

Kisimul

Company Health and Safety Policy Statement

Policy and Procedure

Document Information

Document:	HS01 Company Health and Safety Policy Statement, arrangements and responsibilities
Division:	All
Document owner position:	Nicola Cooper Director of Quality
Authorising committee:	CEO and Executive Directors
Date authorised:	December 2023

Document Publication

Date document first published:	April 2021
Date of last revision:	December 2023
Date of next review:	December 2024 (HSE recommendation yearly review - not regulatory)

Authorised document change log recorded at the back of this document

This document will be reviewed at least annually

Contents

1. Introduction.....	4
2. Scope	4
3. Role and Responsibilities	5
4. Training.....	15
Document equality impact assessment – part A	16
Document equality impact assessment – part B	16
Document change log.....	17

1. Introduction

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 colleagues and the health and safety of other persons who may be affected by its activities

2. Scope

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 colleagues 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 is integrated into our communications, wherever appropriate, and as an agenda item for meetings.

1. 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 via quarterly health and safety reports.
2. 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 an electronic shared storage location and colleagues must make themselves familiar with these. Other formats can be made 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, colleagues 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 either informally or formally via the Health & Safety committee system

4. Emergency procedures for fire and evacuation are maintained and monitored by the local managers and by health and safety staff during internal audits. Colleagues will be given a fire safety induction at the beginning of their employment.
5. Health, safety and welfare standards including first aid arrangements are actively monitored with regular inspections carried out by health and safety staff and spot checks to ensure our safe working practices are being followed, with any significant changes brought in.

Signature of Chief Executive Officer

3. Role and Responsibilities

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 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.

The board expects all directors, managers and colleagues 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 Health & Safety 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 colleagues 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 the CEO 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.
- Discharge the duties as the Responsible Person as defined in the Regulatory Reform (Fire Safety) Order 2005.
- 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.

Chief Financial Officer

The Chief Financial Officer 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.
- Be the Statutory duty holder as laid out in the HSE ACOP L8 Control of Legionella

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 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 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 team 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.

Health & Safety Representatives

Individuals are nominated for each service area and significant setting to represent their local colleagues in identifying and bringing to the attention of managers and the Health & Safety Service committees identified or perceived health & safety concerns.

The representatives form 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.

Director of Quality

- The Director of Quality is responsible for ensuring that internal audits, carried out by health and safety staff 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. 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.
- The Director of Quality 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 team are current and reflect the legislative frameworks that apply to the business.
- 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 all business cases consider health and safety suitability.
- Lead or support on managing and mitigating risks associated with national emergencies that may affect the company such as pandemics.

People Director

The People 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 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.

Senior Leadership Team and Senior Operational Group

This pertains to Heads of Children's and Adults Services, Executive Education Lead, Head of Governance and Risk, Head of Quality and Safety, Head of Property, Operational leads of Care and Education (or equivalent positions).

The senior leadership team and 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 this policy and legal requirements. In particular:

- 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.
- Will ensure that managers within their control have suitable and sufficient supervision provisions in place particularly where young and inexperienced colleagues are concerned.
- Ensure colleagues 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 colleagues 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 colleagues and/or their nominated health and safety representatives.

- 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

Service and Departmental Managers

Service Managers and departmental managers will have day to day responsibility for implementation of the policy within the homes, school sites and support buildings 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 colleagues 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 colleagues are concerned.
- 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.
- Ensure colleagues 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.
- 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

Head of Learning and Development

The Head of Learning and Development has day to day responsibility and accountability for coordinating health and safety training throughout the company.

In particular, they will:

- Ensure Service Managers and departmental 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 in conjunction with the Health and Safety team.
- Co-ordinate the Care Qualifications training programmes for home managers and care staff.

Head of Property

The Head of Property has day to day responsibility and accountability for coordinating property related health and safety functions throughout the company.

In particular, they will:

- Ensure asbestos risk and management plans are developed, reviewed and maintained.
- Ensure compliance with the Construction Design and Management Regulations (CDM) in respect of its responsibilities as a Client.
- Ensure that plant and equipment testing is undertaken at appropriate intervals.
- Ensure that any remedial action from Fire Risk Assessments are considered and carried out in a timely manner, based upon the risk to others.

- Act as the Responsible person for all Legionella issues Group wise and defined in HSE ACOP L8 – Control of Legionella in water systems, ensuring risk and management plans are developed, reviewed and maintained.
- Is also responsible for all property related health and safety functions.
- 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.

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

- 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.
- Report all accidents, incidents, near-misses and plant damage to the line managers so that they can undertake their appropriate investigative procedures.
- Ensure colleagues 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 colleagues and/or safety representatives.
- Attend Health and Safety committee meetings where required.

All Colleagues

All colleagues 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.
- Ensure that, where provided, will use the PPE assessed as necessary for the task.
- Assist the company in achieving its health and safety objectives and targets by co-operating with Management.

4. Training

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.
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 our RADAR software system. All persons with a Kisimul email address have access. This will be outlined to staff 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.

Document equality impact assessment – part A

Document Title		HS01 Company Health and Safety Policy Statement	
Name of person completing equality impact assessment:		Dave Hill	
Date equality impact assessment completed:		15/08/2023	
Characteristics	Impact		Equality Impact Assessment form completed?
	Yes	No	
Age		X	If No comment: This policy applies to all equally and has no impact on any protected characteristics.
Disability		X	
Ethnicity		X	
Gender		X	
Religion or belief		X	
Sexual orientation		X	
Socio-economic		X	
Gender Reassignment		X	
Maternity/Pregnancy		X	
Marriage/Civil Partnership		x	

Equality target group	a) Positive impact		b) Negative impact		Reason/comment
	High	Low	High	Low	

Document equality impact assessment – part B

What is the main purpose or aims of the policy
To meet the legal requirements and protect staff, people we support, contractors and visitors from the risks associated with Health and Safety.

Who will be the beneficiaries of this policy?	
All stakeholders	
Has the policy been explained to those it might affect directly or indirectly?	
Yes	
Have you consulted on this policy?	
Senior Leadership and Executive Teams, H&S Committee	
What are the expected outcomes of this policy?	
Ensure the safety of staff, the people we support, contractors and visitors from the risks associated with Legionella and the controls in place.	
Name of person completing equality impact assessment:	Dave Hill.

Document change log

The document change log acts as a register of all authorised changes made to this document.

Changes will not be made unless authorised by the document owner.

Description of change	Change made by	Date document republished
Re-write due to changes in management structure.	Dave Hill	14/08/2023
Amendments made after consultation with the exec	N Davie	10/01/2024