

Health and Safety Policy

Document reference: GRPOLHS01

Version: 22

Version approved: 01/09/2025

Approved by: Board

Review deadline: 30/09/2026

Service area: Health and Safety

Owner: Head of Health and Safety

Scope		Entity		Business Stream	
Customers	✓	Progress Housing Group Limited (Parent)	✓	Progress Homes	☐
Colleagues	✓	Progress Housing Association Limited (PHA)	✓	RWP	☐
Non-Executive Directors / Trustees	✓	Reside Housing Association Limited (RHA)	✓	Progress Lifeline	☐
Third parties*	✓	Key Unlocking Futures Limited (Key)	☐	Progress Living	☐
		Concert Living Limited	✓		
*Other:		Partners and contractors			
Exclusions:		Leeds Independent Living Accommodation (LILAC)			

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Section 1: Purpose and Policy Statement

1. Purpose

- 1.1 This policy document is designed to set out the Group's obligations in meeting statutory requirements and to demonstrate the Group's commitment to Health and Safety.

2. Policy statement

- 2.1 Health and safety legislation requires the Group to put in place arrangements for the effective planning, organisation, control, monitoring and review of health and safety. As a minimum, the Group will:
- comply with Section 2(3) of the Health and Safety at Work Act 1974 and shall have a written policy with respect to the health and safety at work of their employees and the organisational arrangements.
 - Have access to competent health and safety advice
 - undertake and record 'suitable and sufficient' assessments of the risks to employees and other people who could be affected by its activities
 - Have arrangements for managing the control measures that arise from risk assessments
 - Consult employees about their risks at work and measures taken to protect them
 - Provide employees with information, instruction and training about the risks and control measures
 - Ensure there is adequate and appropriate supervision in place
 - Comply with regulatory requirements
 - Meet all legal requirements that relate to the health and safety of tenants in their homes and communal areas.
 - Ensure that any revised changes to the policy be made available to all employees.



Jacqui De-Rose

Group Chief Executive

Progress Housing Group

7 October 2025

Section 2: Policy Guidance

3. Direction

- 3.1 The Group has a culture of regular assessment and review of risk.
- 3.2 The Group will follow the HSE 'Managing for Health and Safety' HSG65 for health and safety arrangements as set out in Appendix 1.
- 3.3 The health and safety 3 lines of defence are shown in Appendix 2.
- 3.4 An organisational structure chart for implementing the health and safety Policy is shown at Appendix 3.

4. Roles and responsibilities

- 4.1 Health and safety responsibilities are shown at Appendix 4. Further and more specific details can be found within individual job descriptions/person specifications and on the intranet.
- 4.2 Responsibilities should not be regarded in isolation; everyone has a responsibility to co-operate and communicate with one another to ensure the health and safety Policy, and its implementation can be effective and that the Group can maintain a positive health and safety culture.
- 4.3 The Group expects its partners and contractors to work within the spirit of this policy and to have suitable arrangements in place to manage HS within their own company.

Health and Safety Lead

- 4.4 Will carry out the functions required by the Social Housing (Regulation) Act 2023.

Line Managers and Key-Holder

- 4.5 Line managers including Heads of Service and key-holders are required to 'step up' to fulfil certain legislative duties in the absence of any nominated colleagues whilst in the workplace. This relates to:
 - Fire Safety – in the absence of a Fire Warden when working in an office building, for whatever reason; to assist the remaining Fire Wardens in sweeping the building and ensuring a safe evacuation and accounting of all evacuated people.
 - First Aid - in the absence of a First Aider when working in an office building, for whatever reason; to act as an 'appointed person'.

Additional welfare responsibilities

- 4.6 (Emergency) First Aiders who work in office buildings are responsible for providing first aid treatment to anyone who is injured, assisting anyone who is experiencing an episode of ill health in the workplace and:
- Ensuring any first aid supplies used are replenished and aware of the location of the first aid boxes.
 - Contacting the emergency services as necessary.
 - Providing details of any first aid that has been administered by completing an incident form.
 - Attending training and refresher courses as required.
- 4.7 Appointed Persons are responsible for taking charge of first-aid arrangements in the absence of a First Aider, by providing emergency cover, within their role and competence, and calling the emergency services when required.
- 4.8 Fire Wardens have a duty to assist in the event of a fire or suspected fire. This includes ensuring people can escape safely and that everyone is accounted for. The specific duties of a Fire Warden are described in the Fire Safety Management Policy. Fire Wardens should also follow the procedure to "support Individuals at Risk from Fire" as required.

5. Training

- 5.1 The Group will publish the Health and Safety Policy on the intranet and within online training such as 'Introduction to Health and Safety' located on MYLO.
- 5.2 How the Group comply with Health and Safety Training is located within the training procedure.

Section 3: Legal and regulatory

6. Legislation

The Group will ensure that legislation with distinct provisions for England, Wales, Scotland, and Northern Ireland are implemented appropriately, in accordance with the legal and administrative frameworks specific to each location.

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regulations 2002 COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Social Housing (Regulation) Act 2023
- Construction (Design and Management) Regulations 2015 (where applicable)
- The Building Safety Act 2022 (for relevant buildings)
- Hazards in Social Housing (Prescribed Requirements)(England) Regulations 2025

7. References

- [HSE – Managing for health and safety \(HSG65\)](#)
- [Regulator of Social Housing – Consumer Standards](#)
- BS ISO 45001:2018 – Occupational health and safety management systems
- [Health and Safety Committee terms of reference](#)

8. Definitions

The Group	Progress Housing Group Limited (and subsidiary companies specified within the entities section)
RWP	The brand name the Group uses when referencing supported living homes
Health and Safety Lead	Carry out the functions required by the Social Housing (Regulation) Act 2023

9. Associated policies and procedures

Document reference	Name of document
EIA01	Equality impact assessment
DPIA01	Data Protection Impact Assessment
GRSTR01	Health and Safety Strategy
GRPROHS07	Accident Reporting
GRPROHS02	Construction Design Management (CDM)
GRPROHS01	Dealing with Serious and Fatal Accidents
GRPROHS09	Hand Arm Vibration Syndrome (HAVs)
GRPROHS04	Health Surveillance
GRPROHS13	Safe Use of Tools and Equipment
GRPROHS14	Work at Height
GRPROHS17	Safety Tours
GRPROHS18	Team Risk Assessment
GRPROHS22	Secure Information Box
GRPROPS03	Fire Safety Procedure
GRPOLPS03	Fire Safety Management Policy
GRPROPS19	Fire Safety Management Procedure

10. Equality impact assessment

- 10.1 An Equality Impact Assessment has been undertaken and the outcome deemed to be medium risk to individuals within protected characteristic groups.
- 10.2 An action plan for improvement has been developed and completion monitored by the policy lead. Actions will be addressed under the relevant associated procedures.

11. Data protection

- 11.1 A Data Protection Impact Assessment has been undertaken and reviews the how the Group processes personal data in relation to the Health and Safety Policy.

12. Customer Voice and influence

- 12.1 Consultation has taken place with the Health and Safety Steering Group, the Health and Safety Committee in relation to the review and revision of this policy.
- 12.2 The Health and Safety Policy will be made available to tenants within the 'Your Voice' sessions and on the website.

13. Monitoring and review

- 13.1 Compliance with the Health and Safety Policy will be through operational arrangements and presented in report format to the Health and Safety Committee, Health and Safety Steering Group and Parent Board (plus any other board or committee delegated within the Standing Orders and Scheme of Delegation).
- 13.2 This policy will be reviewed annually unless an earlier review is prompted by an external or internal change.

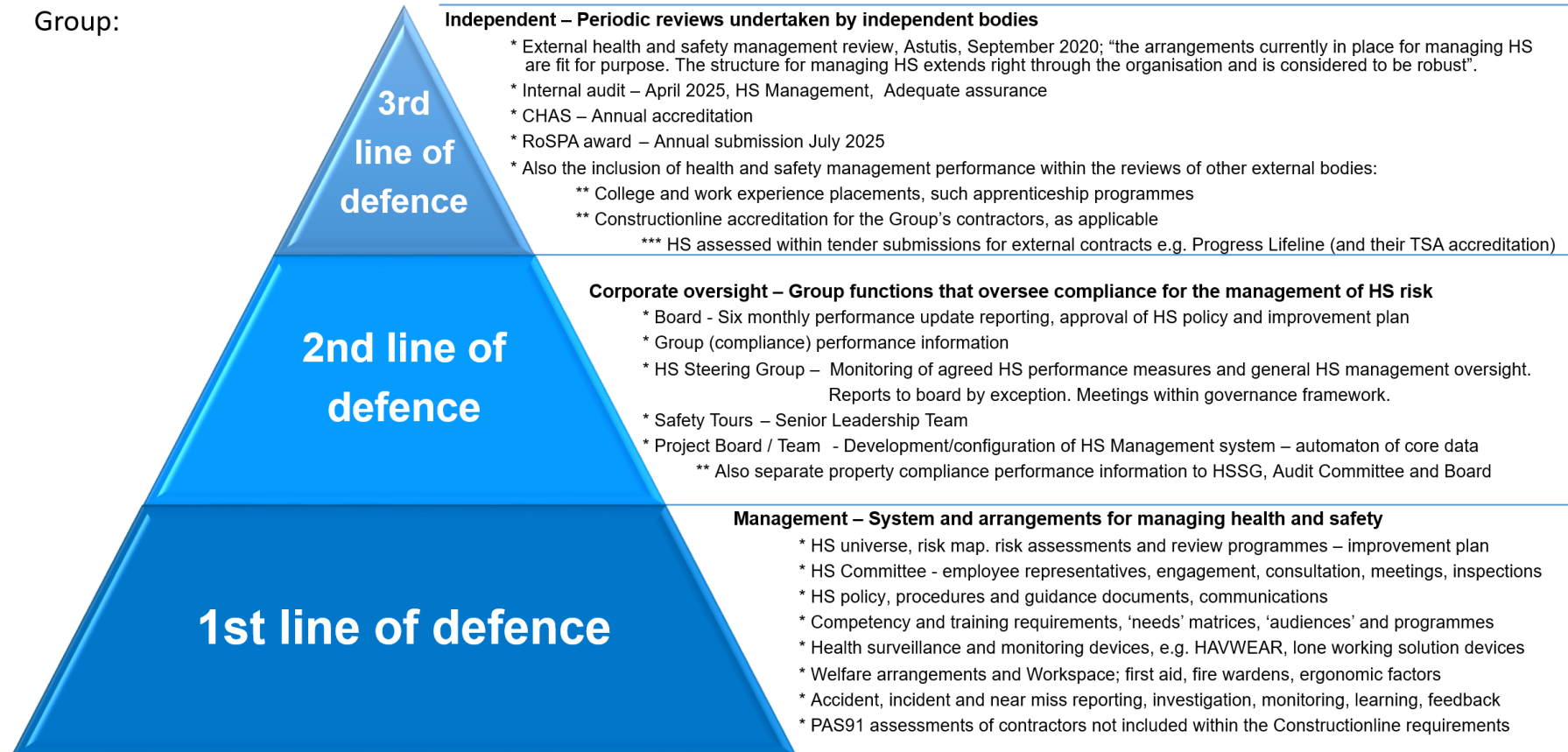
Section 4: Appendices

Appendix 1 - Progress Housing Group's Plan, Do, Check, Act Model for Corporate Health and Safety Management

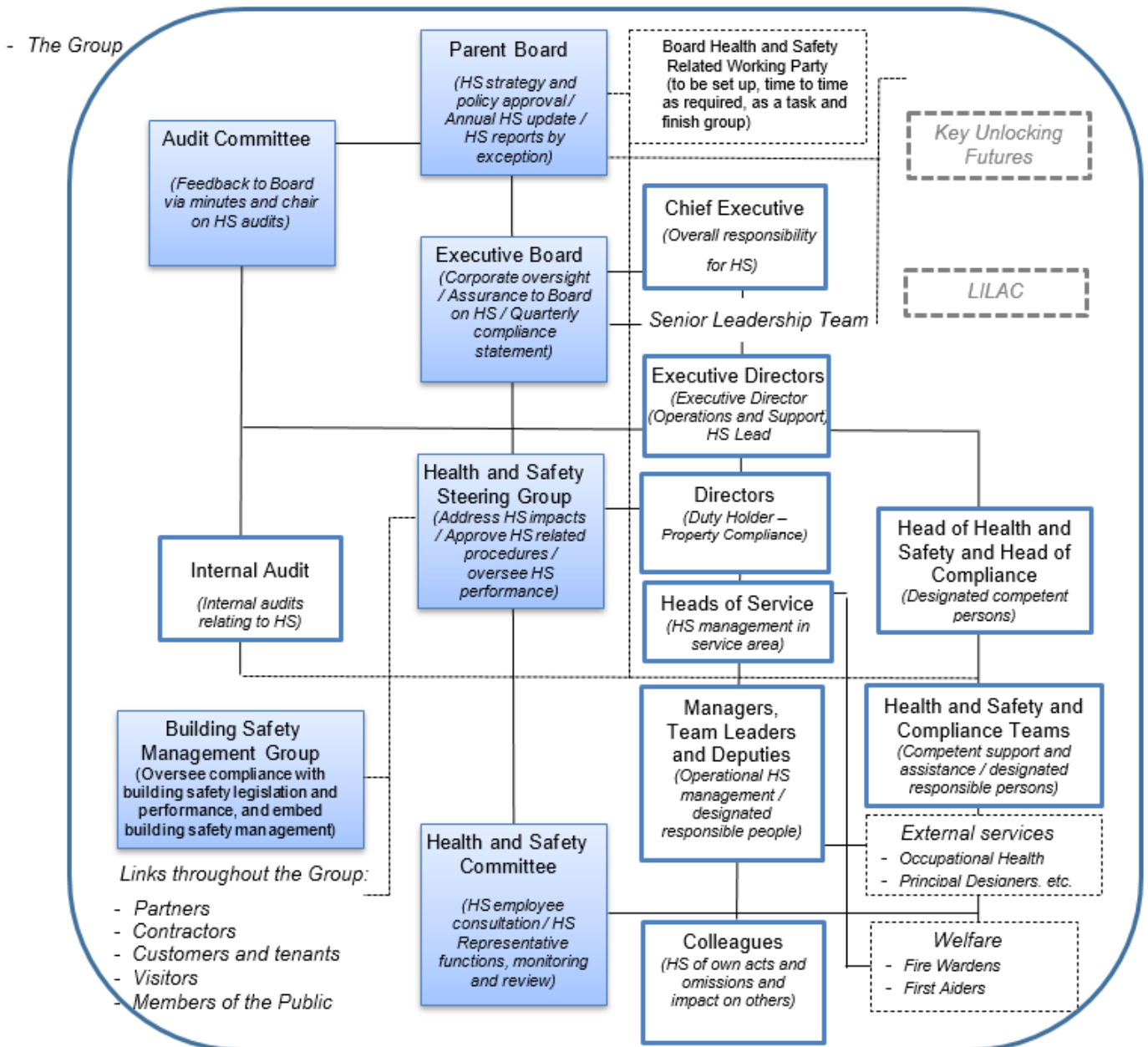


Appendix 2 - Progress Housing Group's 3 Lines of Defence Model for Corporate Health and Safety Management

Group:



Appendix 3 - Organisational Structure for Health and Safety



Appendix 4 - Key health and safety responsibilities

Post title / role	Responsibility
Parent Board	Strategic direction for Health and Safety (health and safety) HS within decision making processes Sensible risk management approach Provision of resources for Group to discharge HS responsibilities.
Chief Executive	HS Policy remains valid and is signed and implemented Ensure the Group complies with HS law.
Executive Board	Implement the HS Policy Maintain oversight and act accordingly.
HS Lead (Executive Director – Operations, Services and Support)	Carry out the following functions: (a) monitor compliance with HS requirements (b) assess risks of failure to comply with HS requirements (c) notify the Executive and Parent Board of any material failures to comply with HS requirements (d) provide advice to the Executive and Parent Board as to how the Group should address risks and failures for the purpose of ensuring compliance with HS requirements. Communicate in a timely manner with the RSH on all material issues that relate to non-compliance or potential non-compliance with HS requirements.
Senior Leadership Team / Directors	Implement the HS Policy Lead HS Ensure HS compliance within their portfolio.
Subsidiary Companies	Director(s) to achieve all HS legislative requirements as applicable to its undertaking, as set out in its HS Policy.
Corporate HS Team and Property Compliance Team	Competent persons to assist the Group to undertake the measures needed, to comply with its statutory HS requirements.
Heads of Service	Health and safety compliance within their service area 'Step up' to fulfil legislative duties related to welfare (i.e. first aid and fire warden duties) in the absence of any nominated colleagues, whilst in the workplace.
Managers and Team Leaders	Health and safety compliance within their team 'Step up' to fulfil legislative duties related to welfare (i.e. first aid and fire warden duties) in the absence of any nominated colleagues, whilst in the workplace Implement the procedure 'Supporting Individuals at Risk from Fire', as required.
Colleagues / All	Health and safety of themselves and others affected by what they do Comply with HS requirements / control measures, within team risk assessments and attend mandatory health and safety training Co-operate and communicate with one another to maintain a positive HS culture.