Health and Safety Policy Statement

Policy Number:		Originator:	Policy Development Group
Issue Number:	7	Authoriser:	Director of Quality
Issue Date:	20.03.24	Service Type:	All
Next Review Due:	March 2025	Policy Location:	Health & Safety Manual Teams

Orbis Group includes Orbis Education and Care Ltd, Pembrokeshire Resource Centre Ltd, Priority Childcare Ltd and Gower Lodge (Swansea) Ltd. Our policies and procedures have been standardised across the Group and all references to Orbis within this document include the entities referred to above.

All Health & Safety procedure documents relate to this policy.

Health and Safety Policy Statement

1. Policy Statement

1.1 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.

1.2 The Organisations Directors will ensure that a robust Health and Safety culture is embedded throughout the Organisation.

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

1.3 The Organisation recognises 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.

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- 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 Organisation 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 various levels throughout the Organisation.

- The Organisation will provide adequate resources to ensure that its obligations in respect of Health and Safety are met.

- The Organisation will take all reasonable steps to provide:

- Safe places and systems of work with appropriate welfare arrangements

- Suitable plant and equipment appropriately maintained.

- 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 Organisation recognises that good health and safety practice goes hand in hand with good care and support delivery.

2. Procedures

2.1 Summary of Organisation and General Arrangements

2.2 Consultation with Employees

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

2.2.1 Health and Safety Committees at each Service

2.2.2 Quality and Risk Committee (QuaRC) Meetings

2.3 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 Organisations activities.

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2.4   Report ing

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 at least an annual basis, with a Report of the findings presented to the Board by the QuaRC ("The Health & Safety 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 Report will be made to the QuaRC Committee on a quarterly basis, to enable them to make any decisions to address any issues identified without delay.

2.5   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.

2.6   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.

2.7   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.

2.8   Expertise

2.8.1   Internal: The Health and Safety Officer is appointed as suitably qualified and experienced "competent person" alongside the Director of Quality to co-ordinate the Organisations Health and Safety provision.

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

2.9   Monitoring

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

3.   <u>Responsibilities</u>

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

3.1.1 The QuaRC 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.

3.1.2 The Board of Directors will review the Health and Safety Reports.

3.1.3 All Directors have collective and individual responsibility for Health & Safety implications and issues in respect of the Organisations business.

3.2   Organisation Business Risk Management 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:

3.2.1   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 Organisations premises.

3.2.2   Consider matters referred to them by the Health and Safety Committees.

3.2.3   Assist in the development of Health and Safety policies and safe systems of work.

3.2.4   Consider reports from the Inspectors of enforcing authorities.

3.2.5   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.

3.2.6   Oversee the Health and Safety Report.

3.2.7   The Chairperson (or another nominated Director in their absence) chairs this group.

3.3   Individual Service Health & Safety Committees

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

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

3.4   Health & Safety Officer

3.4.1 Will monitor and keep under periodic review all health and safety policies and practices, with formal review of policies at least annually.

3.4.2 Provide strategic direction and practical guidance to the Organisation and to the Committees in 2.2 and 2.3 above.

3.4.3 Will prepare the Health & Safety Reports.

3.5 Operations Directors

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

3.5.1 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

3.5.2 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 QuaRC Meeting, or if urgent, immediately to the Chief Executive Officer or other members of the board

3.5.3 Develop (with assistance from the Health & Safety Officer) targets specific to their Services arising from the recommendations of the Health and Safety Reports.

3.6 Regional Managers

Regional Managers' responsibilities follow those of their Operations Director but apply 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 QuaRC.

3.7 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

3.8 All Employees

3.8.1 All employees of the organisation are responsible for ensuring that they conduct themselves in accordance with the Organisations 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.

3.8.2 All employees will notify their line manager / head of department of any issue or potential issue of which they become aware.

3.9 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 work.

4.   Process for escalation of a suspected Health & Safety Incident

4.1   Whenever a suspected Health & safety incident has occurred it is imperative staff report the incident to their line manager or the most senior person present and follow the Orbis standard procedures for risk and incident reporting, recording as much detail as possible of the incident.

4.2   The report must detail the type of incident i.e. Policy Breach and if this is accidental or deliberate.

4.3   Internal Notification

4.3.1 More serious incidents must be reported to key Orbis staff e.g., R.I. / Director of Service, Quality Director and/or Senior Leadership Team members, as early notification and preparation is key to dealing with the management and investigation of reported incidents.

4.3.2 All serious health & Safety Incidents including breach of the policy will be reported at the quarterly QuaRc meeting.

5.   Communication of Policies and Procedures to Employees

5.1   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 Director of Quality

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

5.3   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 and are kept up to date with relevant training.

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

6.   Education and Training for updating staff.

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

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

7.   External Agencies involvement

7.1   Orbis will utilise the services of the relevant external organisations where appropriate to provide assistance in the development of policies and procedures.

8.   Policy Review

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

This policy is owned by: Quality Development Department
Signed

Date: 20.03.24

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

Policy Name:	Health and Safety Policy
Issue Date:	
Name of Service/Property	

The people listed below have read and understood the policy named above and are aware of the responsibilities they have in relation to the policy requirements.

Name	Signature	Date