



## Health and Safety - Policy

Date of this Policy	Next Planned Review date
17/06/24	17/06/25
Policy Owner	Policy Director Lead
Head of Health and Safety	Director of Quality

### Contents

- 1: Policy Introduction**
- 2: Policy**
  - 2.1: We Will
  - 2.2: You Will
- 3: Monitoring and Compliance**
- 4: Related Legislation and Guidance**
- 5: Other Policy References**
- 6: Training Consideration**
- 7: Associated Documents**
- 8: Appendices**



Printed on: \_\_\_\_\_ (Date) By: \_\_\_\_\_ (Name)  
Signature: \_\_\_\_\_

## **1 Policy Introduction**

This policy is in place to ensure that we consider the Health and Safety needs within the organisation and allocate appropriate policies, guidance, procedures and other associated documents to be able to identify and control risks, manage health and safety issues, whilst complying with legislation.

## **2 Policy**

### **2.1 We Will**

- Ensure there are policies, guidance, procedures and associated documents to ensure health and safety is effectively managed throughout the organisation and within each workplace.
- Ensure that the organisation and everyone within it are working in a way that is compliant with legislation.
- Ensure training for all staff (at the appropriate level) is provided and regularly refreshed.

### **2.2 You Will**

Managers will:

- Ensure they are aware of this policy, and all other health and safety policies, ensuring their workplace and all staff are compliant with all policies.
- Ensure all issues regarding health and safety (e.g. accidents) are reported correctly, including all documentation being completed and stored appropriately.
- Ensure all risks are appropriately assessed, as well as preventing an activity from happening that poses an unacceptable risk to anybody involved.
- Be aware of responsibilities relating to health and safety as explained in Health and Safety – Guidance H&S 1.1.1.

Support staff will:

- Complete health and safety training.
- Being aware of, and working within this and all other health and safety policies.
- Report any possible health and safety concerns immediately.
- Be aware of health and safety responsibilities as explained in Health and Safety – Guidance H&S 1.1.1.

## **3 Monitoring and Compliance**

Health and safety will be monitored by the Health and Safety Manager who will access different reports to understand what issues have occurred and steps taken to prevent them from happening again.

The Quality Team will have access to reports within each service and will review data to find any trends or concerns.

## **4 Related Legislation and Guidance**

The Health and Safety at Work etc. Act (1974) places specific duties of care on both Employers and Employees. These duties are absolute and it is a criminal offence not to comply with the requirements of the Act. It is important that all employees are aware of their legal requirements and responsibilities under the Act, specifically Sections 2 and 3 for Employer, and Sections 7 and 8 for Employee.



## **5 Other Policy References**

In the Corporate and Quality Governance policy [Corp 1.1](#), it is set out what the organisations strategy is to maintain quality and how to improve wherever possible, this includes learning from; adverse events, incidents, errors and near misses.

Should anybody have a concern regarding a health and safety issue, they can follow procedure in the Compliments, Concerns and Complaints policy [Corp 10.1](#).

## **6 Training Consideration**

The Health and Safety Manager has undertaken specific and higher levels of training to be able to effectively manage and control all areas regarding health and safety within the organisation.

All staff are trained on their induction, and given regular refresher training regarding health and safety within the workplace.

## **7 Associated Documents**

- 7.1 Health and Safety – Guidance, H&S 1.1.1
- 7.2 Health and Safety Policy Statement, H&S 1.1.2
- 7.3 Induction Checklist for Employees from other sites, Agency Employees, Interim Staff & Sessional Tutors, H&S 1.1.3
- 7.4 Induction Checklist for Contractors in Operational Roles, H&S 1.1.4
- 7.5 Guidance on working with Contractors in Operational Roles, H&S 1.1.5
- 7.6 Induction checklist for staff from other services - Mercury College, H&S 1.1.6

## **8 Appendices**

- 8.1 Corporate and Quality Governance Policy, Corp 1.1
- 8.2 Compliments, Concerns and Complaints Policy, Corp 10.1