

Hopestead Health & Safety Policy

This policy sets out Hopestead’s approach to Health & Safety, in support of delivering safe, fair and responsive services to our customers. It is underpinned by legal duties, regulatory expectations, and a commitment to fairness, accountability, and transparency.

Department	Hopestead
Policy Owner	Hopestead, Director of Operations
Approved Date	May 2025
Date for Review	May 2026
Approving Body	Hopestead Board of Trustees
Associated Legislation/Regulation	Health & Safety at Work Act 1974
Legal Advice From	
Equality Impact Assessment Date	01/05/2025
Version Number	3.0
Publication Status	Internal Intranets

1. Purpose / Principles

This policy has been created to demonstrate the organisations commitment to safeguarding the health, safety and welfare of all employees and discharge its duty under section two of the Health & Safety at Work Act 1974. Health & safety risks will be managed in line with our risk appetite, which for health & safety risks is averse. This document also sets out our health & safety management system, including key responsibilities and board level monitoring.

2. Scope

Statement of Intent:

Hopestead believes that management of Health and Safety is an integral part of all its business activities. Hopestead will comply with the requirements of the Health and Safety at Work Act 1974, all other relevant statutory provisions and:

- Develop arrangements to prevent, so far as is reasonably practicable, injury, ill-health and damage as a consequence of its undertakings and in accordance with our risk appetite.
- Provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, and enlist the support of our employees, service providers and other interested parties in achieving these ends.
- Provide and maintain plant, machinery and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- Ensure that assessments of the risks to people arising from our activities are undertaken and the appropriate control measures are implemented to manage these risks.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of all colleagues.
- Allocate sufficient resources to enable the health and safety policy and its arrangements to be effectively implemented.
- Consult with and maintain good relations with employees, trade union representatives, enforcing authorities, local authorities, Flagship Housing and other relevant organisations.

Arrangements:

In order to discharge the objectives, set out in the above statement of intent, Hopestead commits to the below practical arrangements.

- Hopestead will comply with and utilise the approved accident, incident and near miss reporting process within Flagship Housing via TOPdesk.
- Hopestead will comply with and utilise the approved risk assessment process within Flagship Housing via TOPdesk.
- All Hopestead staff will receive L2/L3/ Highfield or IOSH Leading Safely training as applicable and a suitable health & safety induction to the workplace for new starters. Other job specific training requirements will be issued via Flagship Academy.
- To ensure the workforce is adequately consulted on matters arising in connection to health & safety, Hopestead will participate in Flagship Housing wide surveys and employees shall have access to this policy document via BOB 2.0.

- Hopestead will have access to competent health & safety advice via the Safety, Health, Environment & Facilities team on a voluntary basis.
- Hopestead will comply with all health, safety, compliance and operational arrangements discharged by the Facilities team whilst utilising Flagship Housing workplaces.

3. Roles / Responsibilities

Our board of trustees has overall accountability for health & safety performance annually to ensure that safety is being managed effectively. The board has delegated via this policy overall strategic and operational accountability for health & safety to the Director of Operations.

Our Director of Operations has delegated authority for strategic health & safety management. The Director will own or delegate as necessary responsibilities within Hopestead for the delivery of this policy and arrangements, the promotion of a strong health & safety culture, visible leadership and ensuring adequate resourcing risk control measures.

The Flagship Housing Health & Safety team will on a voluntary basis support the facilitation of the health & safety management system within Hopestead and support the Director of Operations through the supply of competent advice and access to Flagship Housing's management system arrangements where Hopestead staff will also participate.

Every colleague at Hopestead has a part to play in maintaining and improving our health & safety culture, the provision of safe and healthy workplaces and providing customers with services that do not adversely affect the health, safety or welfare of employees. Core responsibilities to achieve these desired outcomes include the following:

- Always taking care of your own safety and considering others who could be affected by our acts or omissions.
- Promptly reporting loss events in accordance with the management system arrangements, including accidents, incidents, near misses, hazards, defects or dangerous occurrences that may compromise the health & safety of staff or interested parties.
- Where personal protective equipment is assessed as necessary and provided by the organisation, this must be used.
- Refraining from the misuse or interference of any work equipment or anything that has been provided for health & safety purposes.
- Undertaking work activities in accordance with risk assessments, information, instruction and training provided.
- Conducting work activities in accordance with this policy document.

- Taking ownership of hazards identified in our workplaces or where they could impact our customers or service delivery.
- Discussing with management any activity where they feel there are shortfalls in safety and actively suggesting improvements..

4. Policy Content

Legislation register (RACI):

Hopestead maintains a health & safety legislation register to record the core applicable primary and secondary law which applies to the organisation and our business activities. This register also identifies the individuals who hold duties as accountable (A), responsible(R), consulted(C) or informed(I) persons (RACI) with respect of its application.

No.	Legislation	How it applies	RACI
1	Health & Safety at Work Act 1974	Primary Health and Safety legislation - The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.	R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff
2	Corporate Manslaughter and Corporate Homicide Act 2007	Imposes punishment where there is a failing in the duty of care or management which results in death of a person.	R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff
3	Management of Health and Safety at Work Regulations 1999	Expands on Health and Safety at Work Act - Specifically Risk assessments and training.	R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff

4	<p>Employers' Liability Act 1969</p> <p>Occupier's Liability Act (1957, Revised 1984)</p>	<p>Employers' liability insurance protects employees if they are injured as a result of an accident at work or if they become ill as a result of their work.</p> <p>Occupier's Liability imposes the duty of care owed to people who visit or trespass on your property. Public liability insurance covers the cost of claims made by members of the public for incidents that occur in connection with your business activities and covers the cost of compensation for personal injuries and loss of or damage to property.</p>	<p>R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff</p>
5	<p>Health & Safety, Display Screen Equipment Regulations 1992</p>	<p>This regulation imposes duties on employers to reduce the risk to essential DSE users through risk assessment, training and the provision of eye exams.</p>	<p>R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff</p>
6	<p>Reporting of Injuries, Diseases or Dangerous Occurrences 2013</p>	<p>Places a duty on employers to keep records of occupational accidents resulting in the incapacitation of a worker for more than three days and make reports of accidents to the national authority.</p>	<p>R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff</p>
7	<p>Manual Handling Operations Regulations 1992</p>	<p>The Regulations apply to manual handling activities involving the transporting or supporting of loads, including lifting, lowering, pushing, pulling, carrying or moving loads.</p>	<p>R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff</p>

8	Health & Safety Information for Employees Regulations 1989 (including amendments and modifications in 1995 & 2009)	Requires employers to either display the current version of the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. The poster and leaflet tell employees what they need to know about health, safety and welfare, and outlines British health and safety laws.	R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff
9	Provision and Use of Work Equipment Regulations (PUWER) 1998	Aims to protect people in the workplace by requiring risks to health and safety from the equipment they use at work to be prevented or controlled.	R – Lucy Parish A- Lucy Parish C- Board of Trustees I- All Staff

5. EIA statement

In the application of this policy and associated procedures, Hopestead aim to provide equality, fairness and respect to all employees and not unlawfully discriminate against any staff member based on a protected characteristic. In the drafting of this policy, an equality impact assessment has been completed on the 01/05/2025 to consider the implications for staff and other interested parties. All identified negative impacts have been mitigated.

We recognise that we may not have identified all adverse impacts on one or more protected characteristics. We welcome any feedback on, or examples of, things that we may have overlooked so that we can continuously improve our policy.

6. Training statement

As set out in the statement of intent and under section two of the Health & Safety at Work Act 1974, Hopestead commits to providing employees with essential training to ensure competence in the application of their duties. All staff will receive Level 2 / 3 health & safety training and senior members of the organisation will complete IOSH Leading Safely. In addition, Hopestead also commits to providing additional training for staff undertaking specific or higher risk tasks which will be assigned via Flagship Academy job profiles.

7. Measuring Effectiveness

To support the business in monitoring the effectiveness of this policy, Hopestead commits to the following targets to provide key performance indicators on the effectiveness of this policy.

- Publish statistics on risk assessment completions with the aim of ensuring 90% of staff have completed a person-centred assessment.
- Publish statistics with respect to employees identified as essential lone workers and who have issued with a Peoplesafe lone working solution with the aim of ensuring 90% usage.
- Publish statistics covering essential health & safety training with the aim of ensuring 90% of staff are up to date with the appropriate course.
- Publish statistics on the number of accidents and incidents including events notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Publish responses to the planned employee consultation health & safety survey..

8. Review Period

Hopstead recognises that its organisation is evolving and to ensure it meets its health and safety obligations this policy and the associated health and safety procedures developed to protect our employees, and anyone else affected by our business activities will be reviewed annually.

FOR INTERNAL USE ONLY –**Supporting documents**

This policy is supported by:

- Equality Impact Assessment

Version Control

Note: minor updates approved by delegated authority increase version number by 0.1; major updates and formally approved versions increase version number by 1.0.

Version	Detail	Approved by	Date
1.0	First issue following introduction of new version control.	Hopestead Board of Trustees	20/04/2023
2.0	Policy updated to include an expanded legislation register, and changes to responsibility lines.	Hopestead Board of Trustees	07/05/2024
3.0	New policy owner and revision of the document to better align with the new Bromford Flagship health & safety policy.	Hopestead Board of Trustees	12/05/25