

# Health and Safety Policy

**Updated: January 2024**  
**Next Review Due: January 2025**

This document relates to Article 28 (*Every Child has the Right to an Education*) of the UN Convention on the Rights of the Child.

*This organisation is committed to safeguarding and promoting the welfare of children and young people.*



# Health and Safety Policy Statement

This policy statement will advise all within the Organisation of the arrangements for the management of health and safety. This will include health and safety management structures and responsibilities. It should be used alongside the individual health and safety procedure documents.

We recognise and accept our statutory and relevant other obligations and are committed to ensuring the health, safety and welfare of our employees, people we support, members of the public and any other persons who may influence, or be affected by, our services and operations. We are fully committed to this policy and regard it as having the highest priority, so will ensure that all reasonable steps are taken to implement and achieve its intentions.

Our aim is to provide a positive, supporting and safe working environment for all persons who may work at or visit our sites. We recognise that successful health and safety management is only achievable with the support and commitment of everyone involved with our activities. Therefore, an understanding of, and compliance with this policy is a condition of employment and an expectation of all relevant others.

Delivering a quality service and ensuring compliance with legislation are the minimum acceptable standards and as such we will strive to demonstrate that:

- *health and safety is an integral part of our operations and holds equal status with other aspects of operational performance;*
- *appropriate financial and physical resource will be allocated to identified business specific risks;*
- *all relevant persons will be actively encouraged to take ownership of health and safety and, as identified, will receive suitable training, information, instruction and support to help identify and control significant risks through safe working practices and sensible decision making;*
- *we will ensure that this policy is implemented, maintained and suitably communicated throughout the organisation;*
- *specific responsibilities for health and safety are clearly defined in line with policy arrangements;*
- *we are committed to continual improvements in line with the monitoring and review of health and safety performance;*

Day to day management of health and safety is the responsibility of all managers. Overall assumed responsibility for health and safety and the monitoring of this policy lies with the Board of Directors.

To assist with business compliance and the implementation and management of our health and safety systems we have appointed a Health and Safety Officer. The need for any third-party health and safety technical advice or support will be considered where necessary.

Orbis are committed to achieving measurable and progressive improvements in health and safety performance. To facilitate this, we will identify and focus on significant risks to allow the setting of health and safety objectives and targets. Progress towards their completion will be actively monitored and reviewed by the senior management team.

Periodic auditing of the health and safety management system will be undertaken to ensure its continued relevance, adequacy and effectiveness. A planned review of this policy will be carried out at least every 3 years. Interim reviews may be carried out more frequently where such a requirement is identified.

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# **Policy**

## **1. Summary of Organisation and General Arrangements**

### ***Consultation with Employees***

The Organisation has a specific policy dealing with consultation (the Consultation with Employees policy H&S) throughout the Organisation. This includes:

- Health and Safety agenda at each Service
- Quality and Risk Management Committee Meetings (QuaRC)

### ***Risk Assessments***

The Organisation will provide and maintain appropriate written Risk Assessments relating to the risks to the Health and Safety of its employees whilst they are at work, people we support and others who may be affected by the Organisation's activities.

### ***Monitoring***

Monitoring and auditing of the systems in place to manage Health and Safety risks (as opposed to on-going management of these risks) will be checked on a regular basis, with reports of the findings presented to the Board via the QuaRC. This will ensure that the Board are made aware of the strengths and weaknesses of risk management systems throughout the Organisation and target any remedial action as appropriate.

The Health & Safety Reports are intended to enable them to make any decisions to address any issues identified without delay.

### ***Specific Policies / Procedures***

The Organisation has specific Health and Safety procedure documents providing guidance in dealing with the risks relating to its day-to-day business.

### ***Training***

To ensure that the policies and procedures are embedded in the business with staff having appropriate levels of awareness, there is a structured system of training.

### ***Funding***

The Organisation will ensure that sufficient resources and efforts are dedicated to health and safety matters. In particular it will ensure that any urgent requirements (based on a process of risk evaluation) for expenditure are met without delay.

### ***Expertise***

Internal: The Director of Quality and the Health and Safety Officer are appointed as suitably qualified and experienced "competent persons" to co- ordinate the Organisation's Health and Safety provision.

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External: Competent specialists in specific areas of risk management will be appointed in order to provide professional guidance and monitoring in their specific areas.

### ***Monitoring***

A robust system exists to ensure the individuals with direct operational responsibility are delivering Health and Safety compliance.

## **2. Responsibilities**

### ***The Directors and Board***

The board will ensure that business decisions take into account any Health and Safety implications and those issues are discussed as part of the monthly Board meetings. Health and Safety forms part of the Quality Development standing item on agendas for both.

- Reports will be made to the Chief Executive and Board of any potentially serious health and safety related incident and/or any matter which is considered likely to become the subject of a potential prosecution.
- The Board of Directors will review the monthly and quarterly Health and Safety Reports.
- All Directors have collective and individual responsibility for Health & Safety implications and issues in respect of the Organisation's business.

### ***Quality and Risk Committee Meeting***

This group meets quarterly, and it is responsible for advising on all matters concerning Health and Safety in the Organisation. In particular it will:

- Advise the Board of recommendations for actions as is thought necessary to ensure that reasonable steps are being taken to promote the Health and Safety of people in our care, employees and others using /entering the Organisation's premises.
- Consider matters referred to them arising from the service led Health and Safety meetings.
- Assist in the development of Health and Safety policies and safe systems of work.
- Consider reports from Inspectors of enforcing authorities.
- Monitor Compliance reports from external contractors for planned maintenance under the Health and Safety at Work Act and monitor the completion of actions arising from these reports to ensure closure.
- The Chief Executive (or another nominated Director in their absence) chairs this group.

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## **Individual Service Health & Safety Committees**

The structure and obligations follow the above at local level, except that they report into the QuaRC via the Health and Safety Officer.

## **Health & Safety Officer**

- Will monitor and keep under periodic review all health and safety policies and practices, with formal review of these at least annually.
- Provide direction and practical guidance to the Organisation and to the service led groups above.
- Will prepare the regular Health & Safety Reports.

## **Managing Director**

The responsibilities for health and safety of the Managing Director are to:

- Ensure the implementation and monitoring of Organisation Health and Safety Risk Management systems in line with their director responsibilities as outlined by the HSE document “Director’s Responsibilities for Health and Safety” (HSE 2007) and supervise their Regional Managers to ensure they are meeting their responsibilities.
- Develop and maintain mechanisms for ensuring that they are kept informed of any significant Health and Safety failures, the outcome of investigation into their causes and ensuring these are escalated as necessary via the QuaRC, or if urgent, immediately to the Chief Executive Officer or other members of the board.
- Develop (with assistance from the Health & Safety Officer) targets specific to their Services arising from the recommendations of the Health and Safety Reports.

## **Regional Managers**

Regional Managers responsibilities follow those of their Managing Director but applied in relation to the individual services for which they have responsibility. This includes routinely visiting the services under their control to monitor compliance with Health and Safety Policies. They must ensure that any relevant matters are reported without delay to the Director and discussed as a part of the service Health and Safety agenda during regular meetings.

## **Service Managers**

The provision of a healthy and safe working environment within each Service is the responsibility of the Service Manager. This includes responsibility for activities organised by the Service outside of its own accommodation, such as people we support on activities and holidays etc.

The Manager must ensure that any relevant matters are reported without delay to their Regional Manager, or if they cannot do so to the Managing Director

## **All Employees**

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- All employees of the organisation are responsible for ensuring that they conduct themselves in accordance with the Organisation's Health and Safety Policy and procedures. They must co-operate with their line managers / heads of departments so that their Health and Safety responsibilities are met.
- All employees will notify their line manager / head of department of any issue or potential issue of which they become aware.

## **Contractors**

Managing contractors is an important issue and reference should be made to the requirements set out in the specific procedure document before contractors commence any works.

### **3. Communication of Policies and Procedures to Employees**

All policies must be reviewed routinely; the review date is clearly marked on each policy and procedure. Procedures will be approved by the relevant specialist committee (where applicable).

The Director of Quality will be accountable for ensuring policies and procedures are rolled out across all services and that staff are aware of access points.

The Service Manager is responsible for ensuring all staff are familiar with policies relevant to their area. Individual staff members are accountable for ensuring they read and understand procedures, (signed as read and understood in their personal training record) and are kept up to date with relevant training.

Where any person encounters difficulty in reading/understanding this policy additional assistance/resources will be provided.

#### **Education and Training for updating staff.**

All new employees will receive information on the process for health and safety management as part of their induction.

Each employee will receive training relevant to their role. Updates will be provided as and when required.

#### **External Agencies involvement**

Orbis and Priority will utilize the services of the relevant external Organisations where appropriate to provide assistance in the development of policies and procedures.

#### **Policy Review**

This Policy will be subject to regular review by: - the Quality and Risk Committee Group, Health and Safety Committees and the Health and Safety Officer.

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The policy will be formally reviewed at least annually.

This policy is owned by: Managing Director for Education

Signature:  (Managing Director of Education)

Date: - 8/1/2024

**Orbis is committed to safeguarding and promoting the welfare of all supported individuals in our care and expects all staff to share this commitment. This means that we have up to date Safeguarding & associated policies and procedures in place. All staff must ensure that they are aware of these policies and procedures.**

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