

## Health and Safety Policy (Housing)

<b>Policy Name:</b>	Health and Safety Policy (Housing)
<b>Version:</b>	V.1
<b>Approved by:</b>	<i>The Board of Management and Trustees</i>
<b>Approved date:</b>	17th November 2025
<b>Next review date:</b>	17th November 2026
<b>Key Legislation and Regulations:</b>	<p>Health and Safety at Work Act 1974  Social Housing (Regulation) Act 2023  Housing Health and Safety Rating System (HHSRS)  Awaab's Law</p> <p>Oakfield aligns with sector guidance from the Health and Safety Executive (HSE) and best practices from leading housing providers, ensuring that safety is embedded in our culture and operations.</p>
<b>Relevant Policies:</b>	<p>Staff Training  Risk Management  Repairs &amp; Maintenance  Safeguarding</p>
<b>EA:</b>	Equality Analysis is currently under review
<b>DPIA:</b>	DPIA is currently under review
<b>Consultation:</b>	Board of Trustees
<b>Applies to:</b>	All Tenants, employees and volunteers

### 1. Policy Statement

Oakfield (Easton Maudit) Ltd is committed to maintaining safe, healthy, and secure environments for everyone who lives, works, volunteers, or visits our properties. We believe that safety is a shared responsibility and a cornerstone of dignity and wellbeing.

This policy outlines our approach to health and safety across our housing stock and operations, ensuring compliance with legal standards and fostering a culture of proactive risk management.

### 2. Purpose

The purpose of this policy is to:

- Protect tenants, staff, volunteers, trustees, and contractors from harm.
- Ensure compliance with health and safety legislation and housing regulations.
- Promote safe systems of work and living environments.
- Encourage reporting, learning, and continuous improvement in safety practices.

### 3. Scope

This policy applies to:

- All Oakfield-managed properties and communal areas
- Tenants and leaseholders
- Staff and volunteers
- Trustees and board members
- Contractors and service providers

It covers all aspects of property safety and operational risk, including:

- Fire, gas, electrical, water, legionella, asbestos, and lift safety
- Lone working, manual handling of inanimate objects, and working at height
- Incident reporting and investigation
- Emergency planning and evacuation procedures

#### 4. Key Safety Areas

Oakfield ensures robust safety measures across the following domains:

- **Fire Safety** – Regular fire drills, extinguisher checks, evacuation plans, and fire risk assessments.
- **Gas Safety** – Annual servicing of gas appliances, emergency shut-off procedures, and compliance with Gas Safe regulations.
- **Electrical Safety** – Portable Appliance Testing (PAT), fixed wiring inspections, and safe installation of electrical systems.
- **Water Safety** – Legionella risk assessments, flushing routines, and temperature monitoring.
- **Asbestos Management** – Surveys, risk assessments, and safe removal or containment in line with HSE guidance.
- **Lift Safety** – Routine servicing, emergency call systems, and compliance with LOLER regulations.
- **Oil Safety** – Regular inspection and maintenance of oil tanks and heating systems, with spill prevention and environmental safeguards.
- **Waste Management** – Safe disposal of household and clinical waste, in line with environmental health standards and local authority guidance.
- **Septic Tank and Drainage Safety** – Scheduled emptying, inspection, and maintenance of cesspits and drainage systems to prevent contamination and ensure hygiene.

#### 5. Responsibilities

Oakfield promotes a shared responsibility model:

- Trustees - Provide strategic oversight and ensure governance compliance with health and safety standards.
- Property Manager - Coordinates contractor activity, oversees compliance, and ensures timely maintenance and servicing.
- Staff - Conduct daily checks, report hazards, follow safe working procedures, and participate in training.
- Volunteers - Follow safety protocols, report concerns, and engage in induction and refresher training.
- Tenants - Are supported to understand safety procedures, report hazards, and cooperate with inspections and repairs.

#### 6. Risk Assessments and Safe Systems of Work

Oakfield conducts regular risk assessments (where required) for:

- Properties and communal areas
- Staff and volunteer activities
- Lone working and off-site visits
- Maintenance and contractor operations

Safe systems of work are developed for high-risk activities, including:

- Working at height
- Manual handling of inanimate objects
- Use of tools and equipment
- Emergency response procedures

## 7. Incident Reporting and Investigation

All incidents, near misses, and safety concerns must be reported immediately to a line manager or the Property Manager. Oakfield will:


- Record and investigate all incidents
- Identify root causes and corrective actions
- Share learning across teams
- Report serious incidents to relevant authorities (e.g. HSE, Regulator of Social Housing, RIDDOR)

## 8. Training and Communication

- All staff, volunteers, and trustees receive health and safety induction and refresher training.
- Tenants are provided with safety information relevant to their homes.
- Contractors are briefed on Oakfield's safety standards before commencing work.
- Safety updates and alerts are communicated through noticeboards, newsletters, and meetings.

## 9. Monitoring and Review

- The Property Manager conducts regular audits and inspections and these are reviewed regularly by the Managing Director.
- Trustees receive regular reports on safety performance and incidents.
- This policy is reviewed annually or in response to legislative or operational changes.

<b>Signed - Chair of Trustees:</b>	
<b>Print:</b>	Mrs Sara Morrison
<b>Date:</b>	17 <sup>th</sup> November 2025