

LANDLORD FACILITIES SAFETY CONTROL MANUAL							
SECTION	4.0	REVISION	0	DATE	Oct 2016	PAGES	2
ASPECT	LANDLORD FACILITIES HS&W POLICY STATEMENT						
	Reviewed by Cloch Housing Association February 2021						

1. Purpose

- 1.1 To define the HS&W policy of Cloch in relation to its responsibilities as a Landlord and to demonstrate the commitment of the Management and personnel to implement this policy.
- 1.2 To set out the policy upon which the full LFHS&W Management System is based.

2. Associated Documentation and Records

- 2.1 This Policy Statement sets out the commitment of the Management and personnel to achieving high standards of HS&W in relation to Cloch's activities as a Landlord. Reference should be made to the full LFHS&W Control Manual and its associated documentation and records for the comprehensive arrangements in place to implement the commitments of this Statement.

3. Landlord Facilities HS&W Policy Statement

- 3.1 The Director holds overall executive control and is, therefore, responsible for the conduct of Cloch from a Landlord's Facilities Health, Safety & Welfare perspective.
- 3.2 Cloch shall ensure that accountability and responsibility for the implementation and operation of facilities related Health & Safety and Welfare arrangements is discharged by formally appointed personnel of appropriate seniority and competence and that adequate resources are allocated to these roles.
- 3.3 A range of topic specific legislation imposes statutory duties on Landlords in relation to the protection of the Health, Safety and Welfare of tenants and others who may be affected by Cloch's undertaking as a Landlord. To enable these statutory duties to be carried out, it is the policy of Cloch, so far as is reasonably practicable, to ensure that responsibilities for Health, Safety and Welfare are assigned, accepted and fulfilled at all levels of Cloch; that all practicable steps are taken to manage the Health, Safety and Welfare tenants and others; and to conduct the business in such a way that the health and safety of tenants, service users, visitors, contractors and the public is not put at risk.
- 3.4 It is the Policy of Cloch, so far as is reasonably practicable, to prevent injuries, incidents and ill-health that may be associated with its property portfolio and to ensure that: -
 - a) The living environment of all tenants is safe and without risks to health or safety and that adequate provisions are made with regard to the safety of premises and facilities.
 - b) Plant, machinery and equipment are safe and without risks to the health or safety of tenants, service users, contractors and any other person who may be affected with regard to any premises or operations under Cloch's control.

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- c) All Statutory inspection regimes are maintained so far as reasonably practicable to comply with legislation, codes of practice and best practice.
 - d) Adequate information is made available to tenants and others in relation to facilities and premises related hazards and risks.
 - e) Employees are provided with such instruction, information, training and supervision as is necessary to ensure the Landlord's HS&W responsibilities may be adequately discharged.
 - f) This Policy Statement, and all supporting Policies, Procedures and Arrangements shall be reviewed and updated as and when it is necessary or appropriate and at least annually. Communication of any such changes shall be made to all employees.
- 3.5 To enable Cloch to meet its statutory duties and commitments set out above, a comprehensive LFHS&W Management System shall be operated, which shall include written Policies, Procedures and Arrangements for all relevant areas of HS&W Management relevant to the role of a Landlord. These shall be set out in a Control Manual, which shall be adopted by the Board and the Director. All relevant employees shall be provided with adequate information, instruction and training in the contents of the Manual and in risk management issues relevant to their work.
- 3.6 This Policy Statement shall be presented on Cloch's web site to ensure that all interested parties can view this commitment to Landlord's HS&W and on all staff notice boards. Parties requiring further, more detailed information on the system shall be provided with all such reasonable information by Cloch's Facilities Safety Advisor (FSA).
- 3.7 It shall be the duty of all **employees** with defined responsibilities under this system to:
- a) Co-operate with Cloch so far as is necessary to ensure compliance with any duty or requirement imposed on Cloch, or any other person, under any relevant statutory duties.
 - b) Comply with any safe working procedures, practices or 'rules' set out by Cloch and with the information, instruction and training provided.
- 3.8 All accidents, incidents, ill health and near misses associated with a potential breach of Landlord's duties shall be reported to the Director and shall be appropriately investigated and reported to external Authorities/Bodies where appropriate.

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