

CP2

Health and Safety Policy

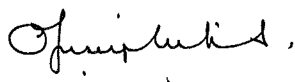
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Approved by:	Director of People, Property & Independent Living Director of Finance and Corporate Services Director of Services
Legislation or regulatory guidance that impact on this policy:	• The Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and guidance L21 • Employers Liability (Compulsory Insurance) Act 1969 • Health & Safety (First Aid) Regulations 2013 • The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended in 2004) • The Food Safety (Enforcement Authority) (England and Wales) Order 1990 • The Manual Handling Operations Regulations 1992 (as amended) • Health & Safety (Display Screen Equipment) Regulations 1992 (as amended) • Personal Protective Equipment at Work (Amendment) Regulations 2022 • The Regulatory Reform (Fire Safety) Order 2005 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) • Gas Safety (Installation and Use) Regulations 1998 • Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended) • Electrical Equipment (Safety) Regulations 1994 • Management of Houses in Multiple Occupation regulations 2006 1990 and HMO • Construction (Design and Management) Regulations 2015a • Building Safety Act 2022 • The Fire Safety (England) Regulations 2022 • The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 • The Equality Act 2010
Next review date due:	June 2026

1. Statement of Intent

1.1 Through the implementation of the Health and Safety Policy, **the Chief Executive Officer (or successor role) currently Seyi Obakin 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 people 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: Seyi Obakin

Date: 24 October 2025

For and behalf of Centrepoint Soho.

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2. Scope

- 2.1 This Policy sets out Centrepoin’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 Centrepoin or managed properties and all others who use Centrepoin services and facilities. It also applies to people who may be affected by Centrepoin ‘s actions.

3. Aims of Policy

- 3.1 Centrepoin 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, volunteers, contractors, residents and third parties.

4. Health & Safety responsibilities

- 4.1 Centrepoin`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) are responsible for:

- Reviewing and approving the Health & Safety policy and procedure.
- 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.

4.3 Senior Executive Team (SET) (or successor role) 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 operations, 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 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 Centrepont under review and responding to reports regarding Health and Safety.
- Consulting with internal and external specialists where appropriate to ensure compliance with legislation.

4.4 Director of Finance and Corporate Services (or successor role) 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.
- Ensure the Health and Safety Working Group is established to review health and safety matters throughout the organisation.
- 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.

4.5 Director of Services (or successor role) is responsible for:

- Ensuring that staff 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.

4.6 Director of People, Property & Independent Living (or successor role) 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.

4.7 Health & Safety Management:

4.8 The Executive directors who have approved this policy have direct responsibilities as follows:

- Director of Finance & Corporate services (or successor role) - is responsible for risk governance, compliance and Health and Safety relating to our role as an employer.
- Director of People, Property & Independent Living (or successor role) - for any Health and Safety relating to our role as a landlord (property compliance).
- Director of services (or successor role) - for Health and Safety relating to our role for Service delivery to Young Persons.

4.9 Heads of and Senior Managers (or successor roles) 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 (Evacuation and 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.

4.10 Managers (or successor role) will 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.
- Complete all necessary Health and Safety training as required.
- Are aware of their responsibilities to report accidents and understand the need to report any significant hazards.

4.11 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 Centrepoint guidelines.
- Be responsible for ensuring the establishment and maintenance of satisfactory arrangements including Health and Safety whilst contractors are working on Centrepoint premises.

4.12 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 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 Manager.
- Staff will be provided with information instruction training and supervision as necessary to ensure as far as reasonably practical their health and safety at work.

4.13 Centrepoint Young People are responsible for:

- Engaging with suggestions on how to improve Health and Safety.
- Following all Health and Safety procedures.
- Reporting unsafe conditions or practices to their key worker or any other member of Centrepoint staff.
- Using any equipment according to the manufacturer's instructions.

5. Health & Safety Competence

5.1 Health & Safety Competence - 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).

5.2 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.

5.3 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.

5.4 The Health and Safety Manager (or successor role) is responsible for:

5.5 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 falls.
- 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.

5.6 The Senior Property Compliance Manager (or successor role) is responsible for: Health & safety arrangements for all matters related to Property and Landlord (Compliance), this includes:

- Lift Maintenance (LOLER).
- Asbestos risk assessments and Management.
- Legionella & Water Hygiene.
- Gas Safety (CP12).
- Electrical Safety (Hard / fixed wiring testing, portable appliance testing - PAT).
- Fire Risk Assessment (Alarm Maintenance, fire safety equipment , Emergency lighting).
- Control of Contractors - Act as Centrepont's duty holder as Client under the Construction (Design and Management) Regulations 2015.
- Mechanical & Electrical Servicing.
- Environmental policy.

6. Monitoring and Reporting

6.1 **Centrepont`s Board Annual Health & Safety Report** - The Director of People, Property & Independent Living (or successor role) and Director of Finance and Corporate Services (or successor role) will produce and present an annual Health and Safety Report to Centrepont's Board. This report shall contain at least the following:

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

- 6.2 **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 Centrepont's Property Compliance activity.
 - Update on quarterly health and safety activity.

7. Risk Assessments

- 7.1 **Management of Risk** - To comply with legislation and fulfil statutory responsibility, Centrepont 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.
 - Centrepont will review Risk Assessments when working habits or conditions change.
- 7.2 **Work Equipment** - 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 Equipment will only be hired or purchased from approved suppliers. If donated it will be approved by the Head of Property Services (or successor role).
- 7.4 **Personal Protective Equipment (PPE)** - Where the use of Personal Protective Equipment (PPE) has been deemed necessary, it will be provided to staff.
- 7.5 All staff who require PPE will receive suitable instruction on its use, maintenance, and storage.
- 7.6 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** - 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).
- 8.2 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. Monitoring, Inspection, and Audits

- 13.1 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.
- 13.2 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.
- 13.3 Any changes will be brought to the notice of employees and residents through the relevant staff consultative mechanisms.
- 13.4 The Health and Safety Manager (or successor role) is responsible for Health and Safety monitoring and auditing 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.
- 13.5 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.

14. Commitment to review

- 14.1 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.

15. Commitment to equality and inclusion

15.1 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.

VERSION CONTROL	
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