

Health & Safety Policy

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Related policies and procedures	<ul style="list-style-type: none"> • Infection Control • Manual Handling • Collection/Removal of Drugs and Sharps • Firearms and Offensive Weapons • Control of Subcontractors and Suppliers • Construction, Design & Management Procedures • Service Hazard and Risk Assessments • Drug & Alcohol Abuse • Stress Management • Home Working • Driving on Centrepoint Business • Bullying & Harassment • Environmental policy • Business Continuity policy • Lone Working policy • Data Protection policy
Legislation or regulatory guidance that impact on this policy:	<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Employers Liability (Compulsory Insurance) Act 1999 • Health & Safety (First Aid) Regulations 2002 • The Control of Substances Hazardous to Health (COSHH) Regulations 2004 • The Food Safety (Enforcement Authority) (England and Wales) Order 1990 • Management of Health & Safety at Work Regulations 2006 • The Manual Handling Operations Regulations 2002 • Health & Safety (Display Screen Equipment) Regulations 2002 • The Regulatory Reform (Fire Safety) Order 2005 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2004 (RIDDOR) • Consumer Protection Act 1987 • Management of Houses in Multiple Occupation regulations 1990 and HMO Regulations • Gas Safety (Installation and Use) Regulations 1998 • Furniture and Furnishings (Fire Safety) Regulations 1993 • Electrical Equipment (Safety) Regulations 1994 • Construction Design and Management Regulations 2005 • Disability Discrimination Act 2005
Next review date due:	December 2019

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1. Centrepont statement of intent

- 1.1 Centrepont has zero-tolerance for non-compliance of this policy and related policies and procedures and is committed to continual improvement in health and safety performance. It recognises its responsibilities as an employer and a service provider for ensuring the safety of all staff, volunteers and young people and to safely and effectively manage the environments in which they work or receive services.
- 1.2 To comply with its legal and moral responsibilities Centrepont will:
- Identify and control significant risks which may affect the above mentioned groups
 - Communicate information on the risk to those people who may be affected
 - Monitor the effectiveness of any measures taken to reduce risk
 - Provide a safe and healthy working environment
 - Provide safe work equipment
 - Provide suitable and sufficient health and safety training
 - Ensure that the health and safety policy is a living document
 - Reduce work-related accidents / ill-health in accordance with targets set by the board
 - Identify and address trends in work-related ill-health and accidents
 - Involve trade union representatives in the consultation process
 - Make all employees aware of their legal responsibilities for ensuring their own health and safety and that of others
 - Review the health and safety policy at regular intervals
- 1.3 Standards laid down in legislation are deemed to be the minimum acceptable and where possible these will be exceeded by Centrepont.

Chief Executive Officer
22 February 2018

2. Scope

This policy relates to all staff, including temporary staff, locums, students and volunteers working within Centrepont and all young people living in Centrepont supported accommodation, leaving care and other care & support services.

3. Health & Safety responsibilities

3.1 **Centrepont Board accepts personal responsibilities and liabilities under Health & Safety law 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 Act 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

3.2 **Chief Executive Officer has ultimate responsibility for:**

- Establishing a Health and Safety policy within Centrepont and ensuring that Health and Safety is embedded in the organisation.
- Ensuring the Health & Safety policy & associated procedures are understood & implemented by staff
- Appointing competent person(s) to provide Health & Safety assistance
- Ensuring effective involvement, communication & consultation with employees around Health & Safety

3.3 **Senior Executive Team is responsible for:**

- Ensuring the implementation of this Health & Safety policy across all Centrepont services
- Ensuring the health, safety and welfare of all staff of Centrepont whilst at work and for ensuring that activities undertaken by Centrepont in the course of its operation do not expose persons not in its employment to risks arising from those activities.
- Reviewing health and safety within Centrepont annually through a health and safety report.
- Ensuring that an effective health and safety management system is implemented within their department/functional area
- Ensuring that responsibility for Health & Safety matters is included in all job descriptions

- 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

3.4 In addition, the Director of Housing and Support is responsible for:

- Ensuring that an effective policy for Health and Safety is produced and regularly reviewed.
- 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 sound working practices are laid down in related policies and guidance.
- Ensuring that potential liabilities are covered by Centrepoint's insurance and deciding the extent to which risks are acceptable, whether insured or not.
- Ensuring Centrepoint complies with the advice of Health and Safety Executive inspectors.
- Leading the Health and Safety group and ensuring the production of the annual Health and Safety plan
- Ensuring necessary contracts with external services are arranged
- 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
- Keeping the Board informed of, and alert to, Health & Safety risk management issues
- Monitoring the number, frequency and types of accidents and incidents and reporting to the Board
- Determining the most cost effective solutions for meeting Health & Safety obligations
- Ensuring Health & Safety requirements are met in relation to premises and equipment

3.5 Director of People, Skills & Employability is responsible for:

- 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

3.6 Managers 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 that all accidents, injuries, dangerous occurrences, near misses and industrial diseases are recorded and reported to the Property Management team

3.6.1 Managers shall 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
- Understand the need to report any significant hazards

3.6.2 Managers will also:

- Monitor the effectiveness of any control measures in place to minimise risk
- Review risk assessments in accordance with Centrepoint guidelines
- Be responsible for ensuring the establishment and maintenance of satisfactory arrangements including Health and Safety whilst contractors are working on Centrepoint premises.

3.7 **Health & Safety Officers**

- The Head of Property Management is responsible for health and safety relating to our role as a Landlord and the Head of Human Resources is responsible for health and safety relating to our role as an Employer, with professional health and safety advice from consultants Cooper Bassett.

3.8 **Staff & Volunteers 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 Centrepoint activities.
- Being aware that they have a legal duty to follow any procedures issued by Centrepoint 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 officer

3.9 **Centrepoint Young People 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.

4. Health & Safety arrangements for specific activities

4.1 Centrepoint has separate procedures covering specific areas of Health & Safety. These are contained in procedures on:

Property Management policies:

- Fire Safety
- Gas Safety
- Legionella & Water Hygiene
- Asbestos Management
- Electrical Testing
- Mechanical & Electrical Servicing

Facilities policies:

- Control of Substances Hazardous to Health
- Accident Reporting & First Aid
- Display Screen Equipment
- Furniture and Furnishing
- Security
- Food Hygiene
- Smoking

5. Monitoring and Reporting

5.1 Centrepoint Board Health & Safety Report

The Director of Housing & Support shall produce an annual Health and Safety Report for submittal to the Centrepoint Board. This report shall contain the following:

- Statistical Analysis of
 - Landlord's compliance KPIs
 - Accidents and incidents
- Cost Breakdown of:
 - Training Provided (Internal & External)
 - Safety Supplies & Equipment
 - Legal / Insurance Cost
 - Consultancy Services
- Proposed Budget requirements for the next financial year
- Proposed Corporate Initiatives

- Target areas for overall improvement
- Corporate Summary
- Health & Safety delegations

5.2 In addition ARC will receive at each meeting:

- Incidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Policy.
- Exception reports on Health and Safety inspections, including inspections under the Gas Safety Regulations.

6. Risk Assessments

6.1 Management of Risk

In order to identify any measures necessary to comply with the Health, Safety and Welfare policies etc, Directors and Managers will ensure that suitable and sufficient risk assessments are made, recorded and publicise the details of:

6.1.1 The health, safety and welfare risks to which staff of Centrepoint using facilities are exposed whilst they are at work.

6.1.2 The risks to the health, safety and welfare of persons using facilities within their areas of control arising out of, or in connection with, the activities undertaken therein.

6.1.3 The specific risks to particular special groups who may be affected either directly or indirectly by the activities, e.g. drug users, the disabled, young persons and new or expectant mothers.

6.1.4 Assessments will be made known to those to which they relate and be revised when there is reason to suspect that they are no longer valid or there have been significant changes since it was made, as a minimum a review shall be undertaken on an annual basis.

6.1.5 Risk assessments will be carried out in accordance with the Management of Health and Safety at Work Regulations, and other regulations requiring specific assessments e.g. COSHH.

6.2 Work Equipment

6.2.1 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.

6.2.2 Equipment will only be hired or purchased from approved suppliers. If donated it shall be approved by the Head of Property Management.

6.3 Personal Protective Equipment (PPE)

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

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

6.3.3 All PPE provided will be to the British, European or other recognised standards as may be required by a relevant risk assessment.

7. Incident Reporting

- 7.1 Centrepont will maintain an accident recording and investigation procedure to meet current statutory requirements and will ensure that appropriate statistics are prepared and made available, as necessary, but at least monthly with a full annual report.
- 7.2 All staff will be required to report all incidents, including accidents and near misses, using the established procedure briefed during the Health and Safety Induction.
- 7.3 Centrepont will require that accidents and incidents be systematically investigated, regardless of injury, both to verify the statement made by any injured person, and to identify any action required to prevent a re-occurrence.
- 7.4 The responsible Director/Manager will be accountable for the initial investigation of any reported incidents
- 7.5 Cooper Bassett, our H&S consultants will assist in this process and take the lead in any investigation as appropriate. Cooper Bassett will advise the appropriate Director/Manager of any action considered necessary as a result of the incident or matters identified during the investigation and monitor the implementation.
- 7.6 All staff and young people will be required to report any hazards found in their workplace or accommodation environment to their Line Manager or Service Manager.
- 7.7 Visitors to Centrepont premises will be invited to report to management any matters, which they think, might adversely affect the health, safety or welfare of any persons using those premises.
- 7.8 Directors/Managers will be required to ensure that appropriate action is taken to remove or adequately control reported hazards with advice and/or action from Cooper Bassett as necessary.

8. Training Requirements

- 8.1 Centrepont has a dedicated training function to ensure that all company and legal requirements for training and competency is met.
- 8.2 Initial induction training will contain safety information appropriate to each staff member's location/work. Additional specialist training will be provided either internally or via external resources.
- 8.3 Centrepont recognises the importance of adequate first aid cover for its activities and offices or services. Therefore, Centrepont will ensure that all relevant levels of training and first aid equipment are provided.
- 8.4 Directors and Managers will ensure that all staff are adequately trained in their particular area of work to discharge effectively their health, safety and welfare duties. This will involve:
 - 8.4.1 Reviewing skill requirements as part of the risk assessment process.
 - 8.4.2 Ensuring that hazards are understood and tasks are undertaken safely by individuals:
 - 8.4.3 Providing supervision, appropriate support and training where necessary.

8.5 Centrepoint will ensure that adequate health, safety and welfare training is provided for all staff:

- On appointment or upon transfer within Centrepoint:
- On being exposed to new or increased risks:
- When new equipment, including new or improved technology, is introduced:
- With the introduction of new, or changes to, systems of work:

9. Monitoring, inspection and audits

9.1 Centrepoint has established a formalised process of monitoring, inspection and audits. This is supported by specific arrangements as identified within Service Health and Safety plans.

10. Participation statement

10.1 Centrepoint 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 endeavour to consult and involve young people/ stakeholders to consider their views.

11. Commitment to review

11.1 This policy and related policies and guidance will be reviewed every two years. In addition they will be reviewed in the event of:

- Changes in relevant legislation, contractual requirements
- Learning from recent good practice within or outside Centrepoint
- In response to an identified failing in its relevance or effectiveness.