

# Health & Safety Policy

Policy Number: 1

Version Number: 16

Document Owner: Health & Safety Lead

Signed off by: Nicky Boland

<b>Date last reviewed:</b>	<b>29/04/2024</b>	
<b>Due date for next review:</b>	<b>30/04/2025</b>	
<b>Policy consultation with:</b>	SMT	
<b>Legal Requirements:</b>	Health and safety at Work Act 1974, Management of Health and Safety Regulations 1999	
<b>CQC:</b>	Health and social care act 2008 (Regulated activities) Regulations 2014: Regulations; and fundamental standards: 12 Safe and care treatment; 15 Premises and equipment; 17 Good governance; 18 Staffing	
<b>Other:</b>	Customer Charter promise: We will provide a high quality and safe service	
<b>Related Policies:</b>	Reporting Incident and Accident Policy	DSE Policy
	Lone Working Policy	Fire Safety Policy
	Infection Control Policy	COSHH Policy
	Driving on Outward Business Policy	Manual Handling Policy Violence and Aggression Policy
<b>Scope:</b> Outward will ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, volunteers, agents, contractors and visitors to Outward's premises, together with others who may be affected by its acts or omissions.		
<b>Policy Equality Impact Assessed</b>		

Version number	Amendments	Reviewed by	Date
16	Wording	Ozcan Yaren	29/03/2024

This information can be made available in alternative formats, such as easy read or large print. Please contact 0208 980 7101 or email [info@outward.org.uk](mailto:info@outward.org.uk)

## 1. Policy Statement

---

Outward is committed to providing and maintaining, so far as is reasonably practicable:

- A workplace that is safe and without risk to health
- Equipment and systems of work which are safe and without risk to health
- Facilities for safe handling, transportation and storage of substances which may be hazardous to health
- Safe access to any workplace or premises
- A working environment which provides facilities and arrangements for the welfare of staff at work
- Guidance, information, instructions and training on health & safety matters
- Consultation with employees on health & safety issues when required
- A commitment to the additional requirements of the Management of Health & Safety at Work Regulations – these include risk assessments, emergency procedures, health surveillance and the engagement of a health & safety ‘competent person’
- Provide & publish specific health & safety policies relevant to the operations of Outward
- Work to and regularly review specific health & safety performance targets for the immediate and long term future

## 2. Purpose

---

Outward recognizes the importance of providing and maintaining a safe, healthy working and living environment for the people we support, staff, volunteers, contractors and

visitors. This policy will describe the framework in which Outward works to ensure that this will happen.

Outward's Health & Safety Policy will be addressed here in three specific sections:

A Policy Statement; the people with health & safety roles & responsibilities; the arrangements in place in the organisation.

### 3. Responsibilities

---

Overall responsibility for Health and Safety at Outward rests with the Outward Board. Outward's Health and Safety Lead coordinates and manages the process on behalf of the Board. However, all employees at every level have a responsibility for health and safety at work.

The **CEO** and **Directors** of departments of Outward alongside with the Health and Safety Lead are responsible for setting policy, objectives and targets and reviewing effectiveness.

**Managers** are responsible for ensuring that all health and safety tasks are carried out, as well as, checking the day-to-day compliance of the policy within the areas of the organisation that they manage. They will familiarize themselves with this policy, and will ensure that the staff they manage are provided with as much information as is necessary to ensure their health and safety requirements are met.

In particular, managers must ensure that all staff have:

- The necessary training
- Access to all Health & Safety policies
- Know what the procedures are for First Aid, accident reporting, emergency evacuation and fire safety
- Provide supervision and feedback on performance

**Employees** are responsible for taking reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions (this includes colleagues, people they support, visitors, and members of the public). Employees at Outward are expected to observe the following rules about health and safety – failure to do so would be regarded as serious misconduct:

- To work safely and take reasonable care for the health and safety of themselves and those they work with

- Adhere to the health & safety policies and procedures laid down by Outward and follow all of the instructions given by those with a responsibility for health & safety (this includes requirement to attend or update any training)
- Adhere to safe methods of work and follow all of the training and instructions given to them about safe methods of work
- Report all accidents, near misses and hazardous situations
- Inform their manager of any breach of health and safety or of any hazard
- Wear safe and appropriate clothing, and to wear protective clothing where it is provided
- Keep floors, stairs and fire exits clear of obstructions at all times
- Staff attending meetings outside the office or normal place of work must ensure that someone knows where the meeting is, when, and who it is with

**Competent Person:** By law, a ‘competent person’ is someone who has sufficient training, experience or knowledge of health and safety compliance. The level of competence required will depend on the size and complexity of the situation, as well as the particular help needed. As managers are responsible for ensuring that all health and safety tasks are carried out, they must have sufficient training, experience and knowledge of health and safety compliance established in Outward’s health and safety policies and procedures in order to be competent. Where a complex situation arises in which managers lack experience, knowledge or training, they can seek advice from Outward’s Health and Safety Lead. This role is currently undertaken by the Quality Manager. In turn they will consult with a “Competent Person” if required – see section 4.0

If current in-house expertise and organizational capacity is insufficient for the purpose then advice and guidance will be sought from an external agency i.e. Occupational health, HSE, British assessment bureau, British Safety Council etc.

**HR** is responsible for H&S matters as they apply to staff and these areas will be included in the Human Resources policies and procedures

**Housing** is responsible for H&S matters as they relate to buildings. These areas will be included in the Housing policies and procedures

**Care & Support management** is responsible for H&S matters as they relate to people we support. These areas will be included in the Care & Support policies and procedures

Other responsible roles include:

- **Fire Marshals** (responsible for the safe evacuation of a building in an emergency or for ensuring that residents are in a safe zone where a “stay put” policy is in place.

Care and support staff with basic fire safety training are not deemed as Fire Marshals, however, all services have to implement their fire safety protocols (stay put/evacuate) and all staff need to know how to safely evacuate.

- **First Aiders** (responsible for administering or overseeing first aid to injured persons). Care and support staff with first aid awareness training are not deemed as fully trained first aiders, however, they could support someone to clean a cut and put a plaster on it for example. Ultimately, all Outward staff are responsible for ensuring appropriate care is provided to an injured person at work, including calling an ambulance and following medical advice guidelines while professional help is on its way. Also, CPR is part of first aid awareness training provided, and we expect all staff to attempt CPR if attending to an unresponsive person.
- **Appointed persons** (responsible for taking charge of first-aid arrangements). The role of the appointed person includes looking after the first-aid equipment and facilities e.g. checking the first aid boxes periodically to replace expired items and recording it in a local check list kept inside the first aid box. This role must be clearly identified among staff in each service and communicated to the rest of the team.

## 4. Procedures

---

### Arrangements in Place

Outward will:

- Endeavour to create and develop a working environment in which there is an awareness of the vital importance of health & safety
- Implement a learning and development programme that will give staff the information they need about health and safety
- Consult with staff on health and safety matters
- Endeavour to prevent accidents by improving our monitoring and advice on health and safety
- Carry out risk assessments and take action to reduce any risks
- Aim, where possible, to reduce stress caused by work
- Monitor levels of supervision to ensure that employees are being supported and giving feedback on their performance.
- Have a Health & Safety committee to support and advise all employees, in conjunction with the health and safety lead person.
- Have regular meetings with Directors and Area Managers to discuss trends in services and to improve procedures in areas that are of concern

- Continuously improve its H&S audit process and central collation of audits
- Continue to collate all accident, incident and RIDDOR data centrally
- Work together with other employers sharing the same workplace
- Continue its membership with the British Safety Council
- Continue to hold the nationally recognized health & safety management standard appropriate to our nature of business (OHSAS 45001)

### **Performance Monitoring**

The performance monitoring and review process will be carried out via 4 key elements:

- Changes to H&S Legislation
- Reactive monitoring (safeguarding/accident/incident reports (SIAs), complaints, claims etc.
- Active monitoring via monthly key performance indicators/indicators reports, audits, inspections and general observation.
- Annual Senior Management Audits

### **Implementation of the Policy**

This policy applies to all Outward staff. All employees need to have read, understood and signed this policy as part of their induction and/or probation process.

## **5. References/Further Reading**

---

Health & Safety at Work Act 1974 - Besides the Health and Safety at Work Act itself, the following apply across the full range of workplaces:

- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- Health and Safety (Display Screen Equipment - DSE) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- Personal Protective Equipment at Work Regulations 1992 (PPE): require employers to provide appropriate protective clothing and equipment for their employees.
- Provision and Use of Work Equipment Regulations 1998 (PUWER): require that equipment provided for use at work, including machinery, is safe.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.

- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Noise at Work Regulations 1989: require employers to take action to protect employees from hearing damage.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.
- Health and Social care act 2008 (Regulated Activities) Regulations 2014 (Regulations and fundamental standards 12;15;17;18)
- Health and social care act 2008: Code of practice on the prevention and control of infections and related guidance.

## 6. General Data Protection Regulations Statement

---

Outward is committed to compliance with the General Data Protection Regulations and the Data Protection Act 2018. It requires all staff and partners to respect confidentiality and data subjects' rights in line with its policies and procedures.

To ensure compliance with the Regulations staff must ensure that any personal information produced or processed as part of these procedures is appropriately filed on SharePoint, Sona, Iplanit, the Outward server or other agreed Password-controlled filing system(s) with role-based access control.

Whilst processing paper documents, including those from third parties, these documents must be stored in secure lockable cabinets. Records will be kept for as long as they are needed to meet the operational needs of Outward, together with legal and regulatory requirements. Where there is a deviation from this principle, the reasons for this must be recorded.

A detailed breakdown of retention and deletion of records can be found in Outward's Record Management and Retention Policy.

When disposing of documents containing personal data this should be done via confidential waste.

Please refer to Outward's Data Protection Policy and Procedure for more information.



Signature: \_\_\_\_\_

SIGNED ON BEHALF OF OUTWARD

NAME (PRINT): \_\_\_NBoland\_\_\_\_\_

DATE: \_\_\_1/5/24\_\_\_\_\_

POSITION IN COMPANY: \_\_\_CEO\_\_\_\_\_