Health and Safety Policy

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1. Legislation Framework and Guidance

- Health and safety at work Act 1974
- Management of health and safety at work regulations 1999

2. Introduction

Amberleigh takes health and safety issues seriously and is committed to protecting the health and safety of its staff (including agency and volunteers) and all those attending the premises. This policy is intended to help the employer achieve this by clarifying who is responsible for health and safety matters and that those responsibilities are.

This policy may be amended at any time by Amberleigh care, in its absolute discretion. The employer will review the policy at regular intervals to ensure that it is achieving its aim effectively.

3. General Statement of Intent

We recognise its legal and moral duty to protect the safety, health and welfare of all residents, staff (including agency), visitors, contractors etc. and any other person who could be affected by the actions of the company in its day to day running of the business.

We will ensure that duties required under the Health and Safety at Work Act 1974 and the Regulation 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by:

- Providing, so far as is reasonably practicable, a safe working environment without risk, including lighting, heating, ventilation and workspace, together with adequate facilities for staff such as washroom facilities;
- Providing safe access and egress from all places of work;
- Providing suitable equipment and systems of work which are safe and without risk to a person`s health;
- Providing information, instruction, training and supervision to enable staff to identify and avoid hazards and to contribute positively to their own health and safety at work;
- Providing safe arrangements for the use, storage and transport of articles and substances;
- Ensuring every member of staff takes reasonable care for their own safety and health and for that of any other person their actions may affect.

We will endeavour to develop and maintain a culture supportive of Health and Safety and continual improvements. By doing so we aim to achieve adequate control over risks and to minimise injury to employees and other situations, which can arise from avoidable unplanned events. Only competent people will be appointed to assist in meeting statutory duties and where appropriate specialists from outside the organisation.

4. Responsibilities for health and safety?

Achieving a healthy and safe place to work is a collective task shared between the employer and all staff. This policy and the procedures contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors,

agency staff, contractors, consultants, trainees and any volunteers. Specific responsibilities of staff are set out in the section headed 'Responsibilities of all staff".

Employer responsibilities include:

A. Taking responsible steps to uphold the health and safety of all staff, people affected by the business activities and of people visiting the premises;
B. Identifying health and safety risks and implementing methods to manage or overcome them;
C. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
D. Providing and maintaining safe working areas, equipment, systems and appropriate protective clothing;
E. Providing safe arrangements for the use, handling and storage of hazardous substances
F. Providing adequate information and training to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
G. Ensuring the health and safety representatives receive appropriate training to carry out their role effectively;
H. Ensure only competent, qualified and suitably vetted external contractor are appointed to carry out required work.
I. Providing a health and safety induction and appropriate safety training to your role, including:
    a. Manual handling
    b. Control of substances hazardous to health (COSHH)
    c. Working at height
    d. Asbestos awareness
    e. Fire Marshall training
J. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters
K. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice directly to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection whilst regularly monitoring and reviewing the management of health and safety at work. Any necessary changes will be bought to the attention of staff.

The managing director has overall responsibility for health and safety. The facilities manager is in charge of with the day-to-day responsibility for health and safety matters and may delegate various aspect to appropriately trained personnel as stipulated in the section 5. Health and Safety Roles within the Company

Responsibilities of all staff

General staff responsibilities

All staff must

A. take reasonable care for their own health and safety and that of theirs who may be affected by their acts or omissions;
B. co-operate with the facilities manager and the Employer generally to promote compliance with health and safety duties and requirements
C. comply with any health and safety instructions and rules, including instructions of the safe use of equipment
D. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts or omissions
E. Keep the environment tidy and hazard free
F. Report health and safety concerns to the facilities manager promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem
G. Co-operate in the Employer investigation of any incidents or accidents which either did or could have resulted in injury, in the employer's opinion

Responsibilities relating to equipment

All staff must

a) Use equipment as directed by instruction given by representatives of the management or contained in any written operating manual or relevant training.
b) Report any fault with, damage to or concern about any equipment or its use to the facilities manager
c) Ensure health and safety equipment is not interfered with and do not attempt to repair equipment unless suitable trained and authorised to do so

Staff responsibilities relating to accident and first aid:

This section should be read in conjunction with the accident policy and first aid policy. All staff must:

A. Familiarise themselves with the location of first aid facilities and first aid boxes
B. Record all accidents in line with procedure set out in the accident policy
C. The facilities manager is responsible for investigating any injuries or work related disease, preparing and keeping accident records and submitting reports under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) when required
D. To comply with government and company guidance provided in regards to epidemics or pandemics

Staff responsibilities relating to emergency evacuation and fire

This section should be read in conjunction with the fire safety policy and emergency fire evacuation policy. All staff must

A. Familiarise themselves with the instructions about what to do if there is fire
B. Ensure they are aware of the locations of fire extinguishers and fire exits
C. Comply with the instructions of fire Marshalls of there is fire, suspected fire or fire alarm (or a practice drill for any of this scenarios)
D. Cooperate with fire drills and take them seriously
E. Ensure that fire exits, extinguishers, notices or exit signs are not obstructed or hidden.
F. Notify the Facilities manager immediately of any circumstances which might delay, hinder or prevent evacuation in a fire. If applicable the facilities' manager will then discuss with you a personal evacuation plan for you which will be shared with the fire Marshalls and colleagues working with you
G. Upon discovering a fire staff must immediately trigger the nearest fire alarm
H. Only tackle the fire if they have received appropriate training and feel competent to do so.
I. On hearing the alarm all staff must:
J. Remain calm and immediately evacuate the building, walking quickly out of the building but not running, and follow instructions given by the fire Marshall.

K. Remain out of the building until the fire Marshall has instructed it is safe to re-enter
L. The facilities manager has overall responsibility for ensuring fire risk assessments take place and changes are made when required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

5. Risk assessments

Risk assessments are a careful examination of what in the in the workplace or activities or pursuits both in the home and off site, could cause potential harm to people. The employer will assess any risks and consider control measure intent on reducing or eliminating risk.

The Facilities manager will carry out general workplace risk assessments when required. The use of hazardous substances at work will be avoided when possible and less hazardous alternatives will be used where available. Training on the **control of substances hazardous to health (COSHH)** will be provided where required.

Personal protective equipment (PPE) is provided as a additional control measure to reduce potential identified risk

Guidance is provided for all employees who use computers for long periods of time and this information can be located in the **VDU policy** and this should be read by all employees

Guidance on manual handling (for example lifting and carrying objects) is provided in the **manual handling policy** and this should be read by all employees

The Registered Manager (or Head teacher if the activity is undertaken as part of education) must ensure that any activities or leisure pursuits in which children participate are, so far as reasonably practicable, free from avoidable risks and, on a day to day basis, staff should take reasonable precautions and make informed judgements about when to allow Children to participate in an activity. Excessive caution is unnecessary and children should be provided with the opportunity to take risks proportionate to their age, level of understanding and in the light of assessments, historical knowledge and plans/strategies that are in place e.g. where the behaviour or choices that have already been made by a Child are poor or have placed them or others at risk, caused injury, harm or damage to property, staff must take this into consideration when planning activities.

6. Health and Safety Roles within the Company

The Managing Director has overall responsibility for Health & Safety in the Company.

Other competent people have been appointed to assist in meeting Health and Safety objectives. These persons have sufficient knowledge and expertise to insure that statutory requirements are met and that the Health and Safety policy is being adhered to.

Post

Health and Safety Officer: Facilities manager

Fire Safety: Maintenance (Trades)

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

Facilities Manager: -

In addition to those previously stated, the Facilities Manager has specific responsibilities: -

- To maintain an understanding of the Facilities Manager responsibilities, including an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- To ensure that staff (maintenance operatives) within their department are familiar with the Health & Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information on Health and Safety matters is provided.
- To control contractors working on site, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.

- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking through investigation of all premise related accidents/incidents.
- Ensuring the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request.
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
- Liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

7. Employee Involvement in Policy Making

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that "an organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee involvement in health and safety management to cover the whole workforce". Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly.

Reviewed and Approved by Richard Foster (Facilities Manager) 10.07.26