

4.1 Health and Safety Policy

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Regulations and Standards

England

- Regulation 6: The quality and purpose of care standard
- Guide to the quality and purpose of care standard
- Regulation 10: The health and well-being standard
- Guide to the health and well-being standard
- Regulation 12: The protection of children standard
- Guide to the protection of children standard
- Regulation 25: Fire precautions

Wales

- Regulation 57: Health and Safety
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/57/made>
- Regulation 44: Premises accommodation based services only
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/44/made>

Director's signature



Bob Yetzes, Chief Executive Officer

1. Introduction

Ensuring the health and safety of staff and other people affected by the organisations activities is essential.

This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises three sections:

1. A general statement of intent, which sets out aims and objectives of the policy;
2. Organisational responsibilities, which allocates responsibilities for health and safety to specific job roles in the organisation;
3. Organisational arrangements, which summarise how the policy aims are to be achieved.

2. General Statement of Intent

We believe that the prevention of accidents involving personal injury and the welfare of its employees, children and young persons' in their care and others who may be affected by our activities is essential to the successful operation of the business, and it regards the health, safety and welfare of its employees, children and young persons' in our care as paramount.

Therefore, through this statement of intent the we will do all that is reasonably practicable to ensure the health, safety and welfare of all employees, children and young persons' in our care and others who may be affected by our activities by provision of the necessary organisation, training and supervision of our employees as well as the provision of safe equipment and safe systems of work.

It is our policy to comply with the terms of the Health and Safety at Work Etc. Act 1974 and subordinate health and safety regulations with reference to current Health and Safety Executive guidelines and we consider these statutory requirements to be the minimum acceptable standards.

We will, so as far as is reasonably practicable, provide:

- A safe place of work, with safe means of access and egress;
- A safe working environment with safe tools, plant, equipment and safe systems of work;
- Safe use, handling, storage and transportation of articles and substances;
- Instruction and training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.

In addition we will:

- Provide an organisation structure that ensures that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate;
- Ensure there is effective communication with and co-operation of all employees in the operation of this Health Safety and Welfare Policy;
- Assess all significant risks to its employees and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable;
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy and the management procedures in place;

- Bring this statement to the attention of all employees and any other person who may be affected by our undertaking.

We will endeavour to develop and maintain a culture supportive of Health and Safety. By doing so it aims to achieve adequate control over risks and to minimise injury to employees and other situations, which can arise from avoidable unplanned events. Only competent people will be appointed to assist in meeting statutory duties and where appropriate specialists from outside the organisation.

3. Organisational Responsibilities

CEO

The overall and final responsibility for the management of health and safety rests with the CEO and he is responsible for:

- Ensuring only competent people are appointed to assist us meet our statutory duties;
- Ensuring that this Health and Safety Policy is implemented in full within all premises occupied by us and that its contents and philosophy are understood at all levels;
- Ensuring the development of a positive health and safety culture;
- Ensuring that adequate time and resources are allocated by us to health, safety and welfare issues;
- The CEO has delegated operational responsibility to the relevant Director for the areas of the business under their control.

Directors

The Directors are charged with the co-ordination and implementation of the Health and Safety Policy and are responsible for:

- Ensuring our premises and safe working practices do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations;
- Ensuring suitable and sufficient risk assessments are completed and safe systems of work in place;
- Ensuring that procedures are in place for the regular inspection and maintenance of all electrical, gas and oil equipment and the regular inspection, testing and maintenance of all fire detection equipment, fire-fighting equipment and emergency lighting systems;
- Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported to the Health and Safety Executive.

Head Teachers, Deputy Head Teachers, Managers and Deputy Managers

The Head Teachers, Deputy Head Teachers, Managers and Deputy Managers are charged with the day-to-day responsibility for the implementation of the Health and Safety Policy within the areas of the business under their control and they have the following responsibilities:

- Promoting health and safety and ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable;

- Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to;
- Ensuring suitable and sufficient risk assessments are undertaken and are regularly reviewed;
- Ensuring the health and safety of contractors and visitors whilst on our premises and that any contractor or visitor adhere to any laid down safe working practices;
- Recording, investigating and reporting internally any accidents or safety related incidents involving employees or other persons and employee sickness arising from work related activities;
- Ensuring that all work equipment under their control is in a safe condition for use;
- Ensuring that only authorised hazardous substances are purchased and used within our premises;
- Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices;
- Ensuring that where Personal Protective Equipment (PPE) is deemed necessary it is available, used, stored and maintained in good condition;
- Ensuring all fire precautions remain in place, are regularly tested and maintained and that fire exit routes are kept unobstructed;
- Ensuring that adequate first-aid supplies are maintained;
- Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date;
- Shall report to a Director any hazard or defect affecting health, safety or welfare that in their view is unsafe and they cannot rectify.

Employees

All employees are held accountable at law not to commit acts in breach of safety legislation and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are:

- Familiarise themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them;
- Co-operate and assist in the effective completion of risk assessments with their Line Manager and comply with all identified control measures;
- Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk;
- Shall conform to any safety instructions given by a senior member of staff;
- Shall undertake and follow relevant health, safety and welfare training provided;
- Shall report to their Line Manager or other relevant Manager (e.g. On-Call) all incidents and accidents whether it involves employees, equipment, vehicles, property or other persons and whether or not a person has been injured and will assist in the investigation of accidents, dangerous occurrences or near misses;

- Shall report to their Line Manger or other relevant Manager (e.g. On-Call) any hazard or defect affecting health, safety or welfare that in their view is unsafe;
- Assist in the maintenance of good housekeeping standards;
- Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided;
- Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided;
- Not use equipment or tools for which they have not been authorised;
- Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and authorised by your Manager and then made available for PAT testing by a competent person at the next opportunity;
- To co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with;
- To properly use equipment provided for your health, safety and welfare and not to intentionally or recklessly interfere with such equipment.

Contractors and Visitors

- All visitors and contractors are required to sign in and out at each property;
- All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible employee;
- All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident;
- Visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc;
- Visitors and contractors are not allowed to use any Company equipment unless trained and authorised to do so;
- All accidents and incidents are to be reported to the person responsible for them;
- All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work and their employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment;
- No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch applied roofing and welding;
- No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued;
- No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

4. Organisational Arrangements

4.1 Information, Instruction and Training

Responsibility for staff to be informed on health and safety issues will lie with The Manager and Head Teacher. There is a quarterly Health and Safety Forum that a number of staff are invited to attend.

4.2 Risk Assessment and Safe Systems of Work

It is legally required that all tasks or activities undertaken as part of a work activity that present a significant risk to the health and/or safety of employees or other persons must be assessed in terms of risk.

The purpose of a Risk Assessment is to determine all the potential dangers with the task or activity and to identify how likely it is that the dangers may occur and to identify what can reasonably be done to avoid them.

Task and activity based Risk Assessments have been prepared in conjunction with Acoura Consulting Ltd and available in a risk assessment manual. Information collected from Bryn Melyn Care premises and senior management has been used in determining the Risk Assessments. There may be some Risk Assessments which have been developed which apply to all premises, and others that do not. All Risk Assessments are available on Assist Documents which is available to Managers at all sites.

The Risk Assessments will be printed off and made available to employees at each premises who may require training prior to carrying out a particular task or activity. All training on Risk Assessments will be recorded on the relevant training forms provided with each Risk Assessment.

The Risk Assessments have been written to ensure that they cover as far as possible all tasks and activities routinely undertaken at each premises – however there may be occasions when a sites activity is something which is “out of the ordinary” and requires its own risk assessed solution. Where this is the case a new Risk Assessment will need to be completed at the premises. Additional advice is available from the Health and Safety Manager or by contacting Acoura for assistance.

All of the task and activity based Risk Assessments will be routinely reviewed within a 12 month period. Once reviewed the Manager will sign and date the bottom of the Risk Assessment and ensure the information and controls are provided as training to the relevant staff members. Training should be signed off on the back of each Risk Assessment, including the date when the training was given.

The relevant Manager must work through those Risk Assessments which apply.

It is vital each Risk Assessment is reviewed thoroughly and the controls reflect the practices for each individual premises. In the event of nothing changing, then it will be reasonable to expect each Risk Assessment and training to be reviewed at least once every 12 months. Any amendments must be made to reflect any deviations from any Risk Assessment.

It is also vitally important that Risk Assessments (and associated training) are reviewed whenever there is a related accident. Any review should seek to determine whether the controls stated in the relevant Risk Assessment/s were adequate and would have prevented the accident had they been in place. If not then there may be a requirement for changes to controls or for additional controls to be added:

The Manager and Head Teacher must ensure that any activities or leisure pursuits in which Children participate are, so far as reasonably practicable, free from avoidable risks and, on a day to day basis, staff should take reasonable precautions and make informed judgements about when to allow Children to participate in an activity. Excessive caution is unnecessary and children should be provided with the opportunity to take risks proportionate to their age, level of understanding and in the light of assessments, historical knowledge and plans/strategies that are in place e.g. where the behaviour or choices that have already been made by a Child are poor or have placed them or others at risk, caused injury, harm or damage to property, staff must take this into consideration when

planning activities. For additional guidance regarding risk assessments for activities, see **Section 6, Risk Assessment of the Activities and Transporting Children Procedure.**

The same principles apply to risks in the Home. Home's managers should exercise sensible precautions about the home that a parent would, ensuring there is a homely environment that allows a certain degree of freedom. Where Children demonstrate or are assessed as being able to undertake everyday activities e.g. preparing of meals or looking after their own medication, they should be encouraged to do so rules regarding a safe environment are adhered to safely, taking account of the purpose of the home, age, understanding and known history of the Children.

The Manager and Head Teacher, in consultation with the Health and Safety Officer') will be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

For specific one-off events, the Manager or Head Teacher will be responsible for undertake the Risk Assessment, but can seek advice by contacting Acoura, particularly where there may be specific issues requiring specialist knowledge.

4.3 Accident Reporting and Investigation

Also see **Accidents Procedure.**

All accidents, which occur to children or members of staff, must be reported to The Manager and Head Teacher. In all cases, the accident book must be completed no matter how minor including any investigation documentation.

The Reporting of Accidents/Incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain accidents to be reported to the Health & Safety Executive, who may come and investigate.

All accidents and incidents, including if during an off-site activity, no matter how trivial, should be reported **immediately** to Acoura Consulting as soon as possible using Acoura Assist.

Major incidents and serious workplace injuries (known as 'specified' injuries) should be reported by telephone to Acoura Consulting immediately.

Thereafter, Acoura Consulting will ensure compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by reporting accidents to the appropriate authorities.

Accidents occurring to other visitors or contractors employed by the company will also require reporting in the same way as mentioned above.

For more guidance please refer to the **RIDDOR Procedure.**

The Manager or Head Teacher must investigate all notifiable accidents as soon as is practicable after the accident and once immediate first aid and preventative measures have been completed.

Accidents and near misses mostly have a human cause; someone has either failed to follow procedures, misinterpreted information, failed to have had proper training, ignored safety signs and instructions or they may have been totally unaware of the hazards and risks associated with the tasks they have to do.

In addition, accidents and near misses could be caused by poor maintenance, inappropriate use of equipment or other environmental factors.

Bryn Melyn Care believes it important to review the causes of all accidents and incidents and to learn from the investigative outcomes so that a process of continuous improvement in health and safety management can be implemented.

All notifiable accidents are to be investigated and the Accident Investigation Form (Form 1) completed.

All Managers are required to review the accident findings with their team members and are expected to implement any improvements to existing control measures or to implement new and improved control measures so as to minimise the risk of a similar accident recurrence.

The completed Accident Investigation Form shall be kept in the Accident and Incident Records file and both forms must be retained for six years.

5. Health and Safety Assistance

Competent people have been appointed to assist in meeting Health and Safety objectives. These person's have sufficient knowledge and expertise to insure that statutory requirements are met and that the Health and Safety policy is being adhered to.

Post	
Health and Safety Officer	Melissa Johnson
Fire Safety	Melissa Johnson

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

6. First Aid

Suitable numbers of first aid staff will be trained/on duty to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

See **First Aid, Remedies and Prescribed Medicines.**

7. Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety. The Home's Manager is responsible for ensuring that all Children and young people, staff and visitors within the home are informed of, and are fully conversant with, emergency procedures. Similarly Head Teachers are responsible in the same way on school sites.

Fire wardens will be appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

8. Information and Communication

The Company will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the workplace.

Health and Safety matters are discussed regularly at Senior Management meetings and are an agenda item for a staff meetings in homes and schools.

9. Employee Involvement in Policy Making

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that "an organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee

involvement in health and safety management to cover the whole workforce". Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly.

End