



Blackwood Health, Safety & Wellbeing Plan 2019 - 2020

Introduction

Blackwood has over 1,500 properties for rent across Scotland, and 4 care homes. We provide an integrated care and housing service for our tenants and for individuals in the wider community who require care and support services in their own homes. Our Head Office is in Edinburgh and we have regional offices located in Glasgow and Aberdeen.

At Blackwood, we believe that health, safety and wellbeing is not just about complying with legal requirements. It is about protecting our employees and customers from harm, supporting them to live healthy lives to the full, and maximising business efficiency and resilience. The Board have identified this as a key strategic objective in the Business Plan and it is measured by our Strategic KPI 'Keeping our customers and employees safe from harm'. It is an integral part of our 2019-2020 Delivery Plan.

Health, Safety and Wellbeing Policies

Our overarching goal is to protect our employees and customers from harm, live healthy lives. This is supported by Blackwood's Health & Safety and Health & Wellbeing policies. A copy of our statement of intent is detailed below:

'Blackwood is committed to maintaining a healthy and safe environment in all places that Blackwood has work, for our employees, customers, members of the public and any other third party'.

and

'Blackwood is committed to fostering a positive working environment that promotes and protects the physical and mental wellbeing of all our employees'.

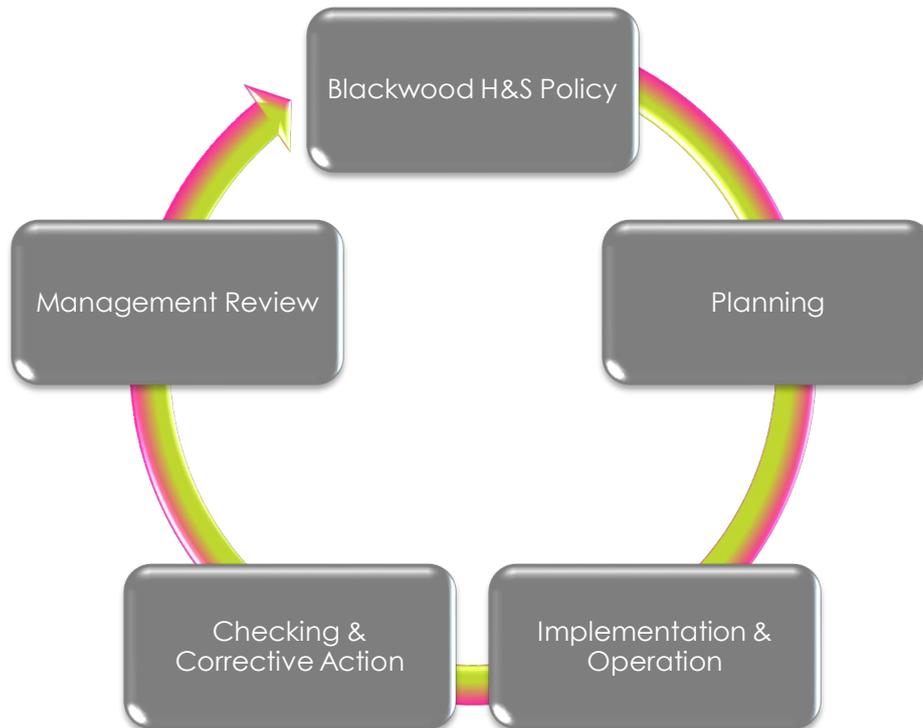
Our Commitment is to:

- *develop and embed a health, safety and wellbeing culture throughout the organisation that recognises the importance and value of effective health & safety management*
- *clearly define for all employees their responsibilities and allocation of duties within health & safety management systems*
- *effectively manage all significant risks to health, safety and wellbeing and reduce them to the lowest reasonably practicable level*
- *consult with employees at all levels on health, safety and wellbeing issues and encourage active participation*

- *ensure that all employees are provided with adequate and appropriate information and training, are competent in health, wellbeing safety matters and are only allocated tasks commensurate with their skills*
- *comply with and whenever possible exceed legislative requirements*
- *establish, measure and continually improve performance against objectives and/or targets*
- *promote the welfare of all employees by providing occupational health & safety related procedures, guidance and advice*
- *ensure full co-operation with all stakeholders whenever we share responsibilities, premises or activities*
- *to promote and encourage employee participation in regular, moderate intensity, physical activity;*
- *to support and encourage employees to make healthy eating choices;*
- *to create a workplace environment that promotes the mental wellbeing of all employees;*
- *to support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help them to quit;*
- *to raise awareness of recommended guidelines for alcohol intake and encourage employees to reduce consumption of alcohol where necessary.*

Developing the Health, Safety and Wellbeing Plan 2019-2020

A key element in the preparation of this Plan is our Health & Safety Management System which provides the operational details of how we manage health and safety, including details of key roles and responsibilities. The system is based on BS OHSAS 18001: 2007 and is designed to control and continually improve the management of health and safety, as the diagram below shows.



Our Health, Safety and Wellbeing Plan is guided by several internal and external influences. Not least of these is the law, which dictates the measures that we must take to meet our health and safety obligations. Other influences are our accident and incident records, best practice, our policies and procedures, the views of our customers, stakeholders and of our employees.

These influences are important, as they provide the inputs required for us to identify what works, and what does not work in our existing safety management system, allowing us to develop our health, safety and wellbeing plan.

The Health, Safety and Wellbeing Plan forms part of Blackwood's 5-year Strategy & Business Plan. It is reviewed and updated on an annual basis to ensure that it remains fit for purpose and to ensure close alignment with the strategic direction of the organisation.

The plan has been formally reviewed by the Operational Management Team (OMT) and is subject to approval by Blackwood's Board.

Our Health, Safety & Wellbeing vision and values

Blackwood recognises that to protect our employees and customers from injury, illness and other loss, and to promote employee physical and mental health, we must integrate health, safety and wellbeing into the way we work.

Our vision is simple, **“Every day we strive to make our people, homes, offices and the way we work, safer and healthier”**.

Our vision reflects Blackwood's core values:



Responsibilities for implementing the plan

The responsibility for leading the plan and for making sure that it has been implemented and fully embedded across the organisation rests with the Chief Executive Officer (CEO), the Development and Commercial Director and the Operational Management Team.

It should also be noted that none of the activities outlined in this plan can be achieved in isolation, and most will require direct leadership or involvement by managers and employees.

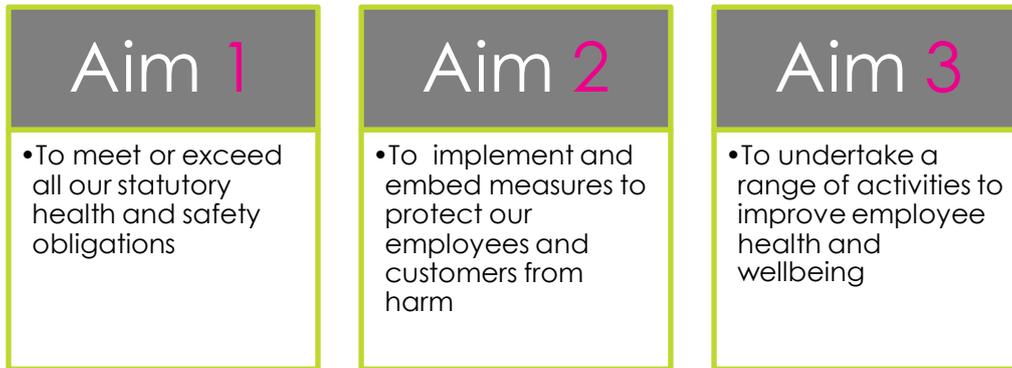
What do we want to achieve?

Our Health, Safety & Wellbeing Plan for 2019/20 will focus on delivering three major activities:

- We will extend IOSH Managing Safely training to all managers and team leaders.
- We will review our fire safety arrangements, ensuring that they are suitable and sufficient, and that we are prepared for potential changes to fire safety legislation following the Hackitt Review, and the requirements of the new Housing (Scotland) Act.
- We will prioritise health and wellbeing education and awareness and introduce mental health first aiders in each of our services including head office.

How we will achieve it?

The 3-key overarching aims for achieving the Health, Safety & Wellbeing Plan for 2019/2020 are detailed below:



These are aims that we are familiar with and have several control measures already in place to ensure we achieve them.

Some of these control measures include:

- our Safety Management System (SMS), policies, procedures and guides, and an annual audit plan to ensure they are being applied;
- regular forums where accident, incidents and lessons learned can be shared throughout the organisation;
- our comprehensive and organisation wide Learning and Development Plan which includes health and safety training, as well as leadership and management;
- our new Health and Wellbeing Policy recognises that happy, healthy employees are more likely to be at work, motivated and productive, thus reducing employee turnover and sickness absence;
- our Employee Counselling Service provider (*Lifeworks*) and our work with both *See Me Scotland* and *Healthy Working Lives* to support and improve employee health and wellbeing.

Although these control measures are not detailed in this plan, they do form part of our Health, Safety & Wellbeing Performance Framework arrangements.

This plan, therefore, aims to build on all existing good practice measures we have developed over the last few years, and help us to improve our performance even further.

Aim 1: To meet or exceed all our statutory health and safety obligations

N ^o	Key Deliverable	When	Who
1	Policies, Procedures and Guides: <ul style="list-style-type: none"> • Develop new or review and re-issue our H&S procedures, policies and guides - to ensure that they remain fit for purpose. 	Mar 2020	H&S Advisor
2	H&S Training: <ul style="list-style-type: none"> • Train all Relevant Managers, and Team Leaders to IOSH Managing Safely Level (or equivalent) – so that they have the required training and qualifications. 	Mar 2020	H&S Advisor / PIM

Aim 2: Implement and embed measures to protect our employees and customers from harm

N ^o	Key Deliverable	When	Who
3	Fire Safety: <ul style="list-style-type: none"> • Appoint a new fire safety consultant to carry out care home fire risk assessments and review fire safety arrangements considering the Hackitt Review - to identify adopt excellent practice. • Develop and deliver a plan for the installation of additional Smoke and Heat Detectors in our properties - to improve fire detection and bring equipment up to current standards. • Set up a monthly H&S Compliance and Risk Review Group – to ensure statutory requirements and identified risks are addressed. 	<p>July 2019</p> <p>Sep 2019</p> <p>Oct 2019</p>	<p>H&S Advisor / Operations Director / PIM</p> <p>H&S Advisor / Operations Director / PIM</p> <p>H&S Advisor / PIM /</p>

Aim 3: To undertake a range of activities to improve employee health and wellbeing.

N ^o	Key Deliverable	When	Who
4	<p>Health & Wellbeing:</p> <ul style="list-style-type: none"> • Provide all employees with the opportunity to take part in Health Defense Screening - a review of lifestyle behavior and health advice (blood pressure, BMI and Cholesterol checks). • Promote our new Health and Wellbeing Policy – By developing and running a series of campaigns and training sessions to raise awareness on the benefits of healthy eating, taking regular exercise and mental wellbeing. • Create an Action Plan from the findings of the See Mental Health Check Survey –ensure that any specific issues identified are addressed. • Appoint and train Mental Health First Aiders – to help managers to recognise the symptoms of mental health so that they can support those who are affected by it. 	<p>Aug 2019</p> <p>Feb 2020</p> <p>Dec 2019</p> <p>Nov 2019</p>	<p>H&S Advisor</p> <p>H&S Advisor / HR L&D Officer / Marketing Manager</p> <p>H&S Advisor / OMT</p> <p>H&S Advisor / HR L&D Officer /</p>
5	<p>Healthy Working Lives (HWL):</p> <ul style="list-style-type: none"> • Work with HWL - To maintain our HWL Silver Award and prepare for gold in 2020/2021. 	<p>Mar 2020</p>	<p>H&S Advisor / HWL Co-ordinators</p>

Investment Required

In addition to operational Health, Safety and Wellbeing budgets we will allocate the following funds to meet the aims of the plan:

Aim	Key Deliverable	Budgeted Cost
1	IOSH Managing Safely	£4,000
2	Appointment of Fire Safety Consultant and completion of Fire Risk Assessments	£5,000
	Develop and deliver a plan for the installation of additional Smoke and Heat Detectors in our properties	£10,000*
3	Health and Wellbeing campaigns, events and awards	£6,200
4	Mental Health First Aid Training	£3,000
Total		£28,200

* This is for developing and implementing the plan for the fitting of additional smoke and heat detectors, and not the cost of procuring and fitting the devices. This will be captured and prioritised in our asset management strategy and our planned maintenance programme alongside any investment required to implement the findings of the Fire Safety Review.