HEALTH AND SAFETY POLICY

Document information		
Version Number	7.0	
Type	Operating Procedure ☐ Corporate Policy ☒	Customer Policy ☐ Staffing Policy ☐
Scope	Albyn Group ☒ Albyn Housing Society ☐	Highland Residential ☐
Approver	Board ☒	Leadership Team ☐
Responsible Director	Executive Director of Group Services	
File Location	Safety Management System SharePoint folder and Policy Portal	
Approval & Publication		
Approval Date	October 2026	
Date of next planned review	October 2027	
For website publication (Y/N)	Yes	
Distribution	All Staff ☒ Customers ☐ Albyn Board ☒ Highland Residential Board ☒	Finance & Corporate Services ☐ Human Resources ☐ Property Services & Subsidiaries ☐ Customer Services ☐ Highland Residential ☐

Summary of changes to document

Date	Action by	Version updated	New version number	Brief description ***(e.g. updated job titles, reviewed section on delivery, whole document updated, corrected typos)***
December 2022	Health and Safety Manager	4.0	4.1	Annual review of whole document - minor update made to wording for H&S Committee
December 2023	Health and Safety Manager	4.1	5.0	Updated organisation chart
December 2024	Health and Safety Manager	5.0	6.0	Updated organisation charts Responsibilities for Heads of Service included Arrangements revised for consulting with GMB Updated HR responsibilities
October 2025	Health and Safety Manager	6.0	6.1	Board request to move annual review date to October Updated Organisation Charts
October 2026	Health and Safety Manager	6.1	7.0	Updated Organisation Charts

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1.0 INTRODUCTION AND POLICY STATEMENT

This policy applies to all employees, temporary employees and contractors of the Albyn Group.

The Board of the Albyn Group is responsible for the conduct of the business of the Group.

The Group Chief Executive accepts responsibility to provide a safe and healthy working environment and prevent injury and ill health for employees, contractors and visitors who may be affected by the activities of the Albyn Group.

This Policy is evaluated as part of the overall review of the Occupational Health and Safety Management System to ensure the objectives and responsibilities are met

2.0 HEALTH AND SAFETY OBJECTIVES AND PRINCIPLES

The objectives and principles of the Occupational Health and Safety Policy are to:

- establish and maintain a health and safety management system which satisfies applicable statutory, legal and regulatory requirements, industry best practice and any other specific requirements
- maintain a workplace that is safe and without risks to health, including means of access and egress, safe systems of work, facilities and arrangements for employee welfare
- provide and maintain plant, equipment and operational controls that prevent injury and ill health
- ensure safety and absence of health risks in connection with the use, handling and storage of articles and substances
- consult with employees on issues relating to health and safety and encourage a positive health and safety culture
- ensure sufficient information, instruction, training and supervision
- communicate health and safety messages and ensure employees are aware of their individual obligations
- operate a culture where employees can report hazards, accidents, incidents and learning events enabling measures to be put in place to eliminate recurrence
- ensure sufficient financial and physical resources are available
- maintain and retain records as part of the health and safety management system
- maintain continual improvement through effective planning, organisation, control, monitoring and review of preventative and protective measures
- review the Policy, periodically, and communicate any changes.

3.0 COMMUNICATION

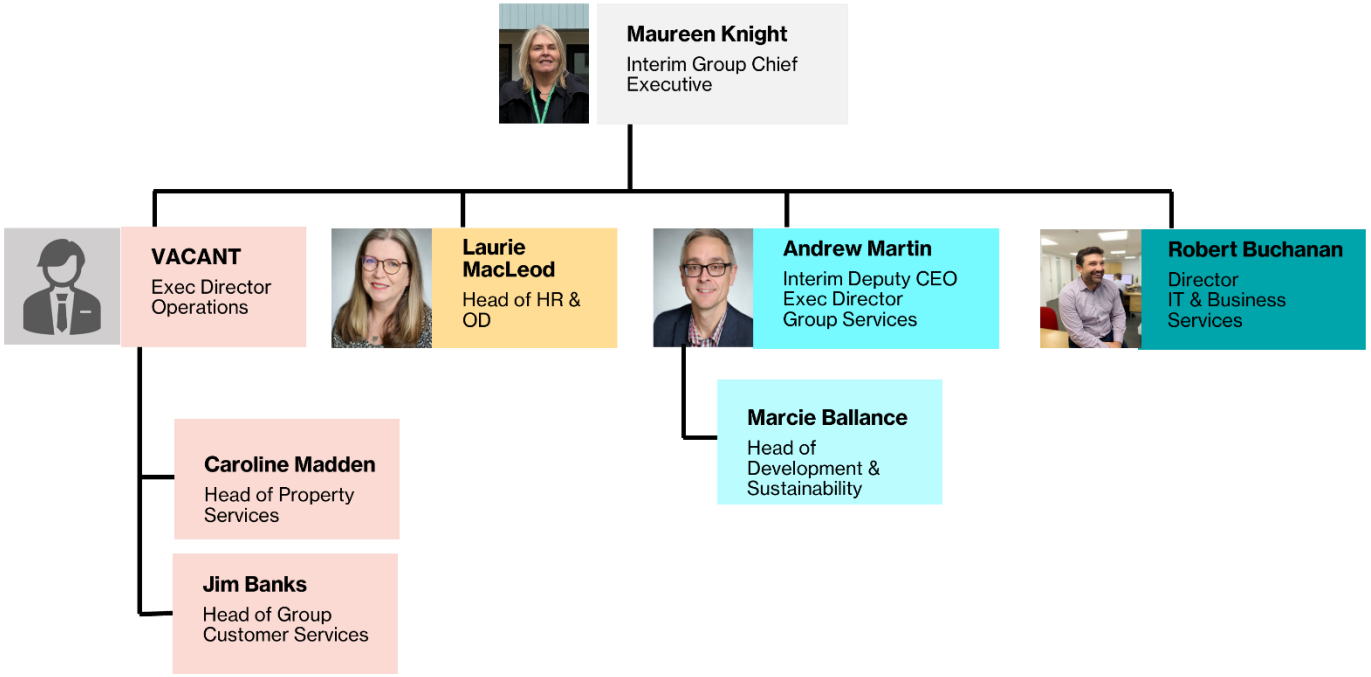
- The Health and Safety Policy is communicated via AlbynHub, induction and Policy Portal
- Copies are made available, on request, to interested parties.

Date adopted by the Board	13/10/2026	**Review Date**	October 2027
Signed on behalf of the Board (Chair)	Clea Warner	Signed copy available on request	
Interim Group Chief Executive	Maureen Knight	Signed copy available on request	

4.0 Organisation Charts

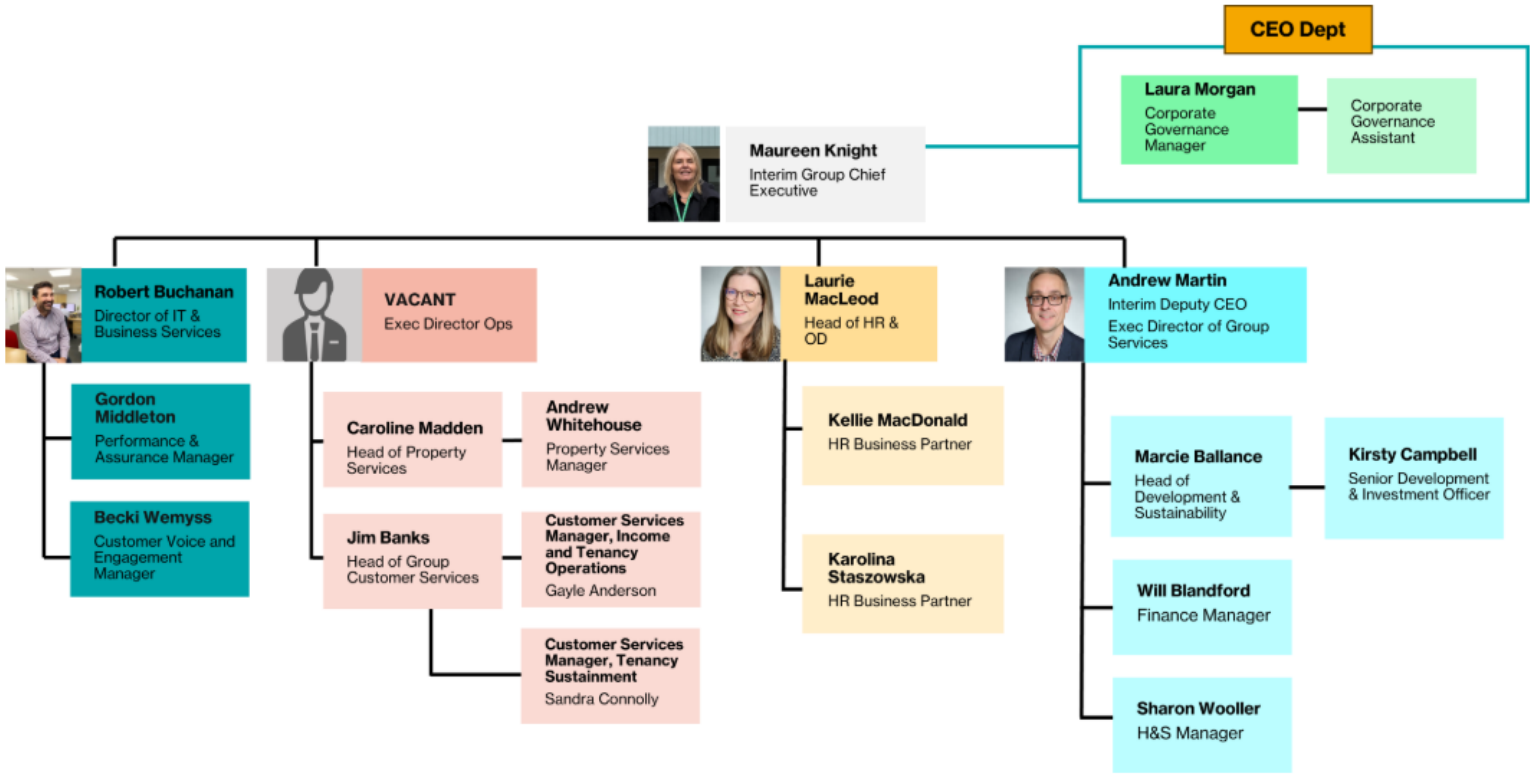
Organisational Chart

Head of Service Structure and New CEO Dept
24/25



Extended Leadership Team

Albyn's Leadership Team are supported by the Heads of Service and Operational Management Team and together they form the Extended Leadership Team.



5.0 SCOPE

This procedure applies to all employees, temporary employees and contractors of the Albyn Group

6.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

6.1 Board

The Board, headed by a Chairperson, oversees the strategic priorities of the Group

Board members are responsible for:

- providing leadership and direction on health and safety and implementing the Health and Safety Plan
- ensuring the Group complies with its legal and regulatory employer duties with regards to health and safety
- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- completing appropriate health and safety training which provides a working knowledge on management responsibilities to ensure health and safety is being managed effectively

6.2 Interim Group Chief Executive

Duties include:

- holding ultimate responsibility for the day-to-day implementation and monitoring of the Health and Safety Policy and supporting procedures and arrangements
- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- taking appropriate action to:
    - reduce health and safety risks arising from business activities
    - improve safety performance
- ensuring adequate competent resources to achieve the objectives of this Policy
- providing the Board with:
    - periodic safety management updates
    - fully justified requests for additional resources, support or funding required for health and safety purposes.
- ensuring health and safety requirements are built into the procurement process when purchasing goods, services, or contractors
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities
- completing relevant and appropriate health and safety training

6.3 Health and Safety Committee

The Committee provides oversight of health and safety matters related to The Albyn Group

The Committee is responsible for:

- promoting a positive culture of health and safety across the business by promoting co-operation between the Albyn Group, as an employer and its employees in instigating, developing and carrying out measures to ensure health, safety, welfare and wellbeing at work
- acting as a focus for employee participation in the promotion of health and safety at work, the prevention of accidents and incidents and the avoidance of work–related ill health
- providing a strategic overview of health and safety in the business and being committed to driving continuous improvement
- ensuring the business considers, and where applicable complies with, all legal and other requirements
- reviewing the Groups policies, procedures and arrangements on health and safety at work
- reviewing the health and safety performance of the organisation
- reviewing findings of internal and external health and safety audits and authorise the use of all reasonable support required to rectify non-compliances identified by the audits
- reviewing investigation of accidents, near misses and dangerous occurrences

Committee members will undergo suitable training commensurate with their role in the Committee and within the organisation

6.4 Leadership Team

Duties include:

- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- ensuring compliance with the Society's health and safety responsibilities and obligations
- endorsing and supporting implementation of the Health and Safety Policy and associated procedures and arrangements
- ensuring health and safety requirements are built into the procurement process when purchasing goods, services, or contractors
- reviewing outputs from reactive and proactive monitoring
- completing relevant and appropriate health and safety training
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities

6.5 Heads of Service

Duties include:

- adhering to the requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- operational management of the Group's responsibility regarding health and safety
- ensuring compliance with the Group's health and safety obligations

- endorsing and supporting implementation of the Health and Safety Policy and associated procedures and arrangements
- overseeing an adequate programme of health and safety training delivered in accordance with the training needs analysis
- supporting Line Managers with the risk assessment strategy and associated control measures
- ensuring health and safety requirements are built into the procurement process when purchasing goods, services, or contractors
- ensuring adequate channels are in place to facilitate communication of health and safety
- completing relevant and appropriate health and safety training
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities

6.6 Health and Safety Manager

Duties include:

- assisting the Leadership Team to meet the relevant requirements of the Scottish Housing Regulator: Regulatory Framework (for landlords)
- providing advice and support to the Board, Leadership Team, Managers and staff on health and safety matters
- creating reviewing, updating, implementing and embedding the policy and procedures
- developing and maintaining the safety management system to ensure compliance with health and safety legislation
- creating reviewing, updating, implementing and embedding emergency plans
- developing arrangements to manage health and safety performance
- organising, chairing and advising the Health and Safety Committee
- supporting Line Managers with the risk assessment strategy and associated control measures
- co-ordinating the display screen equipment assessment programme
- co-ordinating premises safety arrangements and the planned preventative maintenance programme
- devising, delivering and/or facilitating health and safety training/e-learning and, as appropriate, input into other corporate training for the Board, Leadership team, Line Managers and staff
- ensuring new employees complete group Induction
- supporting Human Resources and Line Managers with occupational health issues
- implementing and maintaining channels for effective health and safety communication to both internal and external stakeholders
- ensuring all accidents and learning events are recorded, as required reported (under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and investigated
- recording and reviewing data from accidents, incident and learning events to ensure weaknesses in the safety management system are addressed

- working with Directors, Heads of Service and Managers to develop a positive and vibrant safety culture while supporting employees to understand their individual health and safety responsibilities
- carrying out and supporting internal audits, co-ordinating inspection programmes, identify areas for improvement and reporting on the findings
- implementing and maintaining programme for selection, monitoring and management of contractors and suppliers

6.7 Human Resources

Duties include:

- assisting with maintaining records of training completed
- liaising with Occupational Health
- liaising with the Health and Safety Manager to ensure personal assessments are completed as required
- sharing relevant data to enable decisions to be made regarding workplace arrangements

6.8 Line Managers

Duties include:

- implementing all relevant policies, procedures and arrangements within their departments
- ensuring development and on-going implementation of an inclusive risk assessment strategy that meets the requirements of the business
- overseeing control measures that follow the risk assessment strategy
- ensuring all accidents and learning events are recorded and reported; as required, assist with accident and near miss investigations
- ensuring adequate training, information, instruction and supervision provided for employees
- as required, either take part in, or delegate attendance to, relevant committees
- ensuring contractors and visitors are aware of safety procedures
- ensuring all equipment used is suitable for the tasks being undertaken and kept in good working condition
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activities
- assisting with local safety induction for new starters
- ensuring this Policy is communicated to employees, including temporary workers and contractors
- ensuring adequate methods of communication exist and encourage employees to raise safety related queries
- promoting a positive safety culture and supporting employees to understand their individual health and safety responsibilities
- completing relevant and appropriate health and safety training

6.9 GMB

Duties include:

- investigating complaints, made by employees represented by GMB, which relate to that employee's health, safety or welfare at work
- making representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- carrying out or participating in workplace inspections
- representing members in consultations with inspectors of the Health and Safety Executive and any other enforcing authority
- attending meetings of the Health and Safety Committee

6.10 Employees

Employees will take reasonable care of their own health and safety by

- complying with:
    - relevant policies, procedures and arrangements
    - information, instruction and training provided
    - risk control measures and use equipment provided to ensure safe-working practices and other initiatives intended to reduce risk
- reporting to their Line Manager:
    - breaches of health and safety procedures
    - accidents, safety related incidents or near misses
    - where they believe further training or other risk control measures would be beneficial

6.11 First Aiders

Duties include:

- Completing training at prescribed periods
- Delivering emergency treatment in accordance with training completed
- Completing reports in the company accident book
- Carry out periodic recorded checks on the contents of the first aid boxes

6.12 Fire Wardens

Duties include:

- Completing training at prescribed periods
- Executing duties in accordance with training completed
- Completing fire evacuation reports
- Ensuring designated areas of the building are clear and reporting status to the Health and Safety Manager/Fire Brigade

- Co-ordinating re-entry of the building

6.13 Contractors and Visitors

- Contractors while on our premises are considered at work. As such they are expected to conform with relevant and current health and safety legislation and co-operate with the local health and safety arrangements
- Visitors will be expected to conform to the information supplied and follow instructions from their host

7.0 DATA PROTECTION & EQUALITIES

- This policy will be implemented in compliance with the Albyn Group Data Protection Policy, and the Equality & Diversity Statement.