



**Orbis**  
education & care

# Health and Safety Policy

Updated: January 2023

Version - 1

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.*



## Subject: Health and Safety Policy

**All Health & Safety procedure documents relate to this policy.**

### Health and Safety Policy Statement

This policy statement will advise all within the organization 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.

The Organization's Directors will ensure that a robust Health and Safety culture is embedded throughout the Organization.

The key focus is on continuous monitoring to ensure compliance with required standards.

The Organization recognizes the need to provide strong leadership and will ensure that decisions are made on the basis that Health and Safety is a fundamental part of the business.

- Improvements will be achieved by reviewing current practices and addressing any issues that arise, ensuring lessons are learnt from these and applied to future practice.
- Performance will be monitored against statutory requirements.
- Implementation of the Policy will be delivered with emphasis on active employee involvement and through procuring appropriate expertise both internally (provided by suitably qualified and experienced health and safety staff) and externally (through appropriately monitored arrangements with external contractors).
- Promotion of a positive Health and Safety culture at all levels within the Organization and particularly at Senior Management level is important. To achieve this, a system of full and effective two-way consultation on Health and Safety matters will be achieved by

the work of Health and Safety Committees at different levels throughout the Organization.

- The Organization will provide adequate resources to ensure that its obligations in respect of Health and Safety are met.
- The Organization will take all reasonable steps to provide:
- Safe places and systems of work with appropriate welfare arrangements
- Suitable plant and equipment appropriately maintained.

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- Appropriate arrangements for the use, handling, storage and transport of articles and substances
- Suitable and sufficient information, instruction, training, and supervision appropriate to the tasks being undertaken.
- The Organization recognizes that good health and safety practice goes hand in hand with good care and support delivery.

## **Procedures**

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

#### **1. Consultation with Employees**

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

- Health and Safety Committees at each Service
- Business Risk Management Group Meetings

#### **2. Risk Assessments**

The Organization 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 Organization's activities.

### **3. Annual Report**

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 an annual basis, with a Report of the findings presented to the Board by the business Risk Management Group ("The Health & Safety Annual Report"). 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 Annual Report should be reported to the Board by December, to enable them to make any decisions to address any issues identified without delay.

#### **4. 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.

#### **5. 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.

#### **6. Funding**

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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.

## **7. Expertise**

- Internal: The Head of Governance and Quality Assurance 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.
- External: Competent specialists in specific areas of risk management will be appointed in order to provide professional guidance and monitoring in their specific areas.

## **8. Monitoring**

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

## **Responsibilities**

### **1. 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 and Executive Committee meetings, respectively. Health and Safety forms part of the Quality Development standing item on agendas for both.

- The Business Risk Management Group will consider, and narrow as appropriate, the scope of issues to be brought to the Director Board. It will always report to the Chief Executive and Board any potentially serious health and safety related incident and/or any matter which it considers is likely to become the subject of a potential prosecution.
- The Board of Directors will review the annual Health and Safety Report.
- All Directors have collective and individual responsibility for Health & Safety implications and issues in respect of the Organization’s business.

### **2. Organization Business Risk Management Meeting**

This group meets quarterly, and it is responsible for advising on all matters concerning Health and Safety in the Organization. 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 Organization’s premises.
- Consider matters referred to them by the Health and Safety Committees.
- Assist in the development of Health and Safety policies and safe systems of work.

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- Consider reports from the 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.
- Oversee the Health and Safety Annual Report.
- The Chief Operating Officer (or another nominated Director in their absence) chairs this group.

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

The structure and obligations follow the above at local level, except that they report into the Business Risk Management Group.

These are set out in the Policy referred to in 1.1.

### **4. Health & Safety Officer**

- Will monitor and keep under periodic review all health and safety policies and practices, with formal review of policies at least annually.
- Provide strategic direction and practical guidance to the Organisation and to the Committees in 2.2 and 2.3 above.
- Will prepare the Health & Safety Annual Report.

### **5. Operations Directors**

The responsibilities for health and safety of the Operations 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 and of the outcome of investigation into their causes and ensuring these are escalated as necessary via the Business Risk Management Group Meeting, 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 Annual Report.

### **6. Regional Managers**

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Regional Managers responsibilities follow those of their operations 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 Operations Director and/or discussed at the Business Risk Management Group.

## **7. 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 Operations Director

## **8. All Employees**

- 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.

## **9. 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**

1. 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) and approved by the Head of Governance and Quality Assurance

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

3. 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.

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

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

1. All new employees will receive information on the process for health and safety management as part of their induction.
2. Each employee will receive training relevant to their role. Updates will be provided as and when required.

## **External Agencies involvement**

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

## **Policy Statement Authorization**

6. This Statement is signed by the Chief Executive Officer following its approval by the Ratification Group. It will be reviewed on an annual basis and may be modified then (or at any time), with any modifications within the Policy being brought to the prompt attention of all employees.

## **Policy Review**

7. This Policy will be subject to regular review by: - Business Risk Management Group  
Health and Safety Committees Health and Safety  
Officer

This policy is owned by: Quality Development Department

**Policy Review Date:** January 2024

**Signature:**  **Director of Education)**

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