

Health & Safety Policy





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help&care

Health & Safety Policy Statement

At Help & Care we are continually seeking to improve our health and safety management systems so that it meets with our vision, values and expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

Help & Care recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulations is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and wellbeing of our employees, volunteers, clients and others who may be affected by our activities.

We are committed to providing the resources necessary to ensure that a high standard of health, safety and wellbeing is achieved. We will empower our employees and volunteers by providing information, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they undertake.

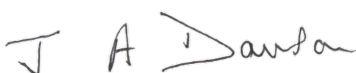
Help & Care will carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. Help & Care will also ensure that the equipment we provide meets with the minimum legal requirement.

Through the Health & Safety Improvement Group we will actively consult with our workforce to encourage and nurture a culture which promotes an open and responsive attitude to health and safety issues, creating and maintaining a safe working environment.

This policy reflects our commitment to ensuring that health and safety at work is paramount to Help & Care and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all employees and volunteers.

This policy will be reviewed at least every two years, or sooner if legislative or organisational change affects this document.

On behalf of Help & Care:



Chair of Trustees



Chief Executive

1. Purpose

- 1.1 This policy has been compiled to provide guidance to all employees and volunteers on the arrangements for managing health, safety and wellbeing throughout the organisation. Whilst comprehensive, the document is not exhaustive and as such all employees and volunteers are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- 1.2 The policy contains details of roles and responsibilities for the management of health and safety throughout Help & Care and is supported by other more detailed policies and procedures which should be read in conjunction with it.
- 1.3 Help & Care will take all reasonable steps necessary to provide a healthy and safe environment for all its sites and activities and comply with all statutory obligations as a minimum standard as described in this policy.

2. Introduction

- 2.1 Help & Care is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.
- 2.2 Under the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory requirements relating to health and safety environments and reporting, Help & Care will use its management structure and systems to promote a positive health and safety culture.
- 2.3 Help & Care will ensure that employees and volunteers are treated with respect at work, and be given the tools, training and support to work safely.
- 2.4 This policy outlines Help & Care commitment to provide support and opportunities for employees and volunteers to maintain their health, well-being and safety.

3. Scope

- 3.1 This policy applies to all Help & Care employees and includes volunteers, board members, agency staff, seconded staff, temporary staff, students and trainees and any self-employed consultants or other individuals working for Help & Care under contract for services.

4. Roles and Responsibilities

4.1 All Employees and Volunteers

It is the responsibility of all employees and volunteers to take reasonable care of their own health and safety and that of others that may be affected by their actions or lack of action. It is their duty to implement health and safety policy by:

- Acting with due care and attention for the health, safety and wellbeing of themselves and others.
- Familiarise themselves with and observe our health and safety policy and procedures.
- Where applicable: make correct use of protective clothing and appropriate safety equipment provided for the safe completion of work-related tasks.
- Report to line managers any shortcomings, defects, or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job.
- Report any incident or accident, including near misses however slight to their line manager or nominated lead immediately to enable any necessary action to be taken.
- Co-operate and assist in the effective completion of risk assessments with their line manager, and carry out any actions that may be required under the risk assessment process.

4.2 All Managers

Managers at all levels are responsible for the implementation of the Health and Safety Policy within their realm of responsibility.

Managers will:

- Demonstrate their personal concern for health and safety at work through example and commitment, encouraging individuals they manage or supervise to do the same.
- Include Health, Safety and wellbeing as a regular agenda item at team meetings.
- Ensure that appropriate risk assessments are conducted and reviewed and all those who may be affected are advised of relevant findings and risk reduction strategies.

- Investigate all accidents and incidents to employees, volunteers, visitors or guests, reporting all details and having reviewed the cause, make necessary provision to prevent a recurrence.
- Ensure that all employees, volunteers and contractors are informed, trained, supervised or otherwise instructed in matters of health and safety, fire precautions and other emergency procedures
- Provide employees and volunteers who they manage or supervise with sufficient information, instruction, training and supervision, and in particular make them aware of any foreseeable hazards connected with their work.
- Ensure that employees and volunteers are provided with updates and amendments of the policy and associated procedures, protocol and guidance.

4.3 Chief Executive and Leadership Team

The Chief Executive and Leadership Team will provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Ensuring this policy and associated procedure, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility.
- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of employees.
- Ensuring risks to Help & Care relating to potential incidents at work, loss or damage to property, and risks to the public through the organisation's activities are properly evaluated.
- Ensuring that risk assessments pertinent to areas of operation and responsibility are written, reviewed and significant risks managed.
- Ensuring the requirements of reporting using the health & safety management system is fully embedded within their teams.
- Ensuring appropriate training, resources and support are made available to all.
- Ensuring the reporting and investigation of all accident/incidents identifies learning or improvements needed to improve safety.

- Monitoring the effectiveness of the health and safety system in their area of responsibility. Health and Safety performance is recorded and reviewed periodically so as to advise when action is necessary to correct adverse trends.
- Ensure that line managers or nominated leads are accountable for health and safety in areas of their control and compliance is regularly reviewed through the support and supervision process.

The Chief Executive is accountable to the Board of Trustees for operational implementation of the Health and Safety policy. Responsibility is held by the Chief Executive to ensure the allocation of adequate finance and other resources for the effective implementation of the health and safety management systems.

4.4 Board of Trustees

The Board of Trustees is ultimately responsible for health and safety and collectively its members must ensure that Help & Care has the organisational arrangements and systems in place to enable the effective management of health & safety. The Board will ensure their actions and decisions always reinforce the commitment to a positive health and safety culture.

4.5 Health & Safety Improvement Group

The Health and Safety Improvement Group (HSIG) has representatives from across Help & Care and is accountable to the Chief Executive. The group will monitor and improve the health, safety and wellbeing of all employees and volunteers.

The main purpose of the group will be to:

- Provide a forum for consultation on health and safety policy, standards and guidance.
- Monitor workplace standards and health and safety performance and to discuss improvements to health and safety practice.
- To share information on emerging issues and areas of good or best practice.
- Provide an environment for employees to raise concerns over workplace hazards or unsafe practices.

5. Consultation

- 5.1** Consultation involves listening to views and taking into account the opinions of employees and volunteers. Help & Care are committed to involving employees and volunteers in the maintenance of health and safety standards and to provide adequate information, instruction and training.

External health and safety consultants will be used to provide professional health, safety, environmental and occupational advice, as required.

6. Employee Health and Wellbeing

- 6.1** Help & Care commissions an external Occupational Health provision alongside an Employee Assistance Programme and these services are managed by Human Resources.
- 6.2** Human Resources in conjunction with external providers are responsible for providing a range of information, services and advice to Help & Care on workplace physical and mental wellbeing needs by:
- Providing advice and information relevant to physical and mental wellbeing needs at work.
 - Advising and assisting managers in managing absence.
 - Identifying training needs in areas relating to health and wellbeing at work.
 - Responding to internal and external factors such as changes to legislation and statutory guidance and employee and volunteer feedback.
 - Having a robust commitment to compliance with the protection of employee confidentiality.
 - Attendance at the Health and Safety Improvement Group as specialist adviser.

7. Monitoring the effectiveness of this policy

- 7.1 Monitoring and review are vital parts of the health and safety culture at Help & Care. As are effective management systems and practices that ensure risks are dealt with sensibly, responsibly, and proportionately.
- 7.2 A formal review and regular review of health and safety performance is essential. It enables the Board of Trustees and Chief Executive to establish whether the essential health and safety principles – strong active leadership, staff and volunteer involvement, and assessment and review have been embedded in the organisation and whether the system is effective in managing risk and protecting people.
- 7.3 This document will be kept under review by the Chief Executive's Office. It will be reviewed following any significant changes in new national guidance or local operational arrangements and by the review date indicated on page one.

In addition to the review of effectiveness of this policy, monitoring within the workplace will be carried out by and not limited to:

- Analysis of absence data by the organisations Human Resources department.
- Analysis of reported incidents for health and safety issues, to include significant and high risks and emergent trends. This will be achieved in discussion of quarterly Risk Reports by the Chief Executive's Office.
- Opportunities for internal health and safety audits and external inspections as appropriate.
- Evidence of benefit from health and safety training through assessment of learner feedback to training received and through observation of improved practice within the workplace.
- Review of risk assessments by Managers.
- Investigation of accidents/incidents.

8. Arrangements

- 8.1 Help & Care's arrangements for managing specific health and safety issues are described in topic specific health and safety policies, standards and guidance as shown in Appendix 1.
- 8.2 [Health and Safety at Work etc Act 1974](#)
- 8.3 [The Management of Health and Safety at Work Regulations 1999](#)
- 8.4 [RIDDOR- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

9. Equality, Diversity and Inclusion

- 9.1 This policy and related guidance have been subject of an Equality Impact Assessment. This assessment will be integral to all future policy and arrangement reviews.

APPENDIX 1 – HEALTH AND SAFETY POLICIES AND PROCEDURES

1.	Help & Care Health and Safety Policy	9.	First Aid at Work
2.	Accident, incident and near miss reporting.	10.	Food Safety
3.	Asbestos	11.	Gas Safety
4.	Control of Contractors	12.	The Control of Substances Hazardous to Health (COSHH)
5.	Driving on Help & Care Business	13.	Infection Control and Prevention
6.	Display Screen Equipment	14.	Personal Safety
7.	Drug, Substance and Alcohol Misuse	15.	Moving and Handling
7.	Electrical Safety	16.	Managing Stress at Work
8.	Fire Safety	17.	Risk Assessment