

# Health & Safety Policy

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## 1. Statement of Intent

Salvation Army Homes is committed to actively manage the health, safety, and well-being of anyone affected by what we do, including our employees, residents, contractors and members of the public. The Board and I accept ultimate responsibility for Health, Safety and Wellbeing. We commit to complying with relevant health and safety law, codes of practice and guidance as a minimum and go beyond our legal obligations where practicable.

Health and Safety and Compliance are at the forefront of everything we do at Salvation Army Homes. We have robust occupational health and safety management systems which are built on responsibility and competence throughout the line management chain.

As an employer we accept our duty of care to our staff to reduce the risks to their health and safety at work. Fundamental to discharging our duty of care is understanding the hazards arising from what we do and having arrangements in place to reduce the risk. Significant hazards at work include lone and remote working, working at height, and manual handling.

We place residents at the centre of everything we do and are committed to improving how we engage and consult with them on matters of health and safety. As such we recognise our duty of care to them as a landlord. Our health and safety management system reflects the social housing sectors 'Big 7' risks, and we will continue to ensure robust processes are in place to manage the risks associated with Fire, Gas, Electricity, Asbestos, Legionella Bacteria, Passenger Lifts and Damp and Mould in our properties.

We will provide health and safety training to all managers and employees and in return we expect them to be passionate about following our policies and procedures. We actively encourage our employees to report areas of concern, provide feedback and get involved in helping us improve how we manage health and safety to enable continual improvements.

We will use health and safety and compliance data to measure our performance and set ourselves annual health and safety objectives that align with the corporate plan.

Signed



Chief Executive Officer

Date: 20 March 2026



# Health & Safety Policy

## 2. Scope

- 2.1 The policy applies to the Board, Chief Executive, Executive Management Team (EMT), Senior Management Team (SMT) and employees of Salvation Army Homes and other relevant persons such as contractors.

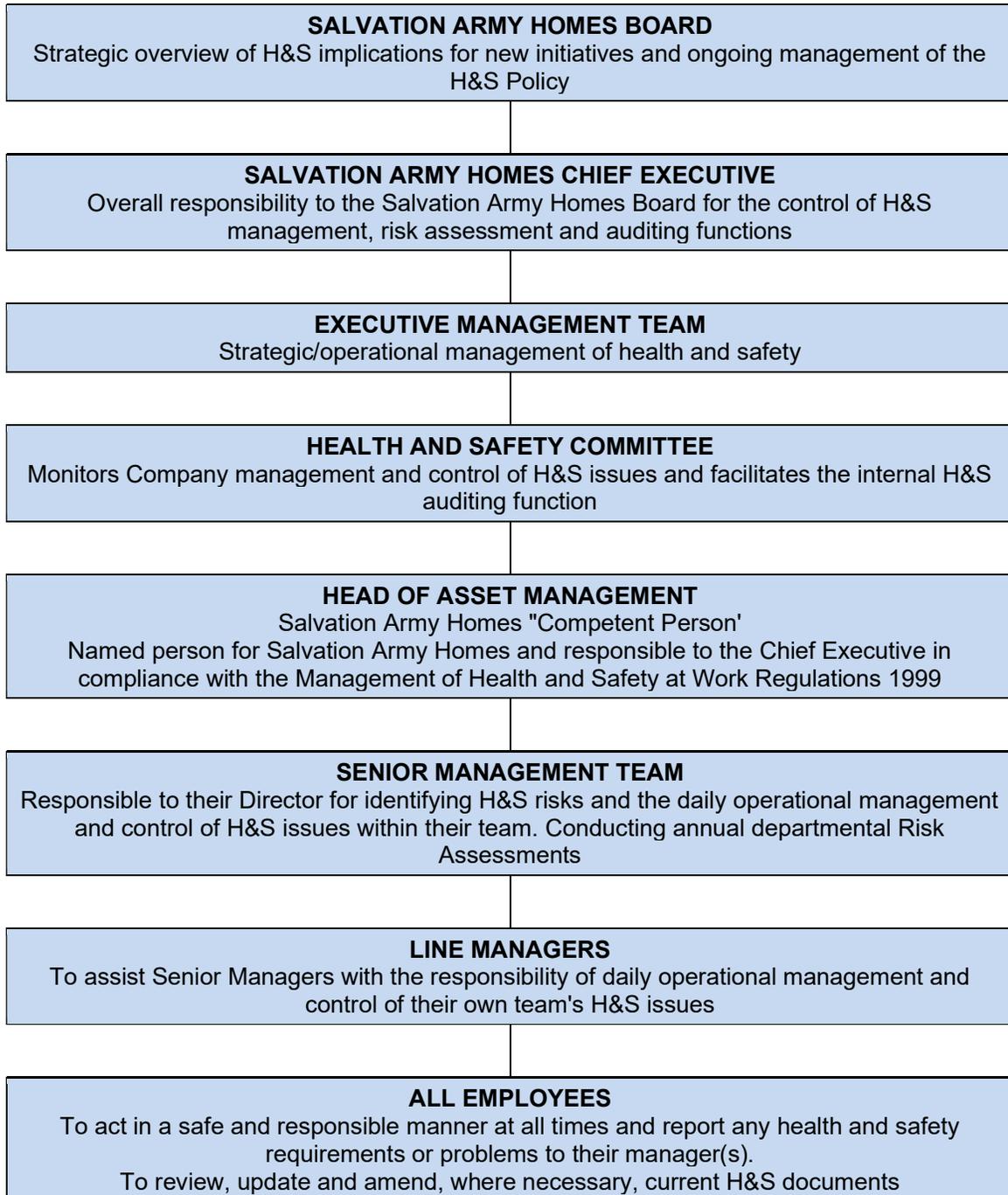
## 3. Guiding Principles

- 3.1 This policy confirms Salvation Army Homes commitment to complying with the Health and Safety at Work etc. Act 1974 and to provide a safe place of work which protects the health and welfare of employees, partners, contractors, customers and members of the public and others so far as is reasonably practicable.
- 3.2 Salvation Army Homes is committed to embedding and maintaining a positive safety culture as described in detail within particular policies, procedures and processes contained within its Health and Safety management system. It is also committed to continual improvement, preventing ill-health and injury, identifying and managing risks, opportunities and consultation with employees and stakeholders.
- 3.3 Salvation Army Homes will maintain a health and safety management system which is reviewed regularly to refine our arrangements, policies, and procedures. Our policies and procedures provide clear expectations for all employees and contractors and are supplemented by key performance indicators which are monitored by the relevant directors and heads of service and the Health & Safety Committee. In addition, the Board, Operations Committee and the People and Organisational Development Committees receive quarterly health and safety reports.
- 3.4 Co-ordination and co-operation are key to the success of Salvation Army Homes' management of health and safety activities across its teams and locations. It ensures all employees understand their roles and responsibilities, and their activities do not create risks for others.
- 3.5 Effective co-ordination is facilitated by clear communication channels, regular meetings, and detailed planning and scheduling of work activities. By prioritising co-operation and co-ordination, teams can create a safer working environment, reduce the likelihood of incidents, and ensure compliance with legal requirements.
- 3.6 Monitoring, Audit & Review - The following activities are undertaken to monitor and review health and safety performance:
- Quarterly report to Operations Committee and Board on Health and Safety compliance

- Quarterly report to the People and OD Committee on accident and near miss reports.
- Quarterly report to the Senior Management Team.
- Monthly Health & Safety Committee meetings with staff from across the organisation.
- Internal audits of key areas.

#### 4. Responsibilities

##### SALVATION ARMY HOMES - Health & Safety Chain of Responsibility



### **Salvation Army Homes Board and Chief Executive**

4.1 The Board and the Chief Executive have overall responsibility for the health, safety and welfare of employees and anyone else who could be affected by our work activities. They will provide leadership and champion health and safety. As part of this, they will receive information about health and safety performance and act on it appropriately.

### **Executive Directors and Leadership Team**

4.2 Executive Directors and the Senior Management Team assist the Board and the Chief Executive in fulfilling these responsibilities and have health and safety responsibilities of their own. They are responsible for:

- Actively promoting a positive safety culture.
- Ensuring risk assessments are in place for any significant hazards and risks for areas under their control.
- Ensuring health and safety responsibilities are assigned and accepted at all levels.
- Contributing to and approving health and safety objectives annually.
- Monitoring and reviewing the implementation of the Health and Safety policy, objectives, and arrangements within their control and across the Group.
- Providing adequate resources to meet health and safety requirements.
- Consulting and communicating with employees as per the requirements of the Health & Safety (Consultation with Employees) Regulations 1996.
- Ensuring employees are competent and providing regular and appropriate health and safety training and refreshers.
- Providing suitable and safe materials, plant and equipment which is used safely and as instructed.
- Providing safe services and property.
- Ensuring competent contractors are appointed and competency is reviewed periodically.
- Ensuring employees are consulted on matters affecting their health, safety and welfare and encouraging their involvement.
- Reporting serious health and safety matters and actions required to the Health & Safety Committee, the Executive Management Team, Audit and Risk Committee and the Board as appropriate.
- Obtaining competent health and safety advice as required.

4.3 In addition, the Chief Executive, will be the lead Executive Director for health and safety and chair the Salvation Army Homes Health & Safety Committee.

### **Heads of Service & Managers**

4.4 All heads of Service and managers are responsible for:

- Promoting a positive and initiative-taking approach to health and safety.
- Risk assessing significant hazards and risks in areas under their control.
- Devising, implementing and reviewing safe working procedures for all work activities under their control.

- Ensuring work equipment is regularly maintained, in good repair and is safe to use.
- Ensuring employees are competent to carry out their duties.
- Ensuring all employees are provided with appropriate supervision, information, instruction and attend health and safety training courses provided, to enable them to carry out their role safely and without risk to health and safety of themselves and any others who may be affected by their activities.
- Reporting and investigating all accidents, incidents and near misses affecting their employees.
- Liaising where appropriate with the Health & Safety team and People Services team about health and safety issues.
- Ensuring employees follow the Health and Safety Policy and relevant Health and Safety Procedures, and where appropriate use their personal safety device.
- Monitoring health and safety performance by carrying out regular workplace inspections, spot checks and safety audits.
- Encouraging their employees to actively participate in health and safety.
- Co-operating and communicating with other employees in shared workplaces to allow a coordinated approach to health and safety arrangements.
- Appointing competent contractors and suppliers.
- Ensure the Construction (Design & Management) Regulations are complied with and appropriate arrangements are in place to identify when and where contractors are to work and the proposed work complies with Salvation Army Homes' policies and procedures.
- Ensuring Insurances, health and safety policies, qualifications and risk assessment method statements are reviewed prior to the awarding of any contract.
- Contractors are selected and awarded works via an approved framework or through a full tender process in line with the procurement legislation.
- Contribute to the setting of health and safety objectives annually.

## **Employees**

- 4.5 If a hazard or potentially dangerous situation is discovered whilst at work, employees have a responsibility to do something about it. Either the employee should act themselves to remove or control the hazard or report the matter to someone who has a responsibility to deal with it.
- 4.6 All employees have a duty to:
- Take reasonable care of the health, safety and welfare of themselves or others who may be affected by their acts or omissions at work.
  - Make sure others are not put at risk by what they do or fail to do.
  - Follow the relevant Health and Safety Procedures and, where appropriate, use their personal safety device.
  - Bring to their manager's immediate attention any equipment, situation or working practice that might cause serious or potential harm.
  - Follow all health and safety policies, instructions and procedures such as reporting work-related accidents or ill health.

- Use any equipment provided properly, as trained and instructed.
- Report any problems or shortcomings with the health and safety arrangements they consider may lead to injury or ill health to their manager or the Health and Safety team.
- Co-operate and be proactive in all matters that involve health and safety.

### **Contractors**

- 4.7 All contractors should have their own health and safety policies in place. Contractors working on behalf of Salvation Army Homes must comply with appropriate standards and regulations governing their work activities. Contractors are legally responsible for their own workforce and undertaking risk assessments to ensure that their work is carried out safely without putting others at risk. All contractors who appoint a sub-contractor(s) are responsible for assessing the sub-contractor's competence and monitoring their performance to ensure they meet with appropriate standards and regulations governing their work activities.
- 4.8 Once awarded works contractors attend monthly meetings with the asset management team to monitor performance.

### **Health & Safety Committee**

- 4.9 The Committee will co-ordinate, review and promote health, safety, and welfare issues within Salvation Army Homes. The Health & Safety Committee chaired by the Chief Executive Officer meets every month and is responsible for:
- Ensuring Salvation Army Homes maintains and promotes a positive safety culture for employees, customers, contractors and others.
  - Reviewing the organisation's health and safety legal and regulatory obligations and promoting the implementation of best practice.
  - Reviewing the corporate health and safety risk map and health and safety policies, procedures and arrangements.
  - Monitoring relevant health and safety key performance indicators on employee occupational safety and on building and fire safety compliance and the implementation of audit recommendations.
  - Identifying issues that may have adverse impact on health and safety, agreeing practical solutions and ensuring actions are completed within agreed timescales.

## **5. Measures of Success**

- 5.1 Indicators of success include:
- No serious accidents will occur because of an uncontrolled hazard arising from our work activities.
  - Salvation Army Homes will not be investigated or prosecuted by the Health and Safety Executive or other statutory bodies.
  - Independent audits and internal reviews will demonstrate compliance with this policy, other internal health and safety policies and procedures and all relevant health and safety legislation and regulations.

## 6. Connected policies and procedures

6.1 Salvation Army Homes' health and safety management system incorporates their key risk areas, with a number of policies and procedures which are listed below:

- Accident Reporting & Investigation Policy
- Anti-Bullying & Harassment Policy
- Anti-Social Behaviour & Hate Incidents Policy
- Apprenticeship Policy
- Control of Substances Hazardous to Health Policy (COSHH)
- Damp & Mould Policy
- Disability Policy
- Disciplinary Policy
- Display Screen Equipment (DSE) Policy
- Driving Policy
- Electrical Safety & Compliance Policy & Management Plan
- Extreme Weather (Gritting Policy)
- Fire Safety Policy & Management Plan
- Gas Safety Policy, Access Procedure & Management Plan
- Gym Equipment in Schemes Policy
- Lift Operations & Lifting Equipment Policy (LOLER) & Management Plan
- Lone Working & Personal Safety Policy
- Management of Asbestos Policy (CAR) & Management Plan
- Management of Medication Policy
- Manual Handling Policy
- Notifiable Incident Notification & Investigation Procedure
- Preventing Sexual Harassment in the Workplace Policy
- Recruitment & Selection Policy
- Risk Assessment Policy
- Safeguarding Policy & Procedure
- Sickness absence Policy (includes occupational health & stress)
- Severe Weather & Travel Disruption Policy
- Use & Storage of Electronic Travel Devices Policy
- Volunteering & Work Experience Policy
- Water Hygiene Policy & Safety Plan
- Whistle Blowing Policy
- Work Equipment Policy (PUWER)

## 7. Policy Review

The Health and Safety Policy will be reviewed annually or in response to changes in legislation, regulatory guidance, good practice, or changes in other Salvation Army Homes policies.

## 8. Data Protection & Equality Impact

In developing this policy, we have carried out assessments to ensure that we have considered:

- Equality, Diversity and Inclusion
- Privacy and Data Protection

To request a copy of these full assessments, please contact the Business Assurance Team at [business.assurance@salvationarmyhomes.org.uk](mailto:business.assurance@salvationarmyhomes.org.uk).

## 9. Further Information

If you have any questions regarding this policy, please contact your line manager or the Business Assurance Team at [business.assurance@salvationarmyhomes.org.uk](mailto:business.assurance@salvationarmyhomes.org.uk), who will direct your query to the relevant Policy owner.

## Document History Log

Lead Reviewer	Date			Version	Approval	
	Created:	Revised:	Expiry		By	Date
Omnysafety		March 2026	March 2027	2.4	Board	18/03/26

Equality Impact Assessment Summary			
Protected characteristic	Impact (Positive, negative, neutral)	Protected characteristic	Impact (Positive, negative, neutral)
Age	Neutral	Disability	Neutral
Sex	Neutral	Race	Neutral
Religion of belief	Neutral	Sexual orientation	Neutral
Gender reassignment	Neutral	Pregnancy / maternity	Neutral
Marriage / civil partnership	Neutral		