



# A Managers Guide to Health and Safety Policy

<b>Policy Reference:</b>		HS02	
<b>Effective date:</b>	February 2022	<b>Review date:</b>	November 2024
<b>Approved by P&amp;PRG:</b>	November 2021	<b>Approved by BoM:</b>	February 2022
<b>Owner:</b>	Brian Gunn	<b>Job Title:</b>	Health & Safety Manager
<b>To be issued to:</b>		Board of Management Senior Leadership Team ARK Management All Staff	
<b>Method of Delivery:</b>		Email Policy LearnPro Policy Briefing Sheet	

## Version Control

Date	Owner	Version	Reason for Change
Nov 2021	Brian Gunn	v.4	Cyclical review

## Summary of Changes

Section	Change
All	New format



# A Managers Guide to Health and Safety

## Contents

1.0 ARKs Values.....	<b>Error! Bookmark not defined.</b>
2.0 Purpose .....	2
3.0 Policy Statement .....	2
4.0 Scope.....	3
5.0 Legal/Regulatory Framework.....	3
6.0 Responsibilities .....	3
6.1 Board of Management .....	3
6.2 Executive Team .....	3
6.3 Senior Leadership Team.....	3
6.4 Managers .....	4
6.5 All Staff.....	4
6.6 Third Parties .....	4
7.0 Fire Safety .....	4
8.0 Related Policies & Procedures .....	4
9.0 Equality Impact Assessment (EIA).....	4
10.0 Data Protection Impact Assessment (DPIA).....	5
11.0 Stakeholder Consultation.....	5
12.0 Monitoring and Review.....	5
12.1 Monitoring .....	5
12.2 Review.....	5

## 1.0 Arks Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

### Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

### Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

### Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

### Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

### Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

## 2.0 Purpose

The purpose of this policy and procedure is to provide organisational information and guidance to support managers in Ark who are responsible for the management of health and safety in their workplace.

## 3.0 Policy Statement

This policy and procedure describes how Ark managers will meet and implement the requirements of UK safety legislation and describe the responsibilities and duties of managers with regard to workplace safety.

## 4.0 Scope

The policy applies to all managers employed by Ark who have managerial control of workplaces and staff.

## 5.0 Legal/Regulatory Framework

### 5.1 Health and Safety at Work Act 1974

The Health and Safety at Work 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.

### 5.2 Management of Health and Safety at Work Regulations 1999

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.

## 6.0 Responsibilities

### 6.1 Board of Management

ARK's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

## 6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and procedure within their area of responsibility.

Ark managers are required to familiarise themselves with this policy and procedure and comply with the content to manage safety at Ark workplaces.

Ark will provide suitable and sufficient information, instruction, training and supervision to manage safety at Ark workplaces.

Ark will provide mandatory safety training via e-learning platforms that all managers have to complete at induction and refresh every three years.

Depending on needs of an individual service, the local manager will identify any further health and safety training needs for themselves if identified after an internal or external audit or after an incident.

## 7.0 A Managers Guide to Health and Safety

This policy and accompanying procedure will provide managers with information on how to manage risk for staff and others who use Ark workplaces, how to inspect the workplace and report workplace related incidents.

## 8.0 Related Policies & Procedures

This policy should be read in conjunction with Ark's:

HS01 Health and Safety Policy and Procedure.

HS03 Risk Assessment Policy and Procedure.

HS04 Reporting of Incidents

## 9.0 Equality Impact Assessment (EIA)

No equalities information has been identified in relation to the development of this policy, and consequently an EIA has not been completed.

## 10.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

## 11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team;
- Ark Senior Leadership Team;
- Ark Policy Review Group; and
- Ark Managers.

## 12.0 Monitoring and Review

### 12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis.

### 12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.