

Health & Safety Policy Statement



Policy Number:	3	Originator:	Gill Lucas
Issue Number:	3	Authoriser:	Amanda Morgan-Taylor
Issue Date:	23/06/16	Service Type:	Organisation-wide
Next Review Due:	23/06/18	Policy Location:	Health & Safety

Aim

This policy statement will advise all within the organisation of the organisational arrangements for the management of health and safety. This will include health and safety management structures and responsibilities. It should be used alongside the individual health and safety policy documents.

Embrace Group is committed to ensuring the health, safety and welfare of the people it supports, its staff and visitors and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and comply with its statutory obligations under Section 2 of the Health & Safety at Work etc. Act 1974.

The Company's Directors with the active support of the Management Board will ensure that a robust Health and Safety culture is embedded throughout the Company. Key focus is on continuous monitoring to ensure compliance with required standards. Both the Company's Directors and Management Board recognise the need to provide strong leadership and will ensure that decisions are made on the basis that Health and Safety is a fundamental part of the business.

- Improvements will be achieved by reviewing current practices and addressing any issues that arise with focus on ensuring lessons are learnt from these and applied to future practice.
- Performance will be monitored against statutory requirements.
- Implementation of the Policy will be delivered with emphasis on active employee involvement and through procuring appropriate expertise both internally (provided by suitably qualified and experienced health and safety staff) and externally (through appropriately monitored arrangements with external contractors).
- Promotion of a positive Health and Safety culture at all levels within the Company and particularly at Senior Management level is important. To achieve this, a system of full and effective two-way consultation on Health and Safety matters will be achieved by the work of Health and Safety Committees at different levels throughout the Company.
- The Company will provide adequate resources to ensure that its obligations in respect of Health and Safety are met.
- The Company will take all reasonable steps to provide:
 - Safe places and systems of work with appropriate welfare arrangements
 - Suitable plant and equipment, appropriately maintained
 - Appropriate arrangements for the use, handling, storage and transport of articles and substances
 - Suitable and sufficient information, instruction, training and supervision appropriate to the tasks being undertaken.
- The Company recognises that good health and safety practice goes hand in hand with good care and support delivery.

Abbreviations and Definitions

Reference to the Company is a reference to Embrace Group Limited and where applicable also means or includes any subsidiary or subsidiaries of Embrace Group Limited.

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Policy

1. Summary of Organisation and General Arrangements

1.1 Consultation with Employees

The Company has a specific procedure document dealing with consultation (the Consultation with Employees – Health & Safety policy) both in individual services and throughout the organisation.

This includes:

- Health and Safety Committees at each Service;
- Business Risk Management Group Meetings;
- Company Risk Management Group Meetings.

Responsibilities of the committees are set out under 1.3 and 1.4.

1.2 Risk Assessments

The Company will provide and maintain appropriate written Risk Assessments relating to the risks to the Health and Safety of its employees whilst they are at work, the children and people it supports and others who may be affected by the Company's activities. A selection of generic risk assessment documents are available on the company intranet and will be edited in order to make them specific to the site. Specialist risk assessments for sites such as Fire, Water Quality, and Asbestos are completed by approved consultants.

1.3 Sharing of Information

Monitoring and auditing of the systems in place to manage Health and Safety risks (as opposed to ongoing management of these risks) will occur on a quarterly basis in a report to the Company Risk Management Group. This will ensure that the Group are made aware of the strengths and weaknesses of risk management systems throughout the Company and target any remedial action as appropriate.

1.4 Specific Policies / Procedures

The Company has a raft of specific Health and Safety policy and procedure documents providing guidance in dealing with the risks relating to its day to day business. These documents are accessible to Embrace employees via the company intranet.

1.5 Training

To ensure that the policies and procedures are embedded in the business with staff having appropriate levels of awareness, there is a structured system of training.

1.6 Funding

The Company will ensure that sufficient resources and efforts are dedicated to health and safety matters. In particular it will ensure that any urgent requirements (based on a process of risk evaluation) for expenditure are met without delay.

1.7 Expertise

- Internal: The Head of Group Health & Safety (Gill Lucas BSc (Hons), PGDip Occupational Health & Safety Management) is appointed as the suitably qualified and experienced "competent person" to co-ordinate the Company's Health and Safety provision.
- External: Competent specialists in specific areas of risk management will be appointed in order to provide professional guidance and monitoring in their specific areas.

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1.8 Monitoring

A robust system exists to ensure the individuals with direct operational responsibility are delivering Health and Safety compliance. This includes the Quality Assurance policy, Untoward Event Reporting, annual Health and Safety audits by the Health and Safety team, annual self-Audit by Service Managers and compliance with Health & Safety Calendar tasks.

Responsibilities

2.1 The Board and Management Board

These bodies will ensure that business decisions take into account any Health and Safety implications and that issues are discussed as part of the monthly Board and Management Board meetings respectively. Health and Safety forms part of the Quality standing item on agendas for both.

- The Management Board will consider, and narrow as appropriate, the scope of issues to be brought to the Board. It will always report to the Board any potentially serious health and safety related incident and/or any matter which it considers is likely to become the subject of a potential prosecution.
- The members of the board as directors and members of the board have collective and individual responsibility for Health & Safety implications and issues in respect of the Company's business.

2.2 Company Risk Management Group

This group meets quarterly and it is responsible for advising on all matters concerning Health and Safety in the Company. In particular it will:

- Advise the Management Board of recommendations for actions as is thought necessary to ensure that reasonable steps are being taken to promote the Health and Safety of people / children we support, employees and others using /entering the Company's premises.
- Consider matters referred to them by Business Risk Management Groups.
- Assist in the development of Health and Safety policies and safe systems of work.
- Consider reports from the Inspectors of enforcing authorities.
- Monitor Compliance reports from external contractors for planned maintenance under the Health and Safety at Work Act and monitor the completion of actions arising from these reports to ensure closure.
- The Chief Executive Officer (or another nominated Director in her absence) sits on this group.

2.3 Business Risk Management and Individual Service Health & Safety Committees

The structure and obligations follow the above at local level, save that for the avoidance of doubt they report into the Business Risk Management Group (Individual Services) and into the Company Risk Management Group (Business Risk Management Groups).

These are set out in the Policy referred to in 1.1.

2.4 Head of Group Health & Safety

- Will monitor and keep under periodic review all health and safety policies and practices, with formal review of policies every two years as a minimum.
- Provide strategic direction and practical guidance to the Company and to the Committees in 2.2 and 2.3 above.

2.5 Managing Directors

Responsibility for health and safety in each business area is delegated to each Managing Director to:

- Ensure the implementation and monitoring of Company Health and Safety Risk Management systems in line with their Director responsibilities as outlined by the HSE

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document “ Director’s Responsibilities for Health and Safety” (HSE 2013) and supervise their Regional Managers to ensure they are meeting their responsibilities

- Develop and maintain mechanisms for ensuring that they are kept informed of any significant Health and Safety failures and of the outcome of investigation into their causes and ensuring these are escalated as necessary via the Company Risk Management Group, or if urgent, immediately to the Chief Executive Officer or other members of the board

2.6 Other Function Heads

All functional heads of the organisation will ensure that any decisions are made with appropriate consideration of the impact on Health and Safety issues.

2.7 Regional Managers

Regional Managers responsibilities follow those of their Directors, but applied in relation to the individual services for which they have responsibility. This includes routinely visiting the services under their control to monitor compliance with Health and Safety Policies. They must ensure that any relevant matters are reported without delay to their Managing Director and/or discussed at the Business Risk Management Group.

2.8 Service Managers

The provision of a healthy and safe working environment within each Service is the responsibility of the Service Manager. This includes responsibility for activities organised by the Service outside of its own accommodation, such as service user trips, holidays.

The Manager must ensure that any relevant matters are reported without delay to their Regional Manager, or if they cannot do so to their Managing Director.

2.8 All Employees

- All employees of the company are responsible for ensuring that they conduct themselves in accordance with the Company’s Health and Safety Policy and procedures. They must co-operate with their line managers / heads of departments so that their Health and Safety responsibilities can be discharged.

All employees will notify their line manager / head of department of any issue or potential issue of which they become aware, so as to enable the Company to fulfil its obligation in paragraph 1 above.

2.9 Contractors

Managing contractors is an important issue and reference should be made to the requirements set out in the specific procedure document before contractors commence any works.

Notification of Policies and Procedures to Employees

3.1 All policies must be reviewed routinely; the review date is clearly marked on each policy and procedure. Procedures will be approved by the relevant specialist committee (where applicable) and approved by the Policy Ratification Group.

3.2 The Policy Ratification Group will be accountable for ensuring policies and procedures are rolled out across all homes and that staff are aware of access points.

3.3 The Service Manager is responsible for ensuring all staff are familiar with policies and procedures relevant to their care / support / education sector. Individual staff members are accountable for ensuring they read and understand procedures, (signed as read and understood in their personal training record) and are kept up to date with relevant training.

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Education and Training for updating staff

4.1 All new employees will receive an orientation to the process for health and safety management within the Embrace Group which includes this policy and other health and safety policies relevant to their role as part of their induction.

4.2 Each employee will receive training commensurate with their role and will receive an annual update 'refresher' along with any changes to legislation to be made aware of.

4.3 As far as possible the Head of Group Health and Safety will be involved in planning and training, and will be involved in ensuring that any training given is appropriate to the needs of all staff.

External Agencies involvement

5.1 Embrace Group will utilise the services of the relevant external organisations where appropriate in order to provide assistance in the development of policies and procedures.

Responsibilities

For Health and Safety Responsibilities Chart see page 6

Relevant Legislation

See Appendix 1.

Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact your line manager. Embrace will then actively respond to the enquiry.

This Statement is signed by the Chief Executive Officer following its approval by the Management Board and Board and is brought to the attention of all employees. It will be reviewed on an annual basis and may be modified then (or at any time), with any modifications within the Policy being brought to the prompt attention of all employees.

This policy is owned by: Trish Lee (Chief Executive Officer)

Date: 22:06:16

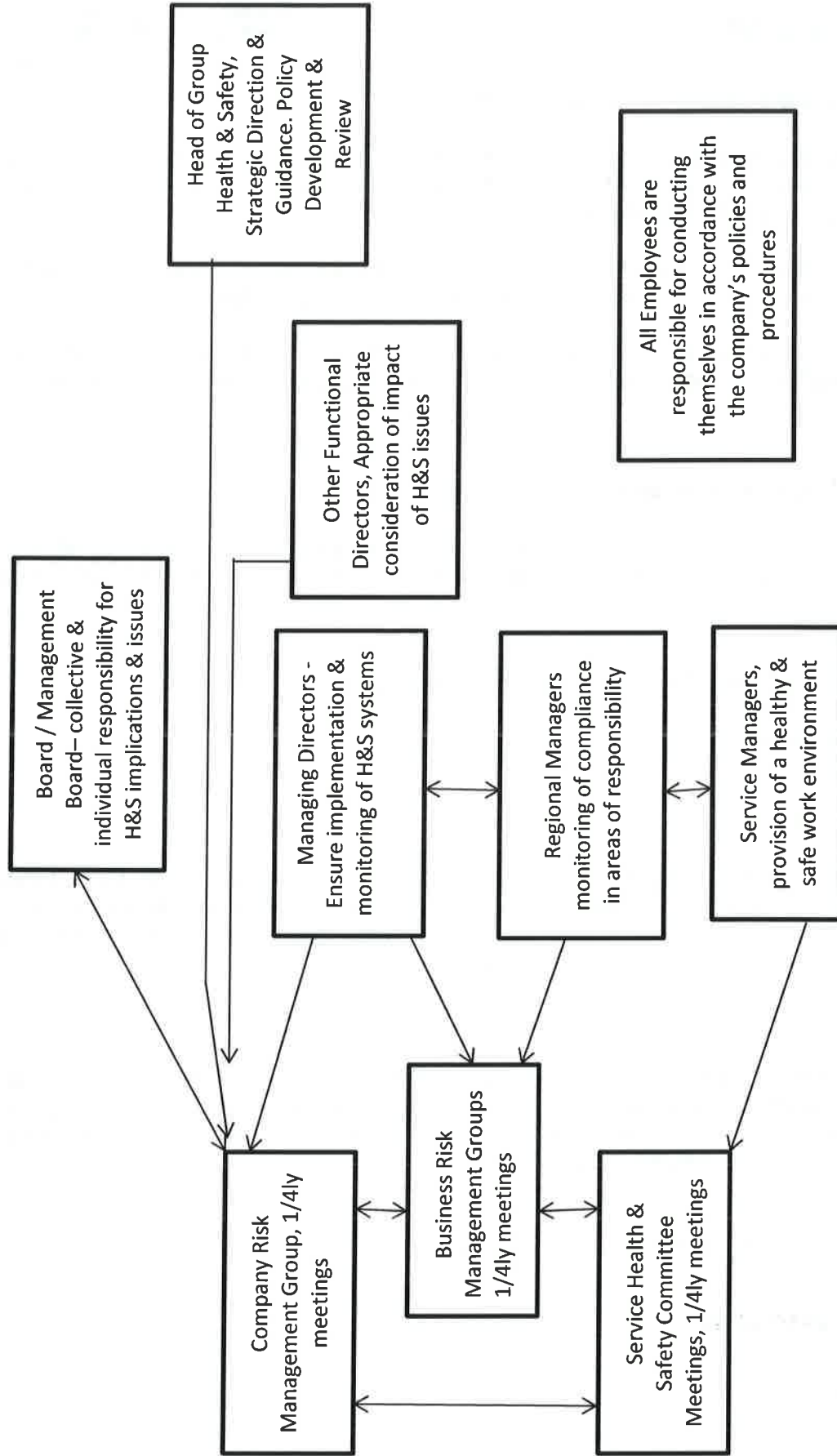
Signed: *Trish Lee*

Company Confidential

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EMBRACE GROUP HEALTH & SAFETY RESPONSIBILITIES CHART



All Employees are responsible for conducting themselves in accordance with the company's policies and procedures