

# Health and Safety Policy



## 1. Purpose of this Policy

1.1 This Policy articulates the commitment of Andium Homes Limited (“the Company”) to ensuring that all its working activities comply with or exceed the requirements set out in the Health and Safety at Work (Jersey) Law 1989, (“the Law”) or any amendments thereof and all relevant Regulations, Orders and Approved Codes of Practice. This is demonstrated in the Statement of Intent which states the Andium Homes commitment to managing health and safety in a diligent and compliant manner.

## 2. Scope

2.1 The Company has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all persons affected by the Company’s undertakings, including but not limited to colleagues, clients, contractors and members of the public.

## 3. Governance Responsibilities

Member	Governance Role
The Board	<ul style="list-style-type: none"><li>• Accountable for establishing and monitoring the effectiveness of a Health and Safety Policy that complies with or exceeds the requirements set out in the Law.</li><li>• Accountable for delegating the execution of Health and Safety management to the Chief Executive Officer and others in accordance with this Policy.</li></ul>
Chief Executive Officer	<ul style="list-style-type: none"><li>• Accountable to the Board for the effective implementation of the Company’s Health &amp; Safety culture and management.</li></ul>
Chief Property & Asset Management Officer	<ul style="list-style-type: none"><li>• Responsible for Occupational Health and Safety (“OHS”), to ensure that a culture of good Health &amp; Safety Management is promoted at the highest level.</li></ul>
Executive Team	<ul style="list-style-type: none"><li>• Responsible for implementation of the Company’s Health &amp; Safety Management Systems.</li></ul>
Leadership Team and Heads of Service	<ul style="list-style-type: none"><li>• Responsible to the Executive Team for the day-to-day implementation of this Policy.</li><li>• Responsible for ensuring that their business activities have an appropriate risk assessment.</li></ul>
Head of Regulatory Assurance	<ul style="list-style-type: none"><li>• Accountable for providing expert advice and support in relation to Health and Safety issues to the Executive Team and business generally.</li></ul>
Regulatory Assurance Fire & Health & Safety Manager	<ul style="list-style-type: none"><li>• Accountable for providing expert advice and assurance on all matters of Fire Safety ensuring that the needs and expectations of all stakeholders are met and that the company can easily evidence/verify compliance with all statutory regulation requirements to the Executive Team and business generally.</li></ul>
All Colleagues	<ul style="list-style-type: none"><li>• All colleagues have a duty to themselves and others under the Law and this policy.</li></ul>

## 4. Statement of Intent (Policy Principles)

4.1 The Company recognises that the management of occupational health and safety is integral to its business performance and is a legal requirement under the Law. The Company is committed (so far as is reasonably practicable) to continuously improving the health, safety and welfare of the colleagues, clients, contractors and others who may be affected by its work activities.

4.2 The Company is committed to:

- 4.2.1 Preventing, so far as is reasonably practicable, accidents, incidents, and ill health. In the unlikely event of an accident, incident or ill health occurring, the Company will investigate to ensure that corrective actions can be taken to prevent reoccurrence and disseminate the findings to all colleagues.
- 4.2.2 Systematically measuring and reviewing the performance of its Health & Safety management with a view to enhancing and improving the benefits delivered.
- 4.2.3 Promoting colleague involvement in improving health and safety through consultation, involvement and the use of various tools, workshops, bulletins and colleague inspections.
- 4.2.4 Ensuring colleagues are suitably trained and competent to carry out their duties under the health and safety policy.
- 4.2.5 Ensuring contractors are suitably qualified, experienced, and competent to undertake the works and are managed to ensure high standards of health and safety are achieved.

4.3 This Policy will be communicated to all colleagues during their induction to ensure that they understand their individual roles and their health and safety obligations.

4.4 To ensure that Andium Homes manage risk in an effective manner we approach health and safety using a risk-based approach. The Company will –

- undertake risk assessments to identify what could cause injury or illness, (hazards),
- determine how likely it is that someone could be harmed,
- determine the severity (the risk) and to
- take action to eliminate the hazard, or if this isn't possible, control the risk.

4.5 All risk assessments will be reviewed annually, or when changes occur, such as:

- staff;
- process;
- the substances or equipment used;
- after an accident, incident, undesired event or near miss.

4.6 Health and safety aims and objectives are detailed within the "Health and Safety Policy Manual," including the arrangements of how we will meet with the commitments we have made within our Statement of Intent.

4.7 The Health and Safety Policy Manual includes arrangements for the following:

1. Risk Assessment/Method Statement, (RAMS)
2. Asbestos Management
3. Business Travelling
4. Communication and Consultation
5. Confined Spaces
6. Contractor Management
7. Display Screen Assessments (DSAs)
8. Electricity
9. Fire Safety and Prevention in the office
10. Fire Safety on Andium Homes Properties
11. First Aid
12. Hazardous Substances
13. Incident/Accident/Near Miss Investigation
14. Legionella/Water Management
15. Lone Working
16. Machinery Safety
17. Manual Handling
18. Needlestick/Sharps Injuries
19. New and Expectant Person
20. Noise and Vibration
21. Personal Protective Equipment, (PPE)
22. Smoking
23. Stress/Mental Health
24. Training
25. Violence and Aggression
26. Visitor/Contractor Management
27. Waste Management
28. Welfare Facilities/Workplace Environment
29. Work at Height
30. Radon
31. Electrical Systems/Pressurised and Gas/Oil systems