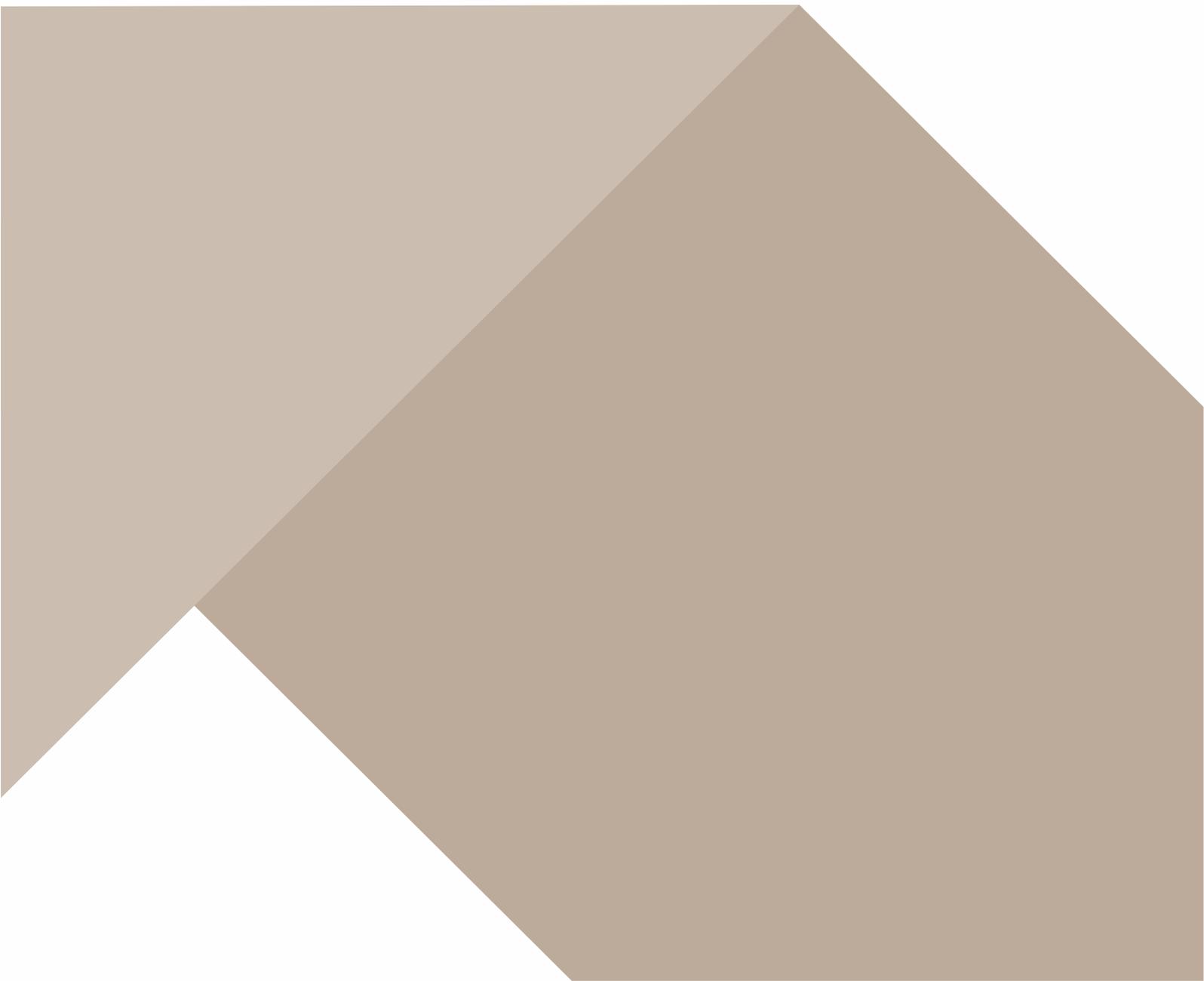




Group Health and Safety Policy

April 2025
Version 2.0





Wheatley Group's Health and Safety Policy Statement

It is the policy of all Wheatley Group subsidiaries to safeguard, as far as reasonably practicable, the health, safety and welfare of its staff and all persons likely to be directly affected by the activities of the Group.

The Wheatley Group subsidiaries acknowledge that successful health and safety management contributes to overall performance, and they are therefore committed to the following:

- All Group subsidiaries achieving compliance with legal and other relevant requirements through good health, safety and welfare management practices.
- Providing adequate staff and funding resources to implement this Group Health and Safety Policy.
- Establishing and maintaining a safe and healthy working environment
- Striving to prevent avoidable injury or ill-health.
- Striving for continual improvement in relation to health & safety performance
- Ensuring that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Developing and implementing appropriate occupational health and safety management system procedures, and safe working practices.
- Incorporating the management of health and safety as a specific management responsibility.
- Ensuring this Policy is understood and implemented across the group.
- Engaging employees, employer and trade unions in health and safety decisions through consultation and co-operation.
- Maintaining workplaces under our control and in conjunction with other landlords where there is shared occupancy, in a safe condition without risk to health or physical and mental wellbeing.
- Reviewing on a regular basis compliance with the Group Health and Safety Policy and the management systems that underpin this Policy.
- Providing sufficient information, instruction, and assistance in implementation of control measures and supervision; to enable all staff to recognise hazards, use control measures and safe working practices to avoid incident, injury and ill health.
- Ensuring that staff receive appropriate training, supervision (where task deems necessary) and personal protective equipment (PPE) and are competent to carry out their designated responsibilities.
- Ensuring that there is oversight of and involvement where appropriate with designers and contractors appointed to undertake construction work on behalf of Group subsidiaries.

The Group Health and Safety Team will develop supporting Health and Safety Management Arrangements and Operational Safety Manuals which form the basis for the on-going development of the Health and Safety Management System. The Management Arrangements and the Operational Safety Manuals detail the processes and procedures to achieve legislative compliance. These responsibilities are shared and delegated amongst Directors and Managers across the Group.

The Operational Safety Manuals will be made available to all subsidiaries.

The Director of Group Health and Fire Safety will have responsibility for administering and positively maintaining, the implementation of The Wheatley Group Health and Safety Policy supported by The Wheatley Group Health and Safety Team.

Signed	Date: 19 May 2025
Signed by: <i>Steven Henderson</i> 060DC54E527349E...	Steven Henderson: Group CEO



Contents

- 1.0 Introduction
- 2.0 Principles, Aims and Objectives
- 3.0 Legal and Regulatory Requirements
- 4.0 Roles and Responsibilities
 - 4.1 Roles and Responsibilities
 - 4.2 Wheatley Group Board
 - 4.3 Wheatley Group Chief Executive Officer
 - 4.4 Managing Directors & Directors
 - 4.5 Director of Group Health and Fire Safety
 - 4.6 Group Health and Safety Managers
 - 4.7 Managers
 - 4.8 Group Health and Safety Team
 - 4.9 Powers of the Group Health and Safety Team
 - 4.10 Group Employee Relations Team
 - 4.11 Staff
 - 4.12 Trade Union Representatives
- 5.0 Health and Safety Management Arrangements
- 6.0 Health and Safety Monitoring
 - 6.1 Health and Safety Operations Meeting
 - 6.2 Health and Safety Strategy Meeting
 - 6.3 Assurance
- 7.0 Policy Review
- 8.0 Relationship to other Policies
- 9.0 Document Control



Section 1.0 Introduction

- 1.1 The Wheatley Group ('The Group') is Scotland's leading housing, care and property- management group. It comprises six Registered Social Landlords, a care organisation and a commercial subsidiary. The Group provides homes and services to over 210,000 people in 19 local authority areas across Scotland.
- 1.2 Our Group subsidiaries / functions are:
- Loretto Housing Association
 - Lowther Homes
 - NETS
 - Wheatley Care
 - Wheatley Foundation
 - Wheatley Homes East
 - Wheatley Homes Glasgow
 - Wheatley Homes South
 - Wheatley Solutions
- 1.3 City Building Glasgow is a shared 50/50 split Joint Venture with Glasgow City Council and Wheatley Group. City Building Glasgow have their own Governance arrangements in place and manage their own health and safety processes required to ensure their statutory obligations are being met.
- This Group Health and Safety Policy applies to and binds all staff of the Group and its subsidiaries in meeting the requirements of the Health and Safety at Work Act and supporting legislation. Adherence to The Wheatley Group Health and Safety Policy is both an individual and a corporate responsibility; disciplinary action may be initiated against staff that knowingly fail to adhere to safety procedures or standards or fail to use PPE as identified in risk assessments/ OSMs.
 - The purpose of The Wheatley Group Health and Safety Policy is to set out the general operating principles covering all the activities undertaken within the Group. It sets out the Group's responsibilities to comply with health and safety legislation and the general arrangements to support compliance.

Should you require any assistance or guidance with any health and safety matter please contact #WheatleyhealthandSafety@wheatley-group.com.

Section 2.0 Principles, Aims and Objectives

- 2.1 It is the duty of all Group subsidiaries to safeguard, as far as reasonably practicable, the health, safety and welfare of its staff and all persons likely to be directly affected by the activities of the organisation.
- 2.2 All Group subsidiaries acknowledge that successful health and safety management contributes to overall performance, and are committed to the following:
- Achievement and maintenance of compliance with legal and other relevant requirements through good occupational health and safety performance.



- Provision of adequate staff and funding resources to implement this Policy.
- Establishment and maintenance of a safe and healthy working environment.
- Striving to prevent avoidable injury or ill-health and continual improvement in relation to health and safety performance by investigating accidents to identify the root causes and trends and to ensure lessons learned are shared to avoid reoccurrence.
- Ensuring that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Developing and implementing appropriate occupational health and safety procedures and safe working practices.
- Incorporating the management of health and safety as a specific management responsibility.
- Ensuring this Policy is understood and implemented across the Group.
- Engaging staff and trade unions in health and safety decisions through consultation and cooperation.
- Maintaining workplaces under our control in a safe condition without risk to health or physical and mental wellbeing.
- Reviewing compliance with The Wheatley Group Health and Safety Policy and the management systems that underpin this Policy on a regular basis.
- Providing sufficient information, instruction, training, assisting in implementation of control measures, personal protective equipment (PPE) and supervision to ensure staff are appropriately equipped and competent to carry out their designated duties, avoid hazards and to engage with their health and safety at work.
- Having oversight of the contractors and safety consultants (e.g. principal designers) we appoint to our construction, investment and repairs projects.

Section 3.0 Legal and Regulatory Requirements

- 3.1 The Health and Safety at Work Act 1974 requires the Group subsidiaries to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff while at work. Group subsidiaries also have a responsibility to ensure that others not employed but who may be affected by the subsidiaries' work-related activities are not exposed to risks to their health and safety.
- 3.2 Under the Management of Health and Safety at Work Regulations, there is a responsibility to manage health and safety effectively.
- 3.3 As a minimum, the following processes and procedures will be put in place to meet the required legal requirements: The Group will adopt the intentions of HS(G)65 and arrangements will be developed and reviewed in line with 'Plan, Do, Check, Act' ethos, which will apply to all preventative and protective measures, including:
- A written Health and Safety Policy (this document).
 - Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessments.
 - Assessments of the risks to staff, contractors, customers, partners, and any other people who could be affected by our activities taking account of the



general principles of prevention i.e. avoidance, prevention, reducing, protection against risks occurring.

- Records of all significant findings in writing.
- Arrangements for appointing one or more competent persons to ensure compliance with the relevant statutory provisions and ensuring access to competent health and safety advice.
- Provision of information to staff about the risks in their workplace and the preventive and protective measures.
- Instruction and training for staff in how to deal with the risks.
- Ensuring there is adequate and appropriate supervision in place.
- Consulting with staff and Trade Union representatives about their risks at work and current preventive and protective measures. Through use of appropriate safety forums.
- Carrying out due diligence and ongoing oversight of the contractors and principal designers we appoint to ensure they have the skills, knowledge, experience and organisational capability to comply with health and safety legislation and provide the expected outcomes of the project.
- Documenting risk assessments, health and safety incidents, F10 forms and construct health and safety files at a central location for each Group subsidiary.
- Ensuring that the Health and Safety Executive are provided with the notifications in accordance with current legislation.

3.4 Group subsidiaries are committed to managing any risks as far as reasonably practicable posed to our staff, customers, contractors, partners and the general public in relation to the work that we undertake.

3.5 Group subsidiaries will meet their duty to manage health and safety in line with relevant legislation and established best practice set out in Approved Codes of Practice and relevant Guidance Documents.

3.6 The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations require the Group's Care Subsidiaries to ensure the following as a Provider:

- Make proper provision for the health, welfare and safety of service users.
- Provide services in a manner which respects the privacy and dignity of service users.
- Ensure that no service user is subject to restraint, unless it is the only practicable means of securing the welfare and safety of that or any other service user and there are exceptional circumstances. Any use of restraint or physical intervention must be recorded within a service users care plan and be of an accredited recognised technique and intervention protocol.
- Staff should be trained appropriately in an accredited physical intervention risk assessment system which underpins the use of physical intervention.
- Have appropriate procedures for the prevention and control of infection with all appropriate information shared with staff. Staff should receive appropriate information/instruction and training for effective infection control.



- As a provider of a care home, make necessary arrangements for the provision of adequate services from a health care professional to service users.

Section 4 Roles and Responsibilities

4.1 General

4.1.1 The following health and safety accountabilities have been assigned to competent positions across the Group, to enable us to meet the objectives set out in our Group Health and Safety Policy and written Management Arrangements.

4.1.2 The following table shows the duty holders for managing health and safety across the Group.

Subsidiary/Business area	Duty Holder
Loretto Housing Association	Managing Director
Lowther Homes	Managing Director
NETS	Director of Environmental Services
Repairs, Investment and Compliance	Director of Group Repairs, Investment & Compliance
Wheatley Care	Managing Director
Wheatley Foundation	Managing Director
Wheatley Homes East	Managing Director
Wheatley Homes Glasgow	Managing Director
Wheatley Homes South	Managing Director
Wheatley Solutions	Directors of Wheatley Solutions

4.2 Wheatley Group Board

4.2.1 The Board is responsible for providing leadership, to ensure that Board decisions reflect its health and safety intentions as laid out in The Wheatley Group Health and Safety Policy. It is also responsible for ensuring that arrangements are in place to ensure all significant issues and failings are reported to them and to ensure full cognisance of these is reflected in Board decisions and priorities of Wheatley Group.

4.3 Wheatley Group Chief Executive

4.3.1 The Chief Executive has overarching accountability for the formulation and implementation of The Wheatley Group Health and Safety Policy. However, it is important to recognise that this duty is shared with Group Directors, Managing Directors, Directors, Managers and staff with specific responsibilities inherent within their role and function. This duty includes:



- Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that Senior Managers are accountable for health, welfare and safety.
- Providing health and safety leadership within the Wheatley Group.
- Considering health safety and welfare during the planning and implementation of the Group's business strategy.
- Ensuring the responsibility for the implementation of compliance of this Policy is assigned by Directors to managers and staff within their control.
- Ensuring there are sufficient resources for meeting the objectives of The Wheatley Group Health and Safety Policy.
- Ensuring arrangements are in place for consultation with staff and trade unions, and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
- Including health and safety on the agenda of Board meetings and executive team meetings, providing leadership to all staff to promote and support a positive health and safety culture.
- Ensuring the provision and maintenance of a working environment for staff and other persons on our sites that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare, so far as is reasonably practicable.
- Ensuring our 'New Operating Model' for homeworking is safely implemented and suitable measures and resources are available to ensure the continued health, safety and wellbeing of staff.
- Ensuring arrangements are in place to monitor and review health and safety performance across each of the Group subsidiaries, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes where necessary.
- Oversight of our contractor and principal designer health and safety procedures as part of procurement and vetting procedures.

4.4 Managing Directors & Directors

- 4.4.1 Managing Directors and Directors of Group subsidiaries will be responsible for the application of this Policy through the nomination of staff with delegated duties and responsibilities, and allocation of financial resources to ensure that they meet their health and safety management responsibilities.
- 4.4.2 Managing Directors and Directors are responsible for the implementation of the Group's Health and Safety Policy, and in particular for:
- Ensuring that health, welfare and safety concerns are part of the planning and implementation of business strategy.
 - Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are informed of their responsibilities as part of their role and functions for health, welfare and safety.
 - Ensuring that managers within their area of responsibility are suitably trained, competent and fully understand their health and safety obligations.
 - Ensuring that there are sufficient resources for meeting the objectives of The Wheatley Group Health and Safety Policy.



- Ensuring arrangements are in place for consultation with staff and trade unions and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
- Ensuring the provision and maintenance of a working environment for staff and other persons on site that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work so far as is reasonably practicable.
- Including health and safety on the agenda of senior executive team meetings.
- Ensuring arrangements are in place to monitor and review health and safety performance for each Group subsidiary, including accidents and incidents, and ensuring that the necessary amendments are made to relevant policies, procedures and processes.

4.5 Director of Group Health and Fire Safety

- 4.5.1 The Director of Group Health and Fire Safety will be responsible for the Group Health and Safety Team and Fire Safety Team to include the following duties:
- Providing leadership to promote a positive health and safety culture across the Group.
 - Overseeing the activities of the Group Health and Safety Managers and Fire Safety Manager and their respective teams of Advisors and Officers.
 - Chairing the Health and Safety Strategy Meeting to drive a positive health and safety culture and meet our obligations under the Safety Reps and Safety Committee Regulations
 - Engage and persuade stakeholders on the importance of promoting a positive health and safety culture
 - Report to the Group board regularly on the Group's health and safety and fire safety performance

4.6 Group Health and Safety Managers

- 4.6.1 Group Health and Safety Managers are responsible for developing and communicating a health and safety management framework and providing the competent and comprehensive assistance to the Wheatley Group and its subsidiaries including the following:
- Setting the strategic direction for health and safety practice across the Group.
 - Establishing and maintaining The Wheatley Group Health and Safety Policy, Management Arrangements and Operational Safety Manuals.
 - Supporting Directors and Managers with responsibilities for health and safety to meet, deliver and maintain statutory obligations for health and safety.
 - Providing advice and guidance to all staff and especially those staff with specific health and safety responsibilities.
 - Providing a programme for staff health and safety training and ensure that training records are held and reviewed.



- Provision of liaison and support on all matters relating to health and safety across the Group.
- Chairing the Health and Safety Operations Meetings to drive a positive health and safety culture and meet our obligations under the Safety Reps and Safety Committee Regulations.
- Provision of liaison and support on all matters relating to health and safety across the group with HR and Occupational Health as required.
- Liaising with Health and Safety Executive and other enforcement bodies on all statutory health and safety matters.
- Monitoring the implementation of The Wheatley Group Health and Safety Policy and Management Arrangements, by audits, fire risk assessments, site visits and liaison with Managers.
- Periodically reporting on health and safety and fire safety performance to Boards and relevant stakeholders.
- Ensuring arrangements are in place to provide assistance, in the case of investigation of accidents, incidents and near misses where necessary.

4.7 Managers

4.7.1 Managers (e.g. Locality Housing Directors, Care Managers, Facility Managers, Environmental Managers etc.) will be responsible for ensuring that The Wheatley Group Health and Safety Policy is implemented within their structure. Managers must ensure risks are assessed and all required and appropriate controls implemented within the workplace and on our sites to ensure that safe conditions and systems of work are maintained. Where hazards are identified the manager must ensure that suitable and sufficient controls are in place, so far as is reasonably practicable. Where any concern exists advice should be sought from the Group Health and Safety team.

4.7.2 Managers duties include the following:

- Completion of risk assessments as required for staff activities under their control and liaison with the Group Health and Safety Team to participate in this process for workplaces, activities/equipment and sites. This will ensure the provision and maintenance of a working environment and work activities for staff and other persons on our sites that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare, so far as is reasonably practicable. All risk assessments will be carried out in accordance with legislative requirements with regards to review timescales.
- Provision, circulation and monitoring of use of Operational Safety Manuals by all employees under their direction.
- Ensuring that staff, contractors and visitors are aware of safety procedures and make arrangements to ensure that all staff, including temporary workers, are familiar with The Wheatley Group Health and Safety Policy and that they are provided with relevant information, instruction, training and supervision to ensure their competence on the use of equipment, plant, machinery and substances.
- Establishing that all equipment, plant, machinery and substances used are suitable for the task and that their use is reviewed if staff role/function



changes, or if there is a new system of work introduced, new work equipment, or new technology.

- Establishing that all equipment, plant, machinery and substances used are kept in good working condition; this includes the regular maintenance and servicing of equipment and machinery and retaining inspection and maintenance records.
- Providing suitable and sufficient training, information, instruction and supervision to ensure work is conducted safely and that records of training are up to date.
- Have knowledge and understanding of how to access or request training records from The Groups Learning Management System, managed by the Wheatley Academy, to demonstrate compliance with health and safety requirements.
- Ensuring contractor management processes are in place and are followed in the areas of their control, including health and safety vetting of contractors.
- Taking immediate and appropriate steps, to investigate and rectify any foreseeable risks to health and safety arising from the work activity or environment.
- Ensuring that all relevant personnel have the required Personal Protective Equipment (PPE) and that it is maintained/replaced as required.
- Bringing to the attention of local senior management any health and safety issue that requires their attention.
- Ensuring that all accidents, incidents and “near misses” are properly recorded, reported and investigated to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.
- Ensuring that relevant advice is sought from the Group Health and Safety Team when required.

4.8 Group Health and Safety Team

4.8.1 The role and function of the Group Health and Safety Team is to maintain and promote an effective health and safety ethos and health and safety management system throughout the Group. The Team will support all staff and management to implement the Health and Safety Management System and comply with regards to all legislation and the principles of this Group Health and Safety Policy.

4.8.2 Responsibilities of the Group Health and Safety Team include:

- Developing, review and updating of the Group Health and Safety Management Arrangement documents.
- Advising the Group on new legislative updates, Regulations, Codes of Practice and guidance notes relevant to its operations.
- Providing management with advice and support to meet their health and safety responsibilities.
- Assisting management in the on-going development, implementation and review of risk assessments.
- Health and safety vetting of appointees as required.



- Inspecting/auditing/carrying out due diligence of operational functions of contractors and principal designers and providing written reports to operational management on findings and necessary action.
- Providing written reports to senior management on health and safety matters and the implications of statutory and common-law health and safety requirements.
- Promoting health and safety training and educational programs to develop health and safety awareness at all levels within the organisation. Training will be at a level to develop competence for staff with specific roles and responsibilities.
- Arranging and providing of health and safety training for all relevant personnel as necessary ensuring attendee details are updated on the Learning Management System.
- Ensuring that all reportable accidents/incidents within the Group are reported to the relevant enforcing authority and our insurers as required under the applicable regulations.
- Reviewing and investigating where necessary all accidents and incidents (including near misses) arising from operational functions and subsequent provision of advice to management in remedial or preventative measures.
- Carrying out a programme of health and safety audits and inspections, and fire risk assessments in all Group workplaces, according to risk- based frequencies.
- Conducting a programme of unannounced site visits for peripatetic work activities across the Group.
- Liaising with external organisations and agencies as required.
- Providing statistical analysis on reportable accidents/incidents, and near misses.

4.9 Powers of the Group Health and Safety Team

- 4.9.1 To effectively implement the principles of The Wheatley Group Health and Safety Policy, the Group Health and Safety Team will have the following authority:
- The right to enter any Wheatley Group or Subsidiary premises/ construction sites at any time for the purposes of inspection, audit and investigation
 - Where it is the belief of a Group Health and Safety Team member that there is an immediate risk of serious personal injury, the Group Health and Safety Team, in consultation with management, will take appropriate action that may include the immediate cessation of activity
 - In the event of major incident/accident to: (a) ensure that plant and equipment is not disturbed, and (b) to impound any equipment machine, substance or product which is required as part of an investigation, whilst liaising with relevant management in the area affected
 - Where a Group Health and Safety Advisor or Fire Safety Officer is of the opinion that a building or structure is a serious danger to staff or others, then the officer in consultation with management will take action which may include the temporary closure of a premise in extreme situations
 - To interview those with knowledge or information relevant to the investigation, and to obtain that knowledge/information either verbally or in



a written statement. The Group Health and Safety Advisor or Fire Safety Officer has discretion on who can be present during questioning and the taking of a written statement notwithstanding Union representative if appropriate

- To inspect and take copies of books, photographs, measurements or documents required by them as part of an investigation

4.10 Group Employee Relations Team

4.10.1 The Group Employee Relations Team support the welfare and health of staff throughout the organisation and have responsibility for policy relating to these areas, including administration of the Occupational Health contract.

4.10.2 The team will work closely with the Group Health & Safety Team to ensure that the health, safety and welfare of staff is supported.

4.11 Staff

4.11.1 It is the duty of all staff to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with managers, trade unions, staff representatives and other staff to fulfil Group and Subsidiary health and safety objectives and statutory duties. In particular, their duties include:

- Complying with the information, instruction, supervision and training they are given in a timely manner.
- Attend and complete all necessary health and safety training as required.
- Not undertaking hazardous work unless they are appropriately trained and have the appropriate authority to carry out the work.
- Use of machinery, equipment or substances provided by the Group or its subsidiaries in accordance with any training and instructions provided in the use of that equipment, and in compliance with relevant statutory requirements and prohibitions.
- Ensuring that they have undertaken appropriate training and it is valid and current to allow authorised use of machinery and conduct specialised tasks (work pressures and timescales must not impact on this; staff should discuss with Managers/ Group Health and Safety Team and or Union representatives if this is perceived to be an issue or concern).
- Carrying out their work safely and without undue risk to themselves, colleagues or others who may be affected by their actions.
- Not intentionally interfering, misusing or ignoring arrangements and controls including procedures and items provided for health and safety purposes.
- Checking of tools and equipment before using them and not using equipment which they know to be damaged or faulty.
- Ensuring that any damage to equipment is reported immediately to their manager/supervisor and removed from service until it is repaired or replaced. Pressures and timescales should not impact on this.
- Not bringing any equipment, tools, or PPE etc. onto company premises without first obtaining permission from their supervisor/manager; electrical equipment must be PAT tested prior to use, unless newly purchased.



- Complying with the arrangements for emergencies as they have been instructed.
- Co-operating with management, colleagues, safety representatives and advisors promoting safe working practices.
- Keeping their work areas tidy and clear of hazards.
- Reporting accidents, incidents, near misses and any other hazards that they observe to their manager/supervisor.
- Driving safely at all times whilst undertaking company business.
- Reporting any concerns, they have relating to health and safety or welfare to their supervisor/line manager or the Group Health and Safety Team.
- Reporting any health condition that may or does affect their ability to work safely to their line manager or HR as soon as possible.
- Ceasing any work activity and leave any work area where a staff member/representative believes there is or senses immediate danger to themselves or others, this includes any doubt about the processes / procedures. Staff must stop activities and seek clarification from their line manager under these circumstances. Disciplinary action will not be taken against a member of staff who reasonably stops a work activity due to health and safety concerns.
- Ensure the use of appropriate personal protective equipment, clothing or safeguards provided and as identified at risk assessment. Ensure that personal protective equipment is stored correctly and kept in good condition, reporting losses or defects to line management.
- Where an employee has been identified as a home-based agile worker, they shall ensure they maintain a safe working environment within their home, in accordance with the information, instruction and training provided to them.

4.11.2 Staff should not feel pressurised into carrying out work activities or tasks where they have not received the relevant training, or do not have the correct equipment to use or are not in possession of the required safety equipment.

4.11.3 Any health and safety concerns should be addressed initially to an employee's line manager, and thereafter to relevant union representatives should these not be initially resolved.

4.11.4 Disciplinary procedures may be considered against staff that knowingly violate or fail to implement health and safety procedures or standards or fail to use PPE or equipment provided for safety controls.

4.12 Trade Union Safety Representatives

4.12.1 The Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996 are key regulations that require employers to consult with their workforce about health and safety matters. These regulations ensure that safety representatives are involved in health and safety discussions and decision-making processes.

4.12.2 Trade Unions are responsible for the following:



- Appointing competent Safety Representatives and informing management
- Advising Managers, in writing, of their nominated Safety Representatives
- Complying with this Health and Safety Policy
- Ensuring Safety Representatives keep themselves informed of:
 - Legislation
 - Hazards in the workplace
 - Group and workplace Health and Safety Management Arrangements
- Attending relevant health and safety forums as required
- Raising any concerns regarding health and safety matters and following the procedures contained within the Management Arrangement: Safety Representatives Communication and consultation

Section 5 General Health and Safety Management Arrangements

5.1 Health and Safety Management Arrangements (HSMAs) are documents that outline the specific measures and procedures to manage and mitigate various hazards in the workplace. They provide guidance on compliance with legislative requirements, ensure that staff receive appropriate training and supervision, and detail the responsibilities of different roles within the organisation.

5.2 Group Health and Safety Management Arrangements have been developed and published on the W.E.Connect H&S Page for the following workplace hazards:

- Accident, Incident and Near Miss reporting and Investigation
- Alcohol, Drugs and Gambling Addiction (HR)
- Asbestos
- Audit and Inspection
- Confined Spaces
- Construction, Design and Management
- Contractor Vetting
- Control of Contractors
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE)
- DSEAR
- Electricity at Work
- Event Management
- Fire Safety
- First Aid at Work
- Gas Safety
- Health and Safety Induction, Instruction and Training
- Homeworking
- Hot Works
- Infection Control
- Legionella
- Lifting Operations and Lifting Equipment
- Lone Working
- Manual Handling
- Medication (Management and Administration)
- Moving and Assisting



- New and Expectant Mothers
- Noise
- Occupational Health and Wellbeing
- Operational Safety Manual (OSM)
- Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)
- Risk Assessment
- Safe Driving
- Safety Representatives Communication and Consultation
- Safety Signs and Signals
- Security Threats
- Smoke Free Workplace
- Stress (HR)
- Underground Services
- Vibration
- Violence at Work
- Work Equipment
- Work Experience and Volunteers
- Working at Height
- Workplace Welfare
- Young People

Section 6 Health and Safety Monitoring

6.1 Health and Safety Operations Meeting

6.1.1 The Group's Health and Safety Operations Meetings relating to key functions (e.g. Housing, Care, NETS, Wheatley Solutions and Trades teams) will meet on a quarterly basis to monitor health and safety.

6.1.2 The meetings will consist of a cross-section of staff from across the organisation including union representatives and will be chaired by the Group Health and Safety Managers. The purpose of these Groups is to facilitate joint participation in health and safety matters to enable management and staff to exchange views and to reach a better understanding on all matters and procedures related to the Health and Safety Management System.

6.1.3 The remit of each meeting is:

- To consider all health and safety matters on an operational, day-to-day basis;
- To review progress with the relevant annual Health and Safety Action Plan
- To study statistics and trends of incidents so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- To consider reports which management representatives or safety representatives may wish to submit; and
- To recommend visits/inspections of Group premises



6.2 Health and Safety Strategy Meeting

- 6.2.1 The Group Health and Safety Strategy Meeting will meet on a quarterly basis.
- 6.2.2 The Group's Health and Safety Strategy Meeting will consist of Directors / Senior Managers supported by technical personnel and will be chaired by the Director of Health and Fire Safety with the following remit:
- To consult and consider the Group Health and Safety Policy
 - To consult and consider the development and implementation of Group Health and Safety Management Arrangements
 - To consult and consider the development and implementation of Group Operational Safety Manuals and other safe systems of work
 - To consult and consider any changes to current best practice, guidance or legislative requirements concerning health and safety
 - To receive and discuss reports of incident, accident, and Ill health data
 - To receive and discuss reports of vehicle incidents and occupational road risk
 - To receive and discuss reports on the status of health and safety training
 - To receive and discuss reports on the progress of Trade Union Safety Inspection Reports and work-related matters of health and safety
 - To consider the introduction and benefits of new and emerging technology that promotes the health, safety and welfare of staff and customers
 - To consider and discuss matters of engagement by regulators and enforcing bodies

6.3 Assurance

- 6.3.1 A continuing process in the effective monitoring of the Group's Health and Safety management system ethos is the requirement that the performance of the health and safety management system operated by the Group confirms effective statutory compliance and the continuing health, safety and wellbeing of our staff.
- 6.3.2 Health and safety audits will be conducted by the Assurance Team and supplemented by external competent personnel as required. Outcomes of audits will be sent to the Chief Executive and detailed recommendations made. Once senior management has accepted the audit recommendations, an action plan with realistic targets will be developed in line with the Delivery Plan. The Group Health and Safety Strategy Group will monitor completion of audit actions. These actions will be followed up by the Group Assurance Team in conjunction with the Director of Group Health and Fire Safety and Group Health and Safety Managers.
- 6.3.3 Trade Union safety representatives may be consulted as part of the audit. On



completion of the action plan a copy of the health and safety audit will be made available to the appropriate Trade Union safety representatives.

Section 7 Policy Review

7.1 This Policy shall be reviewed every 2 years, however regular reviews will be considered where, for example, there is a need to respond to new legislation/policy guidance. Reviews will consider legislative, performance standard, good practice and organisational changes.

7.2 The Group will publish this Policy on our staff intranet site W.E. Connect and on our website. A hard copy is also available on request. Customers may also request a copy of the Policy in other formats and community languages.

Section 8 Relationship to Other Policies

8.1 This Policy should be read in conjunction with the following documents which can be found on the staff intranet W.E. Connect:

HR:

- Code of Conduct
- Social Media Policy
- Alcohol, Drugs and Gambling Addiction Policy
- Unacceptable Actions Policy
- Dignity at Work Policy
- Harassment and Bullying at Work Policy

HS:

- All Group Health and Safety Management Arrangements

Section 9.0 Document Control

Document Title:	Wheatley Group, Health, and Safety Policy
Document Owner;	Wheatley Group, Health, and Safety Team.
Contact Details:	#wheatleyhealthandsafety@wheatley-group.com
Reference:	H&S Policy

Version History

Version	Date of Issue	Issued By	Authoriser	Comments
1.0	30th September 2018	Group Health and Safety Manager	Director of Group Assets	1st issue revised structure
1.1	01st December 2021	Group Health and Safety	Director of Assets and Sustainability	Review Consideration of Group Restructure, operating model and update



		Lead		regarding Homeworking and Lone Working
1.2	January 2023	Director of Group Health and Safety and Compliance	Group Director of Repairs and Assets	Review Consideration of Group Restructure CEO Signature
2.0	30 th April 2025	Director of Health and Fire Safety	Group Director of Repairs and Assets	Review and new version number