

## Health and Safety

### **1 Policy**

#### **1.1 Introduction**

We have a legal requirement to produce, and revise as necessary, a Health and Safety Policy. Our Health and Safety Policy forms a significant part of our Health and Safety Management System (HSMS) including:

- Our commitment to managing Health and Safety
- Our policies
- Our procedures
- Responsibilities for Health and Safety
- Monitoring and reviewing activities to ensure the effectiveness of our HSMS.

Our 'Health and Safety Policy Statement' is a broad statement of our commitment to the effective management of health and safety and is posted around our premises so that all employees are aware of our intentions.

We have documented our policies which identify, in individual topic areas, what we intend to do to control risks, manage health and safety issues, and comply with legal requirements.

They are supported with procedures to provide us with a means of managing the health and safety aspects of that particular topic. The procedures record how we will implement the associated policy and require further arrangements to be put into practice such as training, risk assessment, record keeping, monitoring, etc.

Having identified what to do and how to do it, we then identify who is responsible for ensuring that our policy is implemented and that our Health and Safety Management System is working.

We record our Organisation structure to clearly identify reporting lines and areas of responsibility, supporting this with written responsibilities and rules for all employees and specific responsibilities for key employees.

Our monitoring activities are aimed at checking the implementation of our policies and procedures, and ensuring that they have sufficient scope to cover all areas of risk. They are complemented by our hazard spotting checklists that we complete according to the specified schedule.

## 2 Organisation for Health and Safety

Hesley Group has identified the individual roles and responsibilities for the management, implementation and monitoring of the Health and Safety of all persons and safety systems under their direct control.

### 2.1 General Duties and Responsibilities

The Health and Safety at Work etc Act 1974 places specific duties of care on both Employers and Employees. These duties are absolute and it is a criminal offence not to comply with the requirements of the Act.

It is important that all persons employed are aware of their legal requirements and responsibilities under the Act, specifically Sections 2 and 3 for Employer, and Sections 7 and 8 for Employee.

### 2.2 Chief Executive Officer

Has overall responsibility for the management of Health, Safety and Welfare of the Company and has delegated the day to day responsibility for the management of Health and Safety to the Operations Director, Managers and Heads.

### 2.3 Operations Director

The Operations Director is responsible for the implementation, operation and monitoring of the Health and Safety Policy, and shall report significant Health and Safety matters to the CEO. In this duty the Operations Director shall be assisted by the management teams across the services.

The Director shall ensure that:

- Steps are taken to safeguard the Health and Safety of people using our services and employees.
- They have an understanding of the implication and requirements of current Health and Safety legislation.
- General Managers/Heads have the necessary time and resources to meet their legal obligations in accordance with the Health and Safety Policy.
- All risks to Safety and Health are identified and suitable and sufficient systems put into place to reduce the risks to Safety and Health.
- Suitable and sufficient Safety training is provided to all employees as necessary.

### 2.4 Heads and General Managers

Heads and General Managers are responsible to the Operations Director on all aspects of Health and Safety, and to ensure that all activities carried out under

their control are, so far as is reasonably practicable, without risk to Safety and Health of persons exposed to them.

Responsibilities include:

- The implementation and monitoring of all Health and Safety Policies.
- Ensuring all Managers and employees under their control are aware of their health and safety responsibilities and have the necessary means to meet them.
- Ensuring all necessary equipment and resources under their control complies with current Health and Safety standards and is subject to regular safety inspections and tests as defined by either the company or current legislation.
- All accidents, near misses and dangerous occurrences are reported correctly and appropriately investigated.
- Ensuring adequate emergency procedures are adhered to.
- Ensuring no activities are carried out, which present an unacceptable risk to the Safety and Health of any person who may be affected by the activity.
- Chair and attend Quarterly services Health and Safety Committee Meetings.
- Representative of Senior Management to attend Group Health and Safety Committee Meetings.

## 2.5 Assistant General Managers, Care Service Managers and Care Managers

- Understand all Health and Safety Policies and ensure your employees are aware of key points and safe working practices.
- Ensure your employees are aware of any Health and Safety Briefing produced by the Health and Safety Manager.
- Ensure your employees are adequately and appropriately trained.
- Ensure any defects to equipment are reported to the Maintenance Department.
- Ensure all accidents, near misses and dangerous occurrences are reported correctly and appropriately investigated.
- Ensure no activities are carried out, which present an unacceptable risk to the Safety and Health of any person who may be affected by the activity.
- Ensure a representative from each area/location attends the services Health and Safety Committee Meetings and raises any health and safety issues.
- Ensure health and safety checks/monitoring is carried out at the correct intervals, i.e. water temperature checks, first aid box contents checks.
- Ensure Monthly Area Condition reports are completed.

## 2.6 Estates and Facilities Manager

- Understand all Health and Safety Policies and ensure your employees are aware of key points and safe working practices.
- Ensure your employees are aware of any Health and Safety Briefing produced by the Health and Safety Manager.
- Ensure your employees are adequately and appropriately trained.

- Ensure all accidents, near misses and dangerous occurrences are reported correctly and appropriately investigated.
- Ensure no activities are carried out, which present an unacceptable risk to the Safety and Health of any person who may be affected by the activity.
- Attend Group Health and Safety Committee Meetings.
- Ensure all Contractors employed are qualified and competent and follow Health and Safety procedures.

## 2.7 Hotel Services Managers

- Understand all Health and Safety Policies and ensure your employees are aware of key points and safe working practices.
- Ensure your employees are aware of any Health and Safety Briefing produced by the Health and Safety Manager.
- Ensure your employees are adequately and appropriately trained.
- Ensure all accidents, near misses and dangerous occurrences are reported correctly and appropriately investigated.
- Ensure no activities are carried out, which present an unacceptable risk to the Safety and Health of any person who may be affected by the activity.
- Attend Service and Group Health and Safety Committee Meetings.
- Ensure any defects to equipment are reported to the Maintenance Department.
- Ensure Annual Property Audits are completed.

## 2.8 Health & Safety Manager

The Health and Safety Manager shall be suitably qualified and experienced to ensure and shall have responsibility for the following:

- Ensure all Health and Safety policies and related documentation are reviewed regularly and updated as necessary.
- Advising on compliance to current, new and pending Health and Safety legislation.
- Advice on Health and Safety issues that may arise at the services.
- Liaison with officers from the HSE and Local Authority on all Health and Safety matters as necessary.
- Carrying out and assisting with investigations of accidents, near misses and dangerous occurrences.
- Monitor and analyse accident reports and feed back to services senior management teams.
- Assisting in the development of Health and Safety training.
- Conduct audits at each service throughout the year.
- Attend all Health and Safety Committee Meetings.

## 2.9 All Employees (including Agency employees & Sessional Tutors)

Under the Health and Safety at Work etc Act 1974 all employees have a legal duty to take reasonable care of themselves and others who may be affected by their acts or omissions, whilst at work.

All employees are responsible for:

- Observing all health and safety policies, procedures and briefings.
- Carrying out their activities in compliance with all Health & Safety policies.
- Reporting all accidents, near misses and dangerous occurrences.
- Report any hazard or defect in equipment, structure to the Maintenance Department.
- Not initiating or continuing any activity or process which places persons in danger, breaches legal duties or company policy.
- Assisting in any investigations carried out in relation to Health and Safety issues.

Managers must ensure Induction Checklist for Hesley Group employees from other sites, Agency employees & Sessional Tutors, H&S 1.1.3, is fully completed prior to individuals commencing work.