



# HEALTH AND SAFETY POLICY

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|     |   |   |
|-----|---|---|
| 1.  | Introduction.....                                   | 1 |
| 2.  | General statement of health and safety policy ..... | 2 |
| 3.  | Responsibilities for health and safety .....        | 3 |
| 3.1 | Service Directors .....                             | 4 |
| 3.2 | Responsible Individual .....                        | 6 |
| 3.3 | Employees .....                                     | 7 |
| 3.4 | Fire Wardens .....                                  | 8 |
| 3.5 | First Aiders .....                                  | 9 |
| 4.  | Revision history.....                               | 9 |

## 1. Introduction

- This Policy details the arrangements for the effective management of health and safety. This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities. We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.
- The Policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc. To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.



- The responsible person is supported by the manager who is responsible for managing health and safety matters on a day-to-day basis; the manager may also be assisted by local managers as delegated. The responsible person will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.
- We recognize that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end, we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual need, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.

## **2. General statement of health and safety policy**

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company. We will, so far as is reasonably practicable:

- Aim to achieve compliance with legal requirements through good occupational health and safety performance.
- Provide adequate resources to implement this policy.
- Establish and maintain a safe and healthy working environment.
- Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Develop and implement appropriate occupational health and safety procedures, and safe working practices.
- Include the management of health and safety as a specific responsibility of managers at all levels.
- Ensure this policy is understood and implemented throughout the organization.
- Involve employees in health and safety decisions through consultation and co-operation.
- Maintain workplaces under our control in a condition that is safe and without risk to health.
- Regularly review compliance with the policy and the management system that supports it.

- Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
- Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.

### **3. Responsibilities for health and safety**

The responsibilities of all Company employees have been formulated to ensure that an overlapping takes place within each area. The Company accepts its overall responsibility for providing instruction and training in order to ensure that the responsibilities shown are fully understood and complied with. Accidents are usually caused by unsafe acts or unsafe conditions and the responsibilities placed on employees within this policy are intended to comply with legal requirements, as well as reducing the likelihood of unsafe acts or unsafe conditions occurring. As a consequence, all employees will:

- (a) Comply with the Company health and safety policy;
- (b) Fully observe the safety rules and advice;
- (c) Report any safety hazard within their work area, or malfunction of any item of plant or equipment to directors or the manager.
- (d) Fully conform to all written or verbal instructions given to them or contained in any relevant risk assessment to ensure their personal safety and the safety of others;
- (e) Conform to the dress policy;
- (f) Conduct themselves in an orderly and professional manner in the workplace;
- (g) Use all safety equipment and/or protective clothing for the appropriate tasks;
- (h) Avoid any improvisations of any form, which could create an unnecessary risk to personal safety or to the safety of others;
- (i) Maintain all implements and equipment in good condition and report any defects to directors as and when they occur;
- (j) Report all accidents to directors or manager whether injury is sustained or not, before leaving duty;
- (k) Attend as requested any training course designed to further the needs of health and safety;
- (l) Observe all procedures concerning processes, materials and substances used;
- (m) Observe and comply with the fire evacuation procedure and be aware of all fire extinguishers and fire doors.

In addition to the above responsibilities, the [Health and Safety at Work etc. Act 1974](#) places legal duties on all employees. It requires all employees:

- (a) To take all reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work;
- (b) To co-operate with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 of the Act requires that no person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare. Regulation 14 of [The Management of Health and Safety at Work Regulations 1999](#) further extends the duties of employees in the following manner:

- (a) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.
- (b) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees:
- (c) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
- (d) of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph. The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.


### **3.1 Service Directors**

The Service Directors have overall responsibility for the formulation and implementation of the Company's Health and Safety Policy, and in particular for:



- (a) Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
- (b) Considering health and safety during the planning and implementation of business strategy.
- (c) Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
- (d) Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
- (e) Including health and safety on the agenda on Board of Directors and senior meetings.
- (f) Ensuring arrangements are in place to monitor and review health and safety performance across the Company, including accidents and incidents.
- (g) Ensuring that the necessary amendments are made to relevant policies, procedures and processes.
- (h) Reviewing the objectives of the health and safety policy on an annual basis.

The Service Manager is responsible for, in addition to any duties set out in this document or elsewhere, the day-to-day management of health and safety and ensuring that the objectives of the Health and Safety Policy are implemented, and in particular:

- (a) Ensuring that health and safety is considered prior to the implementation of new processes.
  - (b) Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
  - (c) Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
  - (d) Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
  - (e) Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
  - (f) Ensuring suitable controls are in place for the effective management of contractors.
  - (g) Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
  - (h) Monitoring performance in relation to health and safety and reporting to the Service Directors and the Board of progress against the objectives of the health and safety policy.
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- (i) Reviewing accidents and other incidents in relation to health and safety and reporting to the
- (j) Service Directors and the Board on the outcome of these investigations.
- (k) Informing the Service Directors of any situation which may affect or incur adverse publicity for the Company.

### **3.2 Responsible Individual**

The Responsible Individual is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- (a) Monitoring and reviewing the implementation of the health and safety policy.
- (b) Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
- (c) Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
- (d) Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
- (e) Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
- (f) Ensuring that the health and safety management system is implemented.
- (g) Ensuring that relevant policies, procedures, and safe working practices are provided.
- (h) Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
- (i) Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
- (j) Ensuring personal protective equipment is provided, worn and maintained.
- (k) Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- (l) Ensuring that the arrangements for communication, cooperation and consultation are maintained.
- (m) Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.

- (n) Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
- (o) Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
- (p) Promptly informing the Service Manager of any significant health and safety failure.
- (q) Providing the Service Manager with regular reports on health and safety performance, including recommendations for improvements.
- (r) Ensuring that health and safety records and documentation are complete and are systematically stored.

### **3.3 Employees**

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

- (a) Comply with the training, information and instruction they have been given.
- (b) Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorized to do so.
- (c) Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
- (d) Check tools and equipment before using them, and not to use equipment which they know to be faulty.
- (e) Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
- (f) Not bring any equipment, tools, radios, etc. onto Company premises without first obtaining permission from their supervisor/manager.
- (g) Conduct themselves in a responsible manner while on Company business, be alert for hazards and refrain from any form of horseplay.
- (h) Comply with the arrangements for emergencies and fire as they have been instructed.
- (i) Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
- (j) Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.



- (k) Keep their work areas tidy and clear of hazards.
- (l) Report accidents, incidents and hazards they observe to their manager/supervisor.

### 3.4 Fire Wardens

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- (a) Being familiar with the emergency procedures.
- (b) Taking appropriate and effective action if a fire occurs.
- (c) Identifying hazards in the workplace and recording and report their observations.
- (d) Ensuring that escape routes and doors are kept clear and are available for use.
- (e) Ensuring fire doors are kept closed.
- (f) Checking suitable and sufficient notices are displayed.
- (g) Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
- (h) Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the fire wardens should:

- (a) Ensure that the alarm has been raised.
- (b) Check that manufacturing processes have been made safe.
- (c) Collect roll call registers.
- (d) Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
- (e) Ensure the fire service has been called.
- (f) Go to the designated assembly point.
- (g) Conduct a roll call.
- (h) Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
- (i) Report to the senior manager to confirm all persons are accounted for and report any persons missing.
- (j) Make sure that all the employees have been appropriately trained in Fire Safety Awareness, especially upon the induction of a new employee and that all other staff are refreshed in Fire Safety Awareness no more than every 24 months.

**Fire wardens must never put themselves at risk while undertaking their role.**

### 3.5 First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- (a) Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
- (b) Maintaining a valid first aid at work certificate issued by an HSE approved first aid training center.
- (c) Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
- (d) Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- (e) Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- (f) Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
- (g) Recording details of all accidents and treatments in the appropriate incident log.
- (h) Ensuring the relevant manager is advised of all accident and incidents to ensure the appropriate investigations can be completed
- (i) That all new employees have relevant First Aid Training in their induction programme and that all other staff are refreshed on First Aid no more than every 24 months.

#### **RISK ASSESSMENT WITHIN THE HOME**

It is the Policy of the Home to conform to the legislative requirements of *The Management of Health & Safety at Work Regulations 1999*.

2. Management of the Home recognises the need for, and will undertake, the following responsibilities:

2.1 To carry out a review of each area of working activity and identify the potential hazards.

2.2 To assess the risks associated with these hazards, and to quantify them in order of severity.

2.3 To identify the persons at risk from these hazards. These may be:

- Staff
- Young people /Young Persons
- Visitors to the Home -families, contractors, professional people etc

To determine what action is required to protect persons against these risks, and to implement the measures necessary.

- 2.5 To implement a Health Surveillance Programme for all staff.
- 2.6 To provide extra protection where needed for special categories of employee. These may be:
  - Older workers
  - Young people
  - Pregnant women
  - Employees with disabilities
- 2.7 To appoint “competent persons” within the Home to assist in implementing these measures and to ensure that relevant legal obligations are fulfilled.
- 2.8 To provide appropriate Health & Safety training for all staff to ensure that they are provided with up-to-date Health & Safety information.
- 2.9 To develop and implement emergency procedures to address serious accidents, incidents and untoward events involving imminent danger.
- 2.10 To continually assess individual employees’ capabilities to perform their duties safely and in accordance with management Policies.
- 2.11 To ensure that the elements of this Policy, particularly training in Health & Safety matters, are extended to temporary staff and volunteer workers that may be employed at the Home.

## **4. Revision history**

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