

Office Safety

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Approved by PPRG:	November 2022	Approved by BoM:	February 2023
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management Executive Team Senior Leadership Team Ark Policy Review Group Ark Management All Staff	
Method of Delivery:		LearnPro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
Nov 2021	Brian Gunn	v4.0	New policy format

Summary of Changes

Section	Change
Whole Policy	Reviewed policy to set out Ark’s position in maintaining a safe office environment for admin work / meetings

Office Safety

Contents

1.0 ARKs Values.....	3
2.0 Purpose	3
3.0 Policy Statement	4
4.0 Scope.....	4
5.0 Legal/Regulatory Framework.....	4
6.0 Responsibilities	4
6.1 Board of Management	4
6.2 Executive Team	4
6.3 Senior Leadership Team.....	5
6.4 Managers	4
6.5 All Staff.....	4
7.0 Office Safety	5
8.0 Related Policies & Procedures	6
9.0 Equality Impact Assessment (EIA).....	6
10.0 Data Protection Impact Assessment (DPIA).....	6
11.0 Stakeholder Consultation.....	6
12.0 Monitoring and Review.....	6
12.1 Monitoring	6
12.2 Review.....	7

1.0 Ark`s Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy is to outline Ark`s responsibility and general duty of care for staff working in an Ark office when carrying out office based tasks and for visitor safety when they attend an Ark office.

3.0 Policy Statement

This policy describes how Ark as an employer, recognises it has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Ark will, so far as is reasonably practicable, ensure the health, safety and welfare of its staff, visitors and others who work or visit our offices.

4.0 Scope

All Board of Management members and employees, agency staff and visitors are required to abide by this policy, and the procedure which supports it.

5.0 Legal/Regulatory Framework

The key piece of legislation underpinning this policy is the Health and Safety at Work Act 1974.

In terms of regulatory expectations, Standard 1.3, of the Scottish Housing Regulator's Regulatory standards of Governance And Financial Management requires each RSL should ensure that it complies with its constitution and its legal obligations, and Requirement 3, have assurances and evidence that it is meeting all of its legal obligations associated with housing and homelessness services, equality and human rights, and tenant and resident safety.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that this policy is implemented in Ark.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that this policy is implemented and followed within each function.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy within their area of responsibility. They must also ensure that each member of their team, through induction, and team meetings, is made aware of this policy and participates in relevant training, as necessary.

6.5 All Staff

All Ark employees are required to familiarise themselves with this policy and comply with its provisions as well as undertake any training implemented as part of the rollout of this policy.

6.6 Third Parties

Ark will ensure that this policy is complied with, when third parties, such as agency or temporary staff are employed by Ark.

7.0 Office Safety

This policy and accompanying procedure will provide staff with information on the main risks that may arise from working in an Ark Office.

Working in an office may appear to be less hazardous than other work tasks being carried out by Ark employees, however an element of risk exists within the office environment. Hazards associated with offices include risk of fire, security and hygiene.

People who will use or visit Ark Offices will be people employed temporarily or permanently carrying out office or administrative tasks, support workers when they are carrying out office tasks, supported people and third parties attending offices for meetings and visiting contractors.

Ark office staff are currently able to use a hybrid model of working remotely from their main office in agreement with their manager.

8.0 Related Policies & Procedures

This policy should be read in accordance with:

- HS05 Fire Safety;
- HS09 Display Screen Equipment;
- HS12 Lone Working; and
- AMO1j Legionella and Water Management

9.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment has not been completed in relation to the development of this policy.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team;
- Ark Senior Leadership Team;
- Ark Policy Review Group; and
- Ark Employees.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Health and Safety Adviser, on behalf of Ark's Executive and Senior Leadership Teams, will monitor implementation of this policy on an ongoing basis and ensure that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.