

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

HEALTH AND SAFETY POLICY

Author	Gemma Duggan, Head of Compliance and Improvement
Contributors	Head of Assurance, Health and Safety Manager, Asset and Maintenance Manager, Managing Director ExtraCare Retail, Regional Operations Managers, Charity Volunteers Lead, Training & Development Manager
Review Frequency	1 year
Latest Review Date	TBC
Approved By & Date	Board – TBC
Next Review Date	December 2020

Contents

	Page No.
1. Policy purpose & aim	3
2. Objectives	3
3. Scope of policy	3
4. Responsibilities	4 – 10
5. Monitoring & review	11
6. Risk management	12
7. Statement of commitment	12 – 14
8. Other relevant ExtraCare policies & documents	14 – 17
9. Relevant legislative & regulatory requirements	17
Appendix A - Health and Safety: Minimal Reporting Requirements	18 – 19
Appendix B – Organisation for Health and Safety	20

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

Version Control

Version	Date	Description	Updated By	Approved By
1-5	Oct 2017	Working drafts in new format	Vikki Hall	N/A
6	Nov 2017	Revised draft for ELT approval	Vikki Hall	ELT
6	Nov 2017	No changes	Vikki Hall	Operations Committee
6	Dec 2017	Minor change requested by Operations Committee	Vikki Hall	Board of Trustees
7	November 2018	Update for ELT approval	Gemma Duggan	ELT
8	December 2018	Update for Board approval	Gemma Duggan	Board of Trustees
9	November 2019	Update for ELT approval	Gemma Duggan	ELT
10	December 2019	Update for Board approval	Gemma Duggan	Board of Trustees

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

1. Policy Purpose & Aim

The ExtraCare Charitable Trust (ExtraCare) is committed to ensuring the health, safety and welfare of our employees (including permanent, relief, agency and temporary staff), residents, volunteers, contractors, customers and other visitors as far as is reasonably practicable.

ExtraCare recognises health and safety as a major risk to the delivery of its strategic objectives and the aim of this policy is to set out how ExtraCare will manage health and safety working in partnership with all staff, volunteers, residents and contractors to deliver a safe and healthy environment in which to live and work.

2. Objectives

The objectives of this policy are to:

- Ensure that health and safety is managed as an integral part of ExtraCare's activities so that it is considered as part of every decision;
- Ensure our villages and schemes are safe and healthy whilst providing real and meaningful activities for residents;
- Reduce the risk of work-related ill-health or injuries to staff, volunteers, residents and all who visit our locations; and
- Comply with all legal and regulatory requirements relating to health and safety.

3. Scope of Policy

This policy applies to every ExtraCare employee, resident, volunteer, visitor, contractor and partner organisation and covers all locations owned, managed or under development by ExtraCare, including villages, schemes, charity shops and Head Office. ExtraCare will work with its partners to ensure that the health, safety and welfare of everyone involved or affected by its activities are safeguarded as far as is reasonably practicable.

For the avoidance of doubt, this policy also applies to ExtraCare Retail Limited.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

4. Responsibilities

All Trustees, employees, volunteers, contractors and sub-contractors, visitors and residents have legal duties and responsibilities to comply with health and safety requirements and the rules and regulations set out by ExtraCare. Detailed responsibilities are set out below.

4.1 Board of Trustees

The Board of Trustees of ExtraCare acknowledges that it has ultimate responsibility for the health, safety and welfare of all ExtraCare's employees, residents, volunteers, contractors, customers and other visitors. The Board will:

- Ensure that there is an effective policy for health and safety which will be an integral part of ExtraCare's culture, its values, and its performance standards;
- Ensure all strategic decisions reflect ExtraCare's intentions, as stated in the health and safety policy statement;
- Review the health and safety policy on an annual basis;
- Keep under review all health and safety arrangements and other applicable statutory requirements that support overall health and safety, and monitor policy and legislative compliance; and
- Keep abreast of new health and safety legislation and consider proposals for effective implementation.

Whilst remaining accountable for health and safety, the Board has delegated its oversight responsibilities to its Board Committees as set out below

The **Audit & Assurance Committee** provides oversight of the ExtraCare's internal control arrangements and risk management framework seeking assurance that these are effective, efficient and economical in managing risk, embedded in the culture of the organisation, and subject to a sufficient and systematic review. ExtraCare's health and safety management system forms part of its internal control arrangements and is therefore subject to the general oversight of this Committee by means of internal audit and review of the Corporate Risk Register.

The **Development Committee** seeks assurance that ExtraCare's development, sales and commissioning activities comply with all relevant legislative and regulatory requirements, including health & safety, and that risk in these areas is effectively managed. Specifically, the Development Committee shall:-

- Keep under review arrangements to ensure that ExtraCare meets its obligations under the Construction Design & Management Regulations 2015 in the development of new villages and the refurbishment of existing villages and schemes; and
- Keep under review the commissioning process for each new village to ensure that all legislative and regulatory requirements have been identified and met in a timely fashion.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

The **Operations Committee** seeks assurance that ExtraCare’s activities at its schemes and villages comply with all relevant legislative and regulatory requirements, including health & safety, and that risk in these areas is effectively managed. Specifically, the Operations Committee shall:-

- Keep under review regulatory activity and make recommendations as to any further areas for management action; and
- Keep under review arrangements to ensure that ExtraCare meets its obligations in regards to property compliance.

The **Fundraising, Research & Advocacy Committee** seeks assurance that ExtraCare Retail Limited is complying its legal obligations and that risk in is effectively managed. In particular, that the health, safety and welfare of those who may be affected by its retail activities is ensured as far a reasonably practicable.

In the case of a serious non-compliance issue the Chief Executive and Board Chair will determine whether it should be declared to the Regulator of Social Housing.

4.2 Chief Executive

The Board of Trustees have delegated day to day operational responsibility for health & safety to the Chief Executive. The Chief Executive is appointed as the ‘Health and Safety Director’ and will:

- Ensure ExtraCare’s Health & Safety Policy has been prepared and effectively implemented and monitored. He will ensure the policy is revised and updated at regular intervals;
- Ensure sufficient financial provisions are allocated for the implementation of the Health & Safety Policy and for matters arising that affect the health, safety and welfare of our residents, volunteers, employees and other relevant parties;
- Ensure that the Executive Leadership Team (ELT) fulfil their responsibilities in relation to health and safety matters, and that responsibilities for health & safety has been properly assigned and are accepted and understood throughout ExtraCare;
- Ensure the Health & Safety Policy is being strictly adhered to and will take the appropriate action when required to ensure the health, safety and welfare of employees, residents, volunteers, contractors, customers and other visitors are not compromised;
- Ensure that consultation with employees and other relevant parties takes place on any matters that is in the interest of improving their awareness of health & safety at work; and
- Keep the Board up to date on any significant issues affecting health and safety.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

4.3 Executive Leadership Team (ELT)

Executive Directors will take the lead in ensuring the communication of health and safety duties and benefits throughout the organisation. They will:

- Accept formally and publicly their individual roles in providing health and safety leadership of ExtraCare;
- Ensure all operational decisions reflect ExtraCare’s health and safety intentions, as stated in the health and safety policy statement;
- Recognise their role in engaging the active participation of staff in improving health & safety;
- Ensure that they are kept informed of, and alerted to, relevant health and safety risk management issues;
- Monitor performance on health and safety issues and compliance with ExtraCare targets;
- Receive and discuss recommendations supplied by the Competent Person(s) and the Corporate Health and Safety Group; and
- Ensure appropriate reporting to the relevant Board Committee.

4.4 Competent Person

The Health & Safety Manager has been appointed as ExtraCare’s competent person in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Their role is to assist in undertaking the measures required to comply with the requirements imposed by health & safety legislation and regulations and to assist in the further development of the occupational health and safety management system.

The Competent Person(s) will be responsible as follows:

- To review the Health & Safety Policy and structure of the Safety, Health & Environment (SHE) Plan on a regular basis;
- To advise ExtraCare of changes and developments in health and safety legislation;
- To bring to the attention of the Chief Executive and ELT any concerns relating to the health and safety management system or any recommended improvements;
- To advise on risk assessments;
- To advise on accidents and any subsequent investigation; and
- To advise on monitoring processes to ensure continued improvement in the organisation’s management of health & safety.

4.5 Head of Compliance and Improvement

The Head of Compliance and Improvement has strategic responsibility in ensuring the ExtraCare Health and Safety Policy meets all regulatory, legislative and best practice requirements. They will review this annually and recommend to the ELT and Board of Trustees changes needed to meet these requirements.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

The Head of Compliance and Improvement monitors compliance with this policy, and supporting policies, via chairing a cross organisational Corporate Health and Safety Group.

4.6 Asset and Maintenance Team

The Asset and Maintenance Team supports Head Office and all villages and schemes with regard to the following issues listed below:

- Ensuring compliance with legal requirements relating to buildings, fixtures and fittings and work equipment including:
 - Gas Safety
 - Legionella & Water Safety
 - Fire Safety
 - Lift / Lifting Equipment Safety
 - Asbestos
 - Electrical Safety (including portable appliance testing (PAT) and fixed wire testing)
 - Radon Monitoring
 - Carbon Dioxide Monitoring
- Coordinating a routine preventative maintenance programme.

Retail work with their own specific contractors to ensure that charity shop premises meet all legal requirements and are safely fitted out and maintained. Advice and support to Retail is provided by the Facilities Team upon request.

4.7 Training & Development Team

The Training & Development Team provides organisation-wide support in the following health and safety related matters:

- Providing support and advice on staff welfare issues, including work-related stress, violence at work, and other occupational health issues;
- Reviewing ExtraCare training packages regularly to ensure that the health & safety elements reflect current legislation, policies and procedures; and
- Providing training on specific topics and for specific groups of staff and volunteers as required.

4.8 Development Team

The Development and Construction Team is responsible for appointing and managing consultants and contractors who design, plan and build, extend and refurbish ExtraCare villages and schemes including architects, employer's agents and the main construction contractor. The Development and Construction Team is therefore responsible for discharging ExtraCare's legal 'client duties' under the Construction Design & Management Regulations 2015 (CDM) to ensure the health and safety of all who may be affected by the construction work, including members of the public.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

The Development and Construction Team has overall responsibility for the successful management of development and construction projects. This includes ensuring that:

- Other 'duty holders' are appointed as required by CDM and have the appropriate skills, knowledge, experience and organisational capacity to meet their duties;
- Other 'duty holders' are provided with relevant information and carry out their duties;
- They consult with the Competent Person on all major works, modernisations and extensions to existing villages and schemes and share all relevant Health & Safety Files to ensure that our obligations are met;
- Sufficient time and resources are allocated to the project; and
- Welfare facilities are provided.

Retail work with an external consultant to ensure that any shop fitting works for which they are responsible are carried out in accordance with CDM Regulations.

4.9 The Commissioning Team

The Commissioning Team is responsible for coordinating the implementation of ExtraCare's Health and Safety Policy at new villages, ensuring that new village operations are undertaken in such a manner as to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees and others who may be affected by new village operations.

The Commissioning Team will:

- Ensure ExtraCare's Health & Safety Policy is accessible and that all employees, contractors and temporary workers are made aware of their responsibility;
- Ensure that all new Village Managers and employees understand and fulfill their personal responsibilities with regards to health and safety legislation and ExtraCare's Health & Safety Policy and procedures, receive adequate and appropriate induction training as may be laid down in procedures and are issued with personal protective equipment as required;
- Ensure adequate budget and resources are in place to meet the requirements of ExtraCare policies and procedures and legislative and regulatory requirements;
- Ensure that statutory notices, ExtraCare's Health & Safety Policy, Employers' Liability Insurance Certificate, and health and safety Visitors Information are displayed and maintained in prominent locations;
- Ensure that the Safety, Health and Environmental Plan is in place, current and accessible to all employees;
- Ensure that notification and reporting procedures are implemented to meet both statutory and ExtraCare requirements; and
- Regularly monitor and review the management of health and safety in new village operations and discuss any policy or procedure improvements with the Competent Person.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

4.10 Location Managers (Operations) and Regional Managers (Retail)

Village and Scheme Managers in Operations and Regional Managers in Retail have responsibility for the following in their locations:

- Providing health & safety leadership for the locality;
- Ensuring that their staff and volunteers are aware of their responsibilities for health & safety and support them in fulfilling them;
- Ensuring all statutory and mandatory checks are carried out in the required time scales;
- Ensuring the SHE plan is kept current and reviewed regularly;
- Ensuring that all Risk Assessments are in place for the location and the activities taking place, that they are reviewed at least annually and accessible to employees and volunteers;
- Ensuring all Fire Risk Assessment actions are resolved;
- Ensuring that buildings, fixtures and fittings and work equipment, in areas under their control, are in safe working order and that any concerns or defects are promptly reported to the appropriate person;
- Ensuring, in villages and schemes, that the Emergency Evacuation box is up-to-date with the required information; and
- Displaying the Corporate Health and Safety statement in their location.

4.11 Lifestyle managers – Location Managers where Lifestyle Managers are not in place.

- To oversee all health, safety and hygiene requirements to ensure the highest standards of cleanliness in the catering facility areas – kitchen, bar, café, bistro;
- Ensure catering areas are maintained by all staff, and to comply with the Food Safety Act and environmental health requirements;
- To ensure all a carbon monoxide detector fitted in all kitchens and a carbon dioxide monitor is fitted in all bar cellars;
- Put in place actions to bring all catering areas up to Food Safety rating five;
- To ensure all events are risk assessed and appropriate health and safety mitigations are put in place; and
- To ensure safe gym practices are in place, and any changes are properly risk assessed in line with the Gym Health and Safety Work Instructions.

4.12 All Managers

All managers have individual responsibilities as employees of ExtraCare, as detailed below:

- To accept an individual role in providing health & safety leadership for their area of responsibility;
- To ensure all decisions reflect ExtraCare's health & safety intentions, as stated in the Health and Safety Policy;

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

- To ensure that their staff and volunteers are aware of their responsibilities for health & safety and support them in fulfilling them;
- To ensure that the most up-to-date copy of the Health & Safety Policy is available and is brought to the notice of all staff and volunteers;
- To ensure that all health & safety requirements are observed in areas under their control and that breaches are investigated and remedial action taken as necessary;
- To ensure that all staff and volunteers are fully trained in relevant health & safety matters;
- To ensure that all staff and volunteers follow all health & safety procedures; and
- To bring to the attention of their immediate line manager and/or Competent Person any health & safety related concerns.

4.13 All Staff and Volunteers

In accordance with section 7 of the Health & Safety at Work etc. Act 1974, every employee has a legal duty while at work to take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at work; and to cooperate with their employer in following health & safety requirements.

ExtraCare requires all its employees and volunteers:

- To help maintain a high standard of health & safety at Head Office, all villages, schemes, and shops by ensuring they do nothing either by their acts or omissions to endanger themselves or others, whilst at work;
- To cooperate with their managers in complying with health & safety legislation, policy and procedures;
- To ensure they are familiar with all relevant risk assessments and any other policies, rules or procedures that have been brought to their attention and to comply with them in all respects and at all times;
- To bring to the direct notice of management, any safety hazard or unsafe practice they have noticed and any relevant suggestions they may have on health & safety matters;
- To use work equipment (including safety equipment and devices) only in accordance with instructions and/or training received;
- To carry out their duties in a safe manner, taking into account the findings of risk assessments, safe systems of work, information, instruction and training provided;
- To notify their manager without delay in the event of an accident or incident (including near misses) or work-related ill health; and
- To attend all statutory or mandatory health and safety training and identify any further training requirements.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

5. Monitoring & Review

The Board of Trustees will receive quarterly information on our performance in regards to Health and Safety across ExtraCare and Retail, with details of any incidents or any areas where ExtraCare do not meet this policy or our targets. The Executive Leadership Team will receive this same information on a monthly basis, alongside the minutes of the Corporate Health and Safety Group.

The Operations Committee will receive details of our performance in regards to key property compliance requirements, linked to our Fire Safety, Gas Safety, Water Hygiene and Electrical Safety Policies on a quarterly basis. The Executive Director Operations will receive this information on a monthly basis.

Health and safety issues will be monitored via the Corporate Health and Safety Group, chaired by the Head of Compliance and Improvement, which will meet at a minimum on a quarterly basis and will have representation from all aspects of the business.

The Health & Safety Manager will carry out an annual Baseline SHE Plan Audit.

The Health & Safety Manager will monitor and review health and safety issues, including accident and incident trends, liability claims, and EHO inspection reports to identify recurring incidents and areas of risk. The review process will be used to identify requirements for new or modified arrangements, to update the Corporate Risk Register, update training and instructions and to identify any other relevant controls.

Health and safety issues will also be monitored through Manager Assurance Statements, ROMs/ Head of Department reviews and oversight of location/department risk registers, ELT reviews, independent reviews by internal audits, and oversight by the relevant Board Committee.

Location Managers are responsible for monthly monitoring and reporting via Management Report Matrix (villages & schemes only) and the monthly SHE Plan checklist.

Staff are responsible for carrying out daily monitoring whilst completing their day to day jobs. Any defects or processes not being followed are to be reported immediately to the most senior person in charge at the location.

Health & safety will be subject to existing scrutiny and oversight processes including day to day supervision and line management control.

This policy will be subject to a full review annually.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

6. Risk Management

The Board of Trustees and ELT view health and safety, together with breaches of associated legal and regulatory requirements, as areas of corporate risk for which a low risk appetite (tolerance) exists. Accidents and incidents have the potential to not only cause harm to individuals but may also produce financial and reputational consequences for the Trust. Compliance with this policy (and supporting documents) reduces the likelihood of a risk materialising (e.g. accident/incident) and strengthens our ability to meet relevant legislative and regulatory obligations.

7. Statement of Commitment

ExtraCare is committed to ensuring the health, safety and welfare of our employees (including permanent, relief, agency and temporary staff), residents, volunteers, contractors, customers and other visitors as far as reasonably practicable.

ExtraCare will adopt a rational and proportionate common sense approach to health and safety, acknowledging that risk cannot be fully eliminated and seeking a balance between reasonable precautions and enabling residents to maintain their independence whilst offering opportunities to undertake inherently risky but real and meaningful activities as part of ensuring 'Better Lives for Older People'.

7.1 Working in Partnership

ExtraCare recognises the essential value of cooperation and collaboration in promoting a health and safety culture within the business with a view to improving health and safety standards.

ExtraCare is committed to involving staff, volunteers and residents in the process of risk reduction and their cooperation is very important. Employees, volunteers and residents play an important role in helping to identify problems and are responsible for raising any concerns.

ExtraCare will work in partnership and cooperate and coordinate with third parties whilst working on the same site. All contractors operating in our premises or organisations hiring ExtraCare's premises will be expected to follow this policy.

Where ExtraCare manages, or part manages the location as an agent for a housing partner, specific health and safety and property compliance requirements will be set out and agreed on a compliance matrix. These will be monitored on a monthly basis, via COLIN, by the Health and Safety Manager.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

7.2 Risk Assessments and Controls

ExtraCare will ensure that suitable and sufficient risk assessments are carried out which cover all aspects of the work place, activity and staffing.

Specific and individual risk assessments will be carried out for ‘vulnerable’ staff or volunteers such as people with a disability, those with a medical condition, or staff who do not speak English as a first language to ensure that appropriate controls are identified to prevent, so far as is reasonably practicable, risk of injury or ill health. Individual resident risk assessments are carried out as part of the care planning process – further details are set out in the Care Planning Policy.

All risk assessments will be reviewed at least annually and sooner in the event of an accident, change in activity, equipment or other change of circumstance. Risk assessments will be retained for three years.

ExtraCare will ensure that appropriate control measures are implemented following risk assessments to effectively manage the risk including, where appropriate, safety signs and personal protective equipment.

ExtraCare will ensure that detailed work instructions are developed, as necessary, which set out ExtraCare’s safe systems of work. Work instructions provide detailed instructions on ExtraCare procedures and must be followed.

7.3 Information, Instruction, Supervision and Training

ExtraCare will ensure that all staff, volunteers, residents, visitors and contractors understand their roles and responsibilities and receive appropriate information, instruction, supervision and training in order to ensure their health and safety.

7.4 Working Environment

ExtraCare will ensure that welfare amenity provisions e.g. sanitation, hand washing, showering facilities, clothing storage, drinking water and facilities for taking meals, are provided and properly maintained in all work locations.

ExtraCare will ensure that personal protective equipment and other work equipment is suitable for its purpose, adequately maintained and that those using it are competent to do so.

7.5 Accident and Incident Reporting

ExtraCare requires all accidents and incidents (including near misses) to be reported without delay using the ExtraCare Accident/Incident Report Form. This is not only to comply with legal requirements, but so that ExtraCare can identify trends and make improvements to reduce the risk of similar accidents/incidents occurring in the future.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

Village and scheme managers must ensure that local reporting arrangements are in place and communicated to all to cover accidents and incidents on a 24/7 basis ('Person in Charge').

ExtraCare requires all accidents and incidents to be investigated to identify a root cause so that remedial action, if any, is identified and taken.

7.6 Environmental Health Officer (EHOs)/ Health and Safety Executive (HSE) Inspectors

Local authority EHOs or HSE officers (enforcement officers) may inspect ExtraCare premises at any time to check that ExtraCare is meeting its legal duties in relation to health and safety. ExtraCare will co-operate transparently and fully with all enforcement officers.

All EHO/HSE visits, follow up letters or other communication must be reported, without delay, to the Health & Safety Manager. When the visit is from an EHO, the Catering Manager must be informed.

ExtraCare always aims for a five star rating in terms of food standards. Where a location falls below this standard, they will be expected to have an action plan in place to bring them up to a five star rating. All ExtraCare food outlets will be expected to have allergy information available, in accordance with the ExtraCare Catering Facility Policy.

8. Other Relevant ExtraCare Policies & Documents

General		<ul style="list-style-type: none"> • Risk Management Policy • Whistleblowing Policy • Data Protection Policy • Records Management Policy
Safety Processes	Records & Checks	<ul style="list-style-type: none"> • (Location) Safety, Health & Environmental Plan (SHE Plan) • Carrying Out Statutory Checks – Work Instruction
	Information & Training	<ul style="list-style-type: none"> • Induction Policy • Training and Development Policy • Health & Safety General – Work Instruction
	Risk Assessments	<ul style="list-style-type: none"> • Risk Assessment Process – Work Instruction
	Accidents	<ul style="list-style-type: none"> • Accident/Incident Reporting – Work Instruction • Completing an Accident/Incident Report Form – Work Instruction • RIDDOR Reporting – Work Instruction • Accident/Incident Investigation – Work Instruction
	First aid	<ul style="list-style-type: none"> • First Aid Provisions – Work Instruction • Automatic External Defibrillator Policy

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

	Incident Planning & Response	<ul style="list-style-type: none"> • Dealing with Death Policy • Risk Assurance and Escalation of Major Incidents Policy
Tasks & Activities	Driving at work	<ul style="list-style-type: none"> • Driving at Work – Work Instruction
	Moving and handling	<ul style="list-style-type: none"> • Moving & Handling Policy
	Resident activities	<ul style="list-style-type: none"> • Activities Policy
	Gym & spa safety	<ul style="list-style-type: none"> • Gym Facilities Policy
	Woodwork room safety	<ul style="list-style-type: none"> • Hobby/Woodwork Room – Work Instruction
	Garden safety	<ul style="list-style-type: none"> • Use of Greenhouse – Work Instruction
	Food safety	<ul style="list-style-type: none"> • Catering Facility Policy • Catering Facility Work Instruction
	Cleaning & laundry	<ul style="list-style-type: none"> • Cleaning Communal Areas – Work Instruction • Use, Maintenance and Repair of Cleaning Equipment – Work Instruction • Cleaning Schedule – Work Instruction (for housekeepers) • Use, Maintenance and Repair of Laundry Equipment – Work Instruction • Laundry Service – Work Instruction • Health & Safety for Housekeeping – Work Instruction
	Repairs and maintenance	<ul style="list-style-type: none"> • Responsive Repairs (incl. Handyperson) Policy • Contractor Induction – Work Instruction
	Lifting equipment & operations	<ul style="list-style-type: none"> • Moving and Handling Policy
Hazards	Lone working	<ul style="list-style-type: none"> • Lone Workers – Work Instruction*
	Work-related stress	<ul style="list-style-type: none"> • Stress at Work Policy
	Work-related violence	<ul style="list-style-type: none"> • Anti-Social Behaviour Policy
	COSHH	<ul style="list-style-type: none"> • COSHH – Work Instruction
	Infection control	<ul style="list-style-type: none"> • Infection Prevention & Control Policy • Infection Control – Work Instruction
	Window safety	<ul style="list-style-type: none"> • Window Restrictors – Work Instruction
	Fire safety	<ul style="list-style-type: none"> • Fire Safety Policy • Fire Drill – Work Instruction • Emergency Evacuation Box – Work Instruction • Fire Safety Statutory Checks – Work Instruction
	Smoking	<ul style="list-style-type: none"> • Smoking at Locations – Work Instruction • Register of Smokers at Risk of Fire • Completing a Smoking Risk Assessment – Work Instruction

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

	Electrical Safety	<ul style="list-style-type: none"> • Electrical Safety Policy
	Gas Safety	<ul style="list-style-type: none"> • Gas Servicing Policy • Use & Storage of Gas Cylinders – Work Instruction • Using Oxygen Safely (Management of Medication CQG) • Medical Gases – Work Instruction
	Asbestos	<ul style="list-style-type: none"> • Managing Asbestos in Buildings – Work Instruction
	Radon	<ul style="list-style-type: none"> • Radon – Work Instruction
	Legionella	<ul style="list-style-type: none"> • Control of Legionella Bacteria Policy
	Adverse weather	<ul style="list-style-type: none"> • Adverse Weather Policy • Adverse Weather Conditions – Work Instruction
	Pest control	<ul style="list-style-type: none"> • Pest Control Policy
	Waste control	<ul style="list-style-type: none"> • Waste Disposal – Work Instruction • Clinical Waste – Work Instruction
	Working at height	<ul style="list-style-type: none"> • Safe use of ladders and step ladders – what we need to do in locations • Ladders – detailed inspection checklist • Permit to Work System – Work Instruction
	Mobility Scooters	<ul style="list-style-type: none"> • Managing Mobility Aids Policy • Use, Maintenance & Storage of Mobility Aids – Work Instruction
	Furniture etc	<ul style="list-style-type: none"> • Furniture, Fixtures and Equipment Design Specification Policy
	Hot Works	<ul style="list-style-type: none"> • Permit to Work System – Work Instruction
	Carbon Monoxide	<ul style="list-style-type: none"> • Carbon Monoxide Monitoring – Work Instructions
	Adverse Weather	<ul style="list-style-type: none"> • Adverse Weather Conditions – Work Instructions
People	Contractors	<ul style="list-style-type: none"> • Contractor Control – Work Instruction
	Visitors	<ul style="list-style-type: none"> • Welcome to Visitors – Work Instruction
	Volunteers	<ul style="list-style-type: none"> • Volunteering Strategy & Policy
	Children & young People	<ul style="list-style-type: none"> • Involving young people as volunteers within ExtraCare guidance • Young person's Risk Assessment Tool
	New & expectant mothers	<ul style="list-style-type: none"> • Family Friendly Policy
	Other vulnerable staff / volunteers	<ul style="list-style-type: none"> • Employee/Volunteer Individual Risk Assessment
	Agency & relief staff	<ul style="list-style-type: none"> • Agency Worker Regulations Policy
	EHO visits	<ul style="list-style-type: none"> • Enforcement Visits – Work Instruction
	Gym	<ul style="list-style-type: none"> • Gym Health and Safety – Work Instructions

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

	Hobby Woodwork Room	<ul style="list-style-type: none"> • Use of Hobby Woodwork Room – Work Instructions
--	---------------------	--

* Documents in red – to be drafted

9. Relevant Legislative & Regulatory Requirements

Legislation
The Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Confined Spaces Regulations 1997
Construction Design and Management Regulations 2015
Control of Asbestos Regulations 2012
Control of Noise at Work Regulations 2005
Control of Substances Hazardous to Health (COSHH) 2002
Control of Vibration at Works regulations 2005
Electricity at Work Regulations 1989
Gas Safety (installation and Use) Regulations 1998
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (First Aid) Regulations 1981
Health and Safety (Safety Signs & Signals) Regulations 1996
Lifting Operations & Lifting Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Provision & Use of Work Equipment Regulations 1998
Work at Height Regulations 2005
Workplace (Health, Safety & Welfare Regulations) 1992
Food Safety Act 1990
General Food Regulations 2004
Food Hygiene Regulations 2006
Occupiers Liability Act 1957 & 1984
EU Food Information for Consumers Regulations 2011
Regulation
RSH Standards (especially Governance & Financial Viability Standard & Home Standard)
CQC Fundamental Standards
Guidance
Guidance on the above & other health and safety issues is available from the HSE's website: www.hse.gov.uk

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

Appendix A: Health and Safety: Minimal Reporting Requirements

ExtraCare will report to the Board of Trustees quarterly performance against the following measures:

2019/20 Health and Safety Report – The Charity	
Indicator	Requirements/Target
Statutory Training	Target: 95% based on removing those on longer term sick, maternity leave or secondment.
Staff Sickness	Target: 3% target based on UK average for 2018.
Internal H&S inspections	Target: All locations inspected in the last 12 months
Number of Liability Insurance Claims	Target: 0 per quarter
No. of RIDDORs	Target: 0 per quarter
FRA completed in date	Requirement: 100% completed every two years, or every year if over 6 storeys.
FRA items overdue – Owned	Requirement: Zero actions beyond recommended timescale.
FRA items overdue – Partner	Requirement: Zero actions beyond recommended timescale.
Gas Safety Certificate in date – owned	Requirement: 100% completed annually
Gas Safety Certificate in date – partner	Requirement: 100% completed annually and ExtraCare have copy of cert.
Electrical installation condition report (EICR) in date - owned	Requirement: 100% completed every five years.
Electrical installation condition report (EICR) in date - partner	Requirement: 100% completed annually and ExtraCare have copy of cert.
Asbestos	Requirement: Surveys completed in required timescales

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

Legionella Risks Assessments	Requirement: 100% of risk assessments completed with two year timeframe.
Thermostatic taps and shower services	Requirement: 100% serviced annually
Lifts inspected and serviced	Requirement: 100% inspected and serviced with in required time frame.
Food Safety Rating – ExtraCare	Target: 100% of locations Food Safety Rating of 5.
Food Safety Rating – ELIOR	Target: 100% of locations Food Safety Rating of 5.

2019/20 Health and Safety Report – Retail	
Indicator	Requirements/Target
Statutory Training	Target: 100% based on removing those on longer term sick, maternity leave or secondment.
Staff Sickness	Target: 3% target based on UK average for 2018.
Internal H&S inspections	Target: All locations inspected in the last 12 months
Insurance Claims	Target: 0 per quarter
No. of RIDDORs	Target: 0 per quarter
FRA completed in date	Requirement: 100% completed every two years.
FRA actions beyond recommended time scale	Requirement: Zero actions overdue.
Gas Safety Certificate in date	Requirement: 100% completed annually
Electrical installation condition report (EICR) in date - owned	Requirement: 100% completed every five years.

Policy Name	Health & Safety Policy
Version No.	9
Approval Date	9 th December 2019
Category	CEO - Corporate
Classification	Internal

ORGANISATION FOR HEALTH & SAFETY

