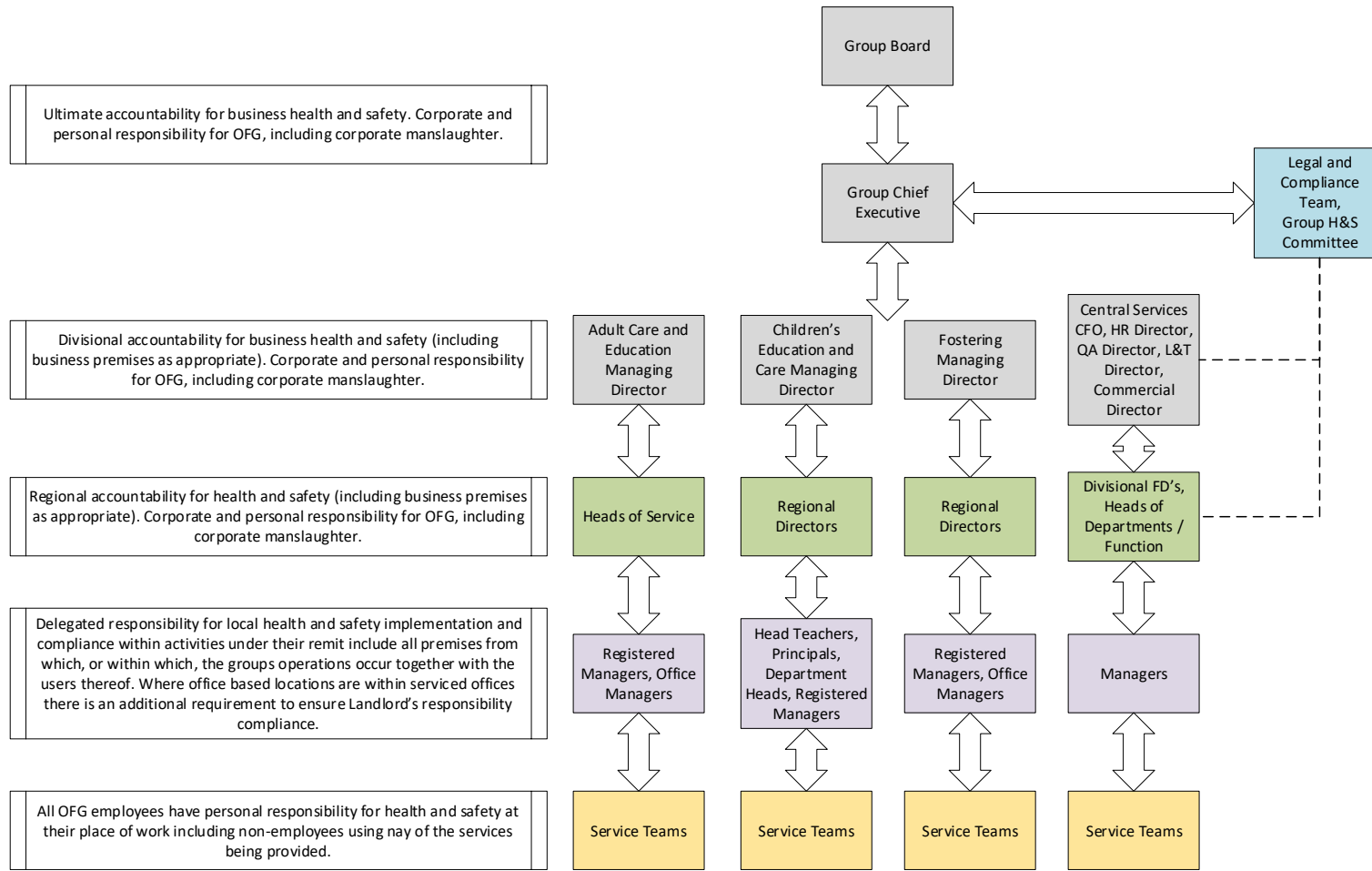


**HEALTH AND SAFETY POLICY – ORGANISATION**



## HEALTH AND SAFETY RESPONSIBILITIES

Outcomes First Group recognises that as an employer the company and its employees have prescribed statutory duties. All employees are made fully aware of their responsibilities and role in contributing to maintaining a safe working place.

The company will identify responsible individuals who will:

- Identify actual or possible hazards and ensure that appropriate safety measures are implemented to minimise risk, or to balance the risk against the positive learning benefits obtained by the people we support;
- Provide, monitor and maintain a safe environment and systems of work in all areas of operation
- Maintain premises, plant and equipment to safe levels;
- Provide instruction, training and supervision to enable employees to carry out their duties safely and to enable them to actively contribute to health and safety;
- Provide all safety devices and protective equipment required to minimise risks to employees;
- Provide safe arrangements for the use, handling, storage and transport of dangerous substances;
- Provide a healthy working environment;
- Ensure adequate first aid facilities;
- Provide and maintaining fire safety systems and procedures;
- Ensure safe access and egress to all premises.

### The Board of Directors

The Board of Directors have ultimate responsibility for ensuring that the duties imposed on the company as the Employer under the Act are carried out and will:

- Ensure there is an effective health and safety management structure;
- Ensure that key posts are filled by competent individuals and the requirements of these posts are being met;
- Ensure that matters of health and safety are as equal importance as other key business functions;
- Ensure that the Board provides as far as is reasonably practicable the resources deemed necessary, to fulfil the requirements determined by statute;
- Review safety performance of the company.

### Chief Executive Officer (CEO)

The CEO has overall responsibility for ensuring that the company meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

Whilst overall responsibility lies with the Group CEO, executive responsibility is delegated to the Managing Directors of specific services for managing health and safety, including compliance with relevant legislation, quality standards and company policies.

### Managing Directors

The Managing Directors of specific services have executive responsibility to manage health and safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and company policies.

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The Managing Directors are ultimately responsible for the health, safety and welfare of all employees of the company, whilst they are at work on company property or while undertaking their duties of employment, and that of the people we support. This responsibility also extends to visitors, contractors and members of the public who may be effected by business activities or who are on company premises:

The Managing Directors of specific services will:

- Ensure the preparation of Policy;
- Provide adequate resources to implement the Policy;
- Ensure there is an effective health and safety management structure;
- Ensure that health and safety considerations are integral to the overall management culture;
- Make adequate channels of communication available to employees so health and safety concerns can be raised, debated and appropriately resolved;
- Ensure establishment and maintenance of effective health and safety management systems within each service and department;
- Ensure the appointment of a competent person(s) to assist with the development and implementation of the policy and providing competent advice in health and safety matters;
- Ensure review and monitoring of safety performance;
- Promote a positive safety culture through appropriate support and encouragement.

### **Regional Directors / Operations Managers / Heads of Service or Function**

Regional Directors / Operations Managers / Heads of Service have overall responsibility for the implementation of this policy within their respective services (residential homes, schools, supported living services, fostering).

Regional Directors / Operations Managers / Heads of Service will:

- Ensure safe working conditions are maintained for employees, visitors, contractors, people we support and members of the public within their services;
- Report any matters relating to health and safety directly to their Managing Director and the Group Health and Safety Manager;
- Develop a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance;
- Ensure that safety is given adequate consideration in all projects / schemes undertaken;
- Ensure that the arrangements of the company Health and Safety Policy are fully understood and observed at all levels of management and by all employees within their service area;
- Delegate responsibilities for health and safety matters to all levels of management within their service area and ensure that they are adequately trained and instructed to undertake such responsibilities.

### **Group Health and Safety Manager**

The Group Health and Safety Manager will:

- Examine the requirements of laws, orders, regulations and codes of practice relevant to the health and safety of employees and people we support in the company and to the health and safety of others towards whom the company has duties under the Health and Safety at Work etc. Act 1974;
- Devise the company's health and safety system and associated policies and procedures;

- Advise all levels of management regarding the implementation of the company's health and safety system, policies and procedures including accident / RIDDOR reporting;
- Monitor accidents / incidents and liaise with managers regarding remedial actions;
- Ensure the updating and amendment of the Health and Safety Policy and associated policies and procedures as required, and that amendments are brought to the attention of all levels of management;
- Advise on information, instruction and training requirements relating to health and safety and liaise with the Learning & Training department to ensure implementation of health and safety training programme;
- Prepare reports and summary statistics to the Managing Directors;
- Report to the Board as required on health and safety matters and advising as necessary;
- Represent the company in any matters relating to health and safety and liaise with inspectors of the enforcing authorities;
- Review and monitor the company's health and safety performance.

**Registered Managers / Principals / Head Teachers / Office Managers**

Have direct responsibility for health and safety matters relating to the service (residential homes, schools, supported living services. offices) under their control and for persons reporting directly to them and are therefore responsible for the implementation of the provisions of health and safety policies.

These Managers will:

- Be responsible for implementing the Health and Safety Policy, codes and procedures in the service (residential homes, schools, supported living services) under their control and ensure this is brought to the attention of all employees;
- Ensure that all subordinates carry out their duties under the Health and Safety Policy;
- Co-operate with the Group Health and Safety Manager on matters affecting health, safety and welfare of employees and people we support;
- Liaise with the Group Health and Safety Manager on any activities, equipment, areas deemed to be unsafe and any breach of statutory requirement in the service under their control and which they cannot effectively deal with;
- Ensure that people we support are involved in health and safety matters;
- Report any building related issues to their Facilities Manager or the Regional Property Managers;
- Carry out suitable and sufficient risk assessments, implement control measures to reduce the risk and devise safety systems of work;
- Ensure that all employees are fully aware of and understand the outcomes of site risk assessments and those of people we support and that employees adhere to the detailed control measures;
- Promote a positive safety culture through leading by example and providing appropriate support and encouragement;
- Ensure adequate instruction and supervision to ensure that work is undertaken in a safe manner;
- Ensuring that all employees receive adequate / appropriate training in order to comply with legislative requirements in liaison with the Learning & Training department and the Group Health and Safety Manager;
- Ensure that business continuity and emergency response plans for their service are prepared and kept up-to-date;
- Ensure that adequate first aid facilities are provided at their service;
- Ensure that accidents, incidents, dangerous occurrences and near misses in the service under their control are reported in accordance with the company procedures (also where required to the HSE under RIDDOR), thoroughly investigated, and resulting remedial actions implemented;

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- Carry out periodic safety inspections of the service under their control and ensure any remedial actions addressed;
- Be available for contribution to external safety inspections / audits for the service under their control;
- Ensure the service buildings, grounds and equipment are fit for purpose and routinely maintained;
- Ensure that contractors on site adhere to the company safety policies and adhere at all times to their legal and contractual responsibilities;
- Make available all necessary personal protective equipment;
- Ensure cleanliness and hygiene standards are maintained throughout the service
- Ensure asbestos management plan is in place if asbestos containing materials have been confirmed in the service under their control.

**Appointed Health and Safety Representatives (co-ordinators)**

The services (residential homes, schools, supported living services and fostering offices) have nominated Safety Representatives / Coordinators.

Safety Representative / Coordinators' role is to:

- Report any health and safety hazards to the Registered Manager / Principal / Head Teacher that could affect the group of employees they represent and ensure employees are informed of responses and actions;
- Assist the Registered Manager / Principal / Head Teacher to carry out health and safety risk assessments specific to their service;
- Encourage employees to report all accidents, incidents and near misses events on the electronic platforms;
- Assist in an incident, accident or near miss event reporting and subsequent investigation within their service;
- Carry out health and safety inspections / checks at least monthly and report any hazards to the Manager in a timely way;
- Represent the group of employees in consultation with management on health and safety issues ;
- Support in the induction of new employees covering the health and safety aspects of their induction;
- Maintain health and safety records in their service folder;
- Assist in completing the health and safety documents and keeping them up-to-date.

**Employees**

All employees will undertake their responsibilities and behave at all times in a manner that takes full account of health and safety matters, in particular cooperation with management to achieve a healthy and safe environment, attend all relevant training and follow all relevant policies and procedures.

Employees are encouraged to play an active role by being consulted on the health and safety policies and procedures, taking part in health and safety inspections and attending meetings within their service. Breach of Health and Safety policies or procedures is a serious disciplinary matter and may constitute gross misconduct.

All employees have specific health and safety responsibilities to:

- Be aware and adhere to the company Health and Safety Policy, procedures, risk assessments, safe systems of work including departmental or site safety requirements;

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- Take reasonable care of their own health and safety, and the safety of other persons who may be affected by what they do or do not do;
- Be familiar with fire and emergency evacuation procedures and drills (including provisions relating to the people we support);
- Presenting themselves for work in suitable clothing / footwear to carry out their contracted duties in a safe manner, as determined through the risk assessment process, adhering to any uniform policies and accepted health care protocols where relevant;
- Ensure jewellery should be kept to a minimum due to the needs of the people we support. Nails should be kept short, therefore minimising risk of injury to the people we support;
- Correctly use work items, including personal protective equipment, in accordance with training and instructions;
- Must not intentionally misuse or recklessly interfere with anything provided for health and safety reasons;
- Co-operate with the employer on matters relating to health and safety;
- Immediately report to their line manager any serious and imminent danger to health and safety and any short comings in health and safety arrangements;
- Report and record all incidents, accidents and near miss events appropriately;
- Comply with all hazard / warning signs and notices displayed on the service premises;
- Remove or warn others of a hazard e.g. spillage, in an appropriate way;
- Conduct themselves in an orderly manner and refrain from any form of behaviour, which could lead to accidents or injury;
- Attend as requested, any health and safety training courses;
- Check any equipment before use and report any faults / damage to their line manager; and
- Not undertake any task for which authorisation and / or training / instruction has not been given.

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