



Health and Safety at Work Policy

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Health and Safety at Motability

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Health and Safety at Motability

Occupational health is about the effect of work on health and about making sure that employees are fit for the work that they do. At Motability we focus on prevention rather than cure. Motability is required, under the provision of the Health and Safety at Work etc. Act 1974 to produce a statement of policy with respect to the health and safety of employees, contractors and visitors.

This health and safety policy is supplemented by individual specific policies, procedures and safety precautions- all employees are expected to be aware of those relevant to them. If you are unsure of any procedures or safety precautions, please speak to your line manager.

You should read this policy in conjunction with our Health and Safety Statement of Intent, specific Health and Safety policies and Health and Safety Guide. Our Health and Safety Statement of Intent sets out our commitment to employees, and the commitment we expect from all employees as part of our Health and Safety Policy.

Communication

All employees must be aware of and understand the Health and Safety Policy and health and safety procedures at Motability.

The Health and Safety (Consultation with Employees) Regulations 1996 require employers to provide employees with comprehensive and relevant information on the following:

- Any risks to their health and safety identified by risk assessments
- Preventive and protective measures being implemented
- Emergency procedures and details of assembly points, and staff affected
- Risks notified by others which might affect employees.

All employees are given this information during their induction. Updates are communicated to all employees through line managers, Pulse and Staff Briefings.

Health and Safety responsibilities at Motability

The Board of Governors

The Board of Governors is committed to continuous improvement in health and safety performance. It establishes and implements Motability's Health and Safety Policy and ensures that the Policy is communicated to employees and others who may be affected by its activities.

The Board of Governors set Health and Safety Key Performance Indicators (KPI's) for Motability. These are reviewed regularly by the Board (Appendix I).

The Executive Team

The Executive Team is responsible for implementing health and safety at Motability, as directed by the Board of Governors. The Executive Team nominate one member to take responsibility for ensuring that the Health and Safety Policy and processes are implemented effectively throughout Motability. The nominated person reports regularly to the Board of Governors on progress against annual action plans, performance and other key events.

Key health and safety responsibilities of the Executive Team:

- Ensure that Motability are meeting the KPI's set by the Board of Governors regarding Health and Safety.
- Understand Motability's Health and Safety Policy and ensure that employees can easily access this.
- Ensure that adequate resources are made available to meet Motability's health and safety obligations.
- Ensure that key health and safety activities are delegated to managers and other functions.

- Ensure work is planned to take into account health and safety issues.
- Review the assessed risks to Health and Safety.
- Ensure that competent persons are appointed to assist Motability fulfill its health and safety obligations.
- Actively promote Motability's commitment to the effective management of health and safety. Ensure that relevant information is communicated to relevant employees.

The nominated person is the **Head of HR**.

Head of HR

Key health and safety responsibilities:

- Act as the nominated person for Health and Safety on behalf of the Executive Team
- Review operational business risks every six months.
- Ensure that relevant Health and Safety training for employees is undertaken in line with the companies Health and Safety training matrix.
- Ensure that absence statistics are reviewed to identify any underlying health and safety issues.
- Ensure Health and Safety policies for the business are available
- Act as the Duty Holder for Fire, Water and Asbestos
- Ensure all submissions under RIDDOR are completed within the stated timeframe.
- Ensure Motability's compliance in all areas
- Act as the chair of the health and safety committee

Facilities Manager

Key health and safety responsibilities:

- Advise on health and safety matters, referring to the Health and Safety Advisor if required.
- Monitor and assess risks to health and safety
- Implement health and safety policies ensuring that they comply with current legislation
- Act as the responsible person for fire, water and asbestos
- Keep an up to date health and safety framework ensuring compliance. Arrange external audits of Motability's health and safety managing any action plan for continuous improvement arising from audits.
- Manage the health and safety incident, accident and near miss log and conduct investigations, as necessary.
- Ensure risk assessments are conducted within the organisation and keep an up to date risk register.
- Ensure that regular inspections of the premises are carried out.
- Ensure all relevant registers are maintained e.g. Control of Substances Hazardous to Health (COSHH), electricity, premises logbook, etc.
- Ensure contractors produce risk assessments and employ safe working practices.
- Liaise with the landlord and managing agent on their health and safety compliance ensuring our duty of care to staff is in place.
- Communicate arrangements in place for health and safety strategy, policy and performance to employees, contractors, suppliers and others who may be affected by our activities.
- Monitor financial and other appropriate resources (where applicable) for the provision of health and safety measures.

- Review any submissions under RIDDOR
- Appoint competent persons to health and safety roles, for example Fire Marshals.

Appointed Responsible People

Certain potentially hazardous situations, for example in event of a building evacuation, need an 'Appointed Responsible Person(s) by law' to coordinate the necessary health and safety actions.

The responsible person is chosen by Senior Management, with the appointment formally recorded and accepted. The appointed responsible person receives suitable training so that they can fully undertake the roles.

This includes (but is not limited to) the subjects of:

- Fire
- Water
- Asbestos

If the appointed responsible person(s) change, the Head of HR and Facilities will review the risk assessment schedule, training and any other associated arrangements.

Currently, the appointed responsible person(s) at Motability is:

- **Facilities Manager**

Health and Safety Committee

The Health and Safety Committee has the authority to implement actions to safeguard and improve the delivery of health and safety management at Motability.

Key health and safety responsibilities:

- Monitor and review actions necessary to meet the objectives of annual performance targets.
- Monitor responses to regulatory authority activity, interventions and enforcement notices.
- Review accident, incident and near miss reports, ensuring that appropriate additional control measures are implemented (where necessary).
- Monitor the effectiveness of controls over risks from contractors and third parties.
- Raise important Health and Safety matters arising from the business.

Health and Safety Advisor

Motability has appointed **BBI Risk Solutions** to assist with meeting the requirements of relevant statutory provisions.

Key health and safety responsibilities:

- Assist Motability to comply with the relevant statutory provisions.
- Provide guidance and assistance in developing the Health and Safety Policy and strategies.
- Give advice and guidance on methods of identifying, measuring and controlling health and safety risks.

- Provide advice and guidance on methods of conducting, recording and evaluating health and safety audits and/or inspections.
- Complete inspections and audits, as instructed by the Executive Team or Head of HR, or Facilities Manager.

Health and Safety Representatives

The health and safety representatives at Motability assist with general health and safety issues. These representatives are Paula Calagan (HR Department) and Steve Wright (Facilities Department).

Key health and safety responsibilities:

- Assist the Head of HR and the Facilities Manager in their health and safety role.
- Ensure that employees receive a suitable health and safety induction prior to commencing their work.
- Understand the requirements of health and safety legislation applicable to the activities of Motability.
- Assist with accident investigations and recommend corrective action.
- Collate the paperwork needed to report any accidents (where relevant) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Pass this to the Facilities Manager to review.
- Liaise with relevant parties and specialists as and when appropriate.

People Managers, Team Leaders and Supervisors

Key health and safety responsibilities:

- Comply with Motability's Health and Safety Policy and procedures.
- Ensure that members of their team are aware of the Health and Safety Policy, and that appropriate procedures are in place throughout their functional area(s) to prevent accidents and occupational ill health.
- Provide training and instruction to employees, including temporary workers working, or likely to work, in their area.
- Ensure work is allocated according to each employee's level of training and experience.
- Obtain health and safety procedures and policies of potential contractors and third parties working on behalf of Motability.
- Assist the health and safety representatives to investigate all accidents and serious incidents, with appropriate measures put in place to prevent recurrence.
- Ensure that all equipment and materials under their functional control have regular safety inspections.
- Carry out regular inspections of the areas under their functional control to ensure that correct health and safety working procedures are being followed.
- Check that visitors receive a site health and safety induction before entering the Motability office, and ensure they are accompanied throughout their visit.
- Ensure appropriate Risk Assessments for their area are written and reviewed annually.

Employees

Employees have a duty under health and safety legislation to cooperate with the company on health and safety matters.

Key health and safety responsibilities:

- Have regard to both their safety and the safety of others.

- Comply with Motability's Health and Safety Policy and procedures.
- Report any incidents, accidents and near misses to your Line Manager, Health and safety representative or Facilities department.
- Report any defect or hazard discovered in any plant, materials, safety devices or work system to their line manager.
- Maintain anything provided in the interests of health, safety or welfare.
- Notify their line manager about any assistance required in fulfilling their health and safety obligations.

Failure to comply

Failure to comply with this or any other underlying health and safety policy may result in disciplinary action being taken which could include dismissal.

Monitoring Health and Safety at Motability

Motability continually work to improve the health and safety procedures and practices within the organisation. The following processes are used:

- Key Performance Indicators set by the board of governors these are monitored and reported on to the board quarterly
- Bi-annual audits and reviews conducted by an external specialist company to assess the level of compliance and suggest any changes for further improvement.
- Reviews of the compliance framework are conducted quarterly ensuring that compliance for each area is reviewed.

- Key Performance Indicators for specific areas e.g. fire and water are reported to the health and safety committee via the quarterly operation report
- Health and safety activities and concerns are discussed and evaluated during the quarterly health and safety committee meetings.
- Internal mini audits conducted by the health and safety advisor or Facilities Team Manager to look at the day to day running of the department.
- Logbook review meetings are conducted monthly to review the activities and highlight any areas of concern.

COVID 19 Processes at Motability

Motability are committed to ensuring that our offices are COVID 19 secure, government guidance is reviewed regularly with any changes to process implemented.

COVID 19 briefings are as necessary by the Motability CEO to all staff via email. Information is also available in the back to the office guide issued to all members of staff and on the dedicated COVID 19 pages on Pulse.

If you would like to discuss how we are keeping the office safe please contact your line manager or a member of Facilities who will be able to discuss this with you.

First Aid at Motability

Please refer to the specific Motability First Aid Policy

Mental Health of Our Employees

Motability recognise the importance of offering support to our staff who may be suffering from a mental health related condition. We encourage all of our staff to talk directly with their Line Manager regarding their mental health and have trained our Managers to be able to assist employees with any questions or concerns they may have.

We do not currently have specific mental health first aiders available at Motability. However, all our first aiders are trained to deal with the sudden effects that someone may experience for example anxiety more specifically panic attacks.

If you feel that you are in need of immediate assistance with a mental health related condition please speak to one of our first aiders, the Facilities Manager, your Manager or any member of HR who will be able to assist you.

Alternatively, staff can visit our Wellbeing section on Pulse or contact our employee assistance programme.

You can contact the employee assistance programme on **0800 269 616** or visit the Bupa Healthy Minds website: bupa.com/CBT

Login: using your email address

PIN: BupaHM

Fire Safety at Motability

Please refer to the specific Motability Fire Safety Policy

Protection and Prevention

Protection of Public

Consideration for the protection of the public will be given at the planning stage to any activity, for example, building work in

Reception. Any work with the potential to impact on public shall be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into any working area.

A risk assessment will be completed, and control measures put in place, when any potential risks are identified as a result of our activities. The risk assessments and control measures will be prepared prior to any work or related activities commencing.

Management of Events

Occasionally Motability organises events for stakeholders, employees and customers. Health and safety considerations form part of the planning process for these events, with suitable risks assessments completed as necessary.

All events organised by Motability have a named individual, responsible for coordinating activities and ensuring that health and safety requirements are met throughout at the event.

Risk Assessments and Method Statements

Risk assessments identify potential hazards and set out appropriate means to control them. This is achieved either through elimination, reduction, isolation or substitution.

Risk assessments will be carried out for internal activities by People Managers. For external activities the risk assessments will be carried out by contractors and approved by the Facilities Department before work commences.

The risk assessments will identify the health and safety implications for anyone who may be affected by the relevant activities. The risk assessments are reviewed annually, or

whenever a significant change prompts an earlier review and/or revision.

On identifying a risk, the People Managers involved will inform the relevant parties about the potential hazards and risks and, where necessary, provide supervision or training to eliminate or control them.

Anyone undertaking risk assessment must be competent to undertake the task- Motability will provide training for this.

A method statement (sometimes called a "safe system of work"), is a document that details the way a work task or process should be completed. The method statement should outline any hazards involved and include a step-by-step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

Training

All employees will receive adequate information, instruction, training and supervision relevant to their role and responsibilities.

Training will be updated at regular intervals and whenever required by changes to legislation or working practices.

Contractors are required to demonstrate that their employees, where necessary, have undergone appropriate training and are competent to undertake the specific work activity.

Accidents, Incidents and Near Misses

Despite all best efforts there may be occasions when an accident, incident or near miss may happen in the workplace. It is essential that any event is reported to the Facilities department as soon as possible. This includes accidents, incidents and near misses that happen whilst during working hours this includes but is not limited to, working from home, traveling, at organised events, visiting beneficiaries etc.

Once reported Facilities will review each incident and may decide to conduct an investigation. If an investigation happens you are must co-operate with the investigator providing all details requested. These investigations are not about blame, they are to review what happened, how we can avoid the same issue again and implementing the necessary control measures where appropriate.

Facilities will also use the information from these reports to build a picture of any patterns that may be occurring and use this information to implement necessary control measures which may include reminders on policy, review of risk assessments, training or review of tasks.

In the event of a serious accident incident or near miss the Facilities Manager will need to submit a report to the HSE under RIDDOR. If this was to happen it is likely that a HSE inspector will attend site to complete their own investigation. In this situation both Motability and the employees involved have a legal duty to fully co-operate with the investigator.

Manual Handling and Working at Height

Manual Handling

All employees complete the e-learning manual handling training course, to learn correct lifting techniques appropriate to their normal duties. Additional manual handling training is provided to employees who require specific manual handling training for their role.

Work practices are assessed and reviewed to evaluate the ergonomic risks and to ensure that the likelihood of injury is kept to a minimum.

Working at Height

Motability will comply with its duties under the Work at Height Regulations 2005.

Working at height at Motability includes the use of all types of ladder, for example those used for gaining access to positions above or below ground.

All work at height tasks will be thoroughly assessed by an appropriate health and safety representative. In accordance with the Provision and Use of Workplace Equipment Regulations (PUWER) only CE marked equipment is used for working at height.

The use of ladders for any work at height will only be approved where alternative, more suitable work equipment is not considered to be appropriate. Motability staff using ladders should have two people present at all times, one using the ladder and one footing the ladder, unless an approved platform is in use in which case the member of staff must be fully trained to use the equipment.

Electricity

Please refer to the specific Electrical Safety Policy

Ongoing Health Checks

If necessary Motability carry out ongoing health checks (known as Health Surveillance) to protect employees against illness which can be caused by exposure to certain health risks while at work, for example, people who are regularly exposed to noise, dusts or solvents.

Health Surveillance will be carried out at Motability, and supported by professional occupational health specialists, in the following instances:

- Where substances are used that are identified under the Control of Hazardous Substances Regulations 1999 with specific exposure limits.
- With any manual handling has been identified with potential risks to health and safety at Motability.

Control of Substances Hazardous to Health (COSHH)

Any work involving the use of materials or substances which are potentially hazardous needs a completed risk assessment, as required by the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

At Motability, all hazardous substances used or held onsite need a Manufacturer's Safety Data Sheet, along with a risk assessment. These must be referred to during any relevant training and before use. A register of hazardous substances and

the supplier's hazard data sheets are available from the Facilities Department. Motability also keeps a COSHH register. The Facilities Manager ensures that this is regularly updated.

When using hazardous substances, the COSHH register should always be referred to, with instructions followed.

If any employee or contractor becomes aware of any product that is not listed on the COSHH register or does not have a Manufacturer's Safety Data Sheet, this should be brought to the attention of the Facilities Manager as soon as possible.

Hazardous substances must be stored appropriately.

Empty containers or residue must be disposed of in accordance with the Manufacturer's Safety Data Sheet (available on Pulse or from the Facilities Department) and the supplier's Environmental Policy (where appropriate).

No potentially hazardous substances shall be ordered until assessed and satisfactory control measures are in place

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) specifically covers the use of all kinds of work equipment and place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

To carry out its duties under PUWER, the Facilities Department will:

- Ensure that all equipment is suitable for its intended use,

while considering the local environment, working conditions and hazards in the workplace.

- Provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms to the EU Product Safety Directive.
- Ensure that equipment is used only for operations for which it is suitable, and that the equipment is maintained in efficient working order and in a good state of repair.

Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) Regulations – 2002 applies to all work areas.

The Facilities Department will assess the task or area for the need for personal protective equipment, with PPE requirements determined through Risk Assessments. A central register of onsite PPE is held by the Facilities Department. Where necessary, proof of examination will be recorded, with evidence of the information and training given.

If PPE has been identified for a task or area, it must be used and stored appropriately. Employees and contractors may be subject to disciplinary action if they misuse or fail to use PPE.

Motability will:

- Provide suitable PPE required to carry out work safely.
- Ensure that all PPE provided complies with statutory requirements and appropriate British Standards.
- Ensure that employees and contractors use the equipment provided.

- Ensure that employees and contractors comply with standards concerning the use of PPE.

If employees are required to use PPE they will be told why, how to use and maintain it. It is the responsibility of employees to keep PPE maintained, and in a clean and serviceable condition.

PPE should be stored appropriately, and the Facilities Department should be notified if a replacement is needed.

Construction and Contractors

Construction Design and Management (CDM)

In some instances Motability may become involved in projects ailing within the Construction Design and Management) Regulations – 2015 (CDM).

All work will be designed, tendered for, negotiated and planned in accordance with the CDM Regulations.

Where they apply Motability will comply with the client duties as set out in the regulations.

Contractors

Please refer to the specific Contractors and Visitors on Site Policy.

Permit to Work (PTW)

Permit to Work (PTW) systems are required on occasions where the potential risks are high, where the precautions needed are complicated and require written reinforcement, for example, high voltage electrical systems or working in confined spaces.

A PTW can only be issued by someone authorised by Motability (this can be, the Facilities Manager, Facilities Operational Team Leader or a Facilities Officer). The PTW will be issued for a specific period of time and cover specific work activities. To request a PTW, a permit to work request form needs to be completed.

Before work can begin the risks involved will be assessed and, where necessary, they will be eliminated or controlled so far as reasonably practicable.

Everyone affected by the PTW will be informed of the reason for the PTW, its contents, and the procedures and controls outlined in the permit.

The contractor must sign the PTW to confirm that they understand the limits of the work that can be carried out and the precautions that have been, or need to be, taken.

When the work has been completed, the Facilities Department must sign off the PTW and accept responsibility for any equipment or plant. All work under the PTW must cease once it's been signed off.

Walkways, storage and building maintenance

Walkways and exit routes are to be kept free from obstructions and large items, including glass panels, must be stored in suitable racks and are not to be leaned against walls.

Work areas must be kept free of combustible materials and waste at all times. Highly flammable materials must not be stored in Motability premises, and combustible materials and waste will not be kept in work areas.

Easy access will be maintained at all times to plant rooms and risers. Items for storage will remain in designated storage areas.

Gas Cylinders

Gas cylinders are occasionally used at Motability premises. They must be stored in adequately constructed, ventilated areas. Full and empty gas cylinders should be separated in storage. Cylinders must be sited a safe distance from any high-risk areas and never near or on an exit route.

A gas trolley should be used to move large cylinders – never drag or slide the cylinders.

The correct regulator and/or valves must always be fitted by a competent person.

Asbestos

Please refer to Motability's specific asbestos policy

Legionella

Please refer to the specific Water and Legionella Policy.

Health and Safety working in the office, working at home

Lone and After Hours Working

Lone and after hours working at Warwick House will only be carried out if:

- A risk assessment and method statement (where appropriate) has been prepared and authorised by the Facilities Manager or Health and Safety Representative responsible for that area/activity.
- The relevant People Manager has approved lone working.
- A second person is present in the building or easily contactable (for example, someone from the Facilities Department).
- A telephone (with external and internal connection) is available to the person working alone or after normal hours.
- An adequate safety procedure is established, for example, a telephone reporting system or regular security patrols).
- Where the work contains unusual hazards, at least one other person is trained to deal with, and advise on, the hazard.
- Motability's Reception and the Facilities Department have been made aware.

Homeworking

Employees who are either contracted to work at home or work at home (with their line manager's approval) need to carry out a DSE self-assessment for the home working environment.

Display Screen Equipment (DSE)

- Please refer to Motability's specific Display Screen Equipment policy

Work-Related Stress

Motability recognises that work-related stress can be a significant cause of absence and in order to address this have developed a supportive culture which encourages employees to have regular one-to-one meetings with their line manager.

All departments at Motability have a stress risk assessment in place which is reviewed and updated by the management of each department annually or sooner if a significant change has taken place.

Motability also offers a free and confidential employee assistance programme, managed by Bupa, offering emotional wellbeing and practical support to employees and their families by healthcare professionals. The telephone number for this programme is 0800 269 616 for more information.

Workplace adjustments

Motability are committed to ensuring that all staff are able to work in a comfortable and safe environment. Workplace adjustments will be considered and assessed for any individual requesting changes to their working conditions. Please see the Motability specific workplace adjustments policy.

Company/Hire Cars

Please refer to the specific Motability Company Vehicles Policy

Disclosure and Barring Service (DBS) Checks

If relevant to your specific job role Motability may request that a DBS is carried out for you. If this is the case, then the Human Resources department will discuss this with you and work with to arrange the checks.

Smoking

Please refer to the Motability specific smoking Policy

Appendix I

Headline Objective	Detailed Objectives	Progress	Status
<p>Legal – Ensure Motability meets its legal obligations in respect of health and safety.</p>	<ol style="list-style-type: none"> 1) Ensure that Motability’s framework is kept up to date and reviewed regularly to ensure that legal compliance is met. 2) Ensure accurate and up to date records are kept in respect of: <ul style="list-style-type: none"> - Fire - Water - Asbestos - First Aid - COSHH - Contractors onsite - Risk 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Governance – Ensure that strong governance is in place for health and safety.</p>	<ol style="list-style-type: none"> 1) Appoint competent people in key health and safety roles. 2) Conduct annual reviews with H & S competent person to ensure key requirements are being met. 3) Ensure that management of health and safety is externally audited using the HSG 65 framework every three years. Audit is to include benchmarking Motability against other organisations. 4) Action plans for health and safety to be tracked and regularly reviewed and reported upon. 5) Health and Safety Committee to meet quarterly. 6) Actions arising out of the Health and Safety Committee are to be fed back through relevant meetings. 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Policy – Ensure the health and safety policy, statement of intent and supporting policies and procedures are in place.</p>	<ol style="list-style-type: none"> 1) In consultation with the Health and Safety Committee policies and procedures are reviewed annually. 2) New and updated polices are made available to staff via Pulse. 3) All staff are to confirm that they have read and understand the policies and procedures relevant to them. 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Culture – Ensure that we proactively encourage a good health and safety culture within Motability.</p>	<ol style="list-style-type: none"> 1) Raise awareness of what good health and safety culture looks like through staff briefings, health and safety guide, Pulse and the employee committee. 2) Board of Governors and the Executive Team take an active role in monitoring health and safety throughout Motability. 3) Every employee takes personal ownership for their own health and safety. 4) The Head of HR Facilities Manager regularly engage with departmental managers to ensure operational health and safety risks are controlled and monitored. 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Welfare – Ensure that Motability premises and working environment meets the requirements under the Workplace (Health, Safety and Welfare) Regulations 1992.</p>	<ol style="list-style-type: none"> 1) Head of HR and the Facilities Manager are aware of the obligations under the regulations and ensure that the premises meets these. 2) Any issues are resolved in a timely fashion with minimal disruption to the business. 		
<p>Consultation and Communication – Ensure consultation with relevant members of staff on health and safety items takes place and that clear relevant and timely communication is issued to staff.</p>	<ol style="list-style-type: none"> 1) Provide updates to various stakeholders i.e. Board of Governors, Executive Team and employees at agreed level. 2) Consult with the Health and Safety Committee on amendments to existing policies and new policies 3) Proactively communicate with employees on issues which may affect their health and safety within the workplace. 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Training – Ensure relevant health and safety training is provided.</p>	<ol style="list-style-type: none"> 1) Regular training to be completed by all staff in relation to <ul style="list-style-type: none"> - Fire - DSE - Manual Handling 2) Regular training for individuals in key roles. 3) Regularly review the training matrix against the health and safety framework to ensure that Motability are in the best place to achieve their obligations. 		

Headline Objective	Detailed Objectives	Progress	Status
<p>Record Keeping and Reporting – Ensure that relevant and accurate records and reporting systems are in place and are regularly updated to meet both legislative and best practice requirements.</p>	<ol style="list-style-type: none"> 1) Log books and checking procedures in place for main health and safety areas e.g. fire and water. Records to be reviewed monthly by the Head of HR and the Facilities Manager. 2) Health and safety operational report is collated quarterly and discussed at the Health and Safety Committee meetings. 3) Exceptional health and safety events are reported through to relevant stake holders including the Board of Governors. 		

Record of Amendments to this policy:

Revision	Amendment	Date
1	First Issue	August 2011
2	General Revision	August 2013
3	H & S Committee Revision	May 2014
4	H & S Advisor (Jacqui Brown - HSAS) Revision	June 2014
	HR/Communications	August 2014
6	HR/Facilities	July 2015
7	General Revision	July 2016
8	Change to EAP number	May 2017
9	General revision	February 2018
10	Failure to comply section added	August 2018
11	Change of job titles for The Head of HR and Facilities Manager	October 2019
12	General revision to include changes in the following areas: Change of advisor Job title updates COVID 19	

	Update of EAP details Working at height Electricity Permit to Work DSE Stress	
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For further information regarding this policy, please contact the Facilities Department

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