

HEALTH AND SAFETY POLICY STATEMENT

1. Southern Housing recognises and accepts its legal duty under the Health and Safety at Work etc. Act, 1974 (and secondary legislation) to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees, and the health and safety of non-employees from its work activities.
2. We will operate a health and safety management system in line with the principles in 'Managing for Health & Safety' (commonly referred to as 'HSG65' or the 'Plan, Do, Check, Act' model), and are committed to following best practice in discharging our legal duties.
3. We will provide safe premises for residents, employees, contractors, and any others likely to be affected by our work. We will achieve this through effective health and safety management by our managers.
4. All employees are required to assist the company in discharging this duty by taking reasonable care for their own health and safety, and others who could be affected by anything they do or fail to do.
5. We will provide all necessary resources for the implementation of the Policy and meeting our specific statutory obligations in health and safety law. Jane Porter (Chief Operating Officer) has been appointed as the Executive Director with overall accountability and responsibility for health and safety. Specific responsibilities are cascaded down through the line management chain as stated in the Organisation and Arrangements section of the Health and Safety Policy.
6. This Policy will be implemented through:
 - (a) provision and maintenance of safe and healthy working conditions, equipment, and systems of work
 - (b) implementation of a robust health and safety management system, including regular monitoring of compliance
 - (c) a clear process for identifying, assessing, and controlling risks
 - (d) consulting with members of staff and health and safety representatives
 - (e) promotion of best practice in health and safety within Southern Housing
 - (f) the use of competent and appropriately qualified employees, contractors, and consultants
 - (g) considering health and safety issues at all stages of project management
 - (h) allocation of adequate resources and specialist advice
 - (i) the encouragement of a fit and healthy workforce
 - (j) ensuring this Policy and the associated Policies and Procedures are kept up to date and accessible for employees and any other interested parties.
7. Southern Housing, at the highest level will promote a positive culture and continuous improvement and ensure health and safety is an integral element of managing business operations.
8. We'll make this Policy available for all employees and place a copy of this Policy Statement on the intranet and notice boards.
9. Southern Housing will ensure this Policy is carried out through the approval of strategy, policies, procedures, action plans, and by regular monitoring.
10. We'll review this Policy every two years, or sooner if there have been significant changes in legislation or work practices.

A handwritten signature in black ink, appearing to read "Paul Hackett".

Signed:
Paul Hackett, Chief Executive, Southern Housing

Date: 28/08/24



Health & Safety Policy

1.0 Introduction

- 1.1 At Southern Housing we're passionate about health and safety (H&S). We aim to go beyond meeting legal requirements to deliver best practice; making sure our people and homes are safe, and our partners and other stakeholders trust us.
- 1.2 This Policy outlines our framework for managing H&S, and details responsibilities. It states how we'll put into practice the aims of our Policy Statement.
- 1.3 When we use the terms 'we', 'our', and 'us' we mean Southern Housing.

2.0 Organisation

- 2.1 Southern Housing is people focused, listens to residents, and maximises social impact. The safety of our residents and employees is our priority.
- 2.2 Our H&S arrangements are split into five strands: Our Homes, Our People, Our Offices, Our Services and Our Construction:
 - **Our Homes** – focuses on resident and contractor safety. The Chief Operating Officer has overall responsibility, assisted by the Executive Director of Contract Services, and the Executive Director of Assets & Sustainability who has overall responsibility for developing and implementing Building Safety, Fire Safety, and key areas of landlord H&S legislation (reporting directly to Board on these)
 - **Our People** – focuses on our employees. The Executive Director of People & Culture has overall responsibility. Line managers will manage employee safety and lead on wellbeing. The Director of People Services, Director of People Change, and the Director of Learning & Culture will ensure managers are equipped to do this appropriately
 - **Our Offices** – the Chief Financial Officer has overall responsibility for our workplaces and our commercial office and retail portfolio, with the exception of those located in Care, Student, and Keyworker accommodation as below
 - **Our Services** – focuses on services not captured under Our Homes, Our People or Our Offices such as Care, Student and Keyworker Accommodation and other support services. The Chief Operating Officer has overall responsibility for these areas, assisted by the Director of Care and Independent Living, and the Director of Commercial & Partnerships
 - **Our Construction** – the Executive Director of Development has overall responsibility for construction activities under the control of Southern Housing Construction Ltd.

2.3 The Director of Health & Safety oversees the coordination of the H&S framework, leads the Health & Safety Team, and has responsibility for:

- Designing the H&S Management System
- Advising on its implementation
- Making sure there are arrangements for monitoring, auditing, and reviewing the system.

2.4 **Resources and personnel**

The Executive Team, advised by the Director of Health & Safety, determines the resources and personnel required to operate the H&S Management System. These resources and personnel are provided to ensure the H&S objectives are achieved effectively. Southern Housing's organisation charts are maintained and available to all interested parties.

2.5 **Use of contractors, consultants, and developers**

Any contractors, consultants and developers working for us will be subject to competency checks and monitoring to ensure that their work does not present a risk to themselves, our employees, residents, or visitors.

2.6 **Health and Safety Group (HSG)**

The Health & Safety Group, in line with its Terms of Reference, will:

- Assist Executive and Non-Executive Directors to discharge their H&S responsibilities
- Review and improve Southern Housing's H&S performance
- Ensure Southern Housing complies with H&S legislative requirements, and has a robust H&S Management System
- Act as a company-wide consultation forum in all matters relating to the H&S of employees and their representatives
- Promote good practices and leadership in H&S across Southern Housing
- Oversee approval and updating of H&S related policies and procedures.

2.7 **Accident, incident, and near-miss reporting**

All employees are responsible for ensuring any injuries, near misses, or ill-health resulting from work are reported using our online H&S reporting system (SafetyHub). Line managers and/or the relevant Premises Managers will ensure a suitable local investigation is undertaken to identify a root cause and implement controls to prevent a recurrence.

In instances where an employee, resident, or a member of the public has sustained a serious injury in connection with our work activity, the Health & Safety Team will carry out an in-depth investigation.

The Health & Safety Team will report any accident, incident, or ill-health reportable under [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#) to the Health & Safety Executive (HSE).

2.8 Health & Safety Management System

Southern Housing adopts the 'Managing for Health and Safety' framework known as HSG 65. The model adopted in this management system is divided into four indicators (Plan – Do – Check – Act). The components which make up the management system are available in the overview in [Appendix B](#).

2.9 Specific policies, procedures, & risk assessments

Southern Housing is developing policies, procedures, management plans, and risk assessments where appropriate for specific risk areas. Where specific H&S related Southern Housing policies and procedures exist, employees must follow them (e.g., key compliance areas). They are listed in [Appendix C](#).

During the period of integration, where Southern Housing versions are not yet approved, employees must continue to follow the principles of the relevant legacy documents listed in [Appendix C](#).

Managers are responsible for ensuring they and their direct reports are familiar with the contents of these specific documents, and that all responsibilities assigned within them are effectively communicated and implemented.

3.0 Responsibilities

3.1 The Board

The Board will provide leadership and direction, creating a robust H&S culture by:

- Demonstrating visible and strong leadership and instilling a positive H&S culture
- Being familiar with their legal duties and any associated H&S legislation governing Southern Housing
- Monitoring targets, monitoring, and reviewing the effectiveness of the H&S Management System
- Setting H&S direction using a risk-based approach
- Ensuring H&S is an integral part of business operations
- Ensuring H&S arrangements are adequately resourced
- Ensuring all decisions reflect the commitments prescribed in the H&S Policy.

3.2 Chief Operating Officer

The Chief Operating Officer is the link between the Board, operational directors, and managers for H&S. The Chief Operating Officer has overall accountability and responsibility for ensuring Southern Housing meets the requirements of the [Health and Safety at Work etc. Act, 1974](#) (and other relevant health and safety legislation).

In addition to their responsibilities and as an Executive Director (see [3.10](#)), specific responsibilities include:

- Acting as the Board's nominated Executive to lead on H&S
- Ensuring the Board receives regular reports concerning H&S performance

- Chairing HSG (the employee consultation forum for H&S matters)
- Ensuring the requirements of H&S legislation and obligations set out in contracts with our University, NHS and other partners are met
- Ensuring adequate resources and systems are in place to meet the requirements of our H&S policies, procedures, and legal requirements
- Acting on advice from competent persons in H&S including the Director of Health & Safety, the HSE / local authorities, and external consultants
- Maintaining suitable and sufficient training records to demonstrate compliance
- Ensuring adequate arrangements are in place to consult with employees on H&S matters
- Working with the Director of Health & Safety to develop, review, or amend H&S policies relevant to their areas of responsibility.

3.3 Director of Health & Safety

Reporting to the Chief Operating Officer, the Director of Health & Safety will direct Southern Housing in meeting the requirements of H&S legislation. They will establish and maintain a H&S Management System to promote a positive safety culture, and ensure policies and procedures are in place to manage risk.

Key responsibilities include:

- Acting as Southern Housing's source of competent advice on H&S for the business (as required under the [Management of Health and Safety at Work Regulations 1999](#))
- Providing the Chief Operating Officer with appropriate information and reports about H&S performance and management
- Devising and maintaining a comprehensive H&S Management System suitable for the business
- Co-ordinating the management of the five strands (Our Homes, Our People, Our Offices; Our Services and Our Construction) to ensure common processes are adopted fitting with the H&S Management System
- Providing the Chief Operating Officer and relevant Directors with advice on legal compliance and improvements required to the H&S Management System
- Advising the Learning & Culture Team on the H&S training needs of the business
- Supporting the Executive Director of People & Culture, and contributing to the development and implementation of our overarching approach to health, safety, and wellbeing
- Acting as lead officer for Southern Housing with H&S / Public Health enforcement agencies
- Ensuring a suitable H&S audit process is in place
- Ensuring accidents, incidents, and near misses are investigated by the H&S Team (according to the relevant procedure), advice is given on remedial actions, and any necessary changes to the H&S management system are made
- Procuring and managing external expert safety advice contracts
- Ensuring arrangements are in place for managing contractors.

3.4 Executive Director of People & Culture

The Executive Director of People & Culture will report to the Chief Operating Officer for employee related H&S matters. They will assist Southern Housing in meeting the requirements of employee related H&S legislation. They will ensure the implementation of Health & Safety Policy

H&S policies and procedures relevant to our people, so all risks are identified and controlled. They will promote a positive safety and wellbeing culture within their area of responsibility and more widely across the organisation.

In addition to their responsibilities and as an Executive Director (see [3.10](#)), they are responsible for:

- Acting as the lead officer for the delivery of excellent safety performance for Our People
- Ensuring we develop and deliver an adequate rolling programme of H&S training
- Maintaining suitable and sufficient training records to demonstrate compliance
- Ensuring adequate arrangements are in place to consult with employees and recognised union representatives on H&S matters
- Leading on supporting our employee health and wellbeing
- Working with the Director of Health & Safety to develop review or amend H&S policies relevant to their area of responsibility.

3.5 Executive Director of Assets & Sustainability

The Executive Director of Assets & Sustainability will report to the Chief Operating Officer for Health & Safety matters. They will assist Southern Housing in meeting the requirements of H&S legislation. They will ensure the implementation of H&S policies and procedures for Our Homes, so all risks are identified and controlled. They will promote a positive safety culture within their area of responsibility.

Key responsibilities include:

- Acting as the lead officer for the delivery of excellent safety performance for their areas of responsibility relating to Our Homes, Building Safety & Fire Safety, and reporting data on these areas directly to Board
- Maintaining suitable and sufficient records to demonstrate compliance
- Ensuring the risks from fire, water hygiene (including legionella), asbestos, gas, lifts, electricity, play areas, and where applicable contract management are fully risk assessed and appropriately controlled across the business
- Ensuring any specialist contractors providing risk assessment or control of fire, water hygiene, asbestos, electrical installations, gas services, lift maintenance, or any other service falling within the scope of Assets & Sustainability (PAS), are suitably competent, and are adequately managed for performance
- In conjunction with the Procurement Team, implementing and monitoring systems to ensure the competence of those contracted through the supply chain
- Working with the Director of Health & Safety to develop, review, or amend H&S related policies and procedures relevant to their area of responsibility.

3.6 Executive Director of Contract Services

The Executive Director of Contract Services will report to the Chief Operating Officer for H&S matters. They will assist Southern Housing in meeting the requirements of H&S legislation. They will ensure the implementation of H&S policies and procedures for Our Homes, so all risks are identified and controlled. They will promote a positive safety culture within their area of responsibility.

In addition to their responsibilities and as an Executive Director (see [3.10](#)), key responsibilities include:

- Acting as the lead officer for the delivery of excellent safety performance for their areas of responsibility relating to Our Homes
- Maintaining suitable and sufficient records to demonstrate compliance
- Ensuring the risks from reactive repairs and estate services functions are fully risk assessed and appropriately controlled across the business
- Ensuring any specialist contractors providing these services on our behalf are suitably competent, and are adequately managed for performance
- In conjunction with the Procurement Team, implementing and monitoring systems to ensure the competence of those contracted through the supply chain
- Working with the Director of Health & Safety to develop, review or amend H&S related policies and procedures relevant to their area of responsibility.

3.7 Chief Financial Officer

The Chief Financial Officer will report to the Chief Operating Officer for H&S matters. They will assist Southern Housing in meeting the requirements of H&S legislation. They will ensure the implementation of H&S policies and procedures for Our Offices (with the exception of those located in Care, Student, and Keyworker accommodation), so all risks are identified and controlled. They will promote a positive safety culture within their area of responsibility.

In addition to their responsibilities and as an Executive Director (see [3.10](#)), key responsibilities include:

- Acting as the lead officer for the delivery of excellent safety performance for their areas of responsibility relating to Our Offices
- Maintaining suitable and sufficient records to demonstrate compliance
- Ensuring the risks from office functions are fully risk assessed and appropriately controlled across the business
- Ensuring any specialist contractors providing these services on our behalf are suitably competent, and are adequately managed for performance
- In conjunction with the Procurement Team, implementing and monitoring systems to ensure the competence of those contracted through the supply chain
- Working with the Director of Health & Safety to develop, review or amend H&S related policies and procedures relevant to their area of responsibility
- Taking overall responsibility for the Facilities Management Team, ensuring:
 - a suitable and sufficient regime of office safety inspections is in place
 - effective arrangements are in place for managing contractors working in offices
 - there are appropriate procedures in place for office evacuation and testing, and provision of first aid for staff.
- Reporting safety performance of Our Offices to HSG (via Property HSG).

3.8 Health & Safety Manager, Senior H&S Advisors & H&S Advisors

Reporting to the Director of Health & Safety, the Health & Safety Manager and the Senior Health & Safety Advisors/Advisors will advise and support the work of the Director of Health & Safety, and HSG. Their work will support the business in meeting the requirements of H&S legislation and promoting a positive H&S culture.

Key responsibilities include:

- Providing advice to Southern Housing on compliance with H&S legislation
- Advising the Director of H&S, Executive Team, and Leadership Team of developments in H&S legislation and performance measures
- Advising on additional resources, or advancements in 'reasonably practicable' standards, required to meet the requirements of Southern Housing's H&S policies, procedures, or legislation
- Carrying out or reviewing risk assessments as directed by the Director of Health & Safety, HSG, or the Chief Operating Officer
- Assisting the Director of Health & Safety to liaise with interested parties on H&S matters, in particular the enforcement agencies
- Carrying out investigations as required by the relevant policy/procedure or the Director of Health & Safety
- Carrying out H&S audits as directed by the Director of Health & Safety and recommending improvements
- Developing and monitoring arrangements for the reporting of all hazards, near misses, accidents, and dangerous occurrences
- Providing training, support, and advice to any person with H&S responsibilities
- Operating and supporting an effective contractor vetting and management system.

3.9 Health and Safety Administrators

Responsible to the Director of Health & Safety, the Health and Safety Administrators will support and maintain the H&S management system.

Key responsibilities include:

- Responding to H&S queries or requests from employees, or escalating them to the H&S Manager, Senior H&S Advisors / H&S Advisors or Director of H&S if necessary
- Maintaining the Health & Safety Team's content on the intranet including ensuring all document links work and only current versions are posted
- Maintaining up-to-date forms (agreeing and editing any changes)
- Taking accurate minutes of HSG, preparing papers and the agenda for meetings, and distributing to members
- Maintaining an accurate database/record of accidents, incidents, dangerous occurrences, and near misses
- Maintaining an accurate database of employees using lone working devices, and preparing regular reports for the Director of Health & Safety on usage
- Assisting the Director of Health & Safety with collating and updating data for performance indicators.

3.10 Executive Directors (including those specifically referenced above)

Executive Directors will report to the Chief Operating Officer for H&S matters. They will assist Southern Housing in meeting the requirements of H&S legislation. They will ensure

the implementation of H&S policies and procedures within their area of responsibility, so all risks are identified and controlled. They will promote a positive H&S culture within their area of responsibility.

Key responsibilities include:

- Ensuring adequate resources and arrangements are in place to implement H&S policies and procedures in their area of the business
- Ensuring arrangements are in place for identifying and arranging H&S training needs in their area of the business
- Ensuring there is a robust system in place for assessing risks to employees within their area of responsibility (including risks from shared or communal spaces in offices)
- Ensuring any additional control measures identified in risk assessments are acted upon
- Ensuring safety procedures or systems of work are implemented and communicated to employees within their area of responsibility
- Ensuring arrangements exist for the reporting and investigation of all hazards, near misses, accidents, and dangerous occurrences within their area of responsibility.

3.11 Managers (including Directors and Heads of Service)

Managers are responsible for ensuring H&S policies and procedures are implemented within their area of responsibility, so all risks are identified and controlled. They will promote a positive H&S culture within their area of responsibility.

Key responsibilities include:

- Ensuring tasks carried out by their employees / volunteers are covered by 'suitable and sufficient' risk assessments, and carrying out additional specific assessments where necessary (e.g. lone working, new & expectant mothers)
- Ensuring risk assessments are brought to the attention of all relevant employees, and reviewed at least annually, or sooner if circumstances or legislation changes
- Ensuring we undertake a suitable local investigation to identify root causes of accidents/incidents within their area of responsibility, and implementing controls to prevent a recurrence
- Ensuring their employees have the tools/resources to be able to carry out their job safely (including training, work equipment, personal protective equipment etc.)
- Monitoring employees to ensure they follow our policies and procedures and work safely
- Acting on any H&S concerns/queries raised by employees.

3.12 All employees

All employees are responsible for ensuring they undertake their work with due regard to the safety of themselves, their colleagues, and anyone else who could be affected by what they are doing.

Key responsibilities include:

- Reporting any new hazards or defects in premises or equipment they become aware of
- Working in the way specified in relevant procedures and risk assessments
- Advising line managers of any changes to their work that may affect their immediate H&S or the relevance of their risk assessment

- Not attending or undertaking work if the safe performance of their duties is impaired by alcohol or drugs (prescription or non-prescription), or an issue with their health, and advising their line manager
- Reporting any accident, incident, or near miss on the online systems
- Carrying out any inspections in a diligent manner
- Completing training and reviewing risk assessments at least annually, or sooner if circumstances or legislation changes.

4.0 Standards for controlling risks

- 4.1 This Policy is the overarching Policy for H&S management within Southern Housing. Other policies and procedures on specific issues support this. These are available to all employees, via the intranet systems, and are listed in [Appendix C](#).

These procedures provide a systematic methodology with aligned responsibilities for colleagues to be aware of how to manage risks which may arise when performing their day-to-day role.

Managers are responsible for ensuring they and their direct reports are familiar with the contents of the procedures and that specific responsibilities assigned within the procedures are implemented and communicated.

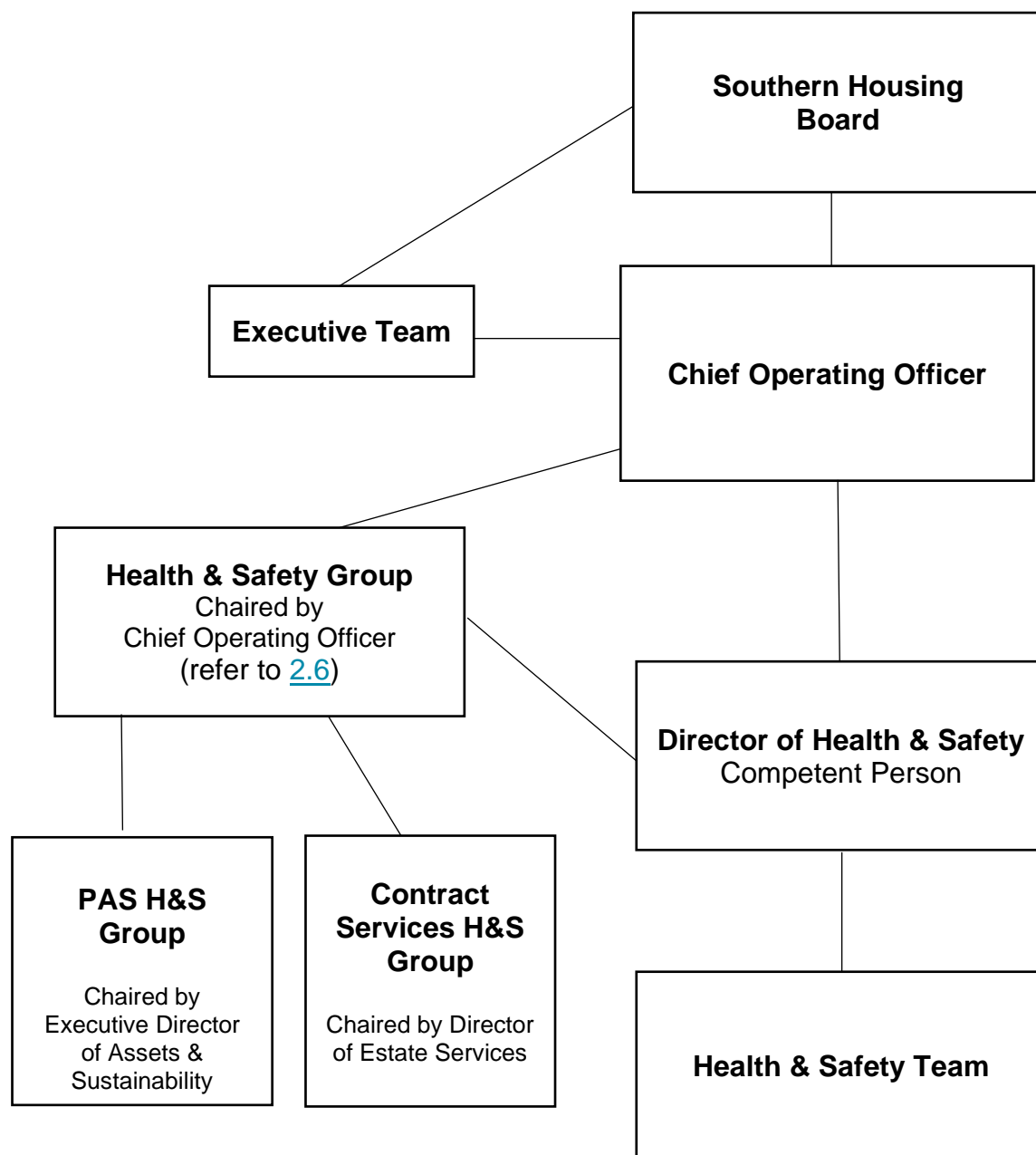
5.0 Review

- 5.1 We will review this Policy to address legislative, regulatory, best practice or operational issues.

Policy controls

Version 1.1b – effective 6 December 2024

Appendix A: Structure Chart for Health & Safety Responsibilities in Southern Housing



Appendix B: Operation of the Health & Safety Management System

Southern Housing will maintain an H&S Management System along the principles in 'Managing for Health & Safety' (commonly referred to as 'HSG65' or 'Plan, Do, Check, Act' models). The sections below summarise how we will implement 'Plan, Do, Check, Act' in the business.

1.0 Plan

- We have a Health and Safety Policy meeting the requirements of Section 2(3) of the [Health and Safety at Work etc. Act 1974](#). It contains a statement of intent signed by the Chief Executive
- The Director of Health & Safety will review this Policy at least every two years to determine its effectiveness
- We'll maintain corporate policies or procedures for all significant areas of H&S risk across the business
- We'll draft all policies and procedures in consultation with subject specialists and HSG.

2.0 Do

2.1 An effective management structure is in place for managing H&S and includes:

- A procedure for identifying, assessing, and controlling risk
- A maintained register of h&s legislation applicable to the business
- A competent person in post to advise the organisation on h&s requirements
- A health and safety team plan to deliver the actions to maintain and develop the h&s strategy
- Measures in place to raise awareness of H&S amongst all employees and allow communication up, down, and across Southern Housing including:
 - induction training
 - attendance by the H&S Team at team meetings and Colleague Forum
 - articles in staff newsletters
 - a dedicated H&S intranet site
 - focused awareness raising desktop articles
 - monthly 1:1s or quarterly Performance 'Check-In' meetings between employees and managers
 - face to face and virtual training.

2.2 Implementation and operation

To implement and operate our H&S Management System effectively we have:

- Policies and procedures clearly allocating H&S responsibilities
- An Executive Director with nominated responsibility for H&S (the Chief Operating Officer)
- H&S responsibilities of line managers defined within their job descriptions/role profiles, and their performance is regularly reviewed
- A H&S Training Matrix to ensure those with H&S responsibilities are given training appropriate to their responsibilities and needs, delivered, and monitored using an electronic learning management system

- A corporate H&S committee (HSG) with approved terms of reference which meets at least quarterly and is made up of senior management, and employee representatives. It is consulted on H&S policies, procedures, strategies, and monitors performance
- Corporate membership of ROSPA and the British Safety Council so we receive information on best practice and developments in H&S, and membership of the H&S Information Service from Barbour Index
- A procedure setting out how we control documents so it's clear what is current, who approved it, when, and the next review date
- Processes for considering the impact of change(s) on H&S including: an 'Implications' section on report templates (specifically states H&S as one); a Change Management Policy; a Contractor Vetting Procedure; and a Contractor Management Procedure
- Procedures for dealing with emergency situations, and periodically testing their effectiveness (e.g., fire drills).

3.0 Check

We monitor and measure our performance, and take action to remedy deficiencies by:

- Setting Key Performance Indicators and strategic targets
- Monitoring KPI performance quantitatively using H&S Scorecards (this includes proactive and reactive measures)
- Monitoring H&S performance qualitatively in quarterly reports to HSG and bi-annually to Southern Housing Board
- Recording and analysing accidents, work-related ill health, near misses and verbal abuse (etc.) Incidents reported on our online systems
- Carrying out H&S inspections of our offices
- Carrying out H&S inspections of the communal areas in our blocks
- Generating and tracking repairs arising from H&S inspections
- Carrying out H&S audits to identify any non-compliance and improvements required
- Investigating incidents and identifying immediate and underlying causes, and any changes to prevent recurrence
- Tracking actions from investigations and audits through to completion using our electronic H&S Management System (SafetyHub)
- Using our Corporate Risk Register in place to ensure effective scrutiny and monitoring of the most significant risks
- Using timed action plans to implement control measures where it is not possible to immediately control risk due to the nature of the risk or the scope of the work involved.

4.0 Act

- H&S will be under continual review at different levels within the organisation
- Management reviews of H&S are carried out at least quarterly at HSG under the direction of the Chief Operating Officer
- Southern Housing Board reviews H&S performance at least twice per year where the Chief Operating Officer presents the H&S Report
- All the monitoring and audit activities above can lead to changes in practice, policy, and procedure
- Following H&S audits, any deficiencies or non-compliance will prompt a preliminary review of the relevant policy/policies or procedure(s)
- When legislation is changed or new legislation introduced, there will be a review of policy and procedure to ensure the organisation remains compliant.

Appendix C: 1) Specific Health & Safety Related Policies, Procedures & Management Plans

Topic	Southern Housing	Legacy Optivo	Legacy Southern Housing Group	LT Sponsor
Accidents & Incidents	Accident / Near Miss Reporting Procedure			Director of H&S
	Health & Safety Investigation Procedure			Director of H&S
Alcohol / Drugs	Alcohol, Drugs & Smoking Policy			Director of People Change
Asbestos	Asbestos Policy			Director of Asset Compliance
		Asbestos Management Plan	n/a	
Care	Care (CQC regulated) - Policies & Procedures			Director of Care & Independent Living
CDM		CDM (Construction, Design & Management) Procedure	Project briefs follow CDM requirements	Director of H&S
Contractors		Contractor Management Procedure	n/a	Director of H&S
		Contractor Vetting Procedure	n/a	Director of H&S
CoSHH	Control of Substances Hazardous to Health (CoSHH) Procedure			Director of H&S
Driving & Fleet		Driving Whilst at Work Policy	Driving/Group Transport and Occupational Road Risk Policy	Director of Reactive Repairs
DSE		Display Screen Equipment Procedure	SHG H&S Policy: Display Screen Equipment (DSE)	Director of H&S
Electricity	Electrical Installation Condition Report Policy			Director of Asset Compliance
		Electrical Safety Management Plan	Electrical Access Procedure	
		Portable Electrical Equipment Safety Policy	Employee H&S Manual: Electricity	

Topic	Southern Housing	Legacy Optivo	Legacy Southern Housing Group	LT Sponsor
Fire		Fire Safety Management Policy	Fire & Building Safety Policy	Director of Building Safety
		Fire Safety Management Plan	n/a	
		Fire Safety Systems Policy	n/a	
Fire Evacuation		Evacuation of all Visitors and Employees in our Offices Procedure	n/a	Director of Office & Retail
First Aid	First Aid at Work Procedure			Director of Office & Retail
Gas	Gas Safety Policy			Director of Asset Compliance
		Gas Safety Management Plan	Gas Servicing and Access Procedure	
		Gas Capping Procedure	Capping Off Risk Assessment	
H&S Inspections (BEPI)		Health & Safety Inspection Procedure (SOP42)	n/a	Director of Estate Services
Heating & Hot water		Heating & Hot Water Policy	n/a	Director of Asset Compliance
		Heating & Hot Water Management Plan	n/a	
		Heating and Hot Water Policy (non-Gas)	n/a	
		Heating Procedure (Non-Gas)	n/a	
Height Safety Equipment		Height Safety Equipment Policy	n/a	Director of Asset Compliance

		Height Safety Equipment Management Plan	n/a	
Topic	Southern Housing	Legacy Optivo	Legacy Southern Housing Group	LT Sponsor
Lifts	Lift Safety Policy			Director of Asset Compliance
		Domestic Lifting Equipment Management Plan	n/a	
		Communal Lift Management Plan	n/a	
Manual Handling	Manual Handling Procedure			Director of H&S
Noise		Control of Noise Procedure (SOP15)	Employee H&S Manual: Noise	Director of H&S
Personal safety		Lone Working & Personal Safety Policy & Lone Working and Personal Safety Procedure	Personal Safety and Lone Working Policy/ Procedure	Director of H&S
		Procedure for adding a risk UDC	Personal Safety and Lone Working Policy and Procedure	Director of Housing
		Personal Security (Banking) Procedure (SOP13)	n/a	Director of Housing
Play Areas		Play Area Safety Policy	Play Areas Key Points	Directors of Asset Compliance / Estate Services
		Play Area Management Plan	n/a	
Powered Entry		Powered Entry Equipment Management Policy	n/a	Director of Asset Compliance

		Powered Entry Equipment Procedure	n/a	
PPE		Personal Protective Equipment Procedure	Employee H&S Manual: (PPE)	Director of H&S
Topic	Southern Housing	Legacy Optivo	Legacy Southern Housing Group	LT Sponsor
Pressure Vessels		Pressure Vessel Safety Policy	/a	Director of Asset Compliance
		Pressure Vessel Management Plan	a	
Procurement	Contract Management Framework			Director of Procurement
	Procurement Policy			
	Procurement Procedure			
	Standard Contract Terms & Conditions - Provision of Goods Services			
	Code of Conduct			
Risk Assessment	Risk Assessment Procedure			Director of H&S
Sharps		Procedure for Dealing with Sharps and Needles Safely	n/a	Director of H&S
Trees		Tree Management Policy	Tree Maintenance Policy	Director of Estate Services
Vibration		Control of Vibration Procedure (SOP41)	Employee H&S Manual: Vibration	Director of H&S
Water Hygiene		Water Hygiene Policy	Water Safety Policy/ Procedure/Process Maps	Director of Asset Compliance
		Water Hygiene Management Plan	n/a	
Wellbeing	Wellbeing Commitment			Director of People Services

Windows		Window Restrictor Policy	n/a	Executive Director of Assets and Sustainability
Winter Gritting		Winter Gritting Policy	Gritting Policy	Director of Estate Services
Topic	Southern Housing	Legacy Optivo	Legacy Southern Housing Group	LT Sponsor
Work at Height		Working at Height Procedure (SOP08)	Employee H&S Manual: Working at Heights	Director of H&S
	Fixed and Removeable Fixed Ladder Inspection Policy			Director of Asset Compliance
Work Equipment	Use of Work Equipment Procedure			Director of H&S
Young People		Student Work Experience Policy	Employee H&S Manual: Children and Young People at Work	Director of Learning & Culture