

HEALTH & SAFETY POLICY

1.0 INTRODUCTION

- 1.1 This policy describes how ARK will fulfil its Health and Safety legal obligations to employees, the Board of Management, service users, tenants, contractors, visitors and other appropriate parties.
- 1.2 This policy sets out the Health, Safety and Welfare arrangements for all our employees. It also applies to all other persons (e.g. contractors, visitors, clients, service users and members of the public) who may be affected by our acts, work activities and/or services.
- 1.3 A primary objective, and one which is recognised as an integral part of service delivery, is a high standard of health and safety performance. We undertake to create and maintain a positive health and safety culture which secures the commitment and participation of all employees, service users and other appropriate parties.
- 1.4 Under the provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 we have a requirement to provide suitable and sufficient health and safety arrangements. Included within this is the duty to conduct risk assessments and either eliminate or control identified risks. In order to achieve this, this safety policy is supported by a comprehensive safety manual detailing our health and safety arrangements for the range of activities listed.
- 1.5 This policy has the following sections:
- Section 1 - Introduction
 - Section 2 - Scope of Policy
 - Section 3 - Legislation – Health and Safety at Work Act 1974
 - Section 4 - Regulation – Management of Health and Safety at Work 1999
 - Section 5 - Implementation
 - Section 6 - Roles, responsibilities and duties
 - Section 7 - Occupational Health
 - Section 8 - Consultation with employees
 - Section 9 - Health and Safety Manual
 - Section 10 - Implementation and review
 - Section 11 - Signatures
- 1.6 This policy complies with Regulatory Standard of Governance and Financial Management 5.3 and 5.4

2.0 SCOPE OF POLICY

- 2.1 The policy applies to all ARK employees, to the Board of Management and to all people using and/or visiting the workplace e.g. visitors, relief employees, agency staff, contractors, service users, etc. as appropriate.

3.0 LEGISLATION

3.1 Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure the health, safety and welfare at work for their employees and other appropriate parties, to provide a safe working environment and have suitable and sufficient health and safety arrangements.

Every employer is required to have a Health and Safety Policy which not only states their commitment to health and safety but also details their arrangements for health and safety. Where there are five or more employees the policy must be written and every employee made aware of its contents and how to access it.

4.0 Management of Health and Safety at Work Regulations 1999

4.1 These regulations place a duty on ARK as an employer to assess and manage risks to their employees and others arising from our work activities.

ARK must also make arrangements to ensure the health and safety of our workplaces including making arrangements for emergencies, providing H&S training, information and health surveillance for employees where identified.

ARK staff must work safely in accordance with their training and instruction and notify their manager or person responsible for health and safety of any serious or imminent danger or shortcoming in ARK's health and safety arrangements

5.0 IMPLEMENTATION

5.1 Every employee has a responsibility and a duty with regard to health and safety, directors and managers have the responsibilities of a manager as well as those of an employee. The level of responsibility is higher as supervisory and management levels increase.

5.2 Any breaches of the policy should be reported to the employee's manager.

5.3 Breaches of this policy will be viewed seriously and will be dealt with in accordance with ARK's Disciplinary Policy and Procedures. The severity of discipline will reflect the fact that non-compliance breaches not only this Health and Safety Policy but also the law.

6.0 ROLES, RESPONSIBILITIES AND DUTIES

ARK as an employer

6.1 We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, relief staff, agency staff, volunteers, contractors and visitors together with others who may be affected by our acts or omissions.

6.2 We are committed to providing and maintaining, so far as is reasonably practicable:

- plant, equipment and systems of work which are safe and without risk to health;
- facilities for the safe handling, transport and storage of any substance which may be hazardous to health;

- a workplace which is safe and without risk to health;
- safe access and exit from any workplace;
- a working environment which is safe, without risk to health and adequate as regards facilities and the arrangements for the welfare at work of employees.

6.3 ARK will provide suitable and sufficient information, instruction, training and supervision to ensure the health and safety of employees and volunteers.

- ARK will provide mandatory training in Fire Safety and Moving and Handling Theory to all staff.
- ARK will also provide First Aid training to identified staff.
- Depending on the needs of an individual service , the local manager will identify further health and safety training needs as outlined in Learning and Development policies.

6.4 We will provide contractors with sufficient information to ensure that they are able to fulfil their duties and responsibilities under health and safety legislation.

6.5 A copy of ARK's Health and Safety Manual will be available for viewing in each place of work. The General Drive on ARK's IT system will also contain current health and safety policies, forms and procedures.

6.6 Within ARK's overall organisation structure, we have ensured that responsibility for meeting our legal health and safety obligations has been clearly defined (Appendix 2). Each project/ department should have their own tree with names attached to enable employees to see the health and safety line management responsibility.

6.7 Supporting this policy there is a [Statement of Intent](#) signed by the Chief Executive and Chair of the Board of Management (see Part 2).

6.8 ARK staff that have a H&S query/observation/idea should follow the flowchart in Part 3 of this policy that gives guidance on how to communicate any issue with other staff.

Board of Management

6.9 The Board of Management has the legal responsibility for the health, safety and welfare of all our employees, service users, tenants and other relevant third parties who are connected in any way with our work activities.

- that safety management within ARK is suitable and sufficient;
- that due consideration is given to health and safety throughout all of ARK's operations;
- that due consideration is given to health and safety in all decisions made by the Board;
- that health and safety is encouraged and fully supported by all Senior Managers.

Health and Safety Champion

6.10 The Chairperson of the Audit Sub-Committee will be appointed as the Board of Management's 'Health and Safety Champion'. The 'Champion' will work closely with the Chief Executive, Directors and the Health and Safety Adviser to:

- ensure any decisions taken fully consider the health and safety impact on both employees and others that may be affected by our work or the services we provide;
- ensure the Board of Management are kept informed about the organisation's health and safety performance;
- support the resource requirements that are necessary to ensure that we can develop and maintain a robust Health and Safety Management system;
- provide high-level support to promote a positive health and safety culture throughout ARK.

Chief Executive

6.11 The Chief Executive is responsible for the administration and implementation of ARK's Health and Safety Policy. The Chief Executive may delegate duties and responsibilities to directors for the implementation of the policy within their respective areas.

The Chief Executive shall ensure that:

- health and safety management systems are established and maintained to assess risks, and to allow for the effective planning, organisation, control, monitoring and reviewing of the preventative and protective measures necessary to eliminate and/or control identified risks;
- effective training is identified, programmed and carried out regularly;
- persons designated with specific responsibilities for health and safety matters are trained and competent and are provided with the resources to ensure the implementation of this policy, so far as is reasonably practicable;
- monitoring of health and safety management within ARK is conducted on an ongoing basis;
- he/she is personally aware of their health and safety duties and responsibilities not only as the Chief Executive but also as a director, manager and employee, and that he/she fulfils these obligations.

Directors

6.12 Directors are responsible for health, safety and welfare within their departments and will ensure that health and safety is recognised as an integral part of the overall management culture.

They will encourage the development of a positive attitude to health and safety among employees by visibly demonstrating their own commitment to achieving a high standard of health and safety performance.

6.13 Directors should:

- be aware of their health and safety responsibilities and duties as Directors, Managers and employees;
- ensure all their employees follow health and safety arrangements and procedures;
- ensure that all their employees have suitable and sufficient training to carry out their work tasks efficiently and safely;

- monitor health and safety arrangements within their area;
- report quarterly on health and safety performance within their area;
- ensure that when considering any changes to their area of operation that health and safety arrangements are considered during the process, including the planning stage.

6.14 Health, safety and welfare duties may be delegated by directors to the persons in charge of any section or workplace as described in ARK's organisation charts. The legal responsibility, however, remains with the director. Employees with delegated duties will have a level of responsibility and will be required to implement any directed health and safety arrangements.

ARK Managers

- 6.15 Each manager should familiarise themselves with this policy and ensure that all employees they are responsible for managing are provided with sufficient and suitable information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, their health, safety and welfare.
- 6.16 In particular employees must have access to the Health and Safety manual and must be made aware of any emergency health and safety arrangements immediately on commencement of employment or if working in a new location. Emergency arrangements include first aid, emergency evacuation, incident reporting and fire safety precautions.

ARK Managers should:

- ensure that all employees within their area have reasonable access to the Health and Safety Manual;
- ensure that all employees within their area are aware of their health and safety duties and responsibilities;
- ensure that all employees are aware of health and safety arrangements applicable to their areas of work;
- co-operate with their Manager in implementing health and safety arrangements;
- be aware of their health and safety responsibilities and duties as managers and employees.

Employees

6.17 All employees, including relief and agency employees, have a legal health and safety responsibility for their own acts and omissions, i.e. what they do or fail to do.

This responsibility is under the Health and Safety at Work etc Act 1974 and all associated regulations.

6.18 Employees should:

- work safely and take reasonable care of themselves, colleagues, service users, tenants and the general public or any person who may be affected by our work activities;
- follow our safety procedures and instructions;
- report all incidents, including near-misses;
- advise their manager of any, or potential, hazards or failure of any Health and Safety

procedure or system;

- wear protective clothing where provided for use at work;
- keep floors, stairs, passageways, fire exits and routes free from obstruction at all times, to avoid tripping hazards or blockage of emergency routes;
- when using any equipment be considerate of others including passers-by, e.g. equipment is not a trip/fall hazard and safely positioning of wires and cables etc;
- attend and participate in any training courses arranged for them;
- actively participate during proactive initiatives.

All new and existing ARK require to read this policy and sign ARK's Health and Safety Policy signing sheet (Part 4) acknowledging that you have read and understood the content of this policy. Managers have to ensure that copies of the signing sheet are kept at local office and, once signed, a copy is sent to HR to be added to the individual's personal file

Health and Safety Adviser

6.19 The role of the Health and Safety Adviser is primarily to assist ARK in the preparation, introduction of, monitoring, reviewing and auditing of the Health and Safety Policy and arrangements throughout the organisation.

6.20 The Management of Health and Safety at Work Regulations 1999 require employers to seek health and safety advice from a 'Competent Person'. The Health and Safety Adviser is the 'Competent Person' for ARK. However this does not absolve the Board of Management, managers or employees from their health and safety responsibilities.

6.21 The Health and Safety Adviser's duties include:

- being the Competent Person for ARK;
- advising on all health, safety and welfare matters including fire prevention and precautions;
- assisting in the preparation and review of health and safety policies and procedures;
- collating statistics and reporting to the Chief Executive on all incidents and notifiable diseases;
- undertaking investigations into incidents etc. where appropriate;
- advising on health and safety training and, where appropriate other training which has an impact on health and safety procedures;
- maintaining a system of consulting with all employees on health and safety matters, including the review of policies and procedures etc;
- assisting ARK with any requirements associated with health and safety e.g. litigation claims.

7.0 OCCUPATIONAL HEALTH

7.1 Our Occupational Health arrangements are detailed in the Attendance and Absence Management Policy HR17.

8.0 CONSULTATION WITH EMPLOYEES

- 8.1 To comply with the requirement for employers to consult with all employees on health and safety matters ARK has systems for ensuring that every employee is consulted and has the opportunity to comment as appropriate
- 8.2 The quarterly health and safety newsletter is used for this purpose. This includes details of proposed changes in existing, or the development of new, policies and procedures. Other forms of communication and consultation used by ARK are health and safety alert sheets, manager information sheets and the option to consult on policy development.

9.0 HEALTH AND SAFETY MANUAL

9.1 The Health and Safety Manual will contain the detailed safety arrangements for ARK with policies for individual subjects which require specific information, guidance and procedures.

9.2 Sections within the manual will cover:

- Risk Assessment
- Manager`s Guide to Health and Safety
- Incident Reporting procedures
- Fire Safety
- Food Safety
- Control of Substances Hazardous to Health (COSHH)
- Moving & Handling
- Display Screen Equipment (DSE)
- Control of Infection
- Managing Aggression at Work
- Lone Working
- Work and Lifting Equipment
- First Aid
- Safety Aspects of Building Maintenance
- Smoke Free
- Office Safety
- Your Home, My Workplace
- Stress at Work
- Extra Duty of Care
- Use of Vehicles at Work.

Other subjects will be included as required, e.g. due to changes in legislation, additional areas of work etc.

9.2 Other ARK policies complement the Health and Safety policies, e.g. those covering HR, Care & Support , Learning and Development Maintenance, Finance and Housing activities.

10.0 IMPLEMENTATION AND REVIEW

- 10.1 The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all Board Members and members of staff.
- 10.2 The Chief Executive will ensure that this policy is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Approved by the Senior Leadership Team: Oct 2016

Approved by the Board of Management : Nov 2016

Next review due by: Nov 2019

Complies with: Regulatory Standard of Governance and Financial Management 5.3 and 5.4

APPENDIX 1

LIST OF RELATED POLICIES & PROCEDURES

Policies

[Health and Safety Manual](#)

[Part 2 – Statement of Intent](#)

Part 3 – Flowchart for reporting H&S queries/observations/idea

Part 4 – ARK Health and Safety Policy signing sheet

Briefing Sheet

HS01 – Health and Safety Policy

ARK HA
Organisational Chart
29 February 2016

