



Ark[®]
People
Housing
Care

Health and Safety

Procedure Reference:		HS01a	
Related Policy:		HS01	
Effective date:	December 2022	Review date:	December 2024
Approved by P&PRG		November 2021	
Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management ARK Management All Staff	
Method of Delivery:		Email Policy Learnpro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
Oct 2021	Brian Gunn	V 1.0	3 yearly review and new procedure format

Summary of Changes

Section	Change
All	New procedure



Health and Safety

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1.0 Introduction

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.

Ark H&S arrangements are supported by a comprehensive set of H&S policies and procedures, communication and consultation processes.

1.1 Ark Health and Safety Policies and Procedures

- 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;
- Supporting People at Risk Of Choking;
- Smoke Free;
- Office Safety;
- Your Home, My Workplace;
- Stress at Work;
- Extra Duty of Care; and
- Use of Vehicles at Work.

Policies and procedures are reviewed and consulted with staff on a three year cyclical basis, or earlier if there is an identified need to carry out an urgent review.

Other policies and procedures will be included if there are changes in legislation or new Identified work is requiring detailed H&S information.

Other Ark policies complement the health and safety policies, including those covering Governance, Organisational Development, Care & Support, Learning and Development, Assets, Finance and Housing.

2.0 Consultation with Employees

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 feedback and take part in H&S reviews.

2.1 Policy and Procedure Consultation

Ark's health and safety manager will review and update policy and procedure on a 3 yearly cycle to add any changes in legislation and working practices that may have changed in that time period or earlier if required.

H&S policies and procedures that are reviewed are shared with all staff and Ark's Policy Review Group in an agreed timescale for feedback before final versions are completed for review for Ark's Senior Leadership Team and Board of Management.

Policies and procedures that are approved by Ark's Senior Leadership Team and Board of Management will be launched to all staff and added to the policy and procedure folder in Ark's general drive.

2.2 Health and Safety Newsletter

The newsletter is shared with all staff on a quarterly cycle to update staff on recent developments in health and safety within Ark, incident information and reminders about working practices or trends discovered after auditing or site visits.

2.3 Health and Safety Alerts

Alerts are issued to staff where the H&S manager is made aware of a significant incident to staff or supported people, identified faults from equipment suppliers, medication alerts from regulators or anything that affects Ark work activities that needs work practices changed immediately.

The alert identifies the hazards and risks associated and provides information on what steps managers and staff must do if the alert affects their workplace.

2.4 Manager Information Sheets

The H&S manager will periodically issue information sheets to provide information on current guidance that may be changing or where recent auditing has highlighted areas for improvement.

3.0 Auditing of Health and Safety Management System

Ark's H&S manager will undertake auditing of Ark workplaces to provide information on the current level of policy and procedure compliance.

The H&S audit is used to identify areas where workplaces are not matching Ark H&S standards, current legislation and to develop an action plan in partnership with managers to reach a satisfactory level of future compliance in identified areas.

Ark's current compliance to Policy and Procedure is reported to Ark's Senior Leadership Team and Board of Management via the Ark Health and Safety Quarterly Report.

4.0 Quarterly Health and Safety Report

The H&S manager reports on Ark's H&S performance every three months to Ark's Senior Leadership Team and Board of Management who review and analyse H&S performance in the reported time period.

The report collates information on incident statistics, RIDDOR incidents, noted increases and decreases in incidents, auditing information and H&S legislation changes that affect Ark.

Ark H&S manager analyses the report and will contact manager's to discuss increases in incidents, serious incidents, how they are being managed and what support they need to reduce the amount of recorded incidents in the workplace.

5.0 Statement of Intent

Ark's Health and Safety Statement of Intent is a document that supports this policy and procedure (Appendix 1) and describes the commitment to managing health and safety of staff and others connected to Ark

The Statement of Intent will be reviewed every 3 years in line with the cyclical review of this policy and procedure and is signed off by Ark's Chief Executive and Chair of the Board of Management.

6.0 Occupational Health

Ark's Occupational Health Arrangements are detailed in the Sickness Absence Management Policy HR17

7.0 Implementation and Review

7.1 Implementation

The Chief Executive is responsible for ensuring that this policy, and the procedures that support it, are followed by all employees and Board Members.

7.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1



Ark Health & Safety Statement of Intent

The Ark Board and ARK Executive Team will ensure, so far as it is reasonably practicable, the health, safety and welfare of our employees, supported people, visitors, contractors and other third parties who visit our workplaces, ensuring that our statutory obligations under the Health and Safety at Work Act 1974 are followed.

The whole organisation is involved in this shared responsibility, from the Ark Board to individual managers and all members of staff.

The objectives of Ark's Health and Safety Policies are to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters concerning their health, safety and welfare
- Provide and maintain safe work equipment
- Ensure safe handling and use of substances
- Ensure that employees are provided with appropriate information, instruction, supervision, and training
- Prevent accidents and cases of occupational ill health
- Maintain and promote safe and healthy working conditions
- Provide the necessary resources to implement our policies and keep them up to date
- Review and revise health and safety policies after operational, organisational changes, or after 3 years.

The Ark Board and Executive Team, to the best of our knowledge and belief, recognises that the achievement of safety is a partnership between our employees and others at all levels within the organisation, we state our objectives within Ark's Health and Safety Policy and expect our employees to match this with their commitment to work and by conducting their duties in a safe, healthy and environmentally aware manner.

Signed: Chair of ARK Board –

Signed: ARK Chief Executive – Bobby Duffy

Date: