1. Introduction

This policy sets out, at each level of the organisation, the specific arrangements for ensuring that appropriate actions are taken in relation to Health and Safety.

1.1 Purpose

Health and Safety is a collective responsibility. Directors, Managers and staff at every level are individually responsible for ensuring that their Health and Safety responsibilities are properly understood and carried out. The safety of Staff and service users is vital. Every reasonable precaution will be taken to prevent personal physical or psychological injury or damage and to protect everyone from foreseeable hazards.
1.2 Implementation

The company will identify responsible individuals who will:

- Identify actual or possible hazards and ensure that appropriate safety measures are implemented to minimise risk, or to balance the risk against the positive learning benefits obtained by the service user or young person.
- Provide, monitor and maintain a safe environment and systems of work in all areas of operation.
- Maintain premises, plant and equipment to safe levels.
- Provide instruction, training and supervision to enable staff to carry out their duties safely and to enable them to actively contribute to Health and Safety.
- Provide all safety devices and protective equipment required to minimise risks to staff.
- Provide safe arrangements for the use, handling, storage and transport of dangerous substances.
- Provide a healthy working environment.
- Ensure adequate First Aid facilities.
- Provide and maintain fire safety systems and procedures.
- Ensure safe entrances and exits to all premises.

It is the responsibility of line managers to ensure that staff members under their supervision are aware and understand this policy and any subsequent revisions to the guidance.

2. Organisation

2.1 The Chief Executive is ultimately responsible for the health, safety & welfare of all employees of Outcomes First Group, whilst they are at work on company property or while undertaking their duties of employment, and that of the service users & young people whilst in company care. This responsibility also extends to visitors, contractors and members of the public who may be effected by business activities or who are on company premises:

- ensuring the preparation of policy
- providing adequate resources to implement the policy
- ensuring that health and safety considerations are integral to the overall management culture
- ensuring establishment and maintenance of effective health and safety management systems within each service & department
- ensuring the appointment of a competent person(s) to assist with the development & implementation of the policy and providing competent advice in health and safety matters

2.2 Professional support and advice on Health and Safety matters shall be provided by the Group Health & Safety Manager (Grad Iosh).

2.3 Each Regional Head of Service / Function is responsible to the Chief Executive for implementing Health and Safety Policy & for ensuring that safe working conditions are maintained for employees, visitors, members of the public & contractors within their services and reporting any matters relating to Health & Safety directly to the Board of Directors or the Group H&S Manager. Develop a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.

2.4 Each service to have appointed a Health & Safety Co-ordinator (whether as an additional responsibility as part of their existing job role) who is responsible for providing support and assistance in the management and communication of health & safety matters as agreed with the appropriate Head of Service and Registered Manager(s), including:

- Organising of the local monthly H&S meeting and dispersal of minutes
- Champion the H&S audit tool, raising issues in the H&S meeting to address & assist with the dispersal of action points raised by both audit and the H&S meeting
- Act as a point of contact to the Health & Safety Manager
- Maintain the site H&S notice board
2.5 All Managers have a legal responsibility to assess the risks arising from the work for which they have responsibility and to take all reasonably practicable steps to ensure the risks are minimised or eliminated. The aim of this action is to ensure at all times the health, safety and welfare of all staff at work, service users, visitors or contractors visiting company premises or engaged in company activities.

Registered Managers and Head Teachers are responsible for ensuring the health, safety and welfare at work of all employees under their supervision. They will;

- demonstrate commitment to achieving a high standard of health and safety performance within their area of responsibility / department and develop a positive attitude to health and safety among employees
- implement health and safety policy & management systems within their responsibility / department which will ensure the assessment of risk and the effective planning, organisation, control monitoring and review of the preventative and protective measures necessary to eliminate, control or avoid the risks
- provision of appropriate training and effective management of staff
- ensure that employees are consulted on risk assessments relating to their work activities and that they are informed of and understand the outcome of these assessments
- consult employees and their representatives on health and safety matters and respond appropriately when relevant issues are raised by employees
- monitor and evaluate the health and safety performance of their area of responsibility / department

2.6 All staff members will undertake their responsibilities and behave at all times in a manner that takes full account of Health and Safety matters. In particular cooperation with management to achieve a healthy and safe environment, attend all relevant training and follow all relevant policies and procedures set out. Particular reference to observation, participate in the risk assessment process to assist the identification and control of risks, recording and communication. Each member of staff has a legal responsibility to:

- take reasonable care of their own Health and Safety and the safety of other persons who may be affected by what they do or do not do
- correctly using work items, including personal protective equipment, in accordance with training and instructions.
- not interfering with or misusing anything provided for your health, safety or welfare. Wilful breaches of the Health and Safety policy will be regarded as a disciplinary matter.
- co-operate with the employer on matters relating to health and safety.
- immediately report to their manager any serious and imminent danger to health and safety and any short comings in health and safety arrangements

Staff are encouraged to play an active role by being consulted on the Health & Safety policies and procedures, taking part in health and safety inspections and attending meetings within the Centre.

Breach of Health and Safety policies or procedures is a serious disciplinary matter and may constitute gross misconduct.

3. Specific Arrangements

3.1 Risk Assessment

All care & educational staff receive training in the Company’s Risk Assessment protocol as part of their Induction and training. Workplace Risk Assessments are the responsibility of all Managers including but not limited to Registered Manager, Senior Teacher or Head of Department. Key issues of concern will be reported to the Head of Service for consideration and appropriate action. Records of workplace risk assessments will be kept on file in the area to which they relate, reviewed periodically and are available for inspection by accredited managers and regulators, on demand.
3.2 Staff Involvement

Under Health and Safety (Consultation with Employees) Regulations, Heads of Service are responsible for ensuring that Health and Safety matters are appropriately covered in regular staff meetings at every level. Any staff concerns on matters of Health and Safety must be recorded and appropriately followed-up. This responsibility will usually be covered as an agenda item in general staff meetings. Senior Management & Health & Safety Coordinator will support staff involvement as required.

3.3 Safety of Plant and Equipment

Centrally a schedule will be maintained of all plant and equipment and appropriate maintenance and servicing are undertaken via the appointment of responsible persons e.g. Facility Manager, Home Managers, Senior Education Staff and Department Heads, for ensuring that all items under their control are appropriately included in these arrangements.

Purchase of all new equipment will be coordinated by the Facility Manager, with support from the Central Office, to ensure fitness for purpose and compliance with Health and Safety criteria, in addition to value for money.

3.4 Safe Handling of Substances – COSHH

Appropriate staff groups receive training in the Company’s approach to the Control of Substances Hazardous to Heath (COSHH). All Managers are responsible for ensuring that all substances in use in their area have been subject to a full COSHH assessment and that appropriate information is obtained and made available for the use of all staff. Staff must collaborate as necessary in the COSHH assessments and ensure that they follow COSHH procedures in full. See COSHH Policy for detailed policy and procedures.

3.5 Provision of Information and Advice

Heads of Service, via the Group Training Manager, are responsible for ensuring that all Induction and training includes appropriate reference to Health and Safety matters and relevant company policies and procedures.

Administration Managers are responsible for ensuring that any Health & Safety is given to new starters and induction information, advice and notes are included in all staff appointment packs and the staff handbook that will include how & where to access the Outcomes First Group Policy.

Managers are responsible for ensuring that all staff, upon commencement, receive appropriate information & advice including the health & safety policies.

Managers are responsible for ensuring that appropriate parts of the OG policy, including health & safety, are communicated to contractors and agency staff, and that any other information relating to the safety or health is shared between parties.

Health and Safety advice is available from the Group Health & Safety Manager.

3.6 Accidents, First Aid and Work-related ill Health

Heads of Service are responsible for ensuring that local arrangements and procedures comply with company policies. Accident investigation is the responsibility of the Head of Service with support from the Group Health & Safety Manager. All reportable accidents and incidents (to the HSE under RIDDOR) will be notified to the Group Health and Safety Manager for monthly auditing and other action as appropriate. See First Aid Policy.

3.7 Emergency Procedures, Fire and Evacuation

Registered Managers and Head Teachers are responsible for ensuring that a suitable and sufficient Fire Risk Assessment has been completed for the buildings under their control. In addition ensuring that appropriate training in fire procedures are undertaken and updated at required intervals, with the support of the Group Heath & Safety Manager and Training Manager. See Fire Safety Policy.
3.8 Health and Safety Monitoring Audit and Review

Department and Registered Managers at each site are responsible for monitoring the safety systems under their control and area of responsibility, to ensure the safety and wellbeing of staff, service users and visitors.

The Group Health and Safety Manager is responsible for carrying out regular audits of the safety systems in place at each site and reporting to the Registered Manager and Head of Service. The Group Health & Safety Manager shall review safety systems in order to help achieve the company’s objectives relating to safety and health.