



Kisimul Group LTD

COMPANY HEALTH & SAFETY POLICY STATEMENT

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Owner	CEO
Policy Lead (s)	Developments Director
Department	All

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

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 and safety culture at all levels within the company. Senior management will demonstrate strong leadership in health and safety and will ensure that health and safety issues are identified, assessed and positively managed.

Systems are in place for employees to be empowered to raise health and safety concerns with management. Adequate resources are provided to ensure all our staff, and stakeholders are aware of this policy and committed to its effective implementation.

There will be active open communication and consultation between all our staff and stakeholders. Health and safety are integrated into our communications, wherever appropriate, and as an agenda item for meetings

We assess the risks and associated hazards in the workplace. All our employees are informed of the health and safety hazards and the risks that affect them and their work. We take action to eliminate, reduce and/or control risks to an acceptable level and reduce the potential for incidents and accidents. We require our stakeholders to identify health and safety risks that may impact on our work activities.

We report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events are used to take corrective action to prevent recurrences. The board of directors will be kept fully informed of all relevant health and safety matters, along with a monthly and annual health and safety report.

This policy takes immediate effect and replaces all previous versions this policy will be reviewed and amended, as necessary.

Chris McSharry
Chief Executive
March 2020

Arrangements Index

1. Policies and procedures
 2. Risk Assessments
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1. To eliminate or reduce, as far as is reasonably practicable, the risks posed by hazards in the workplace 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 staff rooms\registered office and in an electronic shared storage location and employees must make themselves familiar with these. The policies and procedures can also be accessed via the computer on Kisimul shared folders for those who have access to it.
 2. Where hazards have been identified, risk assessments will be carried out and recorded, as required under the Management of Health and Safety at Work regulations 1999.
 3. To ensure that Kisimul Group's aims and objectives are met and to show our commitment to health and safety, employees are represented locally by a health and safety representative. Regular meetings are held where representatives can bring matters of Health and Safety voiced by the workforce to the attention of the Management team.
 4. Any relevant training will be given on commencement of employment and all employees will be provided with information, instruction, supervision and feedback. Further refresher and update training will be given throughout employment.
 5. Relevant employees 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 and books are kept at various locations. These will be outlined to staff on their health and safety induction. The health and safety department are responsible for reporting certain accidents, diseases and dangerous occurrences to the enforcing authority in line with Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR) and investigating these to ensure safe working conditions are being maintained.
 6. Emergency procedures for fire and evacuation are maintained and monitored by the local managers and by health and safety officers during internal audits. Employees will be given a fire safety induction at the beginning of their employment.
 7. Health, safety and welfare standards are actively monitored with regular inspections carried out by health and safety officers, and spot checks to ensure our safe working practices are being followed, with any significant changes brought in.

The Board of Directors

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

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

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

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

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

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.

Chief Executive Officer (CEO)

The CEO has ultimate responsibility to the board for all aspects of health, safety and welfare within the company and also for the implementation of this policy.

In particular they will:

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

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.

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

Be responsible for ensuring that the directors, reporting directly to them, are familiar with the aims of this policy and are given the time, resource, support and encouragement to implement this policy in their own area of control.

Strategic Health and Safety Committee

The health and safety committee will be chaired by the CEO or other nominated Director and its constitution will include company directors and others by invitation. For example, the assistant director for quality and compliance.

The committee has strategic responsibility for operational health, safety and welfare of its employees and others, and for implementation of this policy. In particular they will:

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.

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

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

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.

Commission external specialist audits, as required, in support of the audits carried out by the health and safety officers and consider and act upon feedback about operational effectiveness.

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.

Oversee the completion of suitable and sufficient risk assessments.

Developments Director

The Developments Director is responsible for ensuring that internal audits, carried out by health and safety officers, are completed on time and in line with the audit schedule and that this includes children's and adult homes and non-care premises. The Director will summarise significant risks and areas of non-compliance with health and safety legislation identified during audit, and communicate these during quality assurance meeting and monthly by report to the board of directors.

The Developments Director will have a continuing obligation to advise the strategic health and safety committee of the extent to which this policy achieves its objectives and, from time to time, will make appropriate recommendations.

Will oversee the reporting of incidents to RIDDOR and will maintain a register of health and safety representatives for the group.

Will ensure that H&S audit templates used by the health and safety officers are current and reflect the legislative frameworks that apply to the business.

The Developments Director is also responsible for all property related health and safety functions. In particular will ensure asbestos risk and management plans are developed, reviewed and maintained.

Arrange for regular Fire Risk assessments across the portfolio and develop management plans to drive down the overall risk for occupants of the properties.

Ensure compliance with the Construction Design and Management Regulations (CDM) in respect of its responsibilities as a Client.

Arrange for regular review of Legionella risk and its management.

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

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

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

Ensure suitable surveys of the proposed land/area of new developments are completed at inception with appropriate input from the property team.

Ensure all business cases include health and safety suitability.

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

Finance Director

The Finance Director has ultimate day to day responsibility and accountability for ensuring that sufficient resource is available within the Business for implementation of this Policy.

In particular, they will:

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 this policy achieves the objectives and, from time to time, will make appropriate recommendations.

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.

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.

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

Senior Operational Group

Operation directors and assistant directors of care and education, including group operation managers in support of these positions forms the senior operational group

The senior operational group have day to day responsibility and accountability for ensuring all new business developments and property issues under their control comply with the aims of this policy and legal requirements. In particular, they will:

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.

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.

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

Ensure all new completed developments from handover to registration are undertaken with due consideration of health and safety at all stages of the process. Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

Ensure employees within their area of control know the action to be taken in case of fire and, where relevant, the location of fire-fighting equipment.

Ensure employees are provided with and also wear necessary personal protective equipment and also ensure it is replaced where necessary.

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.

Maintain good housekeeping within their areas of control.

Consider any representations made to them on health and safety matters by employees and/or their nominated health and safety representatives.

HR Director

The HR Director has day to day responsibility and accountability for ensuring HR and personnel procedures fully comply with the aims of this policy and legal requirements. In particular, they will:

Have a continuing obligation to advise the board of directors as to the extent to which this policy achieves its objectives and, from time to time, will make appropriate recommendations.

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

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.

Co-ordinate the inclusion of health and safety into all job descriptions.

Co-ordinate the inclusion of health and safety into all annual performance reviews.

Co-ordinate the management of compliance with the working time regulations as detailed within the personnel manual.

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

Co-ordinate the inclusion of health and safety into the company's induction training package.

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

Registered Managers and Headteachers

Registered managers and headteachers and other departmental managers will have day to day responsibility for implementation of the policy within the homes and school sites for which they are named responsible people. In particular, they will:

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

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.

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.

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

Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

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

Ensure employees are provided with and also wear necessary personal protective equipment and also ensure that it is replaced where necessary.

Maintain good housekeeping within their areas of control.

Seriously consider any representations made to them on health and safety matters by employees and/or safety representatives.

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

Support and facilitate employee training for matters relating to health and safety.

Organise regular health and safety discussion at staff meetings for the areas they are responsible for in line with the health and safety consultation policy

Group Training Manager

The training manager has day to day responsibility and accountability for coordinating health and safety training throughout the company. In particular, they will:

Have a continuing obligation to advise the strategic health and safety committee as to the extent to which this policy achieves its objectives and, from time to time, will make appropriate recommendations.

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

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.

Ensure registered managers, headteachers and line managers are provided with the necessary advice and support regarding mandatory and company policy health and safety training courses.

Monitor the implementation of the company's training programme and ensure that training is reviewed to reflect legislation and industry best practice

Review the results of the training audit support tool and to make subsequent recommendations.

Co-ordinate the NVQ training programmes for home managers and care staff.

Facilities Managers

The facilities manager has ultimate day to day responsibility and accountability for ensuring the properties under their control comply with the aims of this Policy and legal requirements.

In particular, they will:

Have a continuing obligation to advise the developments director of the extent to which this policy achieves its objectives and, from time to time, will make appropriate recommendations.

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.

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.

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

Co-ordinate liaison with operational management and regulatory authority at point of handover.

Line Managers

Functional line managers and supervisors have day to day responsibility and accountability for implementing the requirements of this policy within their areas of control.

In particular, they will:

Have a continuing obligation to advise their line manager the extent to which this policy achieves its objectives and, from time to time, will make appropriate recommendations.

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.

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.

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

Liase with the registered manager regarding the progressive development of safe working procedures in line with the policy.

Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

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

Report all accidents, incidents, near-misses and plant damage to the line managers so that they can undertake their appropriate investigative procedures.

Ensure employees are provided with and also wear necessary personal protective equipment and also 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 on the audit template within the operational health and safety pack

Report promptly to the line manager any defects in plant, safety systems or practices which they have identified and which are beyond their capability to correct.

Maintain good housekeeping within their areas of control.

Seriously consider any representations made to them on health and safety matters by employees and/or safety representatives.

Attend safety committee meetings where required.

All Employees

All employees have day to day responsibility and accountability for ensuring they work in accordance with the aims of this policy and legal requirements.

In particular, they will:

Take reasonable care for their own health and safety and also consider the safety of colleagues and service users who may be affected by their actions.

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

Report unsafe processes, practices and equipment to Line managers

Raise health and safety concerns to Line managers

Report all health and safety incidents, however, minor and near miss situations to Line managers.

Use all equipment and systems of work within operating parameters.

Not undertake any task for which authorisation and training has not been given.

Assist the company in achieving its health and safety objectives and targets by co-operating with Management.