



Health and Safety

Version 1

Category: Corporate

Latest Review Date: September 2011

Review Frequency: Annual

Owner: Chief Executive

Contributors: Operations Director, Members of the Health and Safety Steering Committee

POLICY

1. Policy Goal

The ExtraCare Charitable Trust (ECCT) takes all measures which are reasonably practicable to:-

- (a) ensure the health, safety and welfare of all Persons at Work (including but not limited to staff, contractors and volunteers); and
- (b) protect all Persons at Work and Others (including but not limited to residents and other members of the public) generally against risks to their health and safety which may arise from its business activities

without compromising our mission to give older people an independent, safe and secure future in a network of inspirational communities.

2. Business Objectives

ECCT undertakes to provide the necessary resources and seeks the co-operation of all Persons at Work with a view to implementing the requirements of the Health and Safety at Work Act 1974 and the relevant statutory provisions in order to minimise risk for ECCT.

The policy also reflects compliance with all legal and regulatory requirements relating to health and safety and ensures that the aims and objectives of partner organisations are incorporated and implemented across ECCT.

3. Organisational Statement

As a responsible provider of housing, care, housing related support and associated services for people over 55, and as a responsible employer ECCT is committed to minimising the exposure of risk for Persons at Work and Others. This policy aims to ensure the safe delivery of those services without compromising our mission.

4. Outcomes

All Persons at Work and Others are aware of the health and safety policy and procedures. The Executive Directors and Local Managers ensure the implementation and monitoring of the policy and procedures. A system is in place for appropriate joint consultation with Persons at Work and Others on health and safety matters.

5. Application

The Chief Executive has ultimate responsibility for the health and safety of all Persons at Work and Others in relation to ECCT's business activities (see Appendix A for the Health and Safety Organisational Chart).

Executive Directors and Local Managers are responsible for ensuring the health and safety of Persons at Work and Others in their respective areas of responsibility.

The Health and Safety Steering Committee are responsible for the provision of an advisory service to Executive Directors and management throughout ECCT on all matters relating to the health, safety and welfare of Persons at Work and Others. The Committee's Terms of Reference are attached at Appendix B.

All Persons at Work and Others are aware of and adhere to the Health and Safety policy and procedures where appropriate.

All Persons at Work and Others recognise that ECCT staff are obliged to implement the policy.

6. Reason for the Policy

To ensure the health, safety and welfare of all Persons at Work; and to protect Persons at Work and Others against risks to their health and safety which may arise from ECCT's business activities. To ensure compliance with all legal and regulatory requirements and to take into account approved codes of practice and guidance published by the Health and Safety Executive (HSE).

7. What is new / What is different

This policy and its more detailed procedures combines recent best practice guidelines, an external consultant's review and advice and current legal requirements as set out by the HSE.

8. How to measure success

Accident and incident statistics are monitored by the Operations and Executive Team, and the Board of Trustees.

Contractor and ECCT RIDDOR statistics are collated and monitored and reported to the Executive Team and the Board of Trustees.

Trends are identified and corrective actions taken accordingly, in line with other agencies which promote best practice.

Care Quality Commission (CQC) and other regulatory bodies inspect the locations within ECCT and monitor the existence of up to date policies and procedures which reflect changing guidelines and their application across the organisation.

Health and Safety procedures are in place and followed by everyone.

Balanced Score Cards, when measured in the traffic light system, are continually registering 'green'. They are regularly audited to evidence a year on year improvement.

Safe systems of work are in place at all locations and are followed by everyone.

Employer liability claims and public liability claims are recorded and evidence a performance improvement (if necessary).

Generic Risk Assessments are in place, up to date and reviewed on a regular basis.

All locations achieve a 'very good' or 'excellent' rating, with no requirements, from the Environmental Health Officer.

There are no Health and Safety Executive prosecutions against ECCT.

Staff complete and retain a log of events to enable outbreaks of infection to be concluded satisfactorily, and evidence the correct use and application of any control measures.

CQC Health and Safety related outcomes are met.

There are no reductions in regulatory framework ratings as a result of health and safety requirements.

9. Reference to relevant documents

Regulation / Guidance	In House Documents
The Health and Safety at Work Act 1974	Infection Control Policy
The Management of Health and Safety at Work Regulations 1999	Care Planning Policy
	Catering Facility Policy
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995	Corporate Risk Policy*
	Environmental Policy*

The Health and Safety (First Aid) Regulations 1981	Communal Services Management Policy*
The Health and Safety (Safety Signs and Signal) Regulations 1986	Equipment Maintenance Policy*
The Health and Safety (Display Screen Equipment) Regulations 1992	Gas Servicing Policy*
Fire Precautions Act 1971	Water Hygiene Policy*
The Fire Precautions (Workplace) Regulations 1999	Pest Control Policy*
The Electricity at Work Regulations 1989	Activities Management Policy*
Gas Safety (Installation and Use) Regulations 1998	Food and Beverage Management Policy*
Gas Safety (Management) Regulations 1996	Handyperson Service Policy*
The Gas Safety (Rights of Entry) Regulations 1996	Housekeeping Management Policy*
The Gas Appliance (Safety) Regulations 1995	Housing Related Support Planning Policy*
Control of Asbestos at Work 1992	Resident Transport Policy*
The Provision of Work Equipment Regulations 1998	Traditions Management Policy*
The Personal Protective Equipment at Work Regulations 1992	Development and Training Policy*
The Control of Substances Hazardous to Health Regulations 1999	Induction Policy*
Control of Noise at Work Regulations 2005	Volunteers Policy*
Confined Space Regulations 1997	Appointing Construction Contractors and Consultants Policy*
Working at Height Regulations 2005	(Those policies marked * are currently under review)
The Manual Handling Operations	

Regulations 1992

Lifting Operations & Lifting Equipment
Regulations 1998

The Smoke Free (Premises and
Enforcement) Regulations 2006

Smoke Free (Signs) Regulations 2007

Food Safety Act 1990

Food Safety (General Food Hygiene) Act
1995

10. **Approval date** – September 2011
11. **Next review date** – September 2012

This policy has been produced in line with appropriate levels of governance and has been approved by

Nick Abbey

Chief Executive

The ExtraCare Charitable Trust

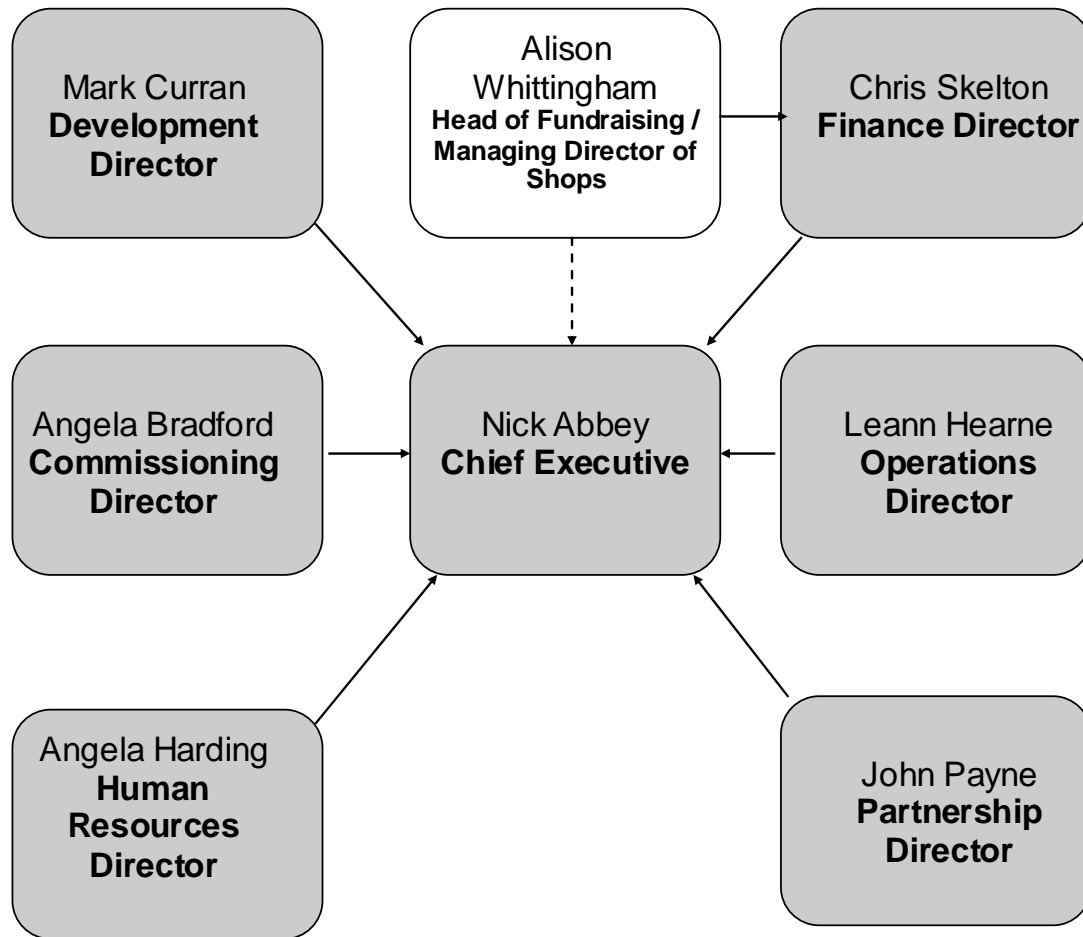
Martin Shreeve

Chair of the Trustees

The ExtraCare Charitable Trust

APPENDIX A

**Health & Safety
Organisational Chart**



APPENDIX B**Health & Safety Steering Committee (Reporting to Executive)****Membership/ Representatives:**

Membership consists of a single representative from each directorate, as laid out below:

- Operations
- Finance
- Development/Property
- Commissioning/Partnership
- Human Resources
- Fundraising/Shops
- Legal
- Villages and Schemes.

The committee is led by the Regional Manager with responsibility for health and safety across ECCT, and a fixed member position is always held by the Facilities Manager. The committee is chaired by the Regional Manager or the Facilities Manager.

Attendance and frequency :

Dates and times of meetings will be agreed in advance and will be held as a minimum on a quarterly basis. The committee may meet more frequently as dictated by the H&S workplan and requirements of the business. Meetings must be attended by a minimum of 4 representatives and must always include the Facilities Manager, in order to achieve a quorum.

Terms of Reference:

To ensure that ECCT is compliant with all health & safety regulations and follows best practice in all aspects of health and safety to fulfill their obligations in law.

To ensure individuals with responsibility and accountability for health and safety in their area, are identified to implement and monitor health and safety performance across ECCT. This will normally be scheme or village managers for locations. Central Offices should include one lead person, with delegated responsibility for each team/department.

To make recommendations to the Executive Team on changes or updates on health and safety policies and the associated performance standards.

To identify key organisational priorities to manage risk and improve health and safety performance.

To ensure all staff are appropriately trained in order to carry out their duties in line with the above.

To monitor accidents and/or incidents, RIDDOR statistics and inspections or actions taken by all enforcing authorities and report these to the Executive Team, in order to identify any emerging trends or key organisational risk.

To set up and lead departmental health and safety forums or other relevant forums, groups or committees which may become necessary to ensure good health and safety practice within all areas of ECCT.