

## **St Anne's Health and Safety Policy**

### **1. General Statement**

St Anne's Board and senior managers are completely committed to ensuring so far as is reasonably practicable the health, safety and welfare of all St Anne's employees, clients and visitors. It is St Anne's policy to provide:

- a safe place of work and of access to the place of work
- safe systems of work
- adequate materials
- competent fellow employees
- protection from unnecessary risk of injury
- protective equipment when required
- appropriate and up-to-date policies and procedures

St Anne's will arrange for the implementation of this policy in consultation with Safety Representatives and provide adequate instruction and training to its employees.

St Anne's will operate a Health and Safety Committee.

The employees of St Anne's have duties to :

- take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions
- co-operate with St Anne's or any other approved person in ensuring that the requirements or duties imposed by the relevant statutory provisions are complied with
- report potential or actual hazards to their manager as soon as practicable.

St Anne's is committed to involving clients and tenants as far as is reasonably practicable in the planning, implementation and maintenance of health and safety arrangements which affect them. Staff are there to advise clients about health and safety issues and ways to manage risks.

The organisation is committed to maintaining a "safety first" culture which enables all employees, clients and visitors to be assured that their health and safety is of paramount importance to all concerned.

St Anne's health and safety procedures are based on current Health and Safety legislation, including, for example, The Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 and The Control of Substances Hazardous to Health 2002.

### **2. Health and Safety Responsibilities**

#### **St Anne's Board**

St Anne's Board (Council of Management) will :

(a) approve St Anne's Health and Safety Policy

- (b) monitor organisational H&S performance and initiatives
- (c) receive and assess reports on major H&S incidents

### **St Anne's Staff**

Each member of staff has responsibilities and duties under the terms of this policy. These are set out in detail below.

#### **2.1 Chief Executive**

- (a) Will give the utmost importance to all matters concerning the Health and Safety of employees, trainees and all other persons affected by St Anne's actions and undertakings.
- (b) Will ensure that there is an effective policy for Health, Safety and Welfare in operation for all St Anne's undertakings.
- (c) Will ensure that the policy is reviewed at regular intervals and check its continuing relevance to St Anne's activities and developments.
- (d) Will ensure that responsibility is properly assigned and accepted at all levels.
- (e) Will, so far as reasonably practicable, ensure the provision of such resources, facilities and technical support as may be required to enable all employees to carry out their responsibilities for Health, Safety and Welfare.
- (f) Will give full backing to the policy and fully support any person responsible for its implementation.
- (g) Will give regular reports on policy and performance to the Board.

#### **2.2 Senior Management Team**

- (a) Will ensure so far as is reasonably practicable that resources and staffing are maintained at the level required for the successful implementation of St Anne's policy for Health, Safety and Welfare.
- (b) Will periodically appraise the effectiveness of the Health and Safety Policy, codes of practice and guidance notes and ensure that any necessary changes are made and brought to the attention of all persons who need to know.
- (c) Will analyse and assess accident trends and review overall safety performance.
- (d) Will promote awareness of St Anne's health and safety culture through sharing information and encouraging discussion at all levels.

#### **2.3 Health and Safety Advisor**

- (a) Will maintain Health and Safety knowledge.
- (b) Will advise the Senior Management Team on Health and Safety matters.
- (c) Will review legislation and make policy recommendations to the Senior Management Team.
- (d) Plan regular audits of Health and Safety compliance.
- (e) Advise the Health and Safety Committee.
- (f) Will be responsible for the appropriate distribution of information from outside bodies regarding Health and Safety at Work.
- (g) Will be responsible for ensuring all employees receive appropriate literature with regards to their rights and responsibilities under the Health and Safety at Work Act and other Regulations under the Act.

## 2.4 Finance Director

- (a) Will ensure that all liability is covered by insurance and will advise the extent to which annual risk is acceptable.
- (b) Will ensure resources are released as soon as practicable if directed.
- (c) Will (through the Maintenance Manager) arrange the provision of maintenance by outside contractors of such facilities as fire fighting equipment, transport vehicles, power tools and any other requirements which is beyond the resource available within St Anne's and ensure that satisfactory standards are maintained, and written contracts are signed.
- (h) Will (through the Development Manager) be responsible for the roadworthiness of all vehicles.

## 2.5 Directors

- (a) Will ensure that services comply with relevant Health and Safety legislation and will ensure that targets to meet requirements are achieved within services.
- (b) Will ensure that safe systems of work are in place and in the event of any claims against St Anne's that these are effectively managed.
- (c) Will ensure that managers and staff are competent and appropriately trained to carry out their Health and Safety duties.
- (d) Will collate details of serious accidents and incidents and patterns involving clients and visitors and report on these to the risk management co-ordinator.
- (e) Will act as a focal point for liaison with external bodies on Health, Safety and Welfare matters. This will include the Health and Safety Executive, local Environmental Health Departments and others as may be appropriate.
- (f) Will liaise with Area Managers to ensure that records and information regarding Health and Safety and Welfare are co-ordinated in an effective manner.
- (g) Will establish and maintain an effective system of notification and recording of accidents or injuries and will carry out the duties as required by RIDDOR.
- (h) Will ensure that all Care Home Registrations with the Health and Safety Executive or the Environmental Health Department are arranged.
- (i) Will be responsible for food safety registration with local Environmental Health Departments.
- (j) Will arrange Health and Safety training as identified within each care centre of St Anne's.

### 2.5.1 Director Human Resources

- (a) Will be responsible to the Finance Director for maintaining statistical data relative to the implementation of Health and Safety Welfare Policies with respect to all staff and trainees.
- (b) Will receive all notifications of accidents and ensure appropriate records are maintained.
- (c) Will ensure that all appropriate managers and safety representatives, where appropriate, are made aware of accidents and incidents and notifiable diseases, and that the appropriate authorities are notified.
- (d) Will arrange a suitable Secretary to the Health and Safety Committee.

## 2.5.2 Director Planning and Administration

- (a) Will be responsible for ensuring that equipment at Head Office complies with the Health and Safety at Work Act.
- (b) Will be responsible for maintaining statistical data relative to the implementation of Health and Safety and Welfare Policies with respect to all staff and trainees.

## 2.6 Area Managers

Area Managers will be regarded as competent officers under Health and Safety legislation and will have the following duties within their line management.

- (a) Will be directly responsible for ensuring, so far as is reasonably practicable, that the requirements of appropriate health and safety legislation and the company's health and safety policies are understood and complied with at all levels within their respective areas of control.
- (b) Will, in consultation with the Finance Director and Maintenance Manager establish and maintain an effective system for the maintenance of company premises and vehicles and plant, for the notification of defects and for taking remedial action on defects which may be the cause of injury to persons as soon as is reasonably practicable.
- (c) Will ensure, so far as is reasonable, that all plant and substances that are provided are maintained in a condition that is safe and without risk to health and that where appropriate, safe systems of work are developed and maintained.
- (d) Will arrange for the health and safety training needs to be identified in consultation with Safety Representatives.
- (e) Will ensure that responsibility for health and safety is properly assigned and accepted at all levels within their particular areas of responsibility.
- (f) Will, in consultation with employees Safety Representatives involved establish and maintain codes of practice for work activities specific to their particular areas of responsibility.
- (g) Will in conjunction with appropriate Director investigate all notifiable injuries, diseases and dangerous occurrences; make reports to statutory agencies/enforcing authorities as required; make reports with recommendations to their Director as necessary to prevent recurrence.
- (h) Will check and ensure suitable and sufficient risk assessments are carried out.

### 2.6.1 Maintenance Manager

- (a) Will provide technical advice to senior management and the Health and Safety Committee.
- (b) Will complete repairs to all faults recorded in work sites and repair books as quickly as possible. Any fault that cannot be repaired within a reasonable period of time, should be reported to the Finance Director.
- (c) Will be responsible for ensuring that all electrical appliances and equipment is inspected, code numbered and recorded in line with Electricity at Work Regulations 1989.
- (d) Will monitor the systems and standards employed by sub contractors as St Anne's may employ from time to time to ensure compliance with the Health and Safety at Work Act.

(e) Will be responsible for ensuring that all repairs required to property and fixtures and fittings are carried out in accordance with statutory guidelines.

## 2.7 First Line Managers

First Line Managers will be regarded as competent officers under Health and Safety legislation and will have the following duties:

- (a) Will fully familiarise themselves with the Health and Safety Policies and codes of practice of the company and ensure they are understood and applied at all levels within the manager's area of responsibility.
- (b) Will ensure suitable and sufficient risk assessments are completed and are readily available for services under management and communicate their contents to clients, staff, visitors and contractors as required in the most appropriate way.
- (c) Will ensure that health and safety problems which cannot be resolved locally are raised quickly with the Area Manager or Director.
- (d) Will ensure that a high standard of housekeeping is maintained in all work areas and associated premises within their area of responsibility.
- (e) Will ensure, so far as reasonably practicable, that all persons who come within their areas of responsibility receive sufficient information, instruction or supervision necessary for them to avoid risks to their health or safety.
- (f) Will ensure that adequate, suitable protective clothing and equipment is provided and used within their areas of responsibility.
- (g) Will ensure that only safe working practices are applied by persons within their areas of responsibility.
- (h) Will be responsible for ensuring that any vehicle based in their work site shall be maintained in a roadworthy condition.
- (i) Will be responsible for a monthly Health & Safety premises check using the standard check list or delegate the role to a suitably qualified person.
- (j) Will carry out risk assessments at their premises and in relation to clients on outings and holidays, and in respect of each pregnant employee.
- (k) Will ensure that the person in charge is familiar with all emergency procedures and is responsible for summoning first aid assistance where necessary.
- (l) Will establish and maintain good working relations with Health and Safety representatives.

## 2.8 All Employees

- (a) Will fully co-operate with St Anne's in implementing this policy for providing a healthy and safe place of work and will comply with all safety rules and regulations.
- (b) Will take reasonable care for their own and others Health and Safety and conduct themselves in a sensible and careful manner.
- (c) Will give due consideration to wearing clothing and footwear that will enable them to work safely and effectively.
- (d) Will not interfere with or misuse anything provided in the interests of Health and Safety and will use equipment where required.
- (e) Will report to their supervisors any situation or action they consider may result in a hazard or risk.

(f) Will fully acquaint themselves with any documentation information, codes of practice, safe rules or any other notifications made by St Anne's in the interests of Health, Safety and Welfare.

(g) Will be responsible for the maintenance of any car used by them while working for St Anne's be this their own car or a car leased under the St Anne's scheme.

## 2.9 Trainees and Volunteers

St Anne's affords trainees and volunteers the same health, safety and welfare protection, facilities and responsibilities as all other employees.

## 2.10 Clients, Visitors and Contractors

St Anne's recognises that it has a responsibility for the safety of clients, visitors and contractors. It is essential therefore, that all activities are conducted with due regard to their health and safety.

Management will ensure so far as it is reasonably practicable that whilst on St Anne's premises clients, visitors and contractors are not exposed to risk to their health and safety and will give to such people any information about St Anne's which may be necessary to ensure this e.g. details of risk assessments/control measures which affect them or the job they are doing.

Clients, visitors and contractors should not be allowed into potentially dangerous areas, where they may be exposed to risks without being accompanied by a competent member of staff.

All contractors carrying out work on or inside St Anne's premises and all visitors are required to sign the visitor's book on arrival. Signature in the book will constitute acceptance of St Anne's health and safety procedures.

Staff who witness contractors working in an unsafe or unacceptable manner should request the contractor to stop working and immediately refer the matter to the Maintenance Manager.

Clients, visitors and contractors should be notified of St Anne's accident/incident reporting procedure, should the need arise.

## 3. Health and Safety Representatives

Health and Safety representatives are appointed by the Unions.

These representatives carry out the following functions :

- represent employees in consultation with the employer
- make representations on matters which affect their members and their workplace
- attend training courses
- carry out work place inspections and make recommendations for consideration by management
- attend safety committees where appointed as members

- investigate potential hazards and dangerous occurrences at the workplace
- investigations following notifiable occurrences

After giving reasonable notice, safety representatives may inspect and take copies of any document relevant to the health and safety of the workplace or the employees that they represent. One exception to this right is any information on identifiable individuals, unless they give their consent. Other exceptions include information for use in legal proceedings; information which would breach national security; information which, if disclosed, would contravene a law; information which, if disclosed, would cause substantial injury to the person who supplied the information or the employer's business.

#### **4. Health and Safety Committee**

The function of the Health and Safety Committee is to :

- review health safety and welfare policies arising out of health and safety legislation.
- discuss significant matters arising from safety inspections.
- review accident reports.
- monitor the effectiveness of safety policies, communication and training.
- make recommendations for improvements in safety practices.

##### **4.1 Membership of Health and Safety Committee**

Management and Union representatives form the Health and Safety Committee. A list of the Health and Safety representatives appointed by UNISON and the RCN is notified to staff at least on an annual basis by a note from UNISON which is circulated to all work sites. Details may also appear in the minutes of Health and Safety Committee meetings which are circulated to all work sites after every meeting.

##### **4.2 Frequency of Meetings**

Health and Safety Committee meetings are held on a quarterly basis.

##### **4.3 Communication with Staff**

Minutes of the Health and Safety Committee are circulated via St Anne's Intranet service to all staff teams as soon as possible following their approval.

#### **5. Review of Policy**

St Anne's will review its Health and Safety Policy and its arrangements at least annually.

#### **6. Notification of Risks**

The Health and Safety Section in St Anne's Staff Manual contains more detail on various aspects of health and safety risks and reporting procedures. Staff are required to familiarise themselves with these procedures and if in doubt seek further guidance from their manager. Regular monitoring and review of risks in the work place should take place to identify new risks and to ensure those risks are comprehensively managed.

*Sharon Allen*

Chief Executive  
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Next Review : July 2011