2. Health & Safety Inspections & Audits					
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Policy

The Board of Directors and the Chief Executive of the Society recognise their responsibility for protecting the health & safety of all their colleagues whilst at work. They will, where applicable, introduce a 'safe system of work' for specific tasks or operations carried out within the business.

Safe Systems of Work

A 'safe system of work' is defined as a formal procedure, which will allow a specific task to be carried out safely, after systematic examination of that task has identified and eliminated all the associated hazards, or at least minimised the risks.

Safe systems will be put into place when the hazards identified cannot be eliminated and some residual risk remains. Components of such a system will include: the organisation and co-ordination of the work of those involved; training, instruction and supervision; layout of plant and appliances; methods to be used and general conditions of work.

This will be carried out by way of a risk assessment *(See Section 7)* to identify hazards, evaluate risks and implement necessary control measures, under the Management of Health and Safety at Work Regulations 1999.

Where the business implements safe systems of work it may require colleagues to be involved, at all levels. This is so they can fully understand why the safe system is necessary, what the necessary procedures are, and their precise roles in the safe system.

Monitoring will ensure the system continues to be workable, effective, safe and that it achieves its intended aims. It will also identify any changes to the task that can then be addressed accordingly.

Correct Operating Procedures (COPs) and Safe Working Procedures (SWPs)

The Society will, where possible, devise and implement the use of safe working procedures and / or Correct Operating Procedures (COP's) in order to ensure a set standard is operated throughout the business. SWPs / COP's will be used as a basis for specific training on items such as work equipment or where a set procedure is required to ensure the safety of colleagues and others.

Corporate Health & Safety Audit

For the purposes of this Health & Safety Policy document, the term 'audit' is defined as:

- A structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health & safety management system, and where required drawing up of plans for corrective action.

- In order to ensure the effectiveness of the health & safety audit system it will assess the following key elements of health & safety management, in accordance with HSG65.

Plan, Do, Check, Act

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health & safety management as an integral part of good management generally, rather than as a stand-alone system. This system is implemented across the Society to ensure best practice.

Elements of this system are shown below:

Plan

- Identifies who is responsible for what and how the Society will achieve aims and how this is managed.
- Deliver a Health & Safety Policy.
- Measure performance inclusive of active and reactive indicators.
- Co-operate with stakeholders share workplaces and co-ordinate plans regarding fire and emergencies.
- Plan for changes and identify any specific legal requirements that apply to the Society.

Do

- Identify the Society's risk profile.
- Assess the risks, identify what could cause harm in the workplace and how this is mitigated and managed.
- Identify the biggest risks and priorities to the Society.
- Organise your activities to deliver.
- Involve Colleagues and communicate:
    - o Managed expectations.
    - o Develop positive attitudes and behaviours working alongside Stakeholders.
    - o Provide adequate resources, including competent advice where needed.
- Implement preventive and protective measures.
- Train and instruct, to ensure colleagues are competent to carry out their work.
- Supervise to make sure that arrangements are followed.

Check

- The Society will measure health & safety performance:
    - o Will ensure that policy and process is implemented through risk based monitoring.
    - o Assess that risks are being controlled through Health & Safety Audits.
- The Society will investigate the causes of accidents, incidents and near misses.

Act

- The Society will review health & safety performance across all trading groups.

- The Society will review and communicate shared learnings from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- Review plans, policy documents and risk assessments when required.
- Will take action on shared learning, including from audits, inspection reports and accident investigations.

Continuous review diagram as defined in HSG65