

Policy 548

Health & Safety Policy

Scope

Ensuring the health, safety and wellbeing of Colleagues, people we support, visitors to our sites and the general public affected by the Company's activities is essential.

Phoenix Learning and Care recognises it has an overall duty of care to our employees and it seeks to take steps to ensure their health, safety and wellbeing in relation to their working environment. We recognise positive employee relations are a key factor in building a sustainable, skilled, motivated and loyal workforce focussed on the Company's values and objectives (see Group policy GRP 501).

As part of our duty of care the Company strives to;

- Clearly define job roles and undertake risk assessments
- Ensure a safe working environment
- Provide adequate training and feedback on performance
- Ensuring that employees do not work excessive hours
- Provision of areas for rest and relaxation
- Protecting employees from bullying/harassment, either from Colleagues or third parties
- Protecting employees from discrimination
- Providing communication channels for employees to raise concerns
- Consulting employees on issues which concern them

This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy. Phoenix Learning and Care Ltd has, in addition, a range of Health and Safety policies which are referenced in this document and an Employee Handbook.

This policy comprises three sections:

- 1) A policy statement
- 2) Organisational responsibilities, which allocates responsibilities for health and safety to specific job roles in the organisation
- 3) Organisational arrangements, which summarise how the policy aims are to be achieved

Health and Safety Policy Statement

We will ensure that duties required under the Health and Safety at Work Act 1974 and the Regulation 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by Phoenix Learning and Care Health and Safety Policy Statement.

Our statement of general policy is to;

- provide adequate control of the health and safety risks arising from work activities
- consult with our employees on matters effecting health and safety
- provide and maintain safe plant and machinery
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees to ensure all employees are competent to do their tasks and to give them adequate training
- prevent accident and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy at regular intervals

Signed 

----- Jon Pain – Chief Executive Officer

On behalf of the Company's Executive Management Team;

EMT (as denoted in the latest organisational chart) comprising;

- Chief Executive Officer
- Group Finance Director
- Group Quality and Operations Director
- Group HR Manager
- Group Education Director
- Group Business Development Manger
- Director of Therapies

Organisational Arrangements and Responsibilities

Overall responsibility for health and safety is via the Designated Manager Jon Pain (Health & Safety)

The objectives of this policy are fundamental to our business and the functional Directors are responsible for ensuring that the requirements of this policy are achieved.

The following stakeholders are responsible for ensuring safety arrangements are administered and correctly deployed across the whole organisation.

All Employees

All employees are expected to;

- Co-operate with line managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care with their own health and safety
- Report all health and safety concerns (including near misses) to an appropriate person
- Ensure their own health and safety and that of others who may be affected by actions that they do or not do
- Observe the health and safety policies and procedures
- Assist at all times, in maintaining good housekeeping standards within the workplace
- Co-operate and assist in the effective completion of risk assessments with their line manager, and carry out any actions that may be required under the risk assessment process

All employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Employees must also co-operate so far as is necessary to enable them to comply with the duties and requirements imposed by law.

All employees are expected to read the relevant sections of the health and safety policies and the employee handbook, familiarising themselves with its provisions and to carry out their defined responsibilities. Employees are expected, and encouraged, to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and participate in the arrangements for employee consultation and feedback (e.g. Supervision and Team meetings).

All employees are reminded that a breach of this duty could constitute a disciplinary offence.

Managers

Registered Managers are responsible for implementing the specific arrangements made under this policy throughout the service they hold registration for.

In unregistered services the Senior Manager responsible for that service is responsible for implementing the specific arrangements made under this policy.

In Support services (e.g. maintenance, HR) the Senior Manager is responsible for implementing the specific arrangements made under this policy.

Information, Instruction and Training

Please refer to Group Policies;
No 552 Induction, Probation and Training
No 554 Supervision and Appraisal

Risk Assessment and Safe Systems of Work

The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risk to employees in the workplace.

The individual service Registered Manager will be responsible for ensuring risk assessments are completed in the work place including any activities, which may be performed by individual employees within their team. These should be updated periodically but at least annually.

Where a specific task has been assessed and removing the hazard cannot realistically reduce the risk to an employee/s, a safe system of work may be required.

Risk Assessments should consider as required by the needs of the service;

- Moving and Handling (as applicable)
- First Aid
- Lone Working
- Slips and Trips (as applicable)
- Violence, Aggression or challenging behaviour
- Specific medical conditions of the individual we support (ie sharps, blood borne virus) (as applicable)
- Fire
- Food preparation

The Registered Manager, in consultation with the HR Department, will also be responsible for completing specific risk assessments on new or expectant mothers.

Accident Reporting and Investigation

All accidents, which occur to people we support (i.e. Young People, Students, Learners or Service Users), employees, volunteers and/or visitors to the service (including contractors), must be reported to the Registered Manager or in unregistered services the line manager. In all cases, the accident book must be completed no matter how minor the accident including any investigation documentation.

The Registered Manager shall be responsible for the completion of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) reports or in unregistered settings the appropriate Line Manager.

Please refer to Group Policy No 535 Accident Reporting and Group Policy No 531 RIDDOR.

Health and Safety Monitoring

The Chief Executive and Quality and Operations Director shall monitor health and safety across the Group and will take necessary action to ensure the safety of all stakeholders.

Registered Managers are responsible for risk assessment review and completion and to continuously monitor health and safety in their individual services.

Health and Safety Assistance

Competent people have been appointed to assist in meeting Health and Safety objectives.

These persons have sufficient knowledge and expertise to insure that statutory requirements are met and that the Health and Safety policy is being adhered to as follows;

Post

Health and Safety Officer	Designated Manager (Health and Safety)
First-Aider	In each Registered Service
Fire Safety	Designated Person for each Registered Service (Fire Safety)
Employee Safety Representative	Designated Person for each Registered Service (Safety Rep)

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First Aid

Suitable numbers of employees will be trained and available on-duty to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.

Please see Group Policy No 523 First Aid

Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety.

The Registered Manager is responsible for ensuring that all people we support, employees, visitors (including contractors) within the service are informed of, and are fully conversant with, emergency procedures. Each service should have a Business continuity plan detailing arrangements in the event of an emergency.

Food Hygiene

Every employee providing practical care and support to individual people we support receives training to certificate level in Food Hygiene.

See Group policy GRP 522 Nutrition, Preparation and Provision of meals (including Food safety)

General welfare and safe place to work

Health, safety and welfare arrangements are basic requirements at work, and can be divided into four broad categories: the working environment, welfare facilities, workplace safety and housekeeping.

The provision of adequate welfare arrangements is important both in terms of complying with the law, and keeping employees motivated. Individuals perform better and are happier at their work if they are working in a safe and healthy environment.

Please refer to the following policies relate to general welfare and safe place to work.

GRP 508 Substance mis-use (employees)

GRP 509 Lone working

GRP 510 Display screen equipment

GRP 513 Work related stress
GRP 520 Manual Handling
GRP 533 Company vehicles (including Driving Whilst at Work)
GRP 539 COSHH
GRP 543 Legionella
GRP 549 Smoking
GRP 541 Environmental
GRP 551 Clothing

Employee Assistance Programmes (EAP) are employee benefit programmes offered by many employers. EAPs are intended to help employees deal with personal problems that might adversely impact their work performance, health and well-being. EAP generally include assessment, short-term counselling and referral services for employees and their immediate family. The company provides an Employee Assistance programme with employees able to access a 24 hour confidential helpline to assist them with various enquiries. Details of the scheme are contained in the employee handbook and on first joining the Company in induction.

Information and Communication

The Company will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to employees and non-employees as applicable.

Statutory notices will be displayed throughout the workplace.

Health and Safety matters are discussed regularly at Senior Management meetings and are an agenda item for all team meetings. Items that may be included in the meeting are;

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by reports.
- Completion of corrective action
- Review of training needs

Communication and Training

All new employees are made aware of the Company Policies and Procedures as part of their induction. Policies and procedures are also signposted as part of the Employee handbook. Employees spend time discussing data privacy, confidentiality and protection as part of the induction.

Existing employees can request training covering basic information about confidentiality, data protection and access to records from their line manager.

All Colleagues who need to use the computer system should be appropriately trained and coached in its use.

All policies are available on the 'U' drive which all employees can access.

Employee Involvement in Policy Making

The Health and Safety Commission has stated in the Statement on Worker Involvement and Consultation that "an organisation's greatest asset is its workforce, employees are often best able to spot issues and bring about real improvements. We need to expand the base of employee involvement in health and safety management to cover the whole workforce".

Where a policy has the approval of the workforce, it is more likely to be adhered to.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety, where all employees are not already covered by the provisions of the Safety Representatives and Safety Committees Regulations 1977 (SRSCR). Employees will be consulted directly.

Employee Safety Handbook

This handbook contains the organisations 'Health and Safety General Policy' which is signed by the Chief Executive. The handbook also contains the company's 'Health and Safety Statement of Intent'. *Perhaps most importantly the handbook outlines employee's individual responsibilities with regards to Health and Safety.*