



Health and Safety Policy

February 2016
(Version 18 – Full Review July 2016)

ST ELIZABETH'S CENTRE

HEALTH AND SAFETY POLICY

1. GENERAL INFORMATION

1.1 The Centre's Health and Safety objectives are set out in an annual corporate Health and Safety Action Plan (separate document) available on the Intranet. Detailed policy statements on Health and Safety are set out in the Health and Safety Manual (held in electronic form on the Intranet). Managers are responsible for implementing procedures in accordance with these policies at a local level. Staff should ensure that they are aware of all Health and Safety procedures which are relevant to their tasks. These cover such areas such as:

- Accidents and Incidents
- Fire Safety
- First Aid
- Infection Control
- Moving and Handling
- COSHH Guidelines
- Risk Assessment
- Protective Clothing and Equipment
- Food and Hygiene
- Violence at Work
- Dealing with Challenging Behaviour
- Control of Contractors on Site

1.2 A copy of the Local Health and Safety Policy relating to your usual place of work is provided at your place of work for information. (See template at **Appendix F**) This includes provisions in relation to:

- Accidents and First Aid Risk Assessment
- Fire Safety
- Hazards
- Housekeeping and Premises
- Electrical Equipment
- Machinery and Equipment
- Dangerous Substances
- Fluids under Pressure
- Visitors
- Maintenance
- Violence and Personal Safety
- Portable Electrical Equipment
- Gas Safety
- Personal Safety (including lone working)

1.3 The Corporate Health and Safety Policy Statement is set out in full below in Section 2.0 onwards.

2. CORPORATE HEALTH AND SAFETY POLICY STATEMENT

2.1 INTRODUCTION

The effective management of health and safety is held to be a key aim and integral part of our business performance. This is a statement of policy by St Elizabeth's Centre about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, residents, visitors and contractors, whilst in offices, school, college, homes and other property owned or managed by the Centre (including Windhill, Charity Shops and Bishop's Stortford Gallery). Supplementary to this general Policy Statement, there are specific policies and procedures describing, in detail, health and safety provisions for different functions and locations.

2.2 STATEMENT OF INTENT

It is the policy of St Elizabeth's Centre to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work etc. Act 1974, the Regulations enacted there under and all other relevant legislation as appropriate.

2.3 OBJECTIVES

2.3.1 Planning

St Elizabeth's Centre will ensure that a comprehensive risk assessment has been undertaken for all our premises and activities. An Action Plan will be implemented to introduce any additional control measures which are required to adequately control any risk.

2.3.2 Organisation

All relevant staff will be involved in the risk assessment process, including identifying suitable control measures. St Elizabeth's will ensure that Health and Safety information is communicated effectively to all necessary staff to enable the best decisions to be made on the selection and implementation of these measures.

2.3.3 Control

St Elizabeth's will ensure that all staff are aware of their Health and Safety responsibilities and that they are given sufficient information, time and resources to discharge those responsibilities. Adequate supervision will be provided and particularly care will be taken in respect of staff that are new to a job. Policies and procedures are also in place to assess H&S standards for contractors and to control their activities on site.

2.3.4 Monitoring

A programme of routine inspections and checks will be undertaken to ensure that suitable control measures are in place and effective. All significant accidents and incidents will be investigated and action taken to use the lessons learned to reduce the risk of accidents in the future.

2.3.5 Review

Any remedial action identified as a result of monitoring activities will be carried out thoroughly and within a reasonable period of time. The Health and Safety Management System of St Elizabeth's will be reviewed every two years to ensure it remains effective.

2.3.6 Continuous Improvement

St Elizabeth's seeks not only to comply with minimum standard and regulations necessary to our work, but commits itself to continual cost-effective improvement in our management and performance of issues relating to health and safety, to be reflected in health and safety objectives and updated annually.

2.4 RESPONSIBILITIES

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces and practices, the following responsibilities have been agreed:

2.4.1 The Trustees

The Trustees have established the overall Health and Safety Policy for St Elizabeth's Centre and have the ultimate responsibility for Health and Safety within St Elizabeth's. The Trustees will:

- Ensure the effective monitoring and reporting of Health and Safety performance
- Annually review the Health and Safety performance of the Centre
- Be kept informed about significant Health and Safety failures and the outcome of the associated investigations
- Ensure that the Health and Safety implications of all decisions are addressed
- Ensure the existence and effectiveness of Health and Safety management systems
- Periodically review this Policy Statement to ensure that it continues to reflect current Trustee priorities

2.4.2 Consultation Arrangements

The ICG and Centre Management Team have been identified as the formal bodies for consulting with representatives / staff regarding issues affecting their employment. This includes issues relating to Health and Safety. Thus Staff ICG Representatives act as formal Health and Safety Representatives on behalf of all staff.

ICG (H&S) Representatives are thus nominated to make representations to managers about potential hazards and dangerous occurrences at the work place which affect the represented employees and on general health and safety matters.

They liaise with senior management through the ICG in the event of:

- Safety issues with relevant broader that at local level
- Failure/inability to address local safety concerns at a local level
- Representations to managers about potential hazards and dangerous occurrences at the work place which affect the represented employees; and on general matters

(NB – At a local level service managers may wish to involve a wider group of staff in various H&S forums but these are strictly informal, local arrangements and any issues arising should then be channelled through the formal framework described above).

2.4.3 Chief Executive

The Chief Executive, authorised through the Trustees, has personal responsibility for implementing and monitoring the policy, principally through the Directors. Where an accident has occurred, which may result in prosecution, the Chief Executive will report details to the Trustees.

2.4.4 Directors

The Directors, (members of CMT), will have specific responsibility for ensuring that the Trustees take sufficient account of Health and Safety issues in reaching its decisions. The role of Directors extends to:

- Identifying all areas of health and safety which have policy implications, including health and safety legislation, with regard to employees, residents, visitors, and contractors and communicate these to Directors and relevant staff
- Evaluating implications of these issues to St Elizabeth's, and their prioritisation with regard to resources and organisation of their implementation
- To monitor and report on health and safety practice throughout St Elizabeth's
- To advise and make recommendations to the Trustees on all matters concerning health and safety
- To develop, monitor and review Policies for St Elizabeth's setting out good practice and the measures needed to achieve legal compliance

The Directors are responsible for:

- Ensuring that managers and other relevant staff within their area or department are aware of the contents of this Policy and the other Policies within the Health and Safety Manual
- Maintaining the local health and safety policies across their area up to date, and to bring it / these (plus any revisions) to the attention of all staff who usually work in the location(s)
- Ensuring the procedures are in place within their location or department which implement and comply with these Policy Statements
- Ensuring that risk assessments have been undertaken for all premises and activities within their remit and that these are reviewed at least annually and following significant changes in operations, (or more frequently as local managers may require to meet the operations and needs of different services)
- Ensuring that any serious accidents and incidents are recorded, appropriate action taken and that they are brought to the attention of the Chief Executive
- Bringing to the attention of the Chief Executive and Centre Management Team any recommendations for changes or additions to Health and Safety policies and their implementation
- Ensuring that the relevant time and resources are made available to enable the Policy and other guidance from any Health and Safety Consultants to be implemented

2.4.5 Line Management

Responsibility for ensuring **activities and tasks** are properly risk assessed to ensure safe systems of work lays with the line managers of those carrying out such activities. Line managers are also responsible for monitoring compliance, investigating accidents and incidents and ensuring corrective action is taken where necessary.

Responsibility for ensuring that **equipment** is regularly inspected, serviced and repaired as necessary lays with the line manager of those using that equipment, (unless agreed otherwise with details recorded in the Local Health and Safety Policy, e.g. see 2.4.7).

Responsibility for different **locations** is defined in **Appendix A**.

For the purpose of this policy and its implementation, all members of the Managers Forum will be designated as **Safety Managers** having specific responsibilities for the line management of health and safety at St Elizabeth's.

All Safety Managers are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety at Work etc. Act 1974, the regulations enacted there under and other relevant legislation as appropriate Ensure the effective monitoring and reporting of Health and Safety performance
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities
- Carrying out risk assessments on the premises and activities for which they are responsible and undertaking regular inspections to ensure the existence and effectiveness of control measures

The line management organizational structure for managing health and safety is shown at **Appendix B**. Whilst Safety Managers have specific responsibilities for activities or tasks within the operations of their team and designated areas of the premises, all Safety Managers are asked to be alert to health and safety matters and report risks or hazards irrespective of where these may be observed at St Elizabeth's.

The Risk Assessment and Incident/Accident Report procedure is illustrated at **Appendix C**. Detailed guidance on conducting Risk Assessments is provided in the H&S Risk Assessment Policy which is also to be found on the Intranet (and copied as **Appendix D** of this document).

Other duties of Safety Managers include:-

- Ensuring that staff are made aware of the health and safety issues which affect them, that they are consulted on changes which may affect their health and safety and that they are involved in the process of risk assessment and informed of the outcomes of that process, including hazards and control measures
- Ensuring the statutory accident records are maintained and any statutory accident reports (RIDDOR) are made in accordance with St Elizabeth's procedures
- Ensuring staff are properly trained and equipped to carry out their authorised duties safely

- It is the responsibility of Managers/Supervisors to ensure that through the induction and supervision process all newly appointed or promoted staff are aware of the Health and Safety Policy; their responsibilities under it (especially to Under 18's and Expectant Mothers) and that they receive appropriate instruction and training as necessary to ensure compliance. Service/Department managers are responsible for also ensuring that records of Induction are completed and available. This extends to all agency staff
- Ensuring the statutory Health and Safety Law posters are completed and displayed
- Ensuring that Personal Protective Equipment is provided, used correctly and maintained as necessary
- Bringing any statutory/regulatory notice (see **Appendix E**) for attention of Centre Management Team immediately (e.g. Environmental Health, Fire Officer, Care Standards Commission, Health and Safety Executive)
- Ensuring that all accidents, incidents and near misses, within their area of responsibility, are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary

At each designated location, a local Health and Safety Policy will list those staff (termed **Local Safety Coordinators**) who are responsible for safety in particular areas (e.g. specific buildings/parts of buildings or areas used by an identified staff team), including any special responsibility. At a local level Local Safety Coordinators will have the same duties as Safety Managers and undertake the same training.

The Local Safety Coordinator for any particular location will be determined by the relevant Safety Manager and be consistent with the line management structure. Deputising in the absence of the Safety Manager or Local Safety Coordinator will also follow the line management structure.

The Safety Manager (or local Safety Coordinator where one exists), will be the named appointed person for the management of health and safety identified on the workplace Health and Safety Law poster.

Instruction for Safety Managers and Local Safety Coordinators must ensure that such people are competent by virtue of their training, expertise and general knowledge to assist in the undertaking of measures to comply with health and safety law. Where specialist knowledge is required then relevant persons with special responsibilities, (including suitably qualified competent persons external to St Elizabeth's), will be identified and consulted or appointed by those with such special responsibilities.

2.4.6 Health and Safety Coordination

The Health and Safety role of the Chief Executive is to ensure systems are in place:

- a) To arrange training to meet needs identified by Directors
 - i) To provide all staff with access to such Health and Safety information, including best practice, as they require to fulfil their Health and Safety responsibilities effectively
 - ii) To produce and implement a central training programme for Health and Safety
 - iii) To assist management to comply with the Health and Safety at Work Act 1974, the regulations enacted there under and all other relevant legislation.

- b) To co-ordinate the production and regular reporting of statistics on accidents and incidents.
- c) To co-ordinate a programme of audits to ensure the effectiveness of the Health and Safety management system

2.4.7 Special Responsibilities

Inspections and servicing: Safety Managers are responsible for monitoring that all necessary inspections and servicing are routinely carried out as required, (and notify line management of any concerns), although the Premises & Facilities Manager has responsibility for actually organising the following:

- gas checks (including boilers)
- electrical checks (including wiring and portable appliances)
- warden alarm, intruder alarm and emergency alarm systems
- fire safety equipment checks (including detectors/extinguishers etc)
- water safety checks
- servicing lifts
- laundry equipment
- asbestos in buildings
- maintenance contractors
- rules on use and control of contractors and related visitors

2.4.8 Use and Control of Contractors

The **Premises & Facilities Manager** is responsible for safety arrangements in relation to maintenance and development contractors and CDM.

In the event of use of other contractors (e.g. training providers, window cleaners), the service manager commissioning is responsible for safety arrangements.

The Premises & Facilities Manager is responsible for arranging service/repair/replacement of laundry/kitchen equipment and hydro/hoists etc.

2.4.9 Vehicles

The responsibilities of Vehicle Maintenance Engineer include arranging service and maintenance of all company vehicles including tail-lifts etc.

2.4.10 Moving and Handling

Responsibility for safe moving and handling arrangements rests with the relevant **safety manager**, the starting point being risk assessment. In specialist cases support should be sought from the Therapy Service team. Advice on training matters is available from our in-house Moving and Handling.

2.4.11 An External Health and Safety Consultant

The External Health and Safety Consultant appointed by St Elizabeth's, is responsible for keeping the Centre Management Team abreast of the changes in Health and Safety requirements, and also provides a source of advice for the senior management team in event of Health and Safety queries/issues.

2.4.12 Liaison with Enforcement Bodies

(HSE and Environmental Health) Directors are authorised to (and are responsible for) liaising with enforcing bodies (See also 5.4).

2.4.13 Asbestos

The Premises & Facilities Manager is responsible for suitable safety arrangements in respect of asbestos.

2.4.14 Individual Responsibilities

All employees are required to:

- Co-operate in implementing the requirements of all health and safety legislation, related codes of practice and safety instructions
- Refrain from doing anything which constitutes a danger to themselves or others
- Immediately bring to the attention of their line management/supervisor any situations or practices which they consider may lead to injuries or ill health
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
- Be responsible for good housekeeping in the area in which they are working, e.g. maintaining clear walkways and safe storage, etc.
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with Management guidelines

Serious and Imminent Danger In the event that staff become aware of some serious and/or imminent danger of an occupational health and safety nature or reasonably believe that they might be exposed to such a danger that the employee could not be reasonably expected to avert they may stop work, leave the workplace and proceed to a place of safety. They should warn others and clear the area of anyone else who may also be affected by the danger and report the issue immediately for management investigation. After investigation the employee will be informed that either:

- (i) as far as is reasonably practicable the Centre has eliminated the danger and normal working should be resumed; or
- (ii) that the Centre does not consider the matter constitutes a grave risk to health and safety and normal working must be resumed; or
- (iii) the Centre will undertake further investigation and in the meantime alternative working arrangements will be put in place. In the event of any dispute following the Centre's investigation this may be raised as a grievance by the member of staff. Any refusal to resume normal working when so reasonably instructed will be dealt with as a breach of discipline under the normal procedures.

- In the event of communication from an enforcing body (e.g. HSE, Environmental Health), the employee is responsible for ensuring this is drawn to the attention of Line Management for upward reporting and immediate action (see 4.5). Every employee is encouraged to participate fully in achieving health and safety by consultation with management via the staff consultation arrangements.
- A worker who becomes pregnant is responsible for advising St Elizabeth's Centre in writing (addressed to their manager, to be copied to HR by the manager) and the Centre shall not be responsible for addressing the safety requirements in respect of pregnant workers until this notification is received.

2.5 CONTRACTORS

All Contractors working for St Elizabeth's Centre are required to comply with appropriate rules and regulations governing their work activities, (see Control of Contractors Policy and H&S Assessment Questionnaire). Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner. It is the responsibility of the member of staff managing the contract to ensure that:

- (a) contractors are made aware of any particular hazards associated with the work they are contracted to undertake, which they could not reasonably be expected to be aware of;
- (b) assessments are carried out of all significant risks which could affect the Health and Safety of staff, residents or others and appropriate control measures implemented prior to works commencing.

2.6 HEALTH AND SAFETY OF RESIDENTS

Our responsibilities include safeguarding the health, safety and welfare of residents who may be affected by our activities. We will take account of any vulnerability or special needs of residents in designing and implementing our Health and Safety arrangements.

2.7 COMMUNICATION AND TRAINING

The Chief Executive and Directors are committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, and occupational advice, as required.

St Elizabeth's will provide all staff with comprehensible and relevant information on:

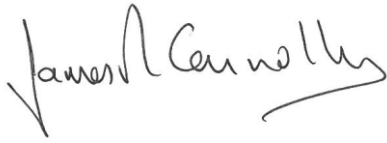
- (a) the risks to their Health and Safety as identified through the Risk Assessment process
- (b) the preventative and protective measures provided to control these risks

Staff will be involved in the process of risk assessment and every employee will be provided with access to the risk assessment for his/her activities and premises.

The name and contact details of the Health and Safety Representative and Line manager is to be prominently displayed for the information of all employees at each location.

2.8 POLICY REVIEW

The effectiveness of this general Policy Statement and other specific policies in use throughout St Elizabeth's Centre will be reviewed at least every two years.

A handwritten signature in black ink, appearing to read 'James R. Connolly', with a stylized flourish at the end.

James R. Connolly
CHIEF EXECUTIVE

DATED: 8 February 2016

February 2016 (Version 18)

St Elizabeth's location identities for reporting on Health and Safety, Risk Assessments, Maintenance Items etc.

NB: Any outstanding queries or concerns not resolved locally must be referred up by Local Safety Coordinator or Safety Manager to their own Line Manager for a decision or ultimately to CMT if necessary. Line Management, (up to and including CMT), of Local Safety Coordinators/Safety Managers are required to ensure designated staff fulfil their responsibilities under the H&S Policy.

Service	Area	Designated Safety Manager/Job Title	Delegated to Local Safety Coordinator	
College	Block A 1-3 Centenary Close	College Care Manager	Deputy Care Manager	
	Block B 4-6 Centenary Close	College Care Manager	Deputy Care Manager	
	The Hub	Lecturer	Learning Support Asst	
	Windhill	College Care Manager	Deputy Care Manager	
ARC – 1 st floor	College Admin – first floor	Deputy Head of College		
	College Base 1	Lecturer	Learning Support Asst	
	College Base 2	Lecturer	Learning Support Asst	
	College Base 3	Lecturer	Learning Support Asst	
	Sports Hall	Lead Senior (Day Centre Manager)		
	Day Opportunities Admin	Lead Senior (Day Centre Manager)		
	Day Opportunities – Multi Sensory	Lead Senior (Day Centre Manager)		
	Day Opportunities – Art & Crafts	Lead Senior (Day Centre Manager)		
	Day Opportunities - Music	Lead Senior (Day Centre Manager)		
	Day Opportunities – Day Room	Lead Senior (Day Centre Manager)		
	Day Opportunities – IT Suite	Lead Senior (Day Centre Manager)		
	Day Opportunities – Jewellery Project	Lead Senior (Day Centre Manager)		
	Kitchen	Lead Senior (Day Centre Manager)		
	Toilets	Lead Senior (Day Centre Manager)		
	Meeting Room A1	Chief Executive	Chief Exec's PA	
	Meeting Room A3	Chief Executive	Chief Exec's PA	

ARC – 2 nd floor	College Admin – second floor	Deputy Head of College		
	Dom Care Office – second floor	Head of Domiciliary Care		
	Archive Room – second floor	Chief Executive	Chief Exec's PA	
	Office 1 – second floor	Chief Executive	Chief Exec's PA	
	Office 2 – second floor	Chief Executive	Chief Exec's PA	
	Kitchen/Tea point	Deputy Head of College		
	Toilets	Premises & Facilities Manager		
Social Enterprises	Orchard View	Lead Senior (Social Enterprises)		
	Drawing Room	Lead Senior (Social Enterprises)		
	Ashvale	Lead Senior (Social Enterprises)		
	Bull and Bush	Lead Senior (Day Services)		
	Jewellery Project – Bishop's Stortford	Lead Senior (Social Enterprises)		
	Clothes Shop	Lead Senior (Day Opportunities)		
Estates	Workshops (Maintenance)	Senior Maintenance Engineer		
	Workshops (Estates)	Estates Manager		
	Workshops (Vehicles)	Premises & Facilities Manager		
	Borehole Area	Senior Maintenance Engineer		
	Premises & Facilities Manager's Office	Premises & Facilities Manager		
Convent	St Mary's Cottage	Sister Superior		
	St Anne's Cottage	Sister Superior		
	The Lodge	Sister Superior		
	Chapel	Sister Superior		
	Sr. Pat's Counselling Office	Sister Superior		
	Convent Grounds	Sister Superior		
	Father Paul's House	Premises & Facilities Manager		
Fundraising	Fundraising Office	Fundraising Manager		
Dom.Services	Restaurant Block (excluding Shop)	Premises & Facilities Manager		
	Staff Shop	Premises & Facilities Manager		
	Laundry	Premises & Facilities Manager		
	Office	Premises & Facilities Manager		

Volunteers' & Visitors' Accom.	Oak Cottage	Premises & Facilities Manager			
	Ash Cottage	Premises & Facilities Manager			
	Birch Cottage	Premises & Facilities Manager			
	Elm Cottage	Premises & Facilities Manager			
	Marie Therese	Premises & Facilities Manager			
	St Anthony's	Premises & Facilities Manager			
	St Bernadette's	Premises & Facilities Manager			
	St Clare's – upstairs	Premises & Facilities Manager			
	St Clare's – downstairs	Premises & Facilities Manager			
	Orchard View	Premises & Facilities Manager			
	Flat 1 – Home Senior Staff Flat	Premises & Facilities Manager			
	Flat 2 – School Senior Staff Flat	Premises & Facilities Manager			
	Flat 3 – Senior Managers Flat	Premises & Facilities Manager			
	Flat 4 - Senior Management Flat	Premises & Facilities Manager			
	Bike Shed Area outside flats	Premises & Facilities Manager	Estates		
Health Agency	Emilie Schneider Centre	Assistant Clinical Services Manager			
	St Elizabeth's Psychology Services	Therapy Services Manager			
	Therapy Room 1 – Main Corridor	Therapy Services Manager			
	Therapy Room 2 – Main Corridor	Therapy Services Manager			
	School Rainbow Centre	Clinical Services Manager	School Nurse/Physio		
	Multi-Therapy Unit:	Therapy Services Manager	Level 3 TA		
	Adult Therapy Treatment Room	Therapy Services Manager	Level 3 TA		
	Adult Therapy Office	Therapy Services Manager	Level 3 TA		
	Soft Play	Therapy Services Manager	Level 3 TA		
	Light Sensory	Therapy Services Manager	Level 3 TA		
	Therapy Services Manager's Office	Therapy Services Manager	Level 3 TA		
	Dark Sensory	Therapy Services Manager	Level 3 TA		
	Children's Treatment Room	Therapy Services Manager	Level 3 TA		
	Hygiene Room	Therapy Services Manager	Level 3 TA		
	Home	Hume House	Home Care Manager	Deputy HC Manager	
		Vaughan House	Home Care Manager	Senior Carer	
Lewis House		Home Care Manager	Deputy HC Manager		
Hood House		Home Care Manager	Deputy HC Manager		
Vincent House		Home Care Manager	Deputy HC Manager		

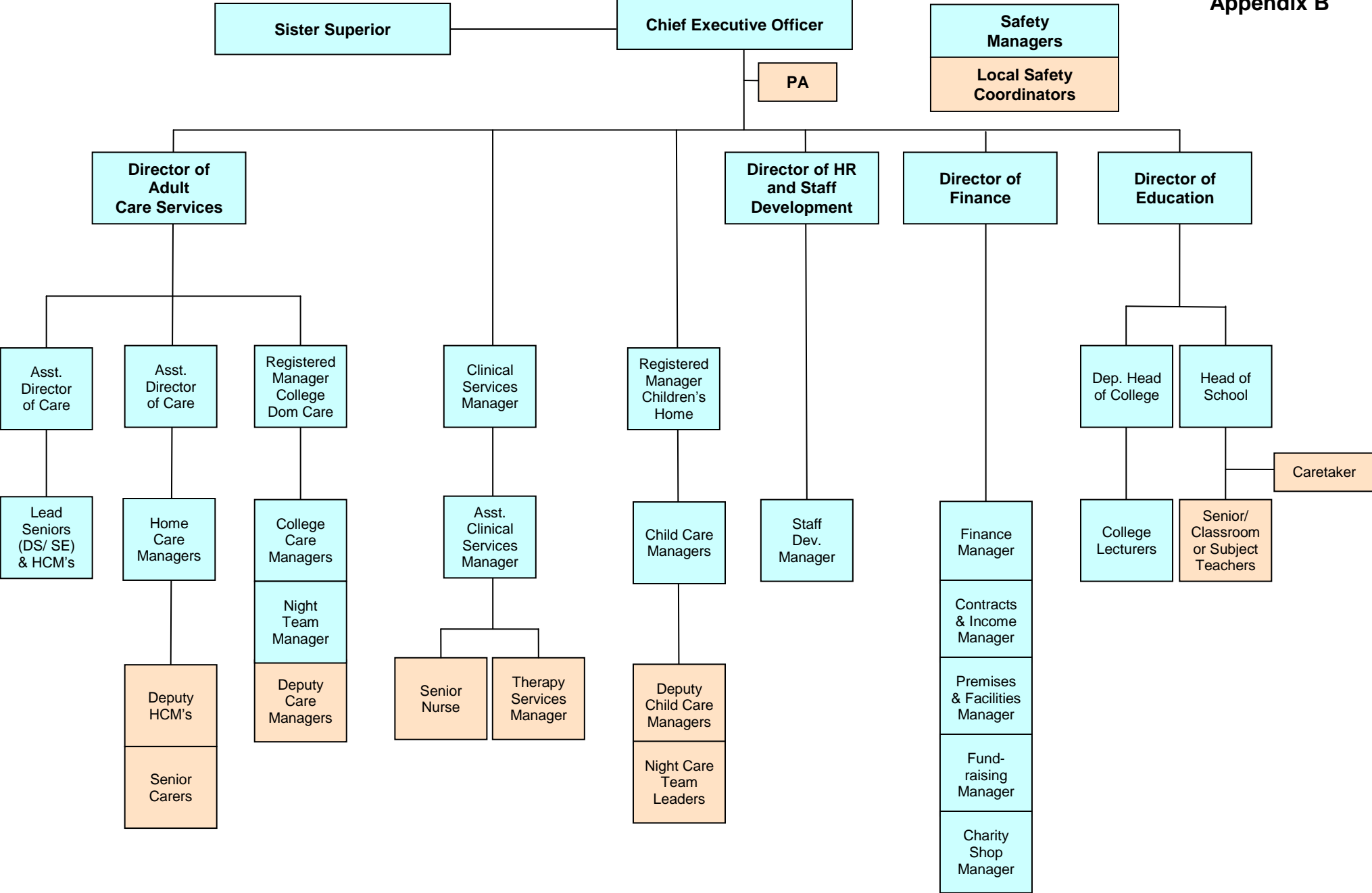
	Corium Villa	Home Care Manager	Deputy HC Manager	
	Jeanne Haze	Home Care Manage	Deputy HC Manager	
	Villa Maria	Home Care Manager	Deputy HC Manager	
	Nichole House	Home Care Manager	Senior Carer	
	St John's	Home Care Manager	Senior Carer	
	St Martin's	Home Care Manager	Senior Carer	
	Kelly/Kearney	Home Care Manager	Senior Carer	
	St Gabriel's	Home Care Manager	Senior Carer	
	Elena House	Home Care Manager	Senior Carer	
	St Joseph's Cottage	Home Care Manager	Deputy HC Manager	
	Loretto Cottage	Home Care Manager	Deputy HC Manager	
	Home Admin Office	Assistant Director of Care		
	Meeting Room 7	Assistant Director of Care		
	Director of Care's Office	Director of Care		
	Director of Care PA's Office	Director of Care		
	Ground Floor Central Corridor	Premises & Facilities Manager		
	Home Staff Rest Room	Assistant Director of Care		
	Archive Room – Home	Assistant Director of Care		
	Pink Corridor	Premises & Facilities Manager		
	Home Concourse	Assistant Director of Care		
	Meeting Room 6	Staff Development Manager		
	Meeting Room 8	Staff Development Manager		
Reception	Parlour	Premises & Facilities Manager	Cleaning Supervisor	
	Unisex Toilet	Premises & Facilities Manager	Cleaning Supervisor	
	Disabled Toilet	Premises & Facilities Manager	Cleaning Supervisor	
	Ladies Toilet	Premises & Facilities Manager	Cleaning Supervisor	
	Gents Toilet	Premises & Facilities Manager	Cleaning Supervisor	
	Interview Room	Premises & Facilities Manager	Cleaning Supervisor	
	Reception Area and Hall	Chief Executive	Chief Exec's PA	
Upstairs	Central Staircase	Chief Executive	Chief Exec's PA	
	First Floor Landing Office	Chief Executive	Chief Exec's PA	
	Admin Kitchen	Chief Executive	Chief Exec's PA	
	Meeting/Training Room 3	Staff Development Manager		

	Meeting/Training Room 4	Staff Development Manager		
	Ex Archive Room – Central Admin	Chief Executive	Chief Exec's PA	
	First Floor Landing/HR Training Hallway	Chief Executive	Chief Exec's PA	
	Finance/Admin Meeting Room 1	Chief Executive	Chief Exec's PA	
	Recruitment Office	Recruitment Coordinator		
	HR Admin/PA Office	Director of HR and Staff Development		
	HR Director's Office	Director of HR and Staff Development		
	HR Managers Office	Director of HR and Staff Development		
	HR Meeting Room 2	Recruitment Coordinator		
	Staff Development Manager's Office	Staff Development Manager		
	Training Assessors Office	Staff Development Manager		
	Training Admin Office	Staff Development Manager		
	Hallway – Admin/Finance	Chief Executive	Chief Exec's PA	
	Banking and Benefits Officer's Office	Director of Finance		
	Finance Manager's Office	Director of Finance		
	Contracts and Finance Manager's Office	Director of Finance		
	Sister Superior's office	Chief Executive	Sister Superior	
	PA's Office	Chief Executive	Chief Exec's PA	
	Admin Office	Chief Executive	Chief Exec's PA	
	Chief Executive's office	Chief Executive		
	Director of Finance's office	Director of Finance		
	Assistant Contract Manager's office	Director of Finance		
	Expenditure Officer Office	Director of Finance		
	Finance Administrator's office	Director of Finance		
	Payroll Manager's office	Director of Finance		
	Attic	Premises & Facilities Manager	Snr Maintenance Eng	
IT	Lourdes House Lounge and Kitchen – IT	Director of Finance		
School	Lourdes House	Head of Child Care		
	Old Sick Bay/Dispensary	Head of Child Care		
	Music Room	School Head	Subject Leader	
	Residential Room	Head of Child Care		
	(Duty Office) - Residential	Head of Child Care		
	Cookson House	Child Care Manager		
	Chilton House	Child Care Manager		

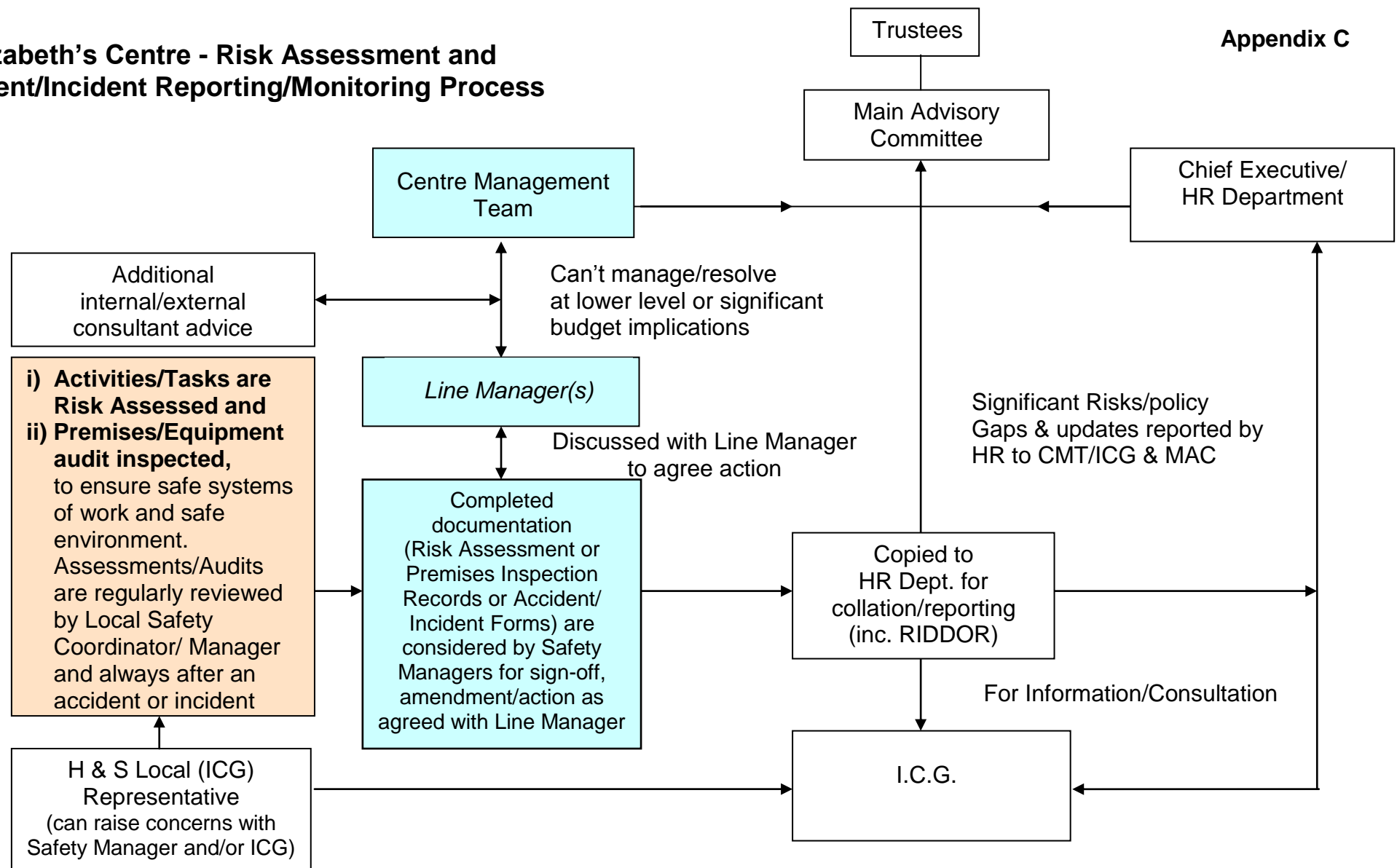
	Higley Girls	Child Care Manager		
	Higley Students	Child Care Manager		
	Room 19 – Night Room	Child Care Manager	Night Shift Leader	
	Room 18 – Service Dev. Man. Office	Head of Child Care		
	Room 17 – Class 3/2	Senior Teacher	Class Teacher	
	Room 16 - Secretaries Office	School Head		
	Room 15 - Food Technology Room	School Head	Subject Leader	
	Room 14 – Class 4/1	Senior Teacher	Class Teacher	
	Central Corridor (Residential)	Head of Child Care		
	Reception – School	School Head		
	Senior School Secretary's Office	School Head		
	Principal's Office	School Head	Principal	
	Toilets (near Office Room)	School Head	Caretaker	
	Room 13 - Office Room	Senior Teacher		
	Room 12 - Quiet Room	School Head		
	Room 11 – Student Room Class 4/2	Senior Teacher	Class Teacher	
	Room 10 – Arts & Crafts	School Head	Subject Leader	
	Room 9 – Class 3/1	Senior Teacher	Class Teacher	
	Room 8 – Class S1 (ICT & Careers)	School Head	Class Teacher	
	Toilets (between Rooms 7 & 8)	School Head	Caretaker	
	Room 7 – Class S6	Senior Teacher	Class Teacher	
	Vice Principal's Office	Senior Teacher		
	South Porch	School Head	Caretaker	
	PE Store	School Head	PE Teacher	
	School Hall	School Head	Caretaker	
	Room 6 – Props Room	School Head	Drama Teacher	
	Toilets (next to Room 6)	School Head	Caretaker	
	Room 5 – Library	School Head	Literacy Teacher	
	Room 4 – Therapy Room	Clinical Services Manager	Therapy Manager	
	Room 3 – Speech and Therapy Office	Senior Teacher		
	Toilet (next to Room 4)	School Head	Caretaker	
	Central Corridor (Academic)	School Head	Caretaker	
New 16-19	Main Entrance area	School Head	Caretaker	
	Class S3	Senior Teacher	Class Teacher	
	Class S4	Senior Teacher	Class Teacher	

	Class S5	Senior Teacher	Class Teacher	
	ICT Room	Senior Teacher	Subject Leader	
	Common Room/New Hall	Senior Teacher	Caretaker	
	Resources Room	Senior Teacher		
	Bourne House Living Room	Child Care Manager		
	Bourne House Office	Child Care Manager		
	Tye House Living Room	Child Care Manager		
	Tye House Office	Child Care Manager		
	Perry House Living Room	Child Care Manager		
	Perry House Office	Child Care Manager		
	Hadham House Living Room	Child Care Manager		
	Hadham House Office	Child Care Manager		
	Bishop's House Living Room	Child Care Manager		
	Bishop's House	Child Care Manager		
	Night Room	Child Care Manager	Night Shift Leader	
	Supervision Room (Duty Office)	Head of Child Care	Night Team Leader	
Car Parks	Staff Car Park –Entrance	Premises & Facilities Manager	Snr Maintenance Eng	
	Workshop Area	Premises & Facilities Manager	Snr Maintenance Eng	
	Bore Hole Area	Premises & Facilities Manager	Snr Maintenance Eng	
	Back of Tree Houses	Premises & Facilities Manager	Snr Maintenance Eng	
	Centenary Close	Premises & Facilities Manager	Snr Maintenance Eng	
	Beach	Premises & Facilities Manager	Snr Maintenance Eng	
	Kelly/Kearney	Premises & Facilities Manager	Snr Maintenance Eng	
	Living and Learning Building	Premises & Facilities Manager	Snr Maintenance Eng	
	ARC Car park	Premises & Facilities Manager	Snr Maintenance Eng	
	School Reception – Visitors	Premises & Facilities Manager	Snr Maintenance Eng	
	Main Reception – Visitors	Premises & Facilities Manager	Snr Maintenance Eng	
	Miscellaneous Designated Parking Bays	Premises & Facilities Manager	Snr Maintenance Eng	
Outside	Wind Turbine	Premises & Facilities Manager	Snr Maintenance Eng	
	Fun Land (Adventure Playground)	Premises & Facilities Manager	Estates	
	School Football field	Premises & Facilities Manager	Estates	
	Service Road	Premises & Facilities Manager	Snr Maintenance Eng	
	Front Reception Drive	Premises & Facilities Manager	Estates	

	College Football Field	Deputy Head of College	Estates	
	Wooden Spoon Play Court	School Head	PE Teacher	
	Lawns	Premises & Facilities Manager	Estates	
	Orchard	Assistant Director of Care	Lead Snr Social Enterp	
	Cemetery, Approach Road and Verge	Premises & Facilities Manager	Estates Manager	
	East Court Yard (School Academic)	Senior Teacher	Caretaker	
	West Court Yard (School Academic)	Premises & Facilities Manager	Estates	
	South Court Yard (16-19 LLB)	Head of Child Care	Caretaker	
	North Court Yard (16-19 LLB)	Head of Child Care	Caretaker	
	School Reception Court Yard	School Head	Caretaker	
	Smoking Shelters	Premises & Facilities Manager	Estates	
Sheds	Fundraising	Fundraising Manager		
	Day Centre – Cluster	Assistant Director of Care	Lead Snr Day Services	
	Emilie Schneider area (Cluster of 3)	Assistant Director of Care		
	St Gabriel's area	Home Care Manager		
	Elena House area	Home Care Manager		
	Orchard View – (Cluster of 3)	Home Care Manager		
	Ladybird Corner (Cluster of 2)	School Head	Caretaker	
	School Garden (Horticulture)	School Head	Subject Leader	
	School Area (Cluster of 3)	School Head		
	Bicycle Shed	Head of Child Care		
	Football Pitch (3 in row incl. Toilet)	School Head		
Charity Shops	Thorley Shop, Bishop's Stortford	Fundraising Manager	Shop Managers	
	Staple Tye, Harlow	Fundraising Manager	Shop Managers	
	Bush Fair, Harlow	Fundraising Manager	Shop Managers	
	Ware	Fundraising Manager	Shop Managers	
	Potters Bar	Fundraising Manager	Shop Managers	
	Hatfield Town Centre	Fundraising Manager	Shop Managers	
	Saffron Walden	Fundraising Manager	Shop Managers	
	Hoddesdon	Fundraising Manager	Shop Managers	
	Warehouse, Bishop's Stortford	Fundraising Manager	Warehouse Manager	



St Elizabeth's Centre - Risk Assessment and Accident/Incident Reporting/Monitoring Process



- 1) Risk Assessment completed at local level by Safety Manager / Coordinator – **H&S (ICG) Reps can raise concerns at local level and/or via ICG**
- 2) Assessment discussed with Line Manager for information/signing off/action & copied to HR for collation & reporting – **Safety Manager to ensure upload onto Intranet**
- 3) HR report significant risks/policy gaps to CMT/MAC Committee/ICG.
- 4) Managers reports to Directors/CMT on issues unresolved at lower level for guidance/decision
- 5) Risk Update annually (or more frequent if needed) actioned/reported as above, plus quarterly updates on significant risks
- 6) Incident & Accident Forms completed and actioned through line management structure (and copied to HR for collation and reporting) in the same way

St Elizabeth's Centre Health & Safety Risk Assessment Policy

This document is to be read in conjunction with the Health & Safety policy document and its appendices which include details on risk assessment responsibilities

1.0 INTRODUCTION

1.1 Risk Assessment involves a systematic general examination of work activity to identify the **hazards** present and then evaluate the extent of the **risk** involved, taking into account whatever precautions are already being taken.

1.2 A hazard is something with the **potential to cause harm** (this can include substances or machines, methods of work and other aspects of work organisations).

1.3 Risk expresses the **likelihood that the harm from a particular hazard is realised and the severity of its consequences**. The extent of risk covers the population which might be affected by risk i.e., the number of people (employees and others) who might be exposed and the consequences for them.

2.0 LEGAL REQUIREMENTS

2.1 The organisation is legally required to carry out full risk assessments to assess risks to workers and others who may be affected by the undertaking.

2.2 The risk assessment process is intended to identify significant risks to enable the identification and prioritisation of measures to meet statutory provisions.

2.3 Risk assessments need to be appropriate to the nature of the work and be reviewed and updated as necessary and, at least, annually.

2.4 Some specific risk assessments required under separate legislation can be incorporated into the general risk assessments (e.g. Provision and Use of Work Equipment Regulations) and these are included in the checklist provided. Others requiring separate risk assessment but that can be cross referenced include COSHH, Display Screen Equipment, Manual Handling and Fire Risks.

Note: Generic risk assessments can be made available to assist risk assessors. But risk assessors must still ensure full risk assessment undertaken appropriate to the specific location, conditions, hazards and activities. Generic risk assessments therefore need to be treated with caution and **adapted or extended as appropriate**.

3.0 PROCESS

3.1 The general Risk Assessment form for record keeping is shown on page 25 of the Health and Safety Policy. Risk assessment involves **three-stages**:

- **Identification of ALL hazards**
- **Evaluation of the risks**
- **Measures to control the risks**

3.2 The process can be split into 10 steps:

Step 1 - Identify the tasks

Step 2 - Identify the hazards Note location of activities, and any significant environmental factors (e.g. heat). Consider all potential hazards for the activity using the **'Types of Hazard' Checklist (see Schedule at 4.0)**

Step 3 - Identify whom the hazards could affect: Consider all persons affected by the activity. Please see **'Groups affected' Checklist (see Schedule at 5.0)**.

Step 4 - Determine level of risk Use the Risk Rating System, (provided at 7.0). **For significant risks**, record:

- the significant hazards;
- the 'at risk' groups; and
- the number at risk, and then proceed to Step 5.

Step 5 - Identify and evaluate current control measures: Record all procedures and control measures currently in place. Consider whether they are relevant, effective and up to date.

- If the 'significant risk' is adequately controlled by the existing control measures, proceed to Step 9.
- If the control measures are not adequate to reduce the risk to an acceptable level, continue to Step 6.

Step 6 - Review existing measures and /or identify & implement new ones

Action to be implemented needs to be decided upon using the following principles:

- Promote an active health & safety culture at all levels.
- Reduce risk if it cannot be avoided altogether.
- Give priority to high risk rating categories, and within these, to those measures protecting greatest numbers.

See the **Guide to Control Options (see Schedule at 6.0)**. These options should be considered in the descending order of Option 1 to Option 10. Record action to be taken plus proposed completion dates.

Step 7 - Evaluate controls: If controls are adequate, move to Step 8; otherwise return to Step 6.

Step 8 - Implement controls: Implement control measures. If adequate, move through Step 9 to 10. Otherwise, return to Step 6.

Step 9 - Record findings plus date for next review: (NB – Use General Risk Assessment form, copied at page 6/6). Ensure records are completed. Communicate risk assessment to all staff, bank, agency and all others who have a need to know, and check understanding. Enforce control mechanisms identified through risk assessment, i.e. ensure safe methods of working are followed consistently.

Step 10 - Monitor and review: Monitor continually, and review in event that it is suspected to no longer be valid, and in event of an accident or change to an activity or to risk control measures AND at least annually in any event.

4.0 TYPES OF HAZARD CHECKLIST (non exhaustive)

Asbestos	Increased combustion area (oxygen enriched)
Adverse weather conditions	Inadequate lighting (for safe working)
Burn/scald from heat source	Lone working
Cleaning processes	Manual handling/lifting/carrying
Compressed air	Mechanical lifting operations
Contact with electricity/electrical discharge	Noise
Contact with hot/cold substances/materials	Operation of machinery/vehicle/equipment
Contact with hot/cold surfaces	Operation of power tools
Contact with moving machinery/material	Poor/restricted posture
Contact with sharp equipment/material	Radiation (ionising/non-ionising)
Contact with public/client (confrontation/assault risk)	Repetitive movements
Cutting/grinding	Roof work
Danger of asphyxiation	Slinging/hoisting
Danger of drowning	Slip/trip/fall (same level/<2m/>2m)
Danger of fire/explosion	Stacking/storing at height
Demolition	Stress
Display screen equipment (VDUs)	Struck against something fixed/stationary
Entrapment	Struck by moving/flying/falling object(s)
Excavation work	Struck by moving vehicle/machine
Exposure to harmful substance/material	Trapped by something overturning/collapsing
Exposure to dust	Vibration (significant)
Exposure to fume (i.e. lead, rubber, asphalt)	Work in confined spaces
Hot work	Work at height >2m
Housekeeping	Work over/near liquid/dust/grain (significant)

5.0 GROUPS AT RISK CHECKLIST (non exhaustive)

CS	Contractors/Sub-Contractors
D	Disabled Staff
E	Employees in general
G	General Public
L	Lone Workers
M	Maintenance Staff
NEM	New/Expectant Mothers
O	Others – specify
R	Resident / Client
T	Trainees / student
A	Agency / temps
V	Visitors
Y	Young Persons

6.0 GUIDE OF CONTROL OPTIONS

- | | |
|----|--|
| 1 | Elimination (buy in service/goods) |
| 2 | Substitution (buy something less hazardous / risky) |
| 3 | Enclosure (enclose to eliminate/control risk) |
| 4 | Guarding/segregation (people and machines) |
| 5 | Safe system of work (to reduce risk to an acceptable level) |
| 6 | Written procedures (known of & understood by those affected) |
| 7 | Adequate supervision |
| 8 | Identification of training needs |
| 9 | Information/instruction (signs, handouts etc) |
| 10 | Personal protective equipment |

7.0 RISK RATING

PROBABILITY OF OCCURRENCE

- 1 Highly improbable
- 2 Remotely possible, but known
- 3 Occasional
- 4 Fairly frequent
- 5 Frequent & regular
- 6 Highly probable

SEVERITY RATING

- 1 Negligible damage/no injury
- 2 Minor damage/injury (non RIDDOR reportable)
- 3 Major damage/injury (RIDDOR reportable)
- 4 Loss of department operations/single on-site fatality
- 5 Short term loss of company operations/multiple on or single off-site fatality
- 6 Total loss of company operations/multiple fatalities on and off-site

RISK LEVEL MATRIX							
Probability	Severity						
		1	2	3	4	5	6
	1	A	A	L	L	M	M
	2	A	A	L	M	H	H
	3	A	L	M	H	H	H
	4	A	L	H	H	H	U
	5	L	L	H	H	U	U
	6	L	M	H	U	U	U

ACTION PRIORITY TABLE		
Rating	Risk Level	Action/s Required
A	Acceptable	None
L	Low	Consider additional controls
M	Medium	Implement additional/modified controls where reasonably practical
H	High	Implement additional/modified controls where practical on an urgent basis
U	Unacceptable	Immediate implementation of additional/modified control measures required

St Elizabeth's Centre GENERAL RISK ASSESSMENT FORM

LOCATION		TASK(S)				ASSESSMENT REF:				
* = Key A = Acceptable L = Low M = Medium H = High U = Unacceptable (See Section 7.0 of H&S Risk Assessment Policy)						COMPLETE BOXES BELOW ONLY IF CURRENT RISK REQUIRES REDUCTION				
ACTIVITY/HAZARD (See Section 4.0 of H&S Risk Assessment Policy)	GROUP/S AT RISK (See Section 5.0 of H&S Risk Assessment Policy)	NUMBER AT RISK	RISK RATING*	CURRENT CONTROLS IN PLACE TO MINIMISE RISK (See Section 6.0 of H&S Risk Assessment Policy)	RATING WITH CONTROLS IN PLACE*	ADDITIONAL CONTROLS OR OTHER ACTION REQUIRED	PERSON RESPONSIBLE	TARGET DATE	INITIAL & DATE TO CONFIRM COMPLETE	RISK RATING*

DATE OF THIS ASSESSMENT..... DATE FOR NEXT REVIEW

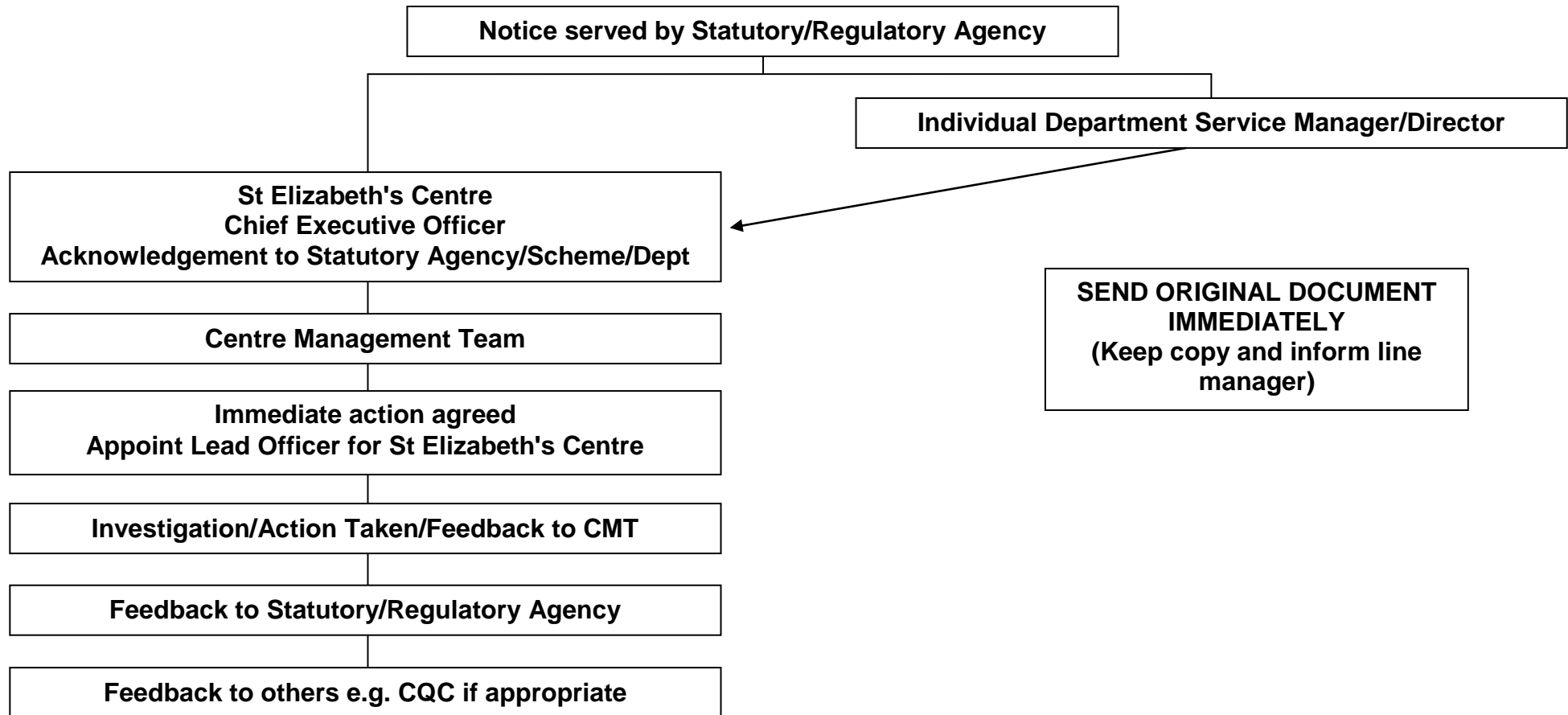
SIGNED (RISK ASSESSOR)PRINT NAME..... JOB TITLE

SIGNED OFF BY MANAGER PRINT NAME..... DATE.....

UPLOADED ONTO INTRANETCOPIED TO HR (DATE)

Flow Chart

Procedure – Statutory/Regulatory Notice served on St Elizabeth's Centre



Statutory Notice – Notification for CMT

Name of Scheme	
Name of Statutory Organisation issuing Notice	
Date Statutory Notice was served and to whom	
Date Statutory Notice was forwarded to Chief Executive Officer	

Response from CMT/Acknowledgement of Statutory Notice

Reason Statutory Notice was served and action requested by the statutory organisation Including timescale (To be completed by Chief Executive Officer)	Date Raised at CMT and Action agreed by CMT	Action taken by nominated lead officer of the society	Date feedback required by CMT	CMT agreed response
				Date responded to statutory organisation:

ANY OTHER COMMENTS/ISSUES TO FOLLOW UP:

Where work undertaken is not completed within recommended time scale date SMT informed and date statutory agency informed	Date informed CMT: Date statutory agency informed: Reason: New target deadline:
Date reported to other interested parties if applicable e.g. Care Commission, Environmental Health, Fire Officer	

ST ELIZABETH'S CENTRE

LOCAL HEALTH AND SAFETY POLICY APPLICABLE TO

(Location)

Aims

This policy operates within St Elizabeth's overall Health and Safety policy and aims to set out responsibilities and arrangements at a local level to meet legal obligations.

1.0 ACCIDENTS and FIRST AID

i) First aid equipment location

ii) Qualified first aiders are:
.....
.....
.....

iii) Persons responsible for the first aid equipment, (Appointed Persons) ensuring contents are complete and within "use by date", are:
.....
.....

iv) Accident Book is kept at:
.....
A supply of accident/incident forms (staff and non-staff) is kept at:.....
.....

v) The person responsible for maintaining the accident book and making any statutory accident (RIDDOR) report to HR is:

2.0 RISK ASSESSMENTS

General risk assessments are held at

Moving and handling risk assessments are held at.....

Display screen risk assessments are held at

3.0 FIRE SAFETY

- i) Checks are made by:

Name	Frequency of checks	Location/Tel. No.
.....
.....
- ii) Escape Routes:.....
.....
.....
- iii) Fire extinguishers:

Type	Location	Usage
.....
.....
.....
- iv) Maintenance Company
- v) Fire alarms (who/when):.....
- vi) Other equipment (list)
- vii) Local Health and Safety Inspector’s office and telephone number:.....
.....
- i) Hazard sheets are kept at:
- ii) Manufacturers guidance is kept at:
- iii) Other guidance is kept at:
-
- iv) Hazard reports/ tracker forms are kept at.....
- v) Important Hazard rules (miscellaneous) are kept at
-

4.0 Housekeeping and Premises (responsibility)

- i) Cleanliness:
-
- ii) Waste disposal
-
- iii) Safe stacking and storage:.....
-
- iv) Marking and keeping clear gangways, exits etc:
-

- v) Checking equipment including ladders:.....
.....
- vi) Special access to particular places:
.....
- vii) Storage and use of ladders and step ladders
.....
- viii) Waste.....
.....

5.0 Electrical Equipment

- i) Routine for inspecting plugs and cables for loose connections and faults:
.....
- ii) Any rules for use of extension leads and portable equipment:
.....
- iii) Arrangements with maintenance for periodic checks of the installation and equipment:
.....

6.0 Machinery and Equipment , including Hoists

- i) Machinery - Rules for use:
.....

Equipment	Who Checks.	Frequency of checks
.....
.....
.....
.....

7.0 Dangerous Substances

Rules regarding dangerous substances.....
.....
.....

8.0 Fluids Under Pressure (if applicable)

Rules
.....

9.0 Visitors
.....
.....

10.0 Maintenance:
.....
.....

11.0 Violence and Personal Safety (including Lone Working).....
.....
.....

12.0 Portable Electrical Equipment
.....
.....

13.0 Gas Safety (including L.P.G)
.....
.....

14.0 Personal Protective Equipment
.....
.....

15.0 Medication (storage, use and disposal)
.....
.....

16.0 Vehicles/Mobile Plant and Equipment
.....
.....