



POLICY

4.01 Health and Safety Policy

Policy Category	Category 1 – ELT & Trustees
	Category 2 – All staff
Policy Cross Ref	1.23 Safeguarding Adults Policy 1.24 Safeguarding Children and Young People Policy 1.11 Equality & Inclusion Policy 4.51 Building Safety Compliance Policy
Summary of Policy Changes	V11.0 May 2025 - Complete rewrite of policy.
Policy Owner	Head of Health and Safety
Published Date	July 2025
Expiry Date	July 2028

1.0 Policy Summary

This Policy details the Health, Safety and Wellbeing of the organisation including the Statement of Intent, Organisational and individual responsibilities along with the arrangements ensuring St Anne's meet its objectives and legal requirements.

St Anne's continually looks for ways to improve the safety culture of the organisation and encourages colleagues to engage with Policies and Procedures across the Organisation.

The main focus of the Health and Safety Policy is to ensure all those affected by St Anne's employment and activities are protected as far as reasonably practicable when on shift or on site regardless of the reason.

For the full details of this policy, please read the entire document, not just the summary.

2.0 Scope

The Policy applies to all employees (including temporary and contracted staff), volunteers, seconded staff and agency placements, all locations, Directorates, activities as well as the people we support, contractors, visitors and general members of the public.

The purpose of this document is for St Anne's to meet the requirements of all relevant health and safety legislation and enable St Anne's to deliver business and activities without serious harm or injury to those who work, visit or attend site for their purpose.

The aim of the Health and Safety Policy is to (as far as reasonably practicable) reduce any health and safety risks associated with St Anne's conducting its business and prevent accidents and work-related ill-health to people and visitors.

St Anne's are committed to developing a strong health and safety culture through consultation and participation with colleagues to develop awareness of employees' personal responsibilities.

To achieve these aims and demonstrate continuous improvement in the management of health and safety, St Anne's will implement a documented occupational health and safety management system (HSMS) within the Hub. The HSMS is the Policy, and all the procedures that will support colleagues across the business. The effectiveness of the system will be measured by the organisation's performance which will be reviewed on a regular basis

3.0 Main Policy Content

Within this Policy there is a statement of intent, this outlines how St Anne's will ensure commitment to providing a safe and healthy work environment whilst complying to relevant legislation and taking steps to prevent accident and injuries occurring when staff are in work.

There is a separate 4.51 Building Compliance Policy which is a new policy covering the main 6 building compliance elements of, Gas, Fixed Electrical, Asbestos, Fire, Water Hygiene and LOLER, each of these have a separate related procedure for the purpose of remaining compliant. These documents will ensure the buildings are safe to work from linking into the Health and Safety at Work Act 1974.

3.1 Statement of Intent

St Anne's Community Services is committed to providing a safe and healthy environment and will work hard to have an environment of continued learning and improvement so that the organisation's vision and values can be met and that the expectations of those St Anne's 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, St Anne's 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 staff, contractors, visitors and, as appropriate, the public.

In achieving these standards, St Anne's will recognise and allocate appropriate budget and resources and will ensure staff are both competent and confident to carry out their duties. St Anne's 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 a risk register which captures both operational and strategic business risks. The Board has oversight of these strategic risks and regularly reviews, checks and challenges them. Operational risks are monitored and managed by the Audit, Risk and Assurance Committee.

St Anne's will carry out and regularly review health and safety risk assessments and will identify hazards and measures of control. The organisation will identify, prioritise, plan and complete corrective action in order to eliminate or reduce health and safety 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 equal treatment is everybody's right.

The buildings St Anne's occupies, and the equipment used will be maintained to meet the minimal legal requirement.

St Anne's will consult and engage with its 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 St Anne's 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 April 2025

3.2 Responsibilities

A summary of responsibilities for Directors, Board, management, employees and contractors is shown below. Detailed descriptions of the responsibilities are given in Appendix 1 and individual job descriptions where appropriate.

3.2.1 Chief Executive Officer

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

The CEO can delegate specific responsibilities relating to health and safety to suitably competent persons within the organisation on their behalf or engage the services of external 'competent persons' to undertake specific health and safety related operations; yet retains overall responsibility for all matters relating to health and safety for the organisation.

3.2.2 Board

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

The Head of Health and Safety provides assurance to the Board on matters of health and safety; this is done through the Quality and People Committee.

3.2.3 Directors

Director of Housing and Estates (DH&E) is responsible for St Anne's portfolio of Estates and for Health and Safety. This role is ultimately responsible for ensuring any work identified from compliance reports to Regulatory visits are completed to a satisfactory standard and that this work meets specific Health and Safety Law and Legislation. The DH&E will support the Head of Health and Safety in resolving any issues of concerns relating to our sites of responsibility.

All other 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.

3.2.4 Head of Health & Safety (designated 'Competent Person')

The Head of Health & Safety 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.

3.2.5 Operational Managers

Operational Managers and Deputies are responsible for their sites in ensuring they keep up to date with health and safety policies and procedures, and communicate these with staff, clarifying where further understanding and knowledge is required.

They are responsible for fire prevention within their sites and emergency preparedness procedures to include the evacuation requirements and PEEPs where appropriate. Demonstrating good communication and understanding by carrying out a planned fire drill at least twice annually, engaging all staff. The fire drill is recommended to be carried out when new staff or clients are introduced to site.

High standards of housekeeping are required across all sites, clients' rooms and shared and common areas to reduce the risk of fire starting, and to reduce the risk of slips, trips and falls occurring. This is to be followed up by regular checks of the premises and the undertaking of the premises safety checks, ensuring all staff and contractors are engaged in these communications where applicable.

Ensuring all work equipment is maintained, inspected and calibrated where applicable, such as lifting equipment, hoists, reporting to Estates any issues or faults relating to equipment.

To raise concerns of activities which may result in harm, injury or ill-health if these cannot be resolved by risk assessments and suitable and sufficient control measures. Reporting of all accidents, incidents and near miss events on the accident reporting system and notifying the relevant persons on the escalation list.

3.2.6 All Employees

All employees are reminded of their legal duty and are required 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 their 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 any working practices that may result in harm, injury or ill-health
- To co-operate fully with St Anne's health and safety arrangements under MHSWR
- To follow instructions given by St Anne's.

3.2.7 Contractors

Contractors have a primary duty to ensure the health and safety of themselves, their employees, and others who may be affected by their work including St Anne's staff and the people supported by the organisation.

This involves planning and managing construction work, providing necessary resources and training, and ensuring safe working practices are followed and meet the requirements of St Anne's Policies and Procedures. They must also cooperate with other parties involved in the project, including other contractors, to ensure a safe working environment.

This will include following contractors' rules, adhering to permits to work.

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3.3 Arrangements

This policy will be delivered by:

- The development of procedures, protocols and guidance which will meet the requirement of health and safety law and will be made available on the Hub
- Ensuring suitable and sufficient risk assessments and controls measures are in place for areas of responsibility
- Ensuring sufficient time, resource and training is made available
- Generally promoting a positive health and safety culture, taking ownership of site, staff, clients and others
- 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

3.4 Distribution

Employees 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

It may be necessary to share this Policy with visitors, contractors and others who may be visiting or working on site.

3.5 Monitoring

A range of monitoring is in place:

- Compliance against the policy will be measured across the organisation
- Health and Safety, the CEO and Directors will be responsible for monitoring health and safety performance including the arrangements, some examples of how these will be monitored are via audits, inspections and action plans.
- Monitoring of compliance will be undertaken as an agenda item across all relevant committees and associated working groups
- Reporting arrangements and action plans

3.6 Effects of the Policy

By following this policy and the standards detailed in the Statement of Intent, staff at all levels will ensure that St Anne's will meet its legal obligations, follow best practice and achieve continual improvement.

The Health and Safety Executive (HSE) can prosecute businesses and individuals for breaches, potentially leading to fines, improvement or prohibition notices, and in serious cases, prison sentences, depending on the severity of the breach and the level of culpability.

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The Corporate Manslaughter and Corporate Homicide Act 2007 states that a company or organisation is potentially held liable for a death that results from a gross breach of its duty of care. This can result in imprisonment of Senior Managers and Directors and is measured and applied on how activities were organised and managed prior to a fatal outcome.

3.6 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 201
- INDG41 (Rev 1) Leading Health and Safety at Work

Please see attached appendix 1 and appendix 2

Appendix 1 – Explains in more detail the roles and responsibilities of each responsible person

Appendix 2 – Identifies all the activities that fall within the Health and Safety at Work Act, these activities have their own Procedure.

APPENDIX 1: Roles and Responsibilities

Chief Executive Officer (CEO)	<p>The Chief Executive Officer has overall responsibility for all matters relating to health and safety.</p> <p>The CEO can delegate specific responsibilities relating to health and safety to suitably competent persons within the organisation on their behalf.</p>
Directors	<p>Directors of St Anne's Community Services have delegated responsibility from the CEO to ensure this policy, along with its associated procedures, management guidance and systems are fully understood, and applied with sufficient resource, within their respective directorates. They should:</p> <ul style="list-style-type: none"> • Lead by example, be proactive in promoting a safe and positive safety culture • Seek guidance from the Competent person, Head of Health and Safety • 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 Director of Housing and Estates and Head of Health and Safety 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 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
Director of Housing and Estates	<ul style="list-style-type: none"> • Responsible for the Head of Health and Safety in ensuring St Anne's remain compliant to the relevant Law and Legislation • Responsible for ensuring St Anne's portfolio of Estates are compliant to health and safety Law including Building Safety.
Head of Health & Safety 'Competent Person'	<p>The Head of Health and Safety 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.</p> <p>The Head of Health and Safety should:</p> <ul style="list-style-type: none"> • keep up to date with changes to health and safety legislation, standards and good practice • Report areas of concern regarding corporate Occupational health, safety, welfare and well-being issues, to the Director of Housing and Estates (line manager), if unable to resolve

	<ul style="list-style-type: none"> • Provide 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 system • Keeping up to date with changes to legislation and providing advice and recommendations on findings • Undertake ad-hoc health and safety audits providing assurance to St Anne's, create reports and make recommendations as necessary • Working with the Trade Unions and meeting regularly to discuss issues and concerns, together agreeing solutions • Identify health and safety training needs • 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 • Provide assurance to the Board on matters of health and safety, through the Quality and People Committee.
Operational Managers (FLM's)	<p>Operational Managers and Deputies are responsible for their sites:</p> <ul style="list-style-type: none"> • To keep up to date with Health & Safety Policies & Procedures, ensuring these are applied at all levels and staff understand their responsibilities. • All staff to be fluent with the emergency evacuation process and PEEPs • Communicating fire risks, drills and evacuations with all visitors to the site • Ensuring high standards of housekeeping in all premises • Undertake Premises Safety Checks & communicating to all staff and contractors where applicable. • To raise concerns of activities which may result in harm, injury or ill-health • Work equipment to be maintained, inspected and calibrated where applicable • Reporting of all accidents, incidents and near miss into the accident reporting system • Inform Head of Health of Safety of accidents to Staff, Visitors, Contractors, Members of the Public and damage to Buildings and St Anne's Property
All Employees	<p>All employees have a duty to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. They will fully co-operate with St Anne's in implementing this policy for providing a healthy and safe place of work. They will comply with all safety rules and regulations asked of by St Anne's and will not interfere with or misuse anything provided in the interests of health and safety.</p> <p>They are also responsible for.</p> <ul style="list-style-type: none"> • Wearing clothing and footwear appropriate to work and in line with the dress code policy that will enable them to work safely and effectively, • including the correct and appropriate wearing and storage of personal protective equipment when required to and will use appropriate equipment where required. • Report to their direct line manager, without undue delay, any situation or action they witness or are made aware of, that they consider may result in a hazard or risk. • Acquainting themselves with Health & Safety policies and procedures, • documentation information and codes of practice and ensure they are fully understood.

List below are the procedures that are to be found in the Arrangements Section of the Health and Safety Policy.

TITLE	
Food Hygiene	Water Management
First Aid	Asbestos Compliance Procedure
Infection prevention and control	Avoiding and coping with violence including Aggression/PBS
General Risk Assessment	Fire (Prevention)
Premises Smoke Free	Lone Working
Water Management (Flushing) then Compliance procedure	Manual Handling
Role of Union health and safety reps	Slips, Trips and Falls
Communication including Induction	Working at Height
Management and Control of Contractors	Noise
Health and Safety Training	Confined Spaces
Accident Prevention	DSE
Accident Reporting	Young Persons
Moving and Handling	Expectant Mothers
Windows and balconies	Driving
Ligature	Occupational Health
Hoarding, fire and hygiene elements.	Vibration
Gas	Night Working
Electricity	