

Kisimul

HS01 | Health and Safety

Policy

Document Information

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A full Change Log can be found at the back of this document	

Equality, Diversity & Inclusion Statement

No person or group should suffer oppression or lack of opportunity because of a protected characteristic. Kisimul Group opposes all forms of unlawful discrimination, and we are committed to encouraging equality, diversity, fairness and inclusion in the application of our policies so that everyone has equal access and feels welcome and at ease. To achieve this aim, the application and accessibility of our policies, and the decisions and outcomes arising from our policies, may be monitored to ensure their use is fair, equal and consistent irrespective of any characteristic as may be defined by the Equality Act 2010. This is to ensure that we are listening to people and appropriately understanding their needs, and are tailoring the way we interact and publish or act on our policies to ensure we are promoting equal access and opportunity at all times.

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1. Introduction

Kisimul Group recognises that, under the *Health and Safety at Work Act 1974*, it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its colleagues, and the health and safety of other persons who may be affected by its activities.

2. Scope

This policy applies to all Kisimul colleagues (including bank and agency), all contractors and any visitors to any site operated by the Group.

3. Policy Statement

3.1.1 It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. This will be achieved by the promotion of a positive Health & Safety culture at all levels within the company. Senior management will demonstrate strong leadership in Health & Safety, and will ensure that Health & Safety issues are identified, assessed and positively managed.

3.1.2 Systems are in place to empower colleagues to raise Health & Safety concerns with management. Resources are provided to ensure all colleagues and stakeholders are aware of the Company's Health & Safety policies, are committed to their effective implementation, and can access training so they have the skills and knowledge required to operate safely.

3.1.3 There will be active, open communication and consultation between all colleagues and stakeholders. Health & Safety is integrated into our communications, wherever appropriate, and as an agenda item for meetings.

3.1.4 We report and investigate accidents, incidents and near-misses to drive improvement in our Health & Safety management. Any lessons learned are fed into corrective action to prevent reoccurrence. The Board of Directors will be kept fully informed of all relevant Health & Safety matters via quarterly reports.

3.1.5 To eliminate or reduce the risks posed by hazards in the workplace as far as is reasonably practicable, and to ensure a safe place of work, Kisimul Group has policies and procedures in place in line with the *Health and Safety at Work Act 1974*. These can be found in a shared electronic storage location and colleagues must make themselves familiar with these. Other formats can be made available upon request.

3.1.6 Where hazards have been identified, risk assessments will be carried out and recorded, as required under *Management of Health and Safety at Work Regulations 1999*.

3.1.7 To meet Kisimul Group's aims and objectives, and to show our commitment to Health & Safety, colleagues are represented locally by a Health & Safety Representative. Regular meetings are held where representatives can bring matters of Health & Safety, voiced by the workforce, to the attention of the Management team, or to the Health & Safety Committee if required.

3.1.8 Emergency procedures for fire and evacuation are maintained and monitored by the local managers and assured during Health & Safety audits. Colleagues will be given a fire safety induction at the beginning of their employment.

3.1.9 Health, safety and welfare standards, including first aid arrangements, are actively monitored with regular inspections carried out by the Health & Safety team. Senior managers will proactively carry out spot checks to ensure our safe working practices are being followed, especially after significant changes, and will address any shortcomings in practice immediately.

Signature of Chief Executive Officer

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4. Roles and Responsibilities

4.1 The Board of Directors

4.1.1 The board of directors accepts formally and publicly its collective role in providing health and safety leadership to the organisation.

4.1.2 The board recognise that strong leadership is vital in delivering effective health and safety risk control and is committed to continuous improvement in health and safety performance.

4.1.3 The board expects all directors, managers and colleagues to work in a way which reinforces the company's commitment to health and safety.

4.1.4 The board will ensure business decisions are made with due consideration to health and safety and that they reflect the company's health and safety intentions as contained within this policy.

4.1.5 The board recognises its role in engaging the active participation of colleagues in improving health and safety.

4.1.6 The board also recognises it needs to be kept informed of relevant health and safety issues and will continue to establish mechanisms by which it is kept informed.

4.2 The Chief Executive Officer

The Chief Executive Officer (CEO) has ultimate responsibility to the board for all aspects of health, safety and welfare within the company, and also for the implementation of the Company's Health and Safety policies. In particular, the CEO will:

4.2.1 Ensure that appropriate systems are in place to enable the company to discharge its responsibilities for health and safety.

4.2.2 Accept their individual role in providing health and safety leadership for the organisation, by ensuring that actions and decisions at work always reinforce the company's commitment to health and safety.

4.2.3 Promote the understanding that health and safety is an integral part of the business and operating efficiency of the company.

4.2.4 Discharge the duties as the Responsible Person as defined in the *Regulatory Reform (Fire Safety) Order 2005*.

4.2.5 Be responsible for ensuring that the directors reporting directly to them are familiar with the aims of the Company's Health and Safety policies, and are given the time, resource, support and encouragement to implement the policies in their own area of control.

4.3 The Chief Financial Officer

The Chief Financial Officer (CFO) has ultimate day-to-day responsibility and accountability for ensuring that sufficient resource is available within the business for implementation of the Company's Health and Safety policies. In particular, the CFO will:

4.3.1 Ensure financial business policies take into account requirements for Health and Safety Management and has a continuing obligation to advise the CEO the extent to which the Company's Health and Safety policies achieves the objectives and, from time to time, will make appropriate recommendations.

4.3.2 Have a day-to-day responsibility for promoting understanding that health and safety is an integral part of the business and operating efficiency of the company, as far as it applies to their areas of responsibility.

4.3.3 Will accept their individual role in providing health and safety leadership for the organisation, ensuring their actions and decisions at work always reinforce the company's commitment to health and safety.

4.3.4 Ensure managers reporting to them are provided with the time, resource, support and encouragement to implement the objectives of the Company's Health and Safety policies.

4.3.5 Be the Statutory Duty Holder as laid out in the *HSE Approved Code of Practice L8 Legionnaire's disease: The control of legionella bacteria in water systems* – see **HS09 Control of Legionella Policy and Procedure** for further information.

4.4 Strategic Health & Safety Committee

The Health & Safety Committee will be chaired by the **CEO** or other nominated **Director**, and its constitution will include other senior managers within the company and chairs of the service committees. The Committee has strategic responsibility for operational health, safety and welfare of its colleagues and others, and for implementation of the Company's Health and Safety policies. In particular they will:

4.4.1 Provide health and safety leadership for the organisation and ensure that actions and decisions at work always reinforce the company's commitment to improve health and safety.

4.4.2 Oversee implementation of the company's health and safety management arrangements.

4.4.3 Ensure management systems provide effective monitoring and reporting of the company's health and safety performance.

4.4.4 Establish mechanisms for ensuring that the committee is kept informed of any significant health and safety failures and of the outcome of investigation into their causes.

4.4.5 Commission external specialist audits as required in support of the audits carried out by the **Health and Safety team**, and consider and act upon feedback about operational effectiveness.

4.4.6 Ensure that those with appointed health and safety responsibilities have the necessary competence, resources and support of other **board members** to carry out their functions.

4.4.7 Oversee the completion of suitable and sufficient risk assessments.

4.4.8 Ensure that lessons are learned when things go wrong, and that all reasonable steps are taken to prevent reoccurrence.

4.5 Health and Safety Representatives

4.5.1 Health and Safety Representatives are nominated individuals for each service area/significant setting who represent their local colleagues in identifying and bringing to the attention of managers and the Health & Safety Service Committees, identified or perceived health, safety or welfare concerns.

4.5.2 Health and Safety Representatives play an essential role in providing transparency on risks to the general workforce and the activities the company undertakes from a practical and day-to-day perspective.

4.6 The Director of Corporate Support Services

4.6.1 The Director of Corporate Support Services is responsible for ensuring that internal audits carried out by the **Health and Safety team** are completed on time and in line with the audit schedule, and that this includes children's and adult homes, schools and college and non-care premises.

4.6.2 The Director will summarise significant risks and areas of non-compliance with health and safety legislation identified during the audit and from other sources, communicating these to the quarterly meeting of the Quality Board.

4.6.3 Will have will have a continuing obligation to advise the strategic Health and Safety Committee of the extent to which the Company's Health and Safety policies achieves its objectives and, from time to time, will make appropriate recommendations.

4.6.4 Will oversee the reporting of incidents to RIDDOR and will maintain a register of **Health and Safety Representatives** for the Group.

4.6.5 Will ensure that health and safety audit templates used by the **Health and Safety team** are current and reflect the legislative frameworks that apply to the business.

4.6.6 Will arrange for regular Fire Risk Assessments across the portfolio and develop management plans to drive down the overall risk for occupants of the properties.

4.6.7 Will ensure all business cases consider health and safety suitability.

4.6.8 Will lead or support on managing and mitigating risks associated with national emergencies that may affect the Company, such as pandemics.

4.7 The People Director

The People Director has day-to-day responsibility and accountability for ensuring HR and personnel procedures fully comply with the aims of the Company's Health and Safety policies and legal requirements, and for coordinating health and safety training across the Company. In particular, they will:

4.7.1 Have a continuing obligation to advise the Board of Directors of the extent to which the Company's Health and Safety policies achieves its objectives and, from time to time, will make appropriate recommendations.

4.7.2 Provide health and safety leadership and ensure actions and decisions at work always reinforce the company's commitment to health and safety.

4.7.3 Have day-to-day responsibility for promoting the understanding of health and safety as an integral part of the business and operating efficiency of the company.

4.7.4 Coordinate the inclusion of health and safety into all job descriptions.

4.7.5 Coordinate the inclusion of health and safety into all annual performance reviews.

4.7.6 Coordinate the management of compliance with the working time regulations as detailed within the personnel manual.

4.7.7 Promote the inclusion of health and safety requirements into the company's disciplinary procedures through the staff handbook.

4.7.8 Coordinate the inclusion of health and safety into the company's induction training package.

4.7.9 Ensure **Service Managers** and **Departmental Managers** are provided with the necessary advice and support regarding mandatory and company policy health and safety training courses.

4.7.10 Monitor the implementation of the company's training programme and ensure that training is reviewed to reflect legislation and industry best practice, in conjunction with the **Health and Safety team**.

4.7.11 Coordinate the Care Qualifications training programmes for **Service Managers** and **Care colleagues**.

4.7.12 Ensure **People team** colleagues reporting to them are provided with the time, resource, support and encouragement to implement the objectives of the health and safety policy.

4.8 Senior Leadership Team and Senior Operational Group

This group comprises of the **Associate Director of Care, Group Executive Education Lead, Head of Safety, Risk and Information, Head of Property** and **Operational Leads of Care and Education** (or equivalent positions). The Senior Leadership Team and Senior Operational Group have day-to-day responsibility and accountability for ensuring all new business developments, property issues and the management of health and safety under their control comply with the aims of the Company's Health and Safety policies and legal requirements. In particular, they will:

4.8.1 Have day-to-day responsibility for promoting understanding that health and safety is an integral part of the business and operating efficiency of the company as far as it applies to their areas of responsibility.

4.8.2 Accept their individual role in providing health and safety leadership for the organisation, ensuring their actions and decisions at work always reinforce the company's commitment to health and safety.

4.8.3 Ensure the managers reporting to them are provided with the time, resource, support and encouragement to implement the objectives of health and safety policy.

4.8.4 Ensure all new completed developments from handover to registration are undertaken with due consideration of health and safety at all stages of the process.

4.8.5 Ensure that managers within their control have suitable and sufficient supervision provisions in place particularly where young and inexperienced colleagues are concerned.

4.8.6 Ensure colleagues within their area of control know the action to be taken in case of fire and, where relevant, the location of firefighting equipment.

4.8.7 Ensure colleagues are provided with, and also wear, necessary Personal Protective Equipment (PPE) and also ensure it is replaced where necessary.

4.8.8 Ensure health and safety is included as an agenda item in staff meetings and that the minutes from these meetings are produced and circulated to all relevant personnel.

4.8.9 Maintain good housekeeping within their areas of control.

4.8.10 Consider any representations made to them on health and safety matters by colleagues and/or their nominated **Health and Safety Representatives**.

4.8.11 Lead on developing Business Continuity Plans that seeks to ensure that during a major incident, service activities continue to be conducted in safe and proper manner.

4.9 Service and Departmental Managers

Service Managers and Departmental Managers will have day-to-day responsibility for implementation of the Company's Health and Safety policies within the homes, school sites and support buildings for which they are named responsible people. In particular, they will:

4.9.1 Carry out health and safety monitoring for their area of responsibility using approved audit tools.

4.9.2 Have day to day responsibility for promoting understanding that health and safety is an integral part of the business and operating efficiency of the company as far as it applies to their area of responsibility.

4.9.3 Accept their individual role in providing health and safety leadership for the organisation by ensuring that their actions and decisions at work always reinforce the company's commitment to health and safety.

4.9.4 Ensure colleagues reporting to them are provided with the time, resource, support and encouragement to implement the objectives of the health and safety policy.

4.9.5 Ensure they provide adequate supervision at all times, particularly to young and less experienced colleagues.

4.9.6 Ensure colleagues within their area of control know the action to be taken in case of fire and, where relevant, the location and use of firefighting equipment.

4.9.7 Ensure colleagues are provided with, and also wear, necessary Personal Protective Equipment (PPE) and also ensure it is replaced where necessary.

4.9.8 Maintain good housekeeping within their areas of control.

4.9.9 Support and facilitate the completion of suitable and sufficient risk assessments.

4.9.10 Support and facilitate employee training for health and safety matters.

4.9.11 Organise regular health and safety discussion at staff meetings for their areas of responsibility, in line with ***HS33 Health and Safety Consultation Policy and Procedure***.

4.10 The Head of Property Services

The Head of Property Services has day-to-day responsibility and accountability for coordinating property-related health and safety functions throughout the company. In particular, they will:

4.10.1 Ensure asbestos risk and management plans are developed, reviewed and maintained. See ***HS32 Asbestos Management Policy and Procedure***.

4.10.2 Ensure compliance with the *Construction Design and Management Regulations* (CDM) in respect of its responsibilities as a Client. See ***HS06 Construction Design and Management Policy and Procedure***.

4.10.3 Ensure that plant and equipment testing is undertaken at appropriate intervals.

4.10.4 Ensure that any remedial actions from Fire Risk Assessments are considered and carried out in a timely manner, based upon the risks to the occupants, the properties and to others. See ***HS12 Fire Prevention and Emergency Evacuation Policy***.

4.10.5 Act as the Responsible Person for all Legionella issues across the Company, as defined in *HSE Approved Code of Practice L8 Legionnaire's disease: The control of legionella bacteria in water systems* ensuring risk and management plans are developed, reviewed and maintained. See ***HS09 Control of Legionella Policy and Procedure***.

4.10.6 Ensure all new builds from inception to completion are undertaken with due consideration of health and safety at all stages of the process.

4.10.7 Ensure completed Health and Safety files are maintained for new build projects.

4.10.8 Work in partnership with other senior leaders to ensure a holistic approach to health and safety management and governance is provided to the **Health & Safety Committee**.

4.11 Line Managers

Functional line managers and supervisors have day-to-day responsibility and accountability for implementing the requirements of the Company's Health and Safety policies within their areas of control. In particular, they will:

4.11.1 Have a continuing obligation to advise **their Line Manager** the extent to which the Company's Health and Safety policies achieves its objectives and, from time to time, to make appropriate recommendations.

4.11.2 Have day-to-day responsibility for promoting understanding that health and safety is an integral part of the business and operating efficiency of the company as far as it applies to their area of responsibility.

4.11.3 Accept their individual role in providing health and safety leadership for the organisation by ensuring their actions and decisions at work always reinforce the company's commitment to health and safety.

4.11.4 Ensure colleagues reporting to them are provided with the time, resource, support and encouragement to implement the objectives of the health and safety policy.

4.11.5 Liaise with **their Line Manager** regarding the progressive development of safe working procedures in line with the Company's Health and Safety policies.

4.11.6 Ensure they provide adequate supervision at all times, particularly to young and less experienced colleagues.

4.11.7 Ensure colleagues within their area of control know the action to be taken in case of fire and, where relevant, the location and use of firefighting equipment.

4.11.8 Report all accidents, incidents, near-misses and plant damage to **their Line Manager** so that they can undertake appropriate investigations.

4.11.9 Ensure colleagues are provided with, and also wear, necessary Personal Protective Equipment (PPE), ensure that it is replaced where necessary and carry out activity to ensure that PPE is fit for purpose and in good condition, recording this within the operational health and safety pack.

4.11.10 Report any defects in plant, safety systems or practices which they have identified and which are beyond their capability to correct promptly to **their Line Manager**.

4.11.11 Maintain good housekeeping within their areas of control.

4.11.12 Seriously consider any representations made to them on health and safety matters by **colleagues** and/or **Health and Safety Representatives**.

4.11.13 Attend Health & Safety Committee meetings where required.

4.12 All Colleagues

All colleagues have day-to-day responsibility and accountability for ensuring they work in accordance with the aims of the Company's Health and Safety policies and legal requirements. In particular, they will:

4.12.1 Take reasonable care for their own health and safety, and also consider the safety of colleagues, people we support or educate and other stakeholders who may be affected by their actions.

4.12.2 Take action to prevent work-related accidents and ill-health.

4.12.3 Report unsafe processes, practices and equipment to their **Line Manager**.

4.12.4 Raise health and safety concerns to their **Line Manager**.

4.12.5 Report all health and safety incidents, however minor, and near-miss situations to their **Line Manager**.

4.12.6 Use all equipment and systems of work within operating parameters.

4.12.7 Not undertake any task for which they are not authorised or trained.

4.12.8 Use any PPE assessed as necessary for the task they are undertaking.

4.12.9 Assist the company in achieving its health and safety objectives and targets by cooperating with Management.

5. Workforce Consultation

5.1.1 Kisimul is committed to the benefits of consultation which include: creating a safer workplace through hazard identification and risk control, making decisions using employee knowledge and by promoting commitment and cooperation through employee active involvement.

5.1.2 Kisimul consults with employees on Health & Safety by:

- Engaging directly with colleagues, Representatives, and Champions.
- Sharing information through line managers.
- Providing Policies, Procedures, and Mandatory Training.
- Supporting employees via the dedicated email: healthandsafety@kisimul.co.uk

5.1.3 Health & Safety Representatives and Champions will be nominated by managers and colleagues and will address matters locally in the first instance.

Governance and team meetings will serve as forums to resolve concerns, share best practice, and develop team learning to work more safely.

5.1.4 Support for managing more complex health and safety matters can be obtained by contacting healthandsafety@kisimul.co.uk or by escalating to Heads of Department.

5.1.5 The quarterly Health & Safety Committee, chaired by the Director of Corporate Support Services, will listen to employees' collective views and promote learning to create safer workplaces. Specialist expertise from the external Health & Safety partner, Citation, will be sought where deemed necessary by the Health & Safety Committee.

6. Training Requirements

6.1.1 Any relevant training will be given on commencement of employment, and all colleagues will be provided with information, instruction and supervision. Further refresher and update training will be given throughout employment.

6.1.2 Relevant colleagues are given basic emergency First Aid training, and a list of First Aiders is located at the entrance to each building. All accidents and incidents are recorded on the Radar software system. All persons with a Kisimul email address have access. This will be outlined to colleagues on their health and safety induction and in-service training. Further support training will be given from the outcomes of the internal health and safety auditing process by the **Health and Safety team**. Any additional training can be requested by **Service** and **Departmental Managers**.

7. Linked Documents

7.1 Kisimul Policies

7.1.1 HS02 Workplace Welfare Policy and Procedure

7.1.2 HS03 Working at Height Policy and Procedure

7.1.3 HS04 Procurement of Contractors Policy and Procedure

7.1.4 HS05 Control of Contractors Policy and Procedure

7.1.5 HS06 Construction, Design and Management Policy and Procedure

7.1.6 HS07 Portable Appliance Testing Policy and Procedure

7.1.7 HS09 Control of Legionella Policy and Procedure

7.1.8 HS10 COSHH Policy and Procedure

7.1.9 HS11 Working Safely with Electricity Policy and Procedure

7.1.10 HS12 Fire Prevention and Emergency Evacuation Policy and Procedure

7.1.11 HS13 Permit to Work Policy and Procedure

7.1.12 HS14 Safe Systems of Work Policy and Procedure

7.1.13 HS16 Manual Handling Policy and Procedure

7.1.14 HS17 PPE Policy and Procedure

7.1.15 HS18 Business Continuity Policy and Procedure

7.1.16 HS19 Display Screen Equipment Policy and Procedure

7.1.17 HS20 Smoke-free Policy and Procedure

7.1.18 HS21 Driving Company Vehicles and Driving on Behalf of the Company Policy and Procedure

7.1.19 HS22 Prevention of Burns and Scalding Policy and Procedure

7.1.20 HS23 Swimming Pool Management Policy and Procedure

7.1.21 HS24 Slips, Trips and Falls Policy and Procedure

7.1.22 HS25 Use of Vehicles on Site Policy and Procedure

7.1.23 HS28 Lone Worker Policy and Procedure

7.1.24 HS29 Tools and Sharps Policy and Procedure

- 7.1.25** HS30 Inclusion & Accessibility Policy and Procedure
- 7.1.26** HS32 Asbestos Management Policy and Procedure
- 7.1.27** HS33 Health and Safety Consultation Policy and Procedure
- 7.1.28** HS36 Trees and Hazardous Plants Policy and Procedure
- 7.1.29** HS37 Infection Prevention and Control Policy and Procedure
- 7.1.30** HS38 First Aid Policy and Procedure
- 7.1.31** HS39 Windows & Glazing Policy and Procedure
- 7.1.32** HS41 Fixed Play Equipment Policy and Procedure
- 7.1.33** HS42 Security Policy and Procedure

7.2 Legislation

- 7.2.1** Health and Safety at Work Act 1974
- 7.2.2** Management of Health and Safety at Work Regulations 1999
- 7.2.3** Regulatory Reform (Fire Safety) Order 2005

7.3 Guidance/Code of Practice

7.3.1 Approved Code of Practice L8 Legionnaire's disease: The control of legionella bacteria in water systems (Health and Safety Executive, 2013)

Document Change Log

The Change Log is a register of all authorised changes made to this document.

Version	Description of change:	Change made by:	Date document republished:
14	Re-write due to changes in management structure.	Dave Hill	August 2023
15	Amendments made after consultation with the Executive	Nathan Davie	January 2024
16	Amendments made to reflect structural changes and changes in role titles	Nathan Davie	March 2025
17	Further amendments to Section 4 Added Section 6	Sean Collins Dan Barrett	April 2025
18	Updated Section 3	Debra Fullerton	November 2025
19	Added Section 5	Debra Fullerton	January 2026