

## CP2 - Health and Safety Policy

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<b>Approved by:</b>	Director of Finance and Compliance Director of People, Property & Independent Living
<b>Legislation or regulatory guidance that impact on this policy:</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work etc. Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and guidance L21</li> <li>• Employers Liability (Compulsory Insurance) Act 1969</li> <li>• Health &amp; Safety (First Aid) Regulations 2013</li> <li>• The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended in 2004)</li> <li>• The Food Safety (Enforcement Authority) (England and Wales) Order 1990</li> <li>• The Manual Handling Operations Regulations 1992 (as amended)</li> <li>• Health &amp; Safety (Display Screen Equipment) Regulations 1992 (as amended)</li> <li>• Personal Protective Equipment at Work (Amendment) Regulations 2022</li> <li>• The Regulatory Reform (Fire Safety) Order 2005</li> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</li> <li>• Gas Safety (Installation and Use) Regulations 1998</li> <li>• Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended)</li> <li>• Electrical Equipment (Safety) Regulations 1994</li> <li>• Management of Houses in Multiple Occupation regulations 2006 1990 and HMO Regulations</li> <li>• The Equality Act 2010</li> </ul>
<b>Next review date due:</b>	June 2024

## 1. Statement of Intent

1.1 Through the implementation of the Health and Safety Policy, **the Chief Executive Officer currently Seyi Obakin (or successor role)** and **Senior Executive Team (or successor role)** are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, locum, volunteers Young Persons and visitors,
- To create, as far as is practicable, working and living environments where potential stressors are avoided, minimised or mitigated through good management practices,
- To ensure that all staff are aware of their Health and Safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them. Including clear instructions, information and adequate training,
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from activities,
- To maintain safe and healthy working conditions and consult with our staff on matters affecting their health and safety,
- To ensure safe handling and use of substances through this policy and other supporting health and safety policies,
- To implement emergency procedures, including evacuation in case of fire or other significant incidents,
- To strive to improve continuously health and safety performance, measuring its progress against agreed performance standards,
- To review and revise this policy regularly.

Signed:

Chief Executive Officer:

Date:

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## 2. Scope

2.1 This Policy sets out Centrepoint’s approach to the Management of Health, safety & Welfare and is applicable to all staff (permanent and temporary), locums, volunteers, visitors, contractors and Young People residing in all Centrepoint or managed properties and all others who use Centrepoint services and facilities or who may be affected by Centrepoint `s actions. For the avoidance of doubt, this policy is also applicable to all contracted and third party workers, visitors and volunteers working and visiting Centrepoint and all Young People living in Centrepoint supported accommodation, independent living and other care & support services.

## 3. Aims of Policy

3.1 Centrepoint aims to foster a positive Health and Safety culture through Partnership at all levels and across all disciplines. It aims to control any risks that arise and minimise the likelihood of loss or injury to its employees, contractors, residents and third parties.

## 4. Health & Safety responsibilities

4.1 Centrepoint`s Board (or successor role) is aware of their responsibilities and potential liabilities in accordance with Health and Safety Statutory Legislation and is responsible for:

- Ensuring an effective Health and Safety Policy is in place;
- Ensuring procedures are in place with clear guidance on the management of all Health and Safety areas;

- Periodically reviewing the policy;
- Ensuring that the provisions of the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions are observed;
- Allocating funds and other resources to meet the requirements of this policy, statutory instruments, approved codes of practice and guidance notes;
- Annually reviewing performance on Health and Safety matters;
- Ensuring adequate training for employees to ensure compliance;
- Resolving Health & Safety queries referred to them;
- Ensuring effective involvement, communication & consultation with employees is in place.

#### 4.2 **Audit & Risk Committee (ARC) (or successor role):**

##### 4.3 Are responsible for:

- Reviewing compliance on regulatory matters, including Health and Safety and landlord compliance.
- Reviewing the adequacy of structures, processes and responsibilities for identifying, managing and reporting on the organisation's key risks and priorities.
- Ensuring that specific risks identified are being managed to its satisfaction and kept under review.

#### 4.4 **Senior Executive Team (SET) (or successor role) is responsible for:**

- Ensuring the implementation of this Health & Safety Policy across all Centrepoint services.
- Ensuring the Health, Safety and Welfare of all staff of Centrepoint whilst at work and for ensuring that activities undertaken by Centrepoint, in the course of its operations, do not expose persons not in its employment to risks arising from those activities.
- Reviewing Health and Safety within Centrepoint annually through a Health and Safety report.
- Ensuring that an effective Health and Safety management system is implemented within all departments and functional areas.
- Ensuring that responsibility for Health & Safety matters is included in all job descriptions.
- Keeping the Health and Safety performance of Centrepoint under review and responding to reports regarding Health and Safety.
- Consulting with internal and external specialists where appropriate to ensure compliance with legislation.

#### 4.5 **Director of Finance and Compliance (or successor role), currently Karen Gibson is responsible for:**

- Ensuring that an effective policy for Health and Safety is produced and regularly reviewed.
- Keeping the Board informed of, and alert to, Health & Safety Risk Management issues.

- Ensuring sound working practices are laid down in related policies and guidance.
- Ensuring that potential liabilities are covered by Centrepont's insurance and deciding the extent to which risks are acceptable, whether insured or not.
- Ensuring Centrepont complies with the advice of any enforcement.
- Leading the Health and Safety Working Group and ensuring the production of the annual Health and Safety Plan.
- Ensuring access to competent Health and Safety advice.
- Ensuring plans are implemented to achieve set objectives for the reduction of Health & Safety risks.
- Ensuring a review procedure is in place, to assess progress and performance.
- Monitoring the number, frequency and types of accidents and incidents and reporting them to the Board.
- Determining the most cost effective solutions for meeting Health & Safety obligations.

4.6 **Director of Services (or successor role), currently Ed Tytherleigh is responsible for:**

- Ensuring that staff and Young People are aware of their duties and responsibilities under this Policy and the requirements of Health and Safety legislation.
- Ensuring access to competent Health and Safety advice.
- Overseeing the reduction of Health and Safety risk.
- Ensuring Centrepont complies with the advice of any enforcement.
- Ensuring sound working practices are established in related policies and guidance.

4.7 **Director of People, Property & Independent Living (or successor role), currently Sally Orlopp is responsible for:**

- Ensuring Health & Safety requirements are met in relation to premises and equipment in those premises.
- Ensuring necessary contracts with external services are arranged.
- Ensuring Centrepont complies with the advice of any enforcement.
- Ensuring access to competent property Health and Safety advice.
- Ensuring that a Health & Safety training plan is in place and statutory minimum training is provided.
- Prompt recognition of employee absence for Health & Safety reasons.
- Ensuring job applicants have the minimum physical, mental, health and academic capabilities.

4.8 **Health & Safety Management:**

4.9 The Executive Directors who have approved this policy have direct responsibilities as follows:

- Director of Services (or successor role) - for Health and Safety relating to our role for Service delivery to Young Persons;

- Director of Finance and Compliance (or successor role) - is responsible for Risk Governance and Compliance;
- Director of People, Property & Independent Living (or successor role) - for any Health and Safety relating to our role as an Employer and as a Landlord (property compliance).

**4.10 Heads Of, Senior Managers and Managers (or successor role) are responsible for:**

- Ensuring that suitable provisions are made for the effective implementation of Health and Safety Policy within their area of responsibility.
- Ensuring that risk assessments are carried out for tasks, workplaces and equipment within their area of responsibility.
- Providing arrangements for the use, handling, storage and transport of articles and substances that are safe and without risk to health.
- Providing workplaces and work environments that are in a safe condition and without risk to health.
- Ensuring all Emergency Plans (Evacuations, Business Continuity plans) are kept up to date, and shared with the service staff.
- Ensuring that all accidents, injuries, dangerous occurrences, near misses and industrial diseases are recorded and reported onto In-Form.

**4.11 Managers (or successor role) will also ensure that their staff:**

- Are made aware of the risks concerning their work and understand the safe system of work to minimise the risks.
- Are instructed in any emergency procedures relevant to their task/workplace.
- Are provided with suitable and sufficient Health and safety training;
- Are aware of their responsibilities to report accidents and understand the need to report any significant hazards.

**4.12 Managers (or successor role) will also:**

- Conduct routine Health and Safety checks of their respective services,
- Monitor the effectiveness of any control measures in place to minimise risk,
- Review Risk Assessments in accordance with Centrepont guidelines,
- Be responsible for ensuring the establishment and maintenance of satisfactory arrangements including Health and Safety whilst contractors are working on Centrepont premises.

**4.13 Staff & Volunteers (or successor role) at all levels are responsible for:**

- Taking reasonable care for the Health, Safety and Welfare of themselves and others who may be affected by their acts or omissions whilst involved in Centrepont activities,
- Being aware that they have a legal duty to follow any procedures issued by Centrepont, which are designed to protect their Health and Safety,
- Being familiar with the hazards of their work and with the safe systems of work designed to minimise risk to themselves and others,

- Not interfering with, or misusing anything provided in the interest of Health, Safety or Welfare,
- Being aware of their responsibility to report accidents/potential hazards/defective equipment/premises to their Line Manager or the Health and Safety Manager.

#### 4.14 **Centrepoint Young People (or successor role) are responsible for:**

- Taking reasonable care for their own Health and Safety, and for the Health and Safety of people who may be affected by their acts or omissions on Centrepoint's premises, or whilst receiving Centrepoint's services,
- Making suggestions for improving Health and Safety,
- Following Health and Safety procedures,
- Reporting unsafe conditions or practices to their key worker or any other member of Centrepoint staff,
- Using equipment according to the manufacturer's instructions.

## **5. Health & Safety Competence**

### 5.1 **Health & Safety Competence**

5.2 To meet the requirements of Health and Safety Law Centrepoint will employ a Competent Person(s) who will have sufficient training, experience and knowledge (e.g. a recognised qualification, membership of a professional body).

5.3 The competent person(s) will also have skills, knowledge and experience to be able to recognise hazards within Centrepoint and put sensible controls in place to protect workers and others from harm.

5.4 Centrepoint has appointed two professionals to oversee two areas of Health and Safety (People and Property) as these two competences may overlap, it is important that each Competent Persons responsibilities are clearly listed throughout this policy.

5.5 The Health and Safety Manager (or successor role), currently Bill Towl is responsible for:

5.6 General Health & Safety arrangements for all matters related to the Safety of people and the maintenance of Health and Safety related policies and procedures, this includes:

- Control of Substances Hazardous to Health;
- Fire Safety & Awareness;
- Accident Reporting & First Aid;
- Personal Protective Equipment;
- Food Safety;
- Ice and Snow;
- Working at Height;
- Infectious Diseases;
- Slip, Trips and Fall's;
- Manual Handling;

- Food Hygiene;
- Lone Working;
- Procedure for Homeworkers;
- Manual Handling;
- Management of Pandemic and Major Infectious Diseases Outbreaks;
- Stress;
- Display Screen Equipment;
- Expectant & New Mothers.

5.7 The Head of Facilities and Building Safety (or successor role), currently Peter Hall is responsible for: Health & safety arrangements for all matters related to Property and Landlord (Compliance), this includes:

- Lift Maintenance (LOLER);
- Asbestos Management;
- Legionella & Water Hygiene;
- Gas Safety (CP12);
- Electrical Safety (Hard / fixed wiring testing, portable appliance testing - PAT);
- Fire Risk Assessment (Alarm Maintenance, Firefighting appliances, Emergency lighting);
- Control of Contractors;
- Mechanical & Electrical Servicing.

## 6. Monitoring and Reporting

### 6.1 Centrepoin` s Board Health & Safety Report

6.2 The Directors of Finance & Compliance (or successor role) and Services (or successor role) will produce an annual Health and Safety Report for submittal to the Centrepoin Board. This report shall contain the following:

- Statistical Analysis of;
- Landlord's compliance KPIs;
- Accidents and incidents;
- Near misses.

6.3 **The Audit and Risk Committee (ARC) (or successor role) will receive the following information at each meeting:**

- Incidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Policy;
- Quarterly data relating to all Centrepoin's Property Compliance activity.



## **7. Risk Assessments**

### **7.1 Management of Risk**

7.2 To comply with legislation and fulfil statutory responsibility, Centrepoint will ensure that:

- All tasks and activities have a suitable and sufficient Risk Assessment in place, and are proportionate to the risk;
- That Risk Assessments consider who might be harmed including others who may be affected by work activities;
- That Action Plans are produced to reduce risk to as low as is reasonably practicable;
- Centrepoint will review Risk Assessments when working habits or conditions change.

### **7.3 Work Equipment**

7.3.1 All work equipment provided will be checked to ensure it is suitable, safe and fit for purpose. Specialist assurance will be obtained where necessary if any additional resource or training, etc. is required.

7.3.2 Equipment will only be hired or purchased from approved suppliers. If donated it will be approved by the Head of Facilities and Building Safety (or successor role).

### **7.4 Personal Protective Equipment (PPE)**

7.4.1 Where the use of Personal Protective Equipment (PPE) has been deemed necessary, it will be provided to staff.

7.4.2 All staff who require PPE will receive suitable instruction on its use, maintenance and storage.

7.4.3 All PPE provided will be to the British, European or other recognised standards as may be required by a relevant Risk Assessment.

## **8. Incident Reporting**

### **8.1 Reporting of accidents**

8.2 All accidents, incidents and or near misses must be reported immediately on the In-Form recording system. All accidents will be directed to the Line Manager and the Health and Safety Manager (or successor role). The Health and Safety Manager (or successor role), where required, will complete all RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) notifications.

## **9. Investigation**

9.1 The purpose of accident investigation is to establish what has happened in order to prevent recurrence. The conclusions arising from any accident investigation must be followed through and any corrective actions completed.

## 10. Reportable Diseases

- 10.1 If an employee suffers from a reportable work-related disease, the Health and Safety Manager (or successor role) will notify the enforcing authority via the RIDDOR Incident Contact Centre within ten days.

## 11. Information, Instruction, Training

- 11.1 Employees will be provided with information, instruction, training and supervision, as necessary, to ensure, so far as is reasonably practicable, their Health and Safety at work.
- 11.2 A copy of the poster 'Health and Safety Law: What you need to know' which gives very basic information should be located in an accessible area within every staffed service location.
- 11.3 In general terms, other Safety-related information is cascaded via the Health and Safety Working Group, email Health & Safety Bulletins, local notice boards and team meetings.
- 11.4 Centrepont will make sure suitable arrangements are in place for employees working from home as per the **Working from Home Policy**.

## 12. Participation statement

- 12.1 Centrepont is committed to involving young people and key stakeholders in how we manage and improve our organisation. When this policy or procedure is reviewed, we will consult and involve young people and stakeholders to consider their views.

## 13. Health & Safety Working Group

- 13.1 The Health and Safety Working Group (or successor role) is formed of both Operational Managers and Managers providing technical expertise including, but not limited to, Health & Safety, Legal, Risk Management and Skills Development. The group will:
- Monitor and support all Health and Safety activities within Centrepont;
  - Review policies and procedures to ensure that, where Health and Safety risks have been identified, appropriate and timely action is taken to mitigate the risk;
  - Ensure that all identified risks and actions are recorded on our organisation's risk map, indicating action(s) taken, timescales, and responsibilities;
  - Identify and, where necessary, escalate all identified negative trends that may affect Centrepont operations, staff or residents;
  - Monitor and review all corrective action(s) taken where significant Health and Safety (regulatory) breaches have been identified;
  - Identify, discuss and communicate aspects of good practice in Health and Safety throughout Centrepont;
  - The Director for Finance and Compliance (or successor role) will cascade all significant findings to the Senior Leadership Team (SLT).

## **14. Monitoring, inspection and audits**

- 14.1 The Health and Safety Manager (or successor role) is responsible for reviewing, monitoring and updating the Health and Safety Policy and other related Health and Safety policies in consultation with relevant staff and stakeholders when necessary. This policy will be monitored and, if required, revised to reflect changes and legislation, best practice and guidance, finding from Risk Assessments, adverse incident investigations, inspections and audits. Any changes will be brought to the notice of employees and residents through the relevant staff consultative mechanisms.
- 14.2 The Health and Safety Manager (or successor role) is responsible for Health and Safety audits within Centrepont. The audit is a structured process of collecting independent information on the strengths and weaknesses of all Health and Safety areas, which constructs an effective safety management system and associated measures for controlling risk. This safety management system provides managers with information on areas of Health and Safety that are working well and identifies any Health and Safety areas where corrective action is required.

## **15. Commitment to review**

- 15.1 This policy, related policies and guidance will be reviewed every year. In addition they will be reviewed in the event of:
- Changes in relevant legislation, contractual requirements;
  - Learning from recent good practice within or outside Centrepont;
  - In response to an identified failing in its relevance or effectiveness;
  - Allocating specific health and safety responsibilities to their managers and ensuring this policy is understood by managers;
  - Keeping informed about accidents which are reportable to the Health and Safety Executive and any trends in accidents or work-related ill health which may arise;
  - Ensuring that health and safety audits are carried out at regular intervals;
  - Consulting staff about issues that may potentially affect their Health & Safety.

## **16. Commitment to equality and inclusion**

- 16.1 Centrepont is committed to creating an organisation where people flourish. By establishing trust and challenging bias, both conscious and unconscious, we are committed to promoting equality, diversity and transparency in all of our day-to-day actions endorsing inclusive process, practice and culture. We want Centrepont to be a welcoming environment where individual difference is celebrated in the spaces where we live and work.