



Individuality Innovation Independence
... in the heart of the community

HEALTH AND SAFETY POLICY

Introduction

Ormerod recognises its duties and obligations under the Health and Safety at Work Act 1974 and associated protective legislation, both as an employer and to third parties who may be affected by our business.

Responsibilities

The Chair of Trustees, Leisa Splaine, with the CEO, Jonathan Parris, have overall and final responsibility for health and safety matters.

The CEO, Jonathan Parris, has the day to day responsibilities for ensuring this policy is put into practice which he shares with the Registered Manager, Michaela Hunter, and delegates to Senior Managers.

The Senior Managers have a reporting duty to the Registered Manager and are responsible for ensuring Team Managers are well-led in health and safety matters by consulting with them on day to day health and safety conditions.

Team Managers are responsible for health and safety matters and consulting with Support staff on day to day health and safety matters within their areas.

The Administration Manager, Andrea Rouse, is responsible for health and safety matters at Ormerod Trust Headquarters.

All employees agree as a term of their contract of employment to comply with their individual duties under Section 7 of the Health and Safety at Work Act 1974 and generally co-operate with the Trust so to enable us to carry out our health and safety duties towards them. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of the employee can lead to dismissal from employment; in case of serious breaches, or repeated breaches, such dismissal may be instant without prior warning.

Under the Trust's insurance policy brokered by Arthur J Gallagher, Rradar are commissioned as our external advisor regarding any queries as to the implementation of health and safety requirements. The Trust's certificate of insurance is prominently displayed with its Health and Safety law poster within Headquarters at 2, Headroomgate Road, St. Annes.

Statement of general policy

We propose always to comply with our duties under Section 2 of the Health and Safety at Work Act 1974 towards our employees and, in so far as is reasonably practicable, to:

- Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from our activities in our workplaces by ensuring relevant risk assessments are completed and actions arising out of those assessments are implemented.
- Provide and maintain a safe place of work, safe systems of work, safe appliances for work and a safe and healthy working environment by ensuring all equipment is tested and facilities are provided in line with regulatory and legislative requirements. We will notify any necessary party should we believe their action or inaction compromises our ability to make this provision.
- Provide such information and instruction as may be necessary to promote and ensure the health and safety at work of our employees by providing a health and safety induction, access to health and safety advice, personal protective equipment and appropriate training to ensure employees are competent to do their work.
- Implement emergency procedures – evacuation in case of fire or other significant incident - by providing Emergency Evacuation Plans and contingency plans with escape routes clearly identified. Evacuation plans are tested in line with legislation and person-centred approaches.
- Ensure that incidents, diseases, accidents and near misses are reported, logged, investigated and appropriate actions implemented to prevent any reoccurrence, in recognition of our duties under RIDDOR and to the Registering Authority.
- Engage and consult with employees on day to day health and safety conditions.

This policy has been prepared in furtherance of the Health and Safety at Work Act 1974 and binds all managers, senior staff and employees, in the interests of employees, clients and visitors. We request that the people we support, their relatives and visitors respect this policy, a copy of which can be obtained on request and is available for viewing.

This policy and the organisation for its implementation will be reviewed on an annual basis taking into account any interim measures introduced.

Name: (please print) **JONATHAN PARRIS**

Title: (please print) **CEO**

Signed: 

Date: **1 June 2018**