C4...