

St Anne's Community Services

Health and Safety Policy

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Contact details	Rosie Jerub Interim Health and Safety Manager St Anne's Community Services 6 St Marks Avenue Leeds Tel: Email: rosie.jerub@st-annes.org.uk
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Index

About St Anne's
Regulatory Health and Safety Compliance
Statement of Intent
About St Anne's Values; Equality and Inclusion
Scope
Role and Responsibilities

- All employees
- Board
- Chief Executive Officer
- Directors
- Health and Safety Manager

Arrangements for delivery
Distribution
Monitoring
Appendices
References

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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About St Anne's

As well as being a company limited by guarantee, St Anne's is also a registered charity and social housing landlord. Our Charity's objects:

- 1) To relieve those in need by reason of youth, age, ill-health (including those persons suffering from alcohol, drug and other substance misuse), disability, financial or other hardship by the provision of welfare and support (financial or otherwise), health and social care, employment, housing and education support;
- 2) To further such other exclusively charitable purposes as the Trustees in their absolute discretion from time to time determine.

Regulatory Health & Safety Compliance

St Anne's have established procedures and protocols to ensure that as an organisation it meets all statutory compliance requirements specific to the health and social care sector, namely those set out by:

- Statutory Legislative Requirements under UK Law
- Charity Commission
- Companies House
- Housing Regulators
- Care Quality Commission
- Local Authority and NHS Commissioners

We take governance seriously and follow the Charity Governance Code "seven principles" which provide a structured foundation for meeting our legal requirements:

- Organisational Purpose
- Leadership
- Integrity
- Decision making and risk control
- Diversity
- Openness and transparency
- Board effectiveness

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Statement of Intent

St Anne's Community Services (St Anne's) is committed to providing a safe and healthy environment, and we will work hard to have an environment of continued learning and improvement so that our vision and our values can be met and that the expectations of those we support can be realised.

St Anne's recognises that compliance with the Health and Safety at Work, etc Act 1974 and related legislation is a legal requirement and not a matter of choice. In meeting this obligation, we will act positively to reduce incidents across all workplaces and all workplace risks. All activities will be carried out with the highest regard to the health, safety and wellbeing of all our staff, contractors, visitors and, as appropriate, the public.

In achieving these standards, St Anne's will recognise and allocate appropriate budget and resources. We will ensure our staff are both competent and confident to carry out their duties. We will ensure that at all levels staff are equipped with good quality information, knowledge and training, and that with support and supervision they will be empowered to exercise good judgement and effective and safe decision making.

St Anne's maintains an organisational risk register which captures both operational and corporate business risks. The Board has oversight of these risks and regularly reviews, checks and challenges them including through relevant committees of the Board. Due diligence is fundamental to the effectiveness of the register and the Board seeks assurances at every committee and Board meeting.

St Anne's will carry out and regularly review risk assessments and will identify hazards and measures of control, we will identify, prioritise, plan and complete corrective action in order to eliminate or reduce risks to an acceptable level.

This health and safety policy plays a significant role across two other key policies; safeguarding and equality and diversity. This is because safeguarding like this policy is everybody's business and recognised within these same parameters fair and equality treatment is everybody's right.

The buildings we occupy and the equipment we use will be maintained to meet the minimal legal requirement.

We will consult and engage with our workforces, and encourage a culture that emphasises, health, safety and wellbeing and encourages openness. Staff are encouraged and expected to highlight issues or hazards and also to work together to create solutions that maintain a safe working environment.

All of our policies reflect the culture and commitment to exercise good judgement and effective decision making across all our business and operational activities, in particular this health and safety policy – recognising that its success is dependent on every employee.

This policy will be reviewed every three years, or sooner in light of legislative or organisational changes.

Signed: *Azra Kirkby*

Chief Executive Officer

Date: July 2020

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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St Anne’s Values: a note about Equality and Inclusion

This document is supported by a number of more detailed procedural documents, which are set out in detail in the appendices.

Equality and Inclusion Statement:

St Anne’s operates by a set of core values:

Person-centred

Dignity and Respect

Quality

Caring

These values include the recognition of, and focus on, creating a positive culture of equal and mutual respect. In particular:

Equality and Inclusion are woven throughout St Anne’s values and are at the core of how we work.

We will ensure everybody is treated equally and fairly.

All policies undergo Equality Impact Assessments and resulting actions and recommendations are applied.

Our intention is to identify, remove or minimise discriminatory practices across any of the protected characteristics as well as promote positive practice and the level of value that diversity brings.

We pay regard to our communities, including language and culture. For instance, training wherever possible will be made available in a number of languages. All our literature will be provided in “Plain English”, together with visual aids. Where necessary, we will utilise interpreters.

Scope

This policy applies to all employees, contractors, seconded staff, placements, volunteers and agency staff.

Roles and Responsibilities

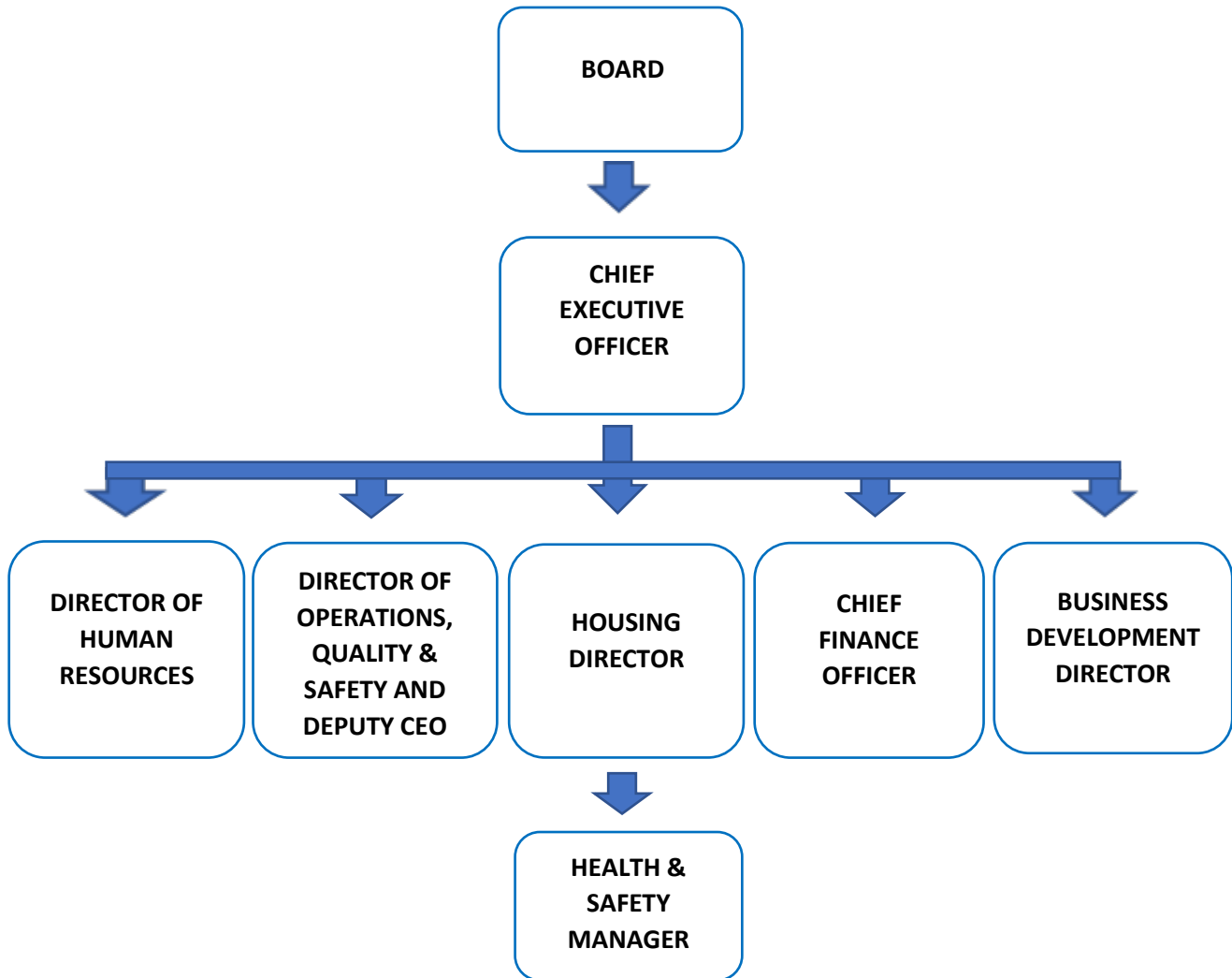
All Employees

All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their work under the Health and Safety at Work, etc. Act 1974.
- Inform the employer of any danger to health and safety posed by a work-related activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Inform their employer of any shortcomings in the employment protection arrangements under MHSWR and also to;
- Co-operate fully with their employer’s health and safety arrangements under MHSWR.

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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Health and Safety related Organisational Structure



Board

The Board has overall responsibility for the effective implementation of the Health and Safety Policy, for checking and challenging and approving subsequent legislative or organisational amendments.

The Health and Safety Manager provides assurance to the Board on matters of health and safety and this is done through the Health and Safety Committee reporting lines.

Chief Executive Officer

The Chief Executive Officer has overall responsibility for all matters relating to the health and safety.

The Chief Executive Officer can delegate specific responsibilities relating to health and safety to suitably competent persons within the organisation on their behalf or engage the services

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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of external 'competent persons' to undertake specific health and safety related operations; but at all times retains overall responsibility for all matters relating to health and safety for the organisation.

Directors

Directors of St Anne's Community Services have delegated responsibility from the Chief Executive to ensure this policy, its associated procedures, management guidance and systems are fully understood, and are applied and resourced, within their respective directorates. In particular they should:

- Lead by example, and be proactive in promoting a safe and responsible culture and attitude;
- Obtain the necessary level of professional advice and keep up to date with changes to health and safety legislation, standards and good practice;
- Ensure suitable and sufficient risk assessments are undertaken, and that any subsequent actions are carried out to eliminate or reduce levels of risk;
- Ensure their teams recognise, respect and fully embed a strong culture of health and safety;
- Ensure that health and safety considerations are made in relation to planning new or changing systems and /or methods of work;
- Monitor effectiveness of health and safety within their teams and directorates;
- Ensure line management responsibility and accountability for the health and safety issues which are in their control and ensure that compliance is reviewed at least annually or earlier as required;
- Complete health and safety reports, identify and meet key performance targets and ensure the submission of timely KPI and related information is forwarded to the Housing Director/Health and Safety Manager for reporting to the Board, its committees and other groups as appropriate;
- Undertake inspections and investigations as required;
- Complete health and safety training and continued learning as necessary in order to fulfil the Director-level obligations and actively feed into and contribute to the training, development and learning of others;
- Review and implement functional health and safety policies to support the wider corporate health and safety approach;

The Housing Director has a specific responsibility to raise any areas of concern raised by the Health and Safety Manager directly with the Chief Executive Officer.

Health and Safety Manager (designated 'Competent Person')

The Health and Safety Manager fulfils the statutory duty as 'Competent Person' for the organisation. The post-holder may appoint one or more competent persons to assist with the undertaking of the measures needed to comply with the requirements and prohibitions imposed by or under order of relevant statutory provisions.

In particular this role is responsible for:

- Reporting any areas of concern in regard to corporate health, safety, welfare and well-being issues, to the Housing Director as line manager, with immediate effect.

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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- Providing support and guidance, across the organisation in relation to corporate health and safety, welfare and well-being issues.
- Coordinating and overseeing the health and safety management framework including monitoring its overarching effectiveness.
- Reviewing legislation and providing advice on findings and recommendations.
- Undertaking regular audits of health and safety compliance, providing assurance, creating reports and making recommendations as necessary.
- Leading and providing advice to the Health and Safety Group. (The Health and Safety Group is led by SMT and works with staff health and safety representation, whether through a recognised trade union or staff group).
- Identify health and safety training needs.
- Providing legislative updates, briefing papers as required and sharing information and lessons learnt from outside bodies regarding occupational health and safety.
- Acting as the link to external organisations in relation to issues of health and safety, for example the Health and Safety Executive and local authority enforcement officers.

Arrangements for delivery of this policy

This policy will be delivered by:

- The development of procedures, protocols and guidance which will meet the requirements of health and safety law and which will all be made available on the staff intranet.
- Ensuring suitable and sufficient risk assessments and controls for areas of responsibility.
- Ensuring sufficient time, resource and training is made available.
- Generally promoting a positive culture of health and safety, using and sharing materials to raise awareness, support campaigns and lead by example.
- Engaging with staff representatives including as appropriate trades unions, and any other safety representatives to ensure effective consultation and communication and sharing of information and lessons learnt.

Distribution

Employees and visitors will be made aware of this policy and statement through;

- The staff intranet.
- Induction, mandatory training and ongoing continued development.
- Through individual PDRs.
- Regular briefings and staff meetings.

Monitoring

A range of monitoring is in place:

- Compliance against the policy will be measured across the organisation.
- The Health and Safety Group will be responsible for the monitoring arrangements, methods used for monitoring will include but not be limited to: audits, inspections and action plans.
- Monitoring of compliance will be undertaken as an agenda item across all relevant committees and associated working groups.

Document Reference No. Pol. 4.01	Approval date: July 2020	Issue date: April 2021
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- Reporting arrangements and action plans:
 - Annual health and safety report will be made to the Board;
 - Monitoring arrangements are detailed in the Health and Safety Group Terms of Reference.
 - Roles and responsibilities for action plans are outlined as appendices within this policy.

Appendices to this policy include:

Housing Directorate – Specific H&S Compliance-related Roles, Responsibilities & Arrangements.

Operations Directorate – Specific H&S Client-related Roles, Responsibilities & Arrangements.

Human Resources Directorate – Specific H&S Employee-related Roles, Responsibilities & Arrangements.

References:

- 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
- HSG65 Managing for Health and Safety 2013
- INDG27 (Rev 1) Plan, Do, Check, Act 2013
- INDG41 (Rev 1) Leading Health and Safety at Work

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