



HEALTH AND SAFETY POLICY

DATE CREATED	April 2023	DATE OF NEXT REVIEW	March 2023
POLICY OWNER(S)	CEO		
DESIGNATION	Executive Team		

Purpose of policy	The policy is in place to maximize the Health and Safety of everyone who is involved in St Elizabeth's.
Intended audience	All stakeholders.
Links to other policies	Fire Safety Policy.

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Introduction

St Elizabeth's Centre (hereinafter referred to as 'St Elizabeth's'), recognises that managing health and safety is an integral part of business performance. St Elizabeth's is committed to a sustained and systematic approach to health and safety management, integrating it with good management practices generally.

St Elizabeth's Health and Safety Policy (hereinafter referred to as 'Policy'), is underpinned by linked operational policies, and local health and safety arrangements, including procedures, and safe systems of work.

Part 1 – Policy and Objectives

1.0 Application

- 1.1 The Policy applies to all premises and activities falling, in part or in full, under the control of St Elizabeth's.
- 1.2 The Policy sets out the framework of organisational arrangements by which all employees (hereinafter, for the purposes of this policy and where the term employee is used, this includes St Elizabeth's bank workers), contractors, agency staff, volunteers, and visitors, will be expected to adhere to in order to meet their health and safety responsibilities.

2.0 Statement of General Policy

- 2.1 As an organisation, St Elizabeth's commits itself to providing a safe place to work, and will ensure so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, or others who may be affected by its undertakings, and will take steps to ensure compliance with its statutory duties at all times.
- 2.2 St Elizabeth's will ensure adequate resources are available for the effective management of health and safety, including the appointment of competent persons, the appropriate arrangements for the provision of such information, instruction, training and supervision as is necessary to ensure that employees can carry out their work activities and tasks safely, and for the planning, organisation, control, monitoring, and review of the preventative and protective measures that come from risk assessment, are implemented.

- 2.3 St Elizabeth's will actively promote an open attitude to health and safety, and will ensure that reasonable facilities and appropriate arrangements are maintained to enable employees and their representatives to raise any related issues or concerns.
- 2.4 St Elizabeth's will strive to not only meet the minimum health and safety standards required by law, it will pursue the continual improvement of its health and safety management arrangements.
- 2.5 The successful implementation of the Policy requires total commitment from the Board of Trustees (hereinafter referred to as 'Trustees') and employees at all levels.
- 2.6 Every individual has a legal obligation to take reasonable care of their own health and safety, and for the health and safety of others who may be affected by their acts and/or omissions.
- 2.7 All St Elizabeth's employees must cooperate with others as is necessary to enable compliance with statutory health and safety duties.
- 2.8 The Policy and its objectives will be regularly reviewed, and if necessary, revised to account for any legislative or organisational changes.

3.0 Guiding Principles

- 3.1 The overarching purpose of the Policy is to ensure:
 - St Elizabeth's fulfils its statutory obligations
 - that responsibilities are well defined, and clearly communicated;
 - health and safety compliance is managed effectively and consistently across all service areas, departments and sections;
 - the continual improvement of St Elizabeth's health and safety management arrangements
- 3.2 St Elizabeth's approach to health and safety management encapsulates a number of guiding principles, these being:
 - **P**rovide a safe environment
 - **E**ncourage participation, collaboration and cooperation
 - **O**pen attitude to health and safety

- Promote a progressive safety culture
- Lead by example
- Entrust individuals and celebrate success

4.0 Organisational Arrangements

4.1 Operationally, St Elizabeth's is a charitable organisation supporting children and adults of all ages with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social behaviour, learning and emotional development.

4.2 St Elizabeth's core business provision is:

- educational and skills development, coupled with;
- health care and support

4.3 This core business provision comprises a number of service areas, these being:

- a non-maintained specialist school
- an independent specialist further education college
- a comprehensive day opportunities programme for residents and day clients
- a health agency (nursing and therapy)
- supported living
- childcare services

4.4 The above service areas are further supported by the following departments/sections:

- Finance
- Human Resources
- IT
- Fundraising
- Shops
- Admissions
- Estates and Facilities Management (Maintenance, Grounds, Catering & Domestic)

4.5 Operational policies (where appropriate), and local health and safety management arrangements, including procedures, and safe systems of work, are requisite of all service areas, departments and sections.

4.6 Details of health and safety management arrangements are available on St Elizabeth's intranet via the Health and Safety Manual.

5.0 Overall Responsibility

5.1 St Elizabeth's will ensure that adequate resources are made available to enable compliance with the requirements of the Health and Safety at Work etc. Act 1974, the regulations enacted thereunder, and all other relevant legislation as appropriate.

5.2 Ultimate responsibility for health, safety and welfare within St Elizabeth's, rests with the Trustees.

5.3 The Trustees will:

- set the direction for health and safety management;
- establish and approve the Policy;
- take reasonable steps to support the implementation and review of the Policy;
- receive and review regular health and safety reports;
- monitor health and safety performance;
- communicate, promote, and champion the benefits of health and safety

5.4 The Chief Executive Officer, authorised through the Trustees, accepts overall responsibility for the allocation of resources, and for the effective implementation of the Policy, principally through the Executive Team, including the planning, organisation, control, monitoring, and review thereof.

5.5 The Chief Executive Officer will report to the Trustees on enforcement action and/or prosecution, potential or otherwise, and on any other matters which may have significant Policy implications.

6.0 Organisational Responsibility

6.1 St Elizabeth's is committed to:

- establishing and implementing an effective health and safety management system to manage risk;
- regularly monitoring and reviewing performance and where necessary, revising the health and safety management system;
- making adequate resources available to meet the requirements of current health and safety legislation, and applicable standards of best practice;

- ensuring access to competent health and safety advice;
- actively promoting an open attitude to health and safety, encouraging all staff to identify and report hazards and in doing so, contribute to creating and maintaining a safe working environment;
- communicating and consulting with staff on all issues affecting their health and safety, and in doing so, bring this Policy to their attention;
- ensuring that responsibilities for health and safety are allocated, understood, fulfilled and monitored;
- ensuring that all staff have sufficient information, and are allocated appropriate time and resources to be able to effectively discharge their health and safety responsibilities;
- providing adequate instruction, training, and supervision for staff to enable them to work safely and effectively, and ensure that they are competent and confident in the work that they carry out;
- providing sufficient first aid arrangements;
- carrying out suitable and sufficient risk assessments, involving all relevant staff to identify hazards and existing control measures across all St Elizabeth's premises and activities, and prioritising, planning and completing, any corrective actions required to reduce risks to an acceptable level;
- monitoring, reviewing and reporting on health and safety performance;
- investigating adverse events and dangerous occurrences, and ensuring that any corrective actions identified are appropriately prioritised and completed within an appropriate timescale;
- ensuring the reporting of injuries, diseases, and dangerous occurrences to the appropriate enforcing authority;
- maintaining premises and work equipment to a standard that ensures that risks are effectively managed;
- providing health surveillance for staff where appropriate, and maintaining appropriate records;
- co-operating and working with other employers and their workers, when their workers come onto St Elizabeth's premises or site(s) to do work, to ensure the health and safety of everyone at work, and anyone who might be affected by the work;
- having robust procedures in place for situations that present serious or imminent danger, including fire
- complying with the relevant requirements of current fire safety legislation

7.0 Management Responsibilities

7.1 The Executive team have specific responsibility for:

- maintaining in-house, and/or access to, competent health and safety advice;
- advising and making recommendations to the Trustees on all matters pertaining to health and safety management, including, strategy, determining Policy, implications for Policy, the prioritisation of resources, and timescales for implementation;
- the implementation of the Policy;
- ensuring that the Policy is regularly reviewed;
- ensuring that responsibilities for health and safety are allocated, understood, fulfilled and monitored;
- maintaining effective health and safety communication, employee consultation and involvement;
- ensuring that an effective health and safety management system is implemented to manage the risk associated with St Elizabeth's premises and activities;
- ensuring that an appropriate line management structure is in place to support the health and safety management system;
- monitoring, reviewing, and reporting to the Trustees on health and safety performance, including adverse events, reportable injuries, diseases, and dangerous occurrences;
- ensuring that the health and safety management system is revised as necessary, to maintain the pursuit of continual improvement;
- actively promoting an open attitude to health and safety;
- ensuring premises and equipment are maintained to the required standards;
- ensuring the sufficient provision of first aid arrangements to deal with accidents and emergencies;
- ensuring that the relevant requirements of fire safety legislation are complied with;
- ensuring that robust emergency procedures are in place for situations that present serious or imminent danger, including fire;
- liaison with enforcing authorities;
- ensuring the display of statutory notices throughout the workplace

7.2 Management responsibilities include:

- appointing a sufficient number of their staff as Safety Managers and where appropriate, Local Safety Managers, to cover their area of responsibility;
- ensuring that their staff are aware of, and understand the Policy
- providing sufficient information, instruction, training, and supervision to ensure that work by their staff can be conducted safely;
- ensuring their staff have been allocated the health and safety responsibilities required of their roles, and that these responsibilities are understood, fulfilled and monitored;

- actively promoting an open attitude to health and safety, and encouraging all staff to identify and report hazards;
- ensuring serious or significant health and safety issues, or health and safety matters that have Policy or business implications, are escalated to senior management in a timely manner;
- ensuring that suitable and sufficient risk assessments are in place for activities and tasks carried out by their staff;
- ensuring that appropriate procedures, and where necessary safe systems of work, for work carried out by their staff, are in place to reduce and control the risk;
- ensuring that any corrective actions identified by risk assessment, are appropriately prioritised and completed within an appropriate timescale;
- monitoring and reporting on health and safety compliance;
- ensuring that all accidents, incidents, near misses, undesired circumstances, and dangerous occurrences within their area of responsibility are investigated, and that any corrective actions identified are appropriately prioritised and completed within an appropriate timescale;
- ensuring that accidents, incidents, near misses, undesired circumstances, and dangerous occurrences, are recorded and reported in line with St Elizabeth's procedures:
- ensuring that where required by regulations, specified injuries, diseases and dangerous occurrences, are reported to the appropriate enforcing authority in the timescales and in the manner required by regulations;
- ensuring that equipment falling under their responsibility and/or used by their staff, is installed, maintained, serviced, repaired, and inspected by competent persons, in line with applicable regulations, manufacturer's instructions, and best practice;
- providing where necessary, health surveillance for their staff and to ensure records are maintained;
- ensuring that their staff comply with the relevant requirements of fire safety legislation;
- ensuring that appropriate emergency procedures are in place, and that these procedures are communicated, understood and regularly practiced by their staff;

7.3 Safety Managers

7.3.1 Safety Managers have responsibility for the practical application of the Policy, the Health and Safety at Work etc. Act 1974, the regulations enacted thereunder, and all other relevant legislation as appropriate.

7.3.2 Safety Managers have specific responsibility for health and safety arrangements, including that of fire safety, within their designated

departments. At St Elizabeth's the Manager of each department is the Safety Manager (indicated in Green on the organisation chart on page 13).

7.3.3 Safety Managers will be expected to:

- attend operational safety meetings as and when requested by the Finance Director, or their deputy;
- cooperate with the Health and Safety Advisor, external competent advisors, and other Safety Managers;
- implement and coordinate health and safety management arrangements
- audit health and safety management arrangements

7.3.4 Safety Managers duties include:

- to ensure that all operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees, or others who may be affected by their activities;
- to ensure that responsibilities for health and safety and fire safety are allocated, understood, monitored and fulfilled;
- to ensure that local health and safety/fire safety management arrangements, including procedures and safe systems of work are in place, suitably communicated, and complied with;
- make staff aware of health and safety issues which affect them, consult staff on changes which may affect their health and safety, and involve staff in the process of risk assessment, inform staff of the outcome of the risk assessment process, including hazards identified and associated control measures;
- carry out risk assessments to identify hazards within their designated area(s) of responsibility, regularly review existing control measures, and prioritise corrective actions;
- plan and complete any corrective actions required to reduce the risk to an acceptable level;
- ensure that all accidents, incidents, near misses, undesired circumstances, and dangerous occurrences, are recorded and reported in line with St Elizabeth's procedures;
- ensure that all accidents, incidents, near misses, undesired circumstances, and dangerous occurrences within their area(s) of responsibility are investigated, and that any corrective actions

identified are appropriately prioritised and completed within an appropriate timescale;

- where required by regulations, ensure that specified injuries, diseases and dangerous occurrences, are reported to the appropriate enforcing authority in the timescales and in the manner required by regulations;
- regularly audit local management arrangements, including the existence and effectiveness of control measures, procedures and safe systems of work;
- to ensure premises and work equipment are installed, maintained to a standard that ensures that risks are effectively managed, and that appropriate records are maintained;
- to ensure the cooperation with other organisation's on or in St Elizabeth's premises, and that they are aware of any risks to their staff and other people posed by St Elizabeth's activities, and that St Elizabeth's is aware of any risks posed to its staff, service users and visitors from their activities;
- be alert to health and safety/fire safety matters generally, irrespective of where they may be observed at St Elizabeth's

7.3.5 Local Safety Managers (indicated in Blue on the organisation chart on page 13) will be expected to:

- cooperate with, and assist a Safety Manager with the practical application of the health and safety policy, the Health and Safety at Work etc. Act 1974, the regulations enacted thereunder, and all other relevant legislation as appropriate;
- deputise for a Safety Manager as and when requested by the relevant Head of Department or section

7.3.6 Local Safety Manager Duties:

- Local Safety Managers have the same duties as Safety Managers. However, Local Safety Managers only have responsibility for the implementation of health and safety management arrangements at a local level i.e. the section/building/unit/location they are assigned to.

7.3.7 Staff advisors:

- The Staff Forum representatives will hold the health and safety staff representative roles and health and safety will be a standing item on each agenda to ensure robust two-way communication.

8.0 Employee responsibility

8.1 Employees must:

- familiarise themselves with the Policy
- take reasonable care for their own health and safety, and give proper consideration to the safety of others who may be affected by their acts and/or omissions;
- cooperate with those persons having responsibility for health and safety;
- play a positive and active role in health and safety management;
- work in accordance with information, instruction and training provided;
- use personal protective equipment when required by risk assessment;
- report any hazards, or ineffective safety arrangements without delay;
- not misuse or recklessly interfere with anything that has been provided for health and safety reasons;
- not undertake any activity or task that they are not trained for, or authorised to do

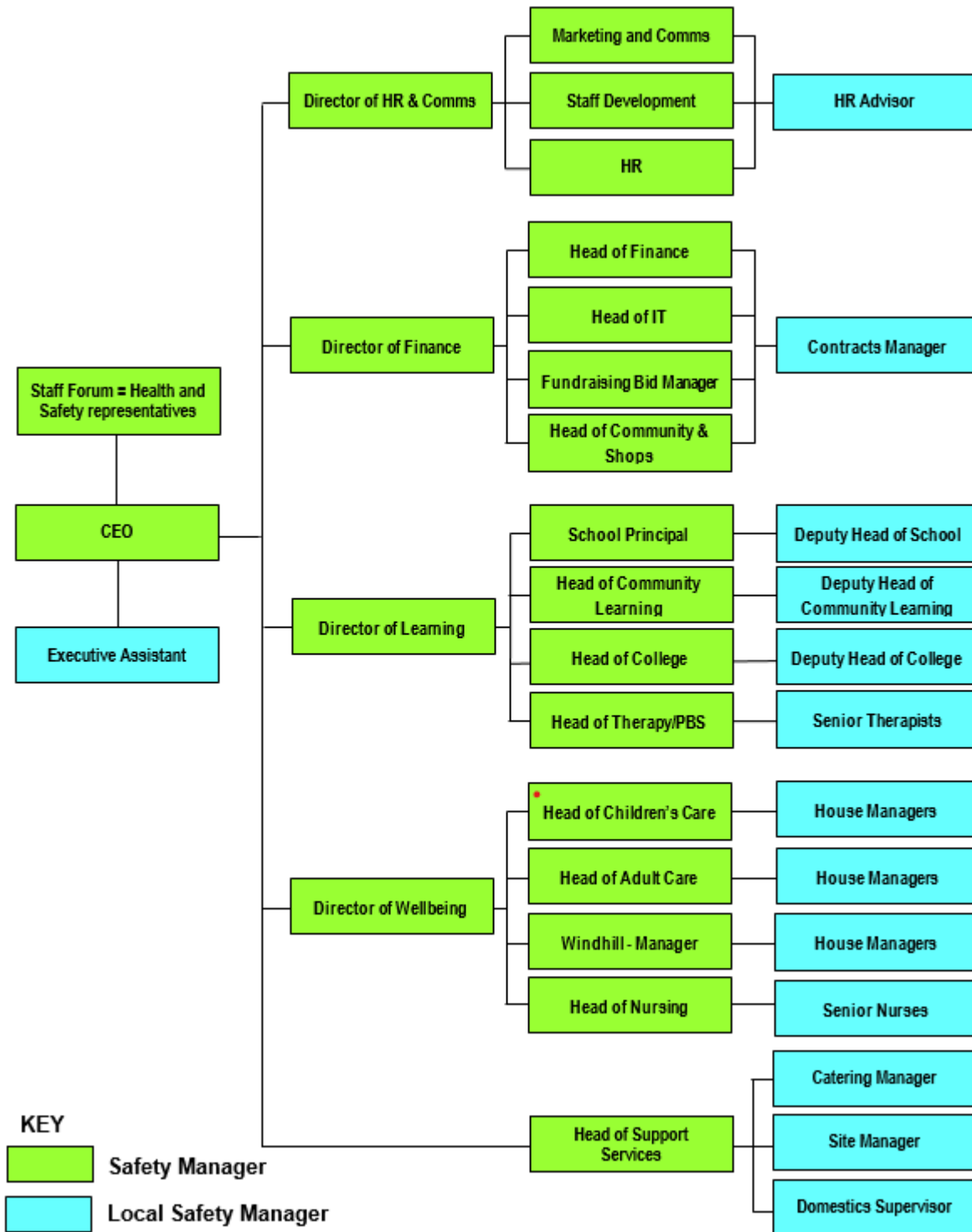
9.0 Health and Safety Competence

9.1 St Elizabeth's will ensure that competent persons are appointed to assist with meeting its health and safety obligations. Where specialist advice is necessary, the services of competent external advisors will be obtained.

9.2 The Health and Safety Advisor will:

- provide advice on health and safety matters to the Chief Executive Officer and the Board of Trustees;
- provide health and safety advice and guidance to senior managers;
- continually review health and safety management arrangements and make recommendations for improvements where necessary;
- provide support for the implementation of new or revised arrangements;
- monitor and review health and safety standards across the charity and provide regular reports to the Chief Executive Officer;
- liaise with external competent fire safety advisors, coordinate/audit fire safety arrangements, and provide regular fire safety reports to the 'Responsible Person'
- Audit and review all health and safety arrangements for external contractors to ensure these are fit for purpose.

10.0 Line Management of Health and Safety



11.0 Health and Safety Training

11.1 St Elizabeth's will provide recognised health and safety training to enable staff to do their jobs safely and without risk to health.

11.2 All staff must complete the health and safety training provided for them and within designated time scales, whether it be classroom based or delivered remotely e.g. via St Elizabeth's Learning and Development System.

11.3 Training provided will be appropriate for the role performed. Examples of training appropriate to St Elizabeth's roles includes:

- Leading safely – Executive Team and Managers Forum members
- Managing safely – Local Safety Managers, Deputies and above, Staff Forum representatives
- Working safely – All staff