

Health and Safety Policy (Housing)

Policy Name:	Health and Safety Policy (Housing)
Version:	V.1
Approved by:	The Board of Management and Trustees
Approved date:	17th November 2025
Next review date:	17th November 2026
Key Legislation and Regulations:	Health and Safety at Work Act 1974 Social Housing (Regulation) Act 2023 Housing Health and Safety Rating System (HHSRS) Awaab's Law 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.
Relevant Policies:	Staff Training Risk Management Repairs & Maintenance Safeguarding
EA:	Equality Analysis is currently under review
DPIA:	DPIA is currently under review
Consultation:	Board of Trustees
Applies to:	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:

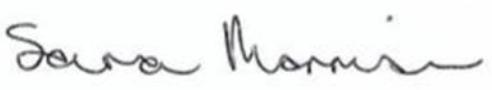
- Record and investigate all incidents
- Identify root causes and corrective actions
- Share learning across teams
- Report serious incidents to relevant authorities (e.g. HSE, Regulator of Social Housing, RIDDOR)

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.

Signed - Chair of Trustees:	
Print:	Mrs Sara Morrison
Date:	17 th November 2025