



# HEALTH AND SAFETY POLICY

**Registered Office:  
155-157, Woodhouse Lane, Woodhouse, Leeds LS2 3ED**

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## INTRODUCTION

Unipol believes that the health and safety of its employees, students and visitors is one of its highest priorities. It commits itself to the highest standards of health and safety through continual improvement and the control of risk.

This policy intends to promote a safe working environment that will, so far as is reasonably practicable, ensure the safety and health of Unipol employees and anyone who may be affected by its business undertakings whilst enabling Unipol to comply with Health and Safety Legislation.

This policy sets out the aims of Unipol, details the structure of the organisation and how it will manage and promote its health and safety objectives, together with the arrangement for implementation to ensure legal compliance as far as reasonably practicable. The policy reflects what the organisation does to comply with legislation, meet good practice as well as recognising the hazards that it works with.

**The accompanying Health and Safety Procedures Manual demonstrates how this is implemented and achieved.**

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# HEALTH AND SAFETY POLICY STATEMENT

Unipol acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the health, safety and welfare of all its employees and others affected by the charity's undertakings. It also acknowledges and accepts its responsibilities as a landlord, and this policy applies to all dwellings owned, leased or managed by Unipol.

Unipol will take steps, so far as is reasonably practicable, to meet its statutory health and safety responsibilities, and the principal aims of this Policy are to ensure as far as reasonably practicable;

- Compliance with health and safety legal requirements as a minimum and other requirements where relevant
- That hazards are eliminated where possible or risks reduced
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to its Employees and to others who may be affected by its work activities.
- That systems are in place to respond to work related emergency situations and major incidents.
- That risk management systems are in place to prevent work related injury, accidents and ill health providing safe and healthy working conditions, plant premises and equipment
- The provision of sufficient information, instruction, training and supervision to Unipol's Employees
- That effective communication and consultation systems, including participation for health and safety are in place
- That risk management systems and processes are in place and opportunities are identified to enhance health and safety performance.
- That the health and safety responsibilities are defined for all roles at Unipol
- That the requirements of this Policy and the associated procedures are implemented
- That an annual review of the effectiveness and suitability of the health and safety system is carried out.

Unipol regards the promotion of health and safety measures as an integral part of its operations framework and culture. To achieve this aim, both Management and Employees will actively work together to comply with these aims.

**Signed**

\_\_\_\_\_

**Title**

Stephen Willis, Chair of Trustees

Sam Bailey-Watts , CEO

**Charity**

Unipol Student Homes

**Date**

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# GENERAL

## Implementation of Policy

Although responsibility for the overall effectiveness of the Health and Safety policy remains with the Chief Executive, The Development and Compliance Director is responsible for the day-to-day implementation of the policy. This includes risk assessments to eliminate or reduce, to the lowest practicable level, potential hazards and to satisfy themselves that any activity carried out within the organisation, conforms to all current legislation, approved codes of practice and guidance.

In practice, certain duties have to be delegated and Unipol has a logical delegation of duties via its management team. Therefore, health and safety responsibilities have been allocated to individual employees to ensure, as far as reasonably practicable, that health and safety is being managed effectively. Further information about these specific roles and responsibilities can be found in this policy.

## Cooperation

### Employees

Responsibility rests with employees to adhere to this policy and to assist Unipol in providing so far as is reasonable practicable, a safe and healthy work environment. Further information about employee co-operation and responsibility can be found later in this policy.

### Residents

Residents in Unipol accommodation also have responsibilities for the safety, health and wellbeing of themselves and others. The Resident Engagement strategy specifies how Unipol engages and communicates with residents about building safety for new and existing buildings. The principles within this strategy apply to any Unipol buildings. Further information about Residents' co-operation and responsibility can be found later in this policy.

### Contractors

In order for Unipol and Contractors to fulfil their legal duties, it is essential that there are high levels of co-operation and work activities are co-ordinated. This involves the provision of information for all parties, highlighting the risks and the control measures in place to reduce the risks. Further information about contractor co-operation and responsibility can be found later in this policy.

## Health and Safety Assistance

The Compliance and Facilities Team assist in providing strategic direction within the organisation as well as advising and assisting all areas of the business to implement health and safety systems, policies and procedures, in order to ensure, as reasonably practicable, compliance with health and safety legislation, approved codes of practice and guidance. Unipol will appoint appropriate competent person(s) in order to ensure that the business undertakes its health and safety duties as far as reasonably practicable.

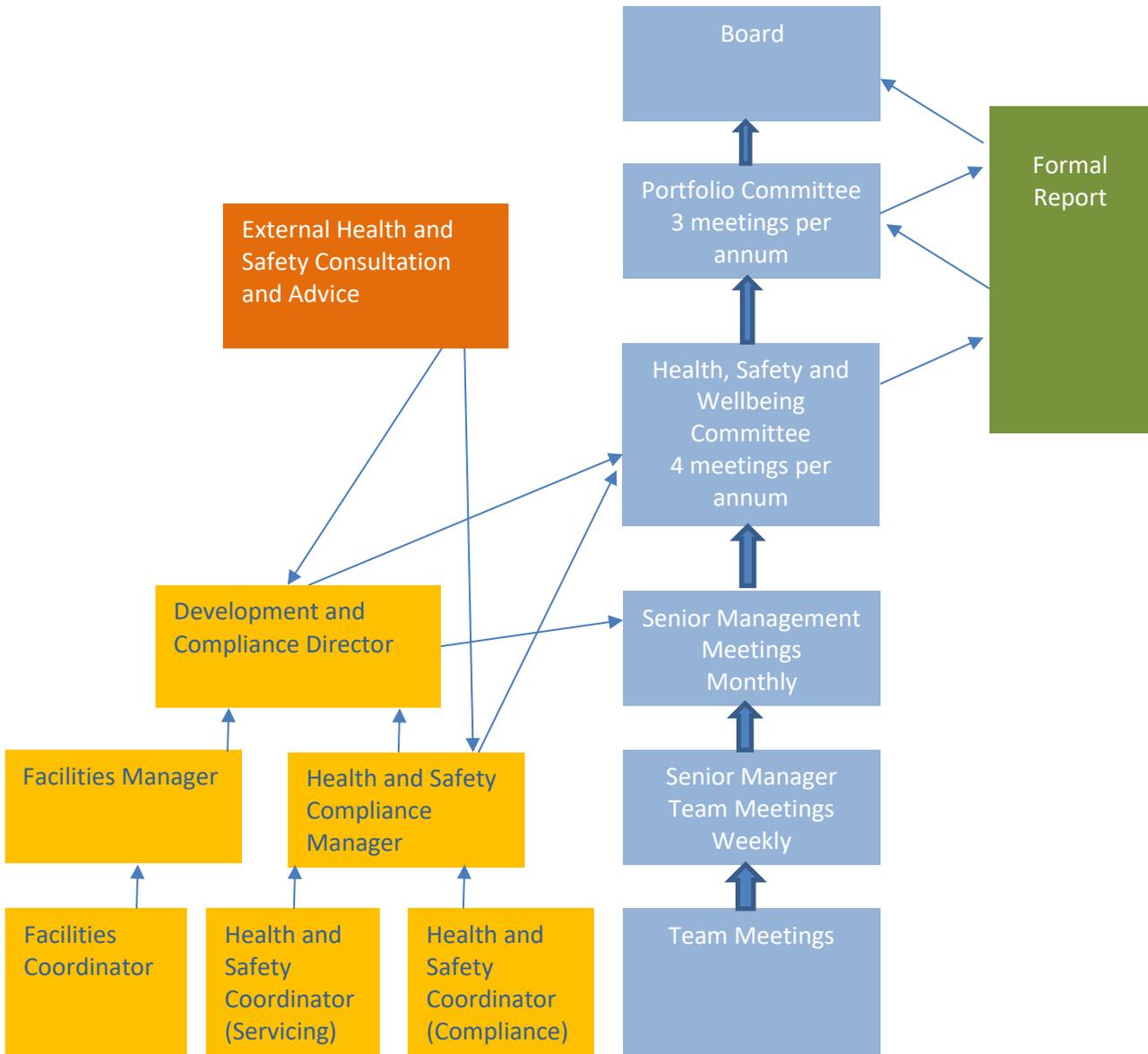
## Risk Assessment

In line with current legislative and policy development Unipol's approach to Health and Safety (whilst maintaining its statutory legal obligations) relies on a risk based health and safety method which identifies hazards, apportions risks to those hazard outcomes and seeks, wherever possible, to minimise those risks within the bounds of practicability.

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# REPORTING STRUCTURE

The information table below identifies the organisational structure, identifying appropriate competent persons responsible for implementing health and safety.



*Compliance and Facilities Team*

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# SPECIFIC ROLES AND RESPONSIBILITIES

## The Board of Trustees

The Trustees are the employer, as defined by law applicable to health and safety at work, and therefore have the overall responsibility of the employer for the health and safety of all who may be affected by the charity's undertakings. They will fulfil their responsibility by ensuring:

- Systems are in place for the Board to review and update this policy annually, when major employee changes occur or when legislative changes are introduced
- Health and Safety objectives for Unipol are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this policy
- Safe systems of work are in operation and employees receive adequate and appropriate training
- Ensuring the legal implications of relevant legislation are raised with, and understood by the relevant employees

## Chief Executive

The Chief Executive accepts that health, safety and welfare at work and in buildings are matters of vital concern to Trustees, management and employees. They are responsible for ensuring that all reasonably practicable steps are taken to:

- Provide a healthy and safe working environment.
- Operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train employees to work efficiently and safely with a clear understanding of hazards and the necessary preventive measures.
- Provide procedures to address any queries on health, safety or welfare matters raised by employees.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters.

The Chief Executive is assisted in achieving these aims by various identified employees, managers and employees whose delegated responsibilities are detailed in this section. They will ensure, as reasonably practicable, that Directors and Managers:

- Understand and implement Unipol's Health and Safety Policy.
- Are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- Undertake periodic checks to ensure that procedures are being followed as far as reasonably practicable.

## Employees

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following Unipol's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

All employees of Unipol Student Homes as a term of their Contract of Employment must adhere to the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee and/or an attitude of non-co-operation may lead to disciplinary action.

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Health and safety breaches, which endanger the life of any person, or which create a risk of injury will be classified as gross misconduct making the employee liable to dismissal.

All employees have the responsibility for:

- Taking reasonable care for the health and safety of themselves and that of other persons who may be affected by their acts or omissions.
- Co-operating with management to enable them to fulfil their statutory duty.
- Observing all relevant Charity rules and instructions relating to health, safety and welfare in order to ensure as far as reasonably practicable not only their personal safety but also that of others.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- Not being under the influence of any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner.
- Using only personal protective equipment (PPE), clothing or safeguards provided.
- Ensuring that personal protective equipment is stored correctly and kept in good condition.
- Immediately reporting any conditions or practices appearing likely to jeopardise health or safety.
- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and safety devices.
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired.
- Conducting themselves in an orderly manner whilst on Unipol business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- Reporting all accidents or near misses, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- Being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- Complying with Unipol’s no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.
- Maintaining a good standard of housekeeping at the place of work.

## Director of Finance

The Director of Finance is, in addition to any duties set out in this document or elsewhere, responsible for:

- Evaluating possible loss or damage to charity property and risks to the public through Unipol’s activities.
- Ensuring that all liability is covered by insurance and advising the Chief Executive the extent to which risks are acceptable, whether insured or not.
- Reviewing insurance and loss record periodically and advising the Chief Executive when action is necessary to correct adverse trends.
- Ensuring current copies of Employers Liability Insurance Certificates are distributed to all locations for display on notice boards.

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## Development and Compliance Director

The Development and Compliance Director has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the establishment, implementation and maintenance of an effective Policy for ensuring, as far as is reasonably practicable, the health, safety and welfare of employees and other persons who may be affected by Unipols activities. They will fulfil their responsibility by:

- Ensuring that Unipol’s Health and Safety Policy is fully understood by all levels of Management.
- Providing advice on health, safety and welfare matters.
- Ensuring regular inspections, audits, surveys and tests to assess the standards achieved.
- Ensuring risk assessments are undertaken and safe working practices developed to ensure the health and safety of employees as far as reasonably practicable.
- Consulting with the Chief Executive to ensure as far as reasonably practicable that competent employees and adequate funds are available to meet the requirements of health and safety.
- Periodically appraising the performance of Managers and others in the fulfilment of their responsibilities.
- Ensuring that effective channels of communication are provided within Unipol so that information concerning health and safety is communicated to employees and any matter concerning health and safety raised by an employee is recorded and appropriate action taken.
- Bringing to the attention of the Chief Executive any information or new legislation affecting health and safety.
- Ensuring that safety aspects are considered in all plans for the installation and design of buildings, machinery, plant and equipment.
- Investigating the cause of significant accidents and dangerous occurrences and recommending appropriate remedial action.
- Reporting notifiable incidents to the appropriate authority.
- Ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available.

The Development and Compliance Director is a member of the Health, Safety & Wellbeing Committee, Portfolio Committee and as a Senior Staff Member of the Charity attends The Board of Trustee Meetings. The Development and Compliance Director may be asked to provide papers relating to Health and Safety, Compliance or Unipol’s Portfolio Development at these meetings and where required will invite ex-officio attendees and specialist advisors to the Health, Safety and Committee when they have expertise in matters to be discussed.

## Operations Director

The Operations Director has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the operational delivery of the Health and Safety Policy. They are responsible for ensuring all Operational Team members are trained and supported to deliver the service, adhering to the guidance and policy terms.

- Named contact ‘Accountable Person’ & ‘Principle Accountable Person’ for the Charity under the Building Safety Act 2022.
- Named contact ‘Responsible Person’ for the Charity under The Regulatory Reform (Fire Safety) Order 2005.

The Operations Director is a member of the Health, Safety & Wellbeing Committee and as a Senior Staff Member of the Charity attends The Board of Trustee Meetings. The Operations Director has responsibility for the meeting arrangements and facilitation, as well as taking, recording and distributing minutes of the Portfolio Committee.

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## Health, Safety and Compliance Manager

The Health, Safety and Compliance Manager has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the administration and maintenance of an effective Policy for health, safety and welfare at work by:

- Taking a direct interest in the Health and Safety Policy and positively supporting all persons whose function it is to carry it out
- Ensuring the Director Responsible and managers are kept informed of statutory requirements including the identification of legislative changes or changes in interpretation of such and assessing the impact on Unipol's activities
- Consulting with the Director Responsible to ensure that competent employees, adequate funds and materials are available to meet the requirements of health and safety
- Assisting the Director Responsible to ensure as far as reasonably practicable that responsibility is properly assigned and understood at all levels
- Ensuring the effectiveness of health and safety documentation
- Providing, in conjunction with appropriately qualified external consultants, an advisory service on health, safety and welfare matters
- Ensuring that investigations into the cause of all significant accidents and dangerous occurrences are carried out and recommendations made for remedial action
- Ensuring that the need for protective clothing and equipment is assessed and that correct advice on the provision, introduction and use of such items is available
- Ensuring the undertaking of regular inspections, audits, surveys and tests to assess the standards achieved using, where appropriate, external specialists
- Liaising with managers and technical personnel to ensure, as reasonably practicable, that health and safety aspects of all new plant, equipment and processes are fully assessed
- Ensuring the development of safe working practices to eliminate or reduce risks to the health and safety of employees or other persons
- Ensuring that appropriate records are maintained in respect of specific plant, machinery and processes.
- Periodically appraising the performance of line managers and others in the fulfilment of their responsibilities
- Reporting notifiable incidents to the appropriate authority
- Undertaking accident and incident investigation as required, ensuring findings are actioned as required, and that all resulting data is collated for trend analysis

The Health, Safety and Compliance Manager has responsibility for the meeting arrangements and facilitation, as well as taking, recording and distributing minutes of the Health, Safety and Wellbeing Committee. The Health, Safety and Compliance Manager also presents a Health and Safety Paper to the Portfolio Committee and Board of Trustees.

## Facilities Manager

The Facilities Manager has, in addition to any duties set out in this document or elsewhere, been appointed to maintain safe, secure, well kept, complaint living and working environments for both tenants and staff. Including the delivery of high quality planned preventative and reactive maintenance services, procurement and contract management.

- Responsibility for the tendering and delivery of the planned preventative maintenance contracts within the Unipol portfolio and offices

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- Ensuring compliance with all relevant Health and Safety assessments and monitoring, ensuring compliant and efficient record keeping
- Monitor and verify that agreed work has been completed satisfactorily, by both contractors and Unipol’s maintenance team and in accordance with health and safety standards
- Maintain a strong health and safety culture across Unipol’s properties and offices, ensuring compliance with regulations, policies and procedures and best practices.
- Regularly assess risks and implementing measures to mitigate hazards and ensure a safe environment for tenants, staff and visitors as far as reasonably practicable
- Implement and test security protocols and emergency procedures to safeguard residents, staff and property assets across the portfolio
- Oversee the company vehicles, ensuring the pool car process is adhered to and vehicles are safe to drive, maintained, insured and necessary documentation has been checked and is on record before a vehicles are signed out to staff

The Facilities Manager is a member of the Health, Safety & Wellbeing Committee and share information and updates relevant to their role.

### Facilities Co-ordinator

The Facilities Coordinator has, in addition to any duties set out in this document or elsewhere, been appointed to work closely with the Facilities Manager to source, oversee and manage external contractors. They will fulfil their responsibility by:

- Co-ordinate the tendering, awarding and monitoring of external contractors for repairs and maintenance, security, cleaning and other services, ensuring compliance with health and safety requirements, contractual agreements, quality standards and budgetary limitations
- Induct and train contractors
- Oversee contractor complaints, escalating as appropriate

### Health and Safety Coordinator (Servicing)

The Health and Safety Coordinator has, in addition to any duties set out in this document or elsewhere, been appointed to coordinate maintenance and servicing routines with contractors and staff, maintain health and safety records, and ensure, as reasonably practicable, compliance with safety regulations. They will fulfil their responsibility by:

- Arranging and coordinating all health and safety and planned preventative maintenance (PPM) servicing and routines with contractors and maintenance staff
- Ensure weekly fire checks and development inspections have been carried out as reasonably practicable, ensuring logs are completed accurately and faults are reported, alerting the Facilities Manager and Operations Director of any concerns
- Oversee remedial work and follow-up on any servicing visit failures, prioritising emergencies and urgent works
- Keep health and safety databases and property management systems up to date with relevant inspections dates, action points and certificates
- Produce weekly reports for all health and safety and planned preventative maintenance checks that require renewal or have outstanding action points for the Facilities Manager

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- Produce weekly compliance reports for the Operations Director, identifying and escalating any outstanding actions relating to fire alarm testing and critical /mandatory actions that are outstanding

## Health and Safety Coordinator (Compliance)

The Health and Safety Coordinator has, in addition to any duties set out in this document or elsewhere, been appointed to coordinate health and safety and compliance inspections and routines, maintain accurate records, and ensure all compliance checks are up to date as far as reasonably practicable. They will fulfil their responsibility by:

- Arranging and coordinating all health and safety and compliance inspections and routines with contractors and maintenance staff
- Compile, review and collate risk assessments and work method statements for all maintenance operatives directly employed by Unipol
- Ensure quarterly communal fire door inspections have been carried out as reasonably practicable, ensuring logs are completed accurately and faults are reported, alerting the Health, Safety and Compliance Manager and Operations Director of any concerns
- Support the Health, Safety and Compliance Manager with collating documentation for ANUK verification, Fire Safety Audits and Fire Risk Assessments and uploading these onto relevant systems
- Keep health and safety databases and property management systems up to date with relevant inspections dates, action points and certificates
- Produce weekly compliance reports for the Operations Director, identifying and escalating any outstanding actions relating to fire risk assessments and critical /mandatory actions that are outstanding
- Undertake project work as directed by the Health, Safety and Compliance Manager to support Unipol’s health and safety policy and procedures

## Health, Safety and Wellbeing Committee

The main function of the Committee is to provide a forum to formally consult on safety, health and wellbeing matters. In particular, this includes monitoring and reviewing the effectiveness of the Safety, Health and Wellbeing Policy, in addition to making recommendations to the Senior Management Team, Portfolio Committee and Board of Trustees. Its functions are:

- to keep under review the effectiveness of this Policy and recommend amendments via the Senior Management Team to the Portfolio Committee and/or Board;
- to monitor compliance with this Policy and supporting procedures through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;
- to receive and review reports on safety, health and wellbeing and act on recommendations where appropriate;

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- to review the effectiveness and suitability of Unipol’s programme of safety, health and wellbeing training, information and supervision;
- to receive and review reports from representatives of the enforcing authorities and act on recommendations where appropriate;
- escalate critical health and safety issues to the Senior Management Team; Portfolio Committee or Board through the Director Responsible

## First Aiders/ Appointed Persons

The Appointed Person(s) / First Aider(s) are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid training certificate
- Checking that appropriate and sufficient first-aid boxes are sited about the Buildings and ensuring they are properly stocked and maintained
- Checking that appropriate and sufficient eye wash facilities are sited about the Buildings and ensuring they are maintained in a proper state of readiness
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor
- Recording details of all accidents and treatments on the Charity’s ‘Accident, Incident & Hazard Reporting’ Web Form
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed

A list of **FIRST AIDERS** and **FIRST AID BOX** locations can be found in the ‘Buildings’ section of the Health and Safety Procedures Manual document and displayed in posters on the offices and larger accommodation sites with offices.

## Fire Wardens

Fire Wardens are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being aware of the emergency procedures
- Ensuring suitable and sufficient notices are displayed
- Checking fire escape routes and doors are kept clear and taking action where necessary
- Checking fire check/smoke doors are kept closed and taking action where necessary
- Checking appropriate extinguishers are in place and are subject to regular maintenance and taking action where necessary

Upon hearing the fire alarm, they will:

- Help employees and other persons to evacuate the building using the nearest safe exit
- As far as possible ensure that their section is fully evacuated, including nearby toilets and meeting rooms
- Go to the designated assembly point

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- Conduct a roll call for employees
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise
- Report to the senior manager to confirm all persons are accounted for
- Report any persons missing to the senior manager

A list of designated **FIRE WARDENS** can be found in the ‘Buildings’ section of the Health and Safety Procedures Manual document

## Residents

Residents in Unipol accommodation also have responsibilities for the safety, health and wellbeing of themselves and others.

The Resident Engagement strategy is how Unipol engages and communicates with residents about building safety for new and existing buildings. The principles within this strategy apply to any Unipol buildings.

The key aims of the strategy are;

- Ensure residents are empowered to play an effective role in ensuring their building is, and continues to be, safe;
- Informs how Unipol engages and informs residents of safety information for the building.
- Clarify our responsibilities and residents’ responsibilities to ensure their homes remain safe.
- Where we have identified a serious issue with a building affecting the safety of all residents, we will update residents regularly about any interim safety measures we have put in place, remedial works and further investigations that are required. These updates may be in the form of a meeting and/or updates on our website and/or texts/emails.

Through a variety of communications, tenants are asked to:

- not undertake any activity that might pose a risk to anyone’s safety, health or wellbeing;
- cooperate with Unipol, particularly with regard to any health and safety instructions issued;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to Unipol any unsafe acts or conditions, accidents or incidents;
- treat other residents, students, staff and others with respect.

Guidance on the information provided to tenants highlighting health and safety responsibilities and the tenant engagement strategy can be found in the ‘Tenant Education and Information’ section of the Health and Safety Procedures Manual.

## Contractors

In order for Unipol and Contractors to fulfil their legal duties, it is essential that there are high levels of co-operation and work activities are co-ordinated. This involves provision of information for all parties, highlighting the risks and the control measures in place to reduce the risks. All parties must also be made aware of relevant emergency procedures and any nominated persons to help with emergency evacuation.

The Contractor may well be a specialist who is better informed of the particular risks associated with their work. The Contractor should therefore inform Unipol of such risks and make available their risk assessment. Where the work involves high risk activities, e.g. work with electricity, working at height etc., the Contractor

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will be asked to prepare a method statement. This should form the basis of a formal written safe system of work to be agreed by Unipol.

Arrangements are made to ensure compliance as far as reasonably practicable with relevant statutory provisions, these include: the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015, and The Work at Height Regulations 2005.

**It is our policy to:**

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request health and safety information and insurance details from the Contractor that is relevant to their activities.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of Unipol’s facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Provide a copy of our asbestos register(s) to Contractors so that works can be appropriately planned to eliminate or minimise its disturbance.
- Define areas that are not accessible to Contractors.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure employees report any concerns to a Manager immediately as soon as reasonably practicable.

Further guidance on ‘Contractor Safety’ can be found in the section of the Health and Safety Procedures Manual

## TRAINING AND PROCEDURES

There is general requirement on Unipol under The Health and Safety at Work Act 1974 to provide employees with adequate information, instruction, training and supervision during working hours.

Unipol employees complete a training module to confirm that they have read the Health and Safety Policy and understood the information contained within it, in particular their individual responsibilities for health and safety.

To enable staff to fulfil their roles safely, different levels of health and safety training, experience, knowledge and skills (competency) are needed.

**Key points are:**

- New staff receive health and safety information and specific local inductions.
- All staff are given enough time in working hours to do health and safety training.

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- Each department has a local training matrix which includes, as a minimum, the training requirements identified in Unipol’s/ the University health and safety training matrix and any extra training needs.
- Staff may already have the necessary health and safety competency, but if not this can be gained by training courses, one-to-ones etc.
- If there is a gap between the health and safety competencies needed and what is achieved, extra training/ support should be identified, delivered, assessed and recorded.
- Records of health and safety training and competency assessment are kept.

Adequate training and instruction as far as reasonably practicable are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on Unipol to carry out induction, job and refresher training.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly, and understand the need for them.

All training must be planned and organised to ensure correct standards are attained as far as reasonably practicable. It is unacceptable to adopt a “learn as you go” attitude and employees must not use unfamiliar equipment without some form of instruction.

### Competence

Unipol will take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is a combination of the following – training, knowledge, experience, skill. Unipol will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely.

### It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our employees:
  - Induction training for all new employees:
    - Training on our Health and Safety policies and procedures.
    - Work activity training relevant to the Employee, including the use of any equipment.
    - Training required by specific legislation.
    - Training on Fire and Emergency procedures.
    - Refresher training where necessary.
- Keep records of all employees training and related documents.
- Ensure as far as reasonably practicable that employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

Employees should complete Health and Safety training within two weeks of being notified.

Further information on the risk assessment for employees and vulnerable groups can be found in the ‘Risk Assessment (Employees) section of the Health and Safety Procedures Manual

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## Training modules

Employees are asked to complete the modules when they join the organisation and carry out refresher training during the course of their employment as required. Training records are kept centrally and reminders of training requirements sent as required.

### Standard Health and Safety modules for all employees

A number of standard training modules are completed by all employees, including DSE, fire safety, manual handling.

Module	Frequency
Accident, hazard and incident reporting	Annual
DSE	Annual
Fire Safety	Annual
Health and Safety Induction	Once
Manual Handling	3 Yearly
Health and Safety Training - general	Annual

### Additional Health and Safety training modules

Particular roles demand further training and specialist knowledge to carry out certain responsibilities within the organisation and supplementary health and safety modules are required. This list provides details of additional Health and Safety training modules that employees may be asked to complete depending on the level of responsibility or role;

Module	Frequency
Asbestos Advanced	2 Yearly
Asbestos Awareness	3 Yearly
Building Induction (including lifts)	Once
Emergency, Disaster and Incident	Annual
Fire door inspecting	Annual
Fire Risk Assessment	Annual
Fire Wardens	Annual
First Aid at Work (3 days)	3 Yearly
First Aid – Emergency First Aid (1 day)	3 Yearly
Hazardous Substances (COSHH)	3 yearly
HHSRS Awareness	Once
IOSH Managing Safely	Once
Legionella Advanced	2 Yearly
Legionella Awareness	3 Yearly
Lone working	3 Yearly
Noise at work	3 Yearly
Personal Protective Equipment	3 Yearly
Pool car use	Annual
Risk Assessment – general	3 Yearly
Toolbox talks	Annual
Working at heights	3 Yearly

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## Procedures Manual

A comprehensive **Health and Safety Procedures Manual** accompanies the Unipol Health and Safety Policy. It enables those with Health and Safety responsibilities to carry out their duties. The Manual provides detailed information on the approach that is taken and references any additional standalone procedures. The Health and Safety Procedures Manual is reviewed regularly and updated as requirements change.

The Procedures Manual covers the legislative requirements and guidance required in the safe operation of Unipol's Buildings and Accommodation.

In addition, it provides the following guidance for employees and it is important that these sections are read in conjunction with the Health and Safety Policy.

### Accident/Incident/Hazard Reporting and recording

There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and it is our policy to record all injuries using the 'Incident, Accident and Hazard reporting system' and instruct employees on the procedure to be followed.

### Asbestos

Unipol acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to take reasonable steps to find asbestos containing materials in premises and check their condition.

### Electrical Safety

Unipol acknowledges that it has duties under the Electricity at Work Regulations 1989 to take precautions against the risk of death or personal injury from electricity in work activities and has established procedures, aimed at eliminating risk or reducing it to an acceptable level.

### Emergency Disaster and Incident plan

An Emergency is classed as serious and imminent danger to the health of residents and/or employees, arisk to safety or serious damage to buildings. Unipol has a Plan that works to minimise disruption and prevent worsening of the situation.

### Fire Safety

Unipol recognises that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to health and safety. Vigilance a key factor in controlling fire risks and every person had a duty to ensure as far as reasonably practicable the best possible fire prevention within Unipol. The Procedures Manual provides a current list of Fire Wardens and locations.

### Legionella

Unipol acknowledges its obligation under the Approved Code of Practice L8 Legionnaires' Disease: The control of legionella bacteria in water systems, to take suitable precautions to prevent and control the risk of exposure to legionella.

### Security

The offices that employees work in and all accommodation is subject to an assessment in terms of security as set out in the Manual with actions being taken as appropriate.

### First Aid at work

First Aid can save lives and can prevent minor injuries becoming major ones. Our approach to this important area is as set out in the Procedures Manual and includes a specific list of trained first aiders, first aid boxes and site locations.

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## General Safety

Information including 'Display Screen Equipment', 'Eyesight tests', 'Lone Working', 'Food safety', 'Manual handling', 'Personal Protective Equipment', 'Work related driving' and 'Working at Heights' is provided in the Procedures Manual and accompanies any formal training modules that employees are asked to complete, detailed earlier in this policy.

## Health and Wellbeing

Details on 'Health Surveillance', 'Noise', 'Stress', 'Substance Abuse', 'Smoking', 'Vibration', 'Well-being Support Services' and 'Welfare and Workplace' is provided in the Procedures Manual and accompanies any formal training modules that employees are asked to complete, detailed earlier in this policy.

## Hazardous Materials

A section provides information on the approach to the 'Control of substances hazardous to health' (COSHH), 'Hazardous Biological Material' and 'Waste disposal'.

## Risk Assessment

Legislation specifies that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable. The Manual provides details about the approach, including for 'Young persons', 'new and expectant mothers', 'disabilities' and 'visitors to the offices'.

## Work Equipment

It is essential that all risks to health and safety arising from the use of work equipment are prevented or controlled through correct and safe practices and the information in the manual accompanies any formal training modules that employees are asked to complete.

# REVIEW, MONITORING, COMMUNICATION

In order to comply with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy is monitored, evaluated and reviewed as appropriate to ensure as far as reasonably practicable it effectively meets the statutory requirements related to Unipol's activities and reflects best practice in safely achieving work objectives.

## Review

The development history of the Policy is recorded as part of the governance process of the Charity, (demonstrated in the Reporting Structure section of this policy), to demonstrate that the Health and Safety Policy has been reviewed and updated. This review will take place annually by the Board. Any changes are communicated to the employees affected and new arrangements or requirements implemented.

## Monitoring

Unipol recognises the importance of carrying out monitoring and checking to ensure as far as reasonably practicable that performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure as far as reasonably practicable that accidents and incidents do not occur as a result.

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For the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure as far as reasonably practicable any potential problems are identified and dealt with before they result in an accident, ill health or injury.

Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

To achieve these outcomes management and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of Unipol through its management system and/or safety coordinating arrangements any areas where this policy is inadequate or ineffective.

Unipol may on occasion make arrangements for a 3<sup>rd</sup> party Health and Safety Consultant to visit Unipol's site(s) and premises to identify and report on any hazards, lack of control measures, defects or breaches of Regulations.

## Communication

Unipol recognises the value of effective methods of communication and consultation with employees in achieving a positive health and safety culture, to ensure as far as reasonably practicable not only that up to date information is available when required, but also that our employees are fully involved with our management of health and safety.

Consulting and communicating on matters of health and safety is essential in order to promote and maintain a safe and healthy working environment. An effective line of communication and consultation keeps employees informed of health and safety matters encourages active participation in the risk management process.

Unipol acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular this relates to:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.
- Informing employees of Unipol's competent persons.
- Providing health and safety information as required by other legislation
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Employees wishing to raise a matter for discussion should bring it to the attention of their line Managers.

**Unipol will ensure as far as reasonably practicable the following information is prominently displayed:**

- The 'Health and Safety Law - What You Should Know' poster
- Our current Certificate of Employers' Liability Insurance
- Our Health and Safety Policy Statement
- Details of First Aider and location of First Aid Box
- Local fire evacuation procedures

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