



# MANAGING HEALTH & SAFETY POLICY

November 2018



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## HEALTH AND SAFETY MANAGEMENT

## **Statement of Intent**

This Statement of Intent confirms White Lodge Centre's commitment to the health, safety and welfare of staff, service users, visitors and contractors whilst they are at the Centre, or carrying out its business elsewhere.

White Lodge Centre is committed to ensuring that:

- Health and safety standards are defined;
- Continuous improvements are made against these standards;
- Appropriate and sufficient resources are made available to achieve these improvements;
- Management and staff have competent advice and guidance available;
- Staff, service users, volunteers, visitors and contractors are provided with necessary information, instruction, supervision and training to operate with minimal risk of harm to themselves or others, and are aware of their own responsibilities;
- Considerations of health, safety and welfare are integrated into all planning, projects and working practices within the Centre and in its dealings with suppliers, providers of services and contractors; and
- There is effective communication and co-operation between management, staff, service users and their representatives.

This Policy Statement of Intent is supported by policies, procedures and guidance notes

This Statement and associated policy will be reviewed on a periodic basis to ensure its appropriateness to current legislative and organisational requirements.

## **Responsibilities**

### **Trustees**

Trustees of White Lodge Centre have overall liability and responsibility for:

- the management, resourcing and fulfilment of the health and safety policy.

- nominating a Trustee to take responsibility for health and safety at White Lodge.
- delegating operational responsibility to the CEO.

## **CEO**

The CEO is responsible for:

- ensuring that adequate resources, training and monitoring arrangements are in place
- ensuring that staff are competent to carry out their duties
- achieving legislative compliance
- ensuring there are policies and procedures in place to guide staff and volunteers

The CEO delegates day-to-day responsibility to the Management Team, Coordinators and Supervisors.

## **Management Team**

Members of the Management team are responsible for:

- approving policies and objectives
- the safety and welfare of their staff and volunteers during agreed working hours
- the safety of others who may be affected by staff and volunteer actions.
- ensuring that risk assessments are undertaken and necessary measures are put in place to control any identified hazard.
- ensuring that staff and volunteers receive induction and other training as appropriate
- organisation of staff and volunteers
- allocation of resources to maintain a safe working environment
- reviewing progress and performance against the strategy.

## **Co-ordinators or supervisors**

Coordinators or supervisors are responsible for:

- designing safe methods of working
- ensuring that staff and volunteers are properly managed, trained and competent to undertake the tasks required of them.
- ensuring that staff and volunteers know the content of relevant risk assessments
- notifying their Line Manager of any health and safety concerns within their working environment.
- ensuring that their staff and volunteers comply with policies, procedures and adhere to legislative requirements.
- ensuring reactive monitoring is undertaken following an accident or an incident
- ensuring that, as far as reasonably practicable, appropriate checks of the workplace and processes are carried out e.g. checks taken at the beginning of the day or shift of fire exits.

## **Facilities Team**

Members of the facility team are responsible for:

- alerting members of the Management Team of any health and safety concern which could affect the health, safety and wellbeing of those attending White Lodge Centre
- complete risk assessments of tasks
- acting in accordance with their skills and knowledge
- ensuring that appropriate checks/servicing of equipment and plant is undertaken
- attending to urgent health and safety tasks as a matter of priority, either by dealing with it themselves or contracting the task to others
- advising contractors of on site health and safety arrangements
- advising volunteers on working safely whilst undertaking maintenance tasks

### **Health & Safety Advisor**

The Health & Safety Advisor is responsible for:

- Advising the CEO & Management Team of changes in legislation
- Developing and revising policies and guidance notes

### **Members of staff and volunteers**

Each person has a duty to:

- work within the Centre's policy, procedures and accepted industry/trade/professional guidelines.
- take personal responsibility for their welfare and that of others who could be affected by their actions
- report any health and safety concerns
- contribute to the risk assessment process.

### **Review**

Internal and quality audits assist the Trustees, CEO and Management Team to check the effectiveness of the Centre's compliance with the law, external standards and internal policies and procedures. Outcomes arising from these audits are used to plan improvements to the service.

Visits and reports from HM Inspector of Health and Safety, the Environmental Health Officer, Ofsted Inspectors and CQC Inspectors also assist with checking the Centre's compliance with current legislation and minimum standards.