



Health and Safety

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Owner:	Brian Gunn	Job Title:	Health and Safety Manager
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Version Control

Date	Owner	Version	Reason for Change
November 2021	Brian Gunn	V5.0	Cyclical review New policy template

Summary of Changes

Section	Change
All	Updated terminology e.g. `service users to supported people`

Health and Safety

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1.0 Ark`s 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

This policy sets out the health, safety and welfare arrangements for all our employees and also applies to all other persons who may be affected by our acts, work activities and services.

3.0 Policy Statement

Health and Safety at work is a main objective, and one which is recognised as an integral

part of Ark's service delivery, is to promote a high standard of health and safety performance to prevent accidents, illness and injuries at Ark workplaces.

We undertake to create and maintain a positive health and safety culture which secures the commitment and participation of all connected to Ark workplaces.

Ark recognises the HSG65 management system following the Plan, Do, Check, Act approach to promote good health and safety management.

4.0 Scope

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, supported people.

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.

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 workplace arrangements for managing workplace health and safety.

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.

Ark must also make arrangements to ensure the health and safety of our workplaces by 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.

6.0 Responsibilities

Every employee and people connected to Ark has a responsibility and a duty with regard to health and safety. Heads of departments 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.

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 of this Health and Safety Policy may also be in breach of UK law.

6.1 Board of Management

The Board of Management has the legal responsibility for the health, safety and welfare of all our employees, supported people, tenants and other relevant third parties who are connected in any way with our work activities and to oversee:

- that safety management within Ark is suitable and sufficient;
- that due consideration is given to health and safety throughout all of Ark's services;
- 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.
- 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;
- the resource requirements that are necessary to ensure that we can develop and maintain a robust Health and Safety Management system; and
- provision of high-level support to promote a positive health and safety culture throughout Ark.

6.2 Executive Team

The Executive Team is responsible for the administration and implementation of Ark's Health and Safety Policy.

The Executive Team will oversee:

- 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; and
- awareness of their health and safety duties and responsibilities.

6.3 Senior Leadership Team

Ark Senior Leadership Team 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 by:

- ensuring all their employees follow health and safety arrangements and procedures;
- ensuring that all their employees have suitable and sufficient training to carry out their work tasks efficiently and safely;
- 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; and
- awareness of their health and safety responsibilities and duties as managers and employees.

6.4 Managers

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.

Employees must have access to the health and safety information 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, and incident reporting and fire safety precautions.

Ark managers should also:

- ensure that all employees within their area are aware of their health and safety duties, responsibilities and completed an induction to the workplace;
- ensure that all employees are aware of health and safety arrangements applicable to their areas of work;
- advise staff to co-operate with their manager in implementing health and safety arrangements;
- be aware of their health and safety responsibilities and duties as a managers and employee.
- monitor health and safety arrangements within their area;
- report quarterly on health and safety performance within their area; and
- seek advice from Ark H&S manager or others for complex H&S issues.

6.5 All Staff

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.

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 Ark safety procedures and instructions;
- report all incidents that cause harm, injury including near-misses for supported people and staff;
- 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;

6.6 Ark Health and Safety Manager

The role of the health and safety manager is primarily to assist Ark in the preparation, monitoring, reviewing and auditing of the Health and Safety Management System and H&S arrangements throughout the organisation.

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 manager is the 'Competent Person' for Ark and supports and advises the senior management, managers and employees with their health and safety responsibilities.

The health and safety manager's duties include:

- advising on all health, safety and welfare matters including legionella and fire prevention;
- preparation and review of health and safety policies and procedures;
- collating statistics and reporting to the Board of Management on all incidents and notifiable incidents to the Health and Safety Executive and other regulators.
- 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; and
- assisting Ark with any requirements associated with health and safety including RIDDOR reporting and legal contact.

7.0 Health and Safety

This policy and accompanying procedure will provide Ark staff with information on how to comply with UK H&S legislation in Ark workplaces by using policy, risk assessment, training and monitoring to keep everyone connected to Ark by using best practices to avoid illness and injury at work so far as is reasonably practicable.

8.0 Related Policies & Procedures

This policy should be read in accordance with the Health and Safety Procedure.

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 staff.

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.