

Policy Group: Health and Safety
Version no.: 2.3
Date of issue: July 2022
Approved by: HSWG

Health & Safety Policy

1. Policy Summary

The purpose of the Health and Safety Policy, hereafter referred to as 'the policy', is to ensure the Charity manages health and safety risks effectively for our service users; staff; volunteers; carers and others who may be affected by our work activities.

St Andrew's Healthcare is committed to the continual improvement of its health and safety performance and complying with all relevant statutory provisions relating to health and safety outlined in the Policy Statement of Health and Safety at Work.

2. Links to Procedures

[Links to other H&S Procedures held on the A to Z on Hub](#)
Statement of Health and Safety at Work Policy

3. Monitoring and Oversight

Responsibilities for Health and Safety at Work

The organisational structure is in place to implement the requirements of the Policy and to support the Charity in meeting its statutory obligations. Roles, responsibilities and accountabilities defined below describe the expected inputs, outputs and outcomes for each role:

Board of Trustees

The Board of Trustees is responsible for the leadership and governance of the Charity, which includes gaining assurance that the Charity has the organisation and arrangements in place to fulfil its statutory duties for health and safety at work. To achieve this the Board will:

- Set the direction for and provide visible leadership & support for health and safety.
- Consider the health and safety context in respect of Board decision taking.
- Receive regular updates on health and safety performance from all accountable
- Undertake an annual review of the Charity's health and safety management system and arrangements to ensure it remains appropriate and effective.

Chief Executive Officer

The Chief Executive Officer has overall accountability for Health and Safety at Work in the Charity and for ensuring, so far as is reasonably practicable, the health, safety and welfare of service users, staff, volunteers and others who may be affected by the Charity activities.

The Chief Executive Officer shall:

- Approve and sign the 'Statement of Health and Safety at Work' annually
- Ensure the 'Statement of health and Safety at Work' is communicated to all staff across the Charity
- Nominate an Executive Director to be accountable for the management of health and safety in the Charity
- Provide a positive leadership example for health and safety

Executive Director for Health and Safety at Work

The Executive Director accountable for Health and Safety shall:

- Institute and chair a health and safety decision making committee to act as second line assurance of the health and safety arrangements in place, to verify health and safety performance of all areas of the Charity and to escalate any reporting to the People Committee and/or Charity Executive Committee
- Ensure arrangements are in place so that all Directors and Managers remain informed of their statutory duties, responsibilities and accountability for health and safety at work.
- Bring health and safety matters to the attention of the Charity Executive Committee, People Committee and the Board of Trustees at regular intervals to represent the health and safety implications of strategic and operational decision-making.
- Ensure an annual health and safety with Charity wide objective is in place to achieve statutory compliance, ensuring health and safety advice is sought from competent persons, to support the Charity discharging its general and specific duties under the Health and Safety at Work etc. Act 1974 and all relevant regulatory provisions.
- Ensure adequate resources are available to meet the requirements of the Policy.
- Set a personal leadership example in representing good health and safety practice.

Head of Health and Safety

The Head of Health and Safety is accountable to the Executive Director for Health and Safety and has responsibility for supporting the Charity in complying with its statutory obligations under the Health and Safety at Work etc. Act 1974.

The Head of Health and Safety shall:

- Develop a medium term health and safety strategy, reviewable annually
- Develop an annual plan for health and safety at work for the approval of the Executive Director responsible for Health and Safety.
- Develop and monitor a range of leading and lagging key performance indicators to provide comfort and assurance of the Charity's compliance and to identify area for improvement
- Continually develop the Health and Safety Management System, and improve health and safety performance throughout the Charity
- Provide access to competent health and safety advice to support the Charity in implementing the Policy, and in complying with all relevant statutory provisions
- Ensure management and employees are provided with access to adequate information, instruction, training to support them in meeting their responsibilities under the Policy

- Monitor, review and advise the Executive Director responsible for health and Safety on the adequacy of the Policy and supporting arrangements in meeting statutory requirements.
- Provide information and insight on the Charity's health and safety performance through the provision of regular and periodic reporting via meetings of the Charity's governance structure

Executive Directors (Clinical, Operational and Support Functions)

Executive Directors are accountability for ensuring work activities in their respective areas of responsibility are, so far as is reasonably practicable, safe and without risks to the health and safety of our service users, staff, volunteers and others. The implementation and delivery of the policy will be measured using key leading and lagging performance indicators.

Executive Directors shall:

- Ensure they are fully aware of all significant health and safety risks within their area of authority and understand the arrangements, procedures and controls required to manage these effectively.
- Ensure that all work equipment and professional services are procured in full compliance of all applicable health and safety legislation, approved codes of practice and standards. This responsibility extends to ensuring due diligence of any work equipment is fit for the purpose that it is required and maintained in accordance with all applicable health and safety regulatory requirements
- Ensure Charity staff, or contractors commissioned to undertake work within their areas of responsibility, for or on behalf of the Charity are suitably competent to carry out such work
- Ensure the appropriate level of training, instruction, information and supervision is in place to assure safe and healthy work conditions
- Ensure managers remain informed of, and understand their personal responsibilities under the Policy, for the health and safety of service users, staff, volunteers and themselves.
- Incorporate health and safety requirements into planning and decision-making to ensure compliance with relevant statutory provisions and the requirements of the Policy.
- Implement arrangements with management, staff and volunteers for the communication, consultation and review of health and safety matters, with the provision to escalate these matters where appropriate.
- Set a positive leadership role for good health and safety practices.

Managers

Managers are accountable and hold the responsibility for ensuring work activities under their control do not place service users, staff or others at risk to their health and safety. The operational delivery of the policy will be measured using key leading and lagging performance indicators.

Managers shall:

- Ensure they understand the health and safety risks to which service users, staff, volunteers and others may be exposed, and the arrangements, procedures and controls required to manage these risks effectively.

- Ensure that all work equipment is used, maintained and tested in full compliance of all applicable health and safety legislation, approved codes of practice and standards
- Ensure staff and others under their control receive such information, instruction and training as is required to undertake work activities safely and without risks to health, so far as is reasonably practicable.
- Ensure suitable and adequate risk assessments are prepared on activities, which present significant risk, so that the necessary controls, training and supervision are identified, implemented and reviewed.
- Ensure accident and near miss reporting procedures are followed; ensuring lessons learned are implemented following investigations.
- Set a personal leadership example in representing good health and safety practice.
- Ensures a safe working environment that is properly maintained and where operations within it are conducted safely.

Staff & Volunteers

All staff and volunteers must abide by all lawful instructions, to ensure their health, safety and welfare and that of others. The safe and healthy performance of individuals' roles will be measured using key leading and lagging performance indicators.

All staff have the following duties:

- To co-operate with management in relation to health and safety requests and requirements in support of the Policy.
- Attend any training required by the Charity to support the safe systems of work of all activities
- To use work equipment, safety devices, personal protective equipment and safe systems of work in accordance with the guidance, operating instructions and training provided.
- Bring to the attention of management any hazardous or potential risk situations.
- Report any accident, incidents or near misses in accordance with the Charity's incident reporting policies and procedures.
- Cooperate with accident and incident investigations.
- To set a personal example in representing good health and safety practice and not act in a manner that would endanger themselves or others.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by our acts or omissions at work.

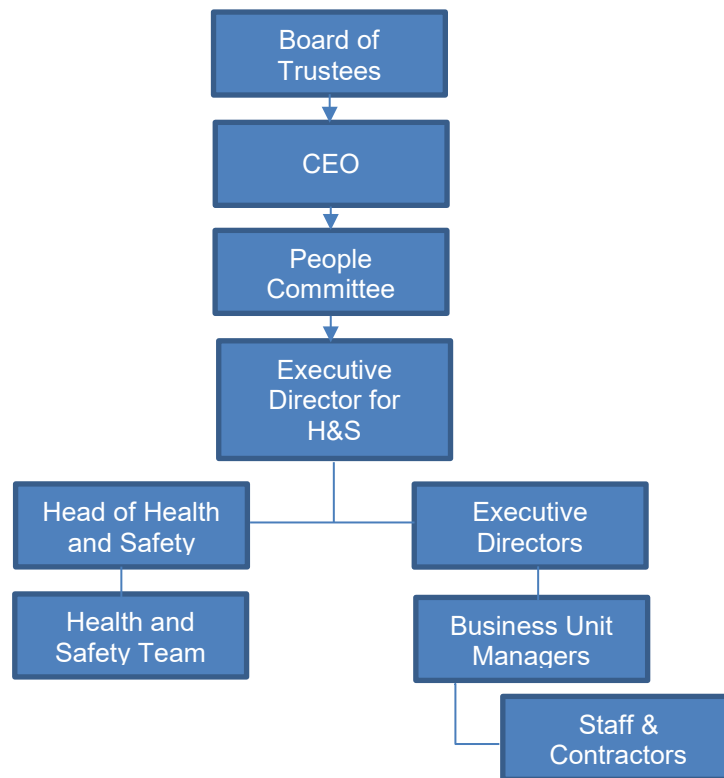
Organisation for Health and Safety at Work

The chart below presents the Charity's organisational structure for the management of Health and Safety at Work.

Operational Divisions and Support Functions each accountable for the implementation and delivery of the policy and associated procedures and standards within their own specific activities.

Respective management teams will be accountable for ensuring these health, safety and welfare risks are managed to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others not employed, but may be affected by the acts or omissions of the work of the Charity.

The organisational structure for health and safety below applies to all Charity business units.



Arrangements for Health and Safety at Work

The Charity shall implement arrangements and procedures to deliver the Charity's health and safety policy commitments through a formal health and safety management system. The health and safety management system, documenting the arrangements for health and safety shall be brought to the attention and made available to all staff, together with any changes or updates.

4. Diversity and Inclusion

St Andrews Healthcare is committed to *Inclusive Healthcare*. This means providing patient outcomes and employment opportunities that embrace diversity and promote equality of opportunity, and not tolerating discrimination for any reason

Our goal is to ensure that *Inclusive Healthcare* is reinforced by our values, and is embedded in our day-to-day working practises. All of our policies are analysed in line with these principles to ensure fairness and consistency for all those who use them. If you have any questions on inclusion and diversity please email the inclusion team at DiversityAndInclusion@standrew.co.uk

5. **Training**

The Charity will follow the Health and Safety Competency Management Framework to ensure staff, volunteers and contractors are competent to safely carry out their work.

6. **How to change or get an exception to this policy** – please refer to the exception process [Policy and Procedure Exception Application Link](#)

7. **Key changes** - please state key changes from the previous version of the policy

Version Number	Date	Revisions from previous issue
1	September 2018	Replaced Health and Safety Operational Risk Management Policy and Procedures (HASAW 01) version 1.5 after Governance Review.
2	December 2019	Policy moved onto new template
2.1	March 2021	Reviewed adding new structure and roles/responsibilities. draft v1.1
2.2	April 2021	Inclusion of accountabilities
2.3	July 2022	Edited the organisational chart