

First Ark Group Health and Safety Policy



Document control

Policy approval	GDT BAU March 17
Replacing/ updating	Health & Safety Policy
Next review date	31 st March 2018
Author	Andrew Henson – Manager Safety, Health & Environment
Responsible Executive/ Group Director	Group Director Business Assurance
Equality Assessment completed	No
Circulation	Intranet
Current Version	7

Version	Date	Author(s)	Notes on Revisions
6	March - 13	Phil Rawlinson – Head of Safety, Health & Environment	Conversion of existing policy into current template, minor amendments made to wording of document and track future revisions from this point forward
7	March - 17	Andrew Henson – Manager Safety, Health & Environment	Policy has been completely rewritten. Track future revisions.

Contents

Introduction and Purpose of Policy.....2-3

Statement of Intent.....3-4

Health and Safety in the First Ark Group.....5-6

Responsibilities.....7-12

Monitoring and Performance.....12-13

Reporting.....13

Training and Education.....13

Consultation.....13-14

Review.....14

Definitions.....14-15

Introduction

The First Ark Group is committed to achieving the highest health and safety standards. It recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where the employees' health and safety is of the utmost importance.

At First Ark, good health and safety management is key in supporting the delivery of our services and we are committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring that their work does not adversely affect the health and safety of other people such as customers, service users, visitors and contractors.

First Ark is committed to ensuring that health and safety is both a core management function and a primary and integral part of all business activities.

Purpose of Health and Safety Policy

This Health and Safety Policy states how First Ark ensures the health and safety of its employees and other workers in the workplace. This includes providing a safe place of work, safe access to work, safe systems of work, safe equipment, safe and competent fellow workers and protection from unnecessary risks of injury. This policy informs individuals of their duties relating to health and safety at work and the steps they need to take to fulfil those duties.

Its purpose is to:

- Maintain and develop the management of health and safety to improve the control of risks and ensure continuous improvement in health and safety standards and performance.
- To ensure effective arrangements are in place to protect employees, customers and members of the public against risks to injury or health, arising from any operations carried out by the Group.
- To outline the separate and distinct responsibilities that together underpin the Group's shared commitment to health and safety.
- Support departments and managers to comply with health and safety legislation and to target health and safety improvements in higher risk areas.
- To ensure a range of activities to improve the health and safety culture of the organisation.
- Encourage an increase in workforce competence to help promote sensible and proportionate risk management and to reinforce worker inclusion in all health and safety matters.
- To encourage all employees and stakeholders to seek continuous improvement in their health and safety performance through the development of quality procedures and to share examples of good practice.

This Health and Safety Policy is a group policy and applies to all the current and subsequent companies within the First Ark Group.

This policy applies to all activities undertaken by the Group. All employees, trainees, interim and voluntary workers within the First Ark Group are required to read and follow this health and safety policy, including the specific sections on organisation and arrangements.

Statement of Intent

The First Ark Group is committed to achieving the highest health and safety standards. Health and Safety is to be embedded into its culture through a robust health and safety management system.

Our Statement of Intent is the First Ark Groups' recognition of its responsibilities and its commitment to ensure the health, safety and welfare of their employees and other persons not in their employment whilst carrying out their work.

The Group ensures health and safety is a value by:

FIRST ARK GROUP – STATEMENT OF INTENT

- Considering all work related accidents, incidents and ill health to be preventable
- Controlling the health and safety risks at work by ensuring a robust health and safety management system is fit for purpose and made available to all relevant or interested parties
- Ensuring compliance with legal and other requirements applicable to our business and its activities
- Ensuring risks are identified and assessed with suitable control measures adopted, in order to maintain a healthy and safe working environment
- Ensuring that roles and responsibilities are identified clearly with arrangements in place for the management of health and safety
- Involving employees on health and safety issues that affect them and ensuring they have relevant information and training on health and safety
- Consultation with employees on health and safety issues and promoting a culture of co-operation and open communication
- Empowering our employees to stop any unsafe act/activity within their control and encouraging the reporting of all near misses
- Ensuring the effective management of contractors who conduct work on our behalf
- Setting and reviewing health and safety objectives and targets in order to drive continual improvement
- Ensuring effective communication of group policies and business practices (health and safety procedures/arrangements) including consultation with employees, to determine if further measures are required
- Ensuring effective monitoring and communication takes place with regards to the activities we undertake as a business

The Chief Executive and Executive Directors Team are responsible for the overall ownership of the health and safety management system and for ensuring suitable arrangements are in place and resources (including financial) are provided. The commitment to, and ownership of, the health and safety management system, including the health and safety policy are endorsed and agreed by the leadership team. 'This policy will be kept up to date and reviewed annually or following relevant legislative or organisational changes'.

Signed:



Bob Taylor, First Ark Chief Executive
Date: 31st March 2017

Review Date: 31st March 2018

Health and Safety in the First Ark Group

Principal Objectives

This policy has three core objectives:

- To ensure effective arrangements are in place to protect employees, customers and members of the public against risks to injury or health, arising from any operations carried out by the Group.
- To outline the separate and distinct responsibilities that together underpin the Group's shared commitment to health and safety.
- To encourage all employees and stakeholders to seek continuous improvement in their health and safety performance, through the development of quality procedures and to share examples of good practice.

Implementation

The application of this policy will be conducted through the implementation of supporting business practices/procedures. These will be contained within the Health and Safety Management System, which form an integral part of this policy and ensure legal compliance.

The business practices/procedures are documents that set out the standards and requirements outlined by the Group, to ensure a safe and healthy working environment and ensure that the Group conducts its business in accordance with legal requirements.

Under this policy, all employees are required to follow the business practices/procedures at all times when conducting their activities. All contractors will be expected to conduct themselves in such a manner that enables them to mirror the high standards of health and safety the Group requires and expects, at all times.

In pursuing these objectives the group will focus on:

- * A Positive Health and Safety Culture
- * A Robust and Comprehensive Management System
- * Robust Processes and Procedures
- * Clear and Defined Roles and Responsibilities
- * Continuous Improvement
- * Effective Training and Development

The Group will aim to:



Promote high standards of health and safety across the Group

Promote a culture of co-operation and open communication, in which every situation is considered to be a learning opportunity. Actual and potential failures of the health and safety arrangements will be considered and addressed accordingly



Ensuring that health and safety is a primary and integral part of all business activities and treating it as a core management function

Ensure that specific procedures which include roles, responsibilities and processes are implemented and continually developed to effectively manage high risk areas.



Pro-actively manage health and safety by sustaining a clear and documented management system to adhere to this policy.

We will also carry out regular reviews to test the system's effectiveness, enabling performance to be benchmarked and improved where necessary.

Maintain control of works carried about by contractors, through appropriate specification, supervision and monitoring



Strive for continuous improvement in health and safety, using both internal and external benchmarking to assess progress

Regularly review and where necessary, revise this policy and the supporting procedural documents/business practices



Work together with employees to improve health and safety, including consultation on health and safety matters with safety representatives.

Ensure the chain of responsibility for health and safety is clear and that separate from this chain, there is a role dedicated to providing independent assurance on health and safety, which has right of access to the board through the chair of the health and safety committee(s).



Provide effective training and development to support employees in meeting legal requirements, recognising that individuals have responsibilities for ensuring the safety of themselves and others. This contributes to the delivery of high standards and continuous improvement in health and safety.

Responsibilities

Every person employed by the First Ark Group has Health and Safety duties to adhere to, under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

This section outlines the specific responsibilities and role of each level of management in supporting the implementation of, and compliance with, this policy and demonstrates the interaction of these roles. The diagram below identifies each tier and role within the organisation which has specific responsibilities under the businesses' health and safety practices and procedures.



First Ark Board /Chief Executive Officer (CEO)

- Lead by example when considering health and safety, in all aspects of day to day business.
- Ensure that health and safety expectations are made clear to the group's Executive Directors Team (EDT).
- Ensure the Executive Directors Team and their direct reports have the necessary time to focus on health and safety matters.
- Ensure that all significant risks tabled at board are reduced to an acceptable level, through the implementation of appropriate counter measures.
- Undertake a minimum of two annual workplace visits in order to confirm that risks are controlled to an acceptable level
- Lead by example and actively encourage the Executive Directors Team to adhere to the group's Health and Safety Strategy and Management System.
- Positively reinforce good health and safety practices and procedures.
- Include health and safety as a regular item on EDT agendas to consider whether the strategy is fit for purpose (on an annual basis) and to review performance (quarterly).

Executive Director's Team (EDT)

- Lead by example when considering health and safety in all aspects of day to day business.

- Ensure that health and safety expectations are made clear to the Group Directors Team (GDT).
- Ensure the Group Directors Team and their direct reports have the necessary time to focus on health and safety issues.
- Approve the annual Health and Safety plan.
- Ensure that all significant risks tabled at the Strategic Safety Group (SSG) are reduced to an acceptable level through the implementation of appropriate counter measures.
- Undertake a minimum of one workplace visit (per quarter) to confirm that risks are being reduced to an acceptable level.
- Attend health and safety training sessions when requested.
- Provide adequate resources to achieve the aims and objectives set within the Health and Safety Management System.

Director of Business assurance (Appointed Responsibility for Health and Safety)

Additional responsibilities.

- Ensure adequate resources are allocated to health and safety within the risk and compliance directorate.
- Ensure a robust health and safety management system is in place to deliver risk reduction, legal compliance and continuous improvement.
- Agree reports with the group head of Safety, Health and Environment on health and safety performance for presentation to EDT.
- Produce and present reports on health and safety performance to board.
- Review the group annual health and safety report and present this to board.
- Escalate group wide health and safety issues to board.

Group Director's Team (GDT)

- Agree group health and safety targets for recommendation to EDT and the Chief Executive.
- Ensure risk assessments form part of the health and safety improvement plan and oversee any improvements to ensure compliance.
- Ensure that all significant risks tabled at the High Risk Group (HRG) are reduced to an acceptable level through the implementation of appropriate counter measures.
- Ensure health and safety training requirements are identified and provided
- Ensure that health and safety expectations are outlined clearly to management teams.
- Ensure arrangements are in place to assess health and safety performance of key suppliers and contractors.
- Consider health and safety requirements when appointing staff at senior management level.
- Attend health and safety training sessions when requested.
- Lead by example when considering health and safety in all aspects of day to day business.
- Undertake a minimum of two workplace visits (per quarter) confirming risks are controlled to an acceptable level.
- Actively encourage management teams to adhere to the Health and Safety Strategy and Management System.
- Ensure that effective health and safety communication exists between all operational and functional disciplines.

- Review the Group's health and safety performance and make recommendations for improvement where required.
- Monitor and review the effectiveness of the Health and Safety Management System.
- Review the Group health and safety annual report and make recommendations for improvement where required.
- Positively reinforce good health and safety practices and procedures.
- A nominated director for each of the partner companies accepts overall responsibility for matters of health, safety and welfare. All directors who are nominated on policy and procedure documents accept responsibility for implementation and achieving compliance.
- Required to attend health and safety committee meetings with the Group head of Safety, Health and Environment (where appropriate).
- Review performance reporting and monitoring.
- Positively reinforce good health and safety practices and procedures.
- Undertake impromptu workplace visits as required, based on the quarterly monitoring and review data.

Senior Leadership Team (SLT)

- Ensure safe systems of work are identified, recorded and implemented and that their effectiveness is monitored and reviewed periodically.
- Assess health and safety implications when procuring goods, equipment and services.
- Ensure that all individuals who report to them know and understand their health and safety responsibilities which are outlined in this policy.
- Ensure that all individuals who report to them are provided with appropriate resources, including sufficient training, information, instruction and supervision.
- Consider health and safety requirements when appointing management positions.
- Ensure that arrangements are in place for health and safety reviews of partners, key suppliers and contractors.
- Ensure appropriate skilled, knowledgeable persons carry out risk assessments for all work activities and processes within their area of control.
- Review performance reporting and monitoring data.
- Positively reinforce good health and safety practices and procedures.
- Attend health and safety training sessions upon request.
- Identify a senior manager to chair the health and safety committees.
- Monitor accident/sickness absence statistics and other workplace health and safety issues in order to identify trends.
- Assess managers' contributions to health and safety.
- Undertake impromptu workplace visits, as required, based on the quarterly monitoring and review data.
- Recommend targets to GDT in conjunction with the group head of Safety, Health and Environment.
- Include health and safety as a standard item on SLT agendas.
- Undertake two workplace visits per quarter.

Managers and Supervisors

- All managers and supervisors (at every level throughout the organisation) are expected to regularly review the health and safety standards within their area of

responsibility and provide and maintain places of work that are safe and without risk to health.

- Managers and supervisors must allocate sufficient resources in order to implement this policy within their area of responsibility. These resources include competent staff, information, training and instruction for themselves and all other employees and specialist advice where required.
- Undertake two workplace visits per quarter.
- Consider health and safety requirements when appointing supervisor positions.
- Assess health and safety implications when procuring goods, equipment and services.
- Ensure that all personnel under their control (including temporary and agency workers) know and understand their health and safety responsibilities outlined in this policy.
- Ensure competent persons complete risk assessments for all work activities and processes within their area of control.
- Ensure that staff are provided with the correct Personal Protective Equipment (PPE) including clothing, for the task and work activities they are expected to undertake.
- Where managers have responsibility for workplaces, buildings, plant and equipment, they must ensure that all statutory regulations and Codes of Practice are adhered to. This involves ensuring that they are effectively maintained and statutory inspections are carried out where required.
- Ensure that safe systems of work are identified, recorded and implemented and the effectiveness of these systems is monitored and reviewed periodically.
- Attend health and safety training sessions upon request.
- Ensure all accidents and near miss events falling within their areas of responsibility are reported promptly and thoroughly investigated.
- Undertake regular inspections of service areas/teams, to ensure that business practices, procedures and safe systems of work are being followed and that any shortcomings are identified and dealt with.

Individuals

- All employees have a responsibility to themselves, their colleagues, the group and the wider community to work in a safe manner.
- Ensure they take care of their own health and safety and that of others who may be affected by their acts or omissions.
- Must ensure that they do not put themselves or others at unreasonable risk.
- They must co-operate with managers and supervisors in all aspects of health, safety and welfare by maintaining a safe and tidy place of work (including equipment).
- They must not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Employees will be given every opportunity to make their views on health and safety issues known either directly or through other means, such as quarterly health and safety committee meetings.
- Comply with safe working methods and instruction and training given.
- Report any accidents or incidents you are involved in or witness.
- Setting an example by their approach to health and safety working.
- Complying with local health and safety procedures while on premises or sites under the control of someone else.
- Complying with guidelines on the correct use of tools, machinery, plant, equipment and PPE.

- Remaining alert to health, safety and security risks whilst at work and acting accordingly.

Contractors

Independent contractors are responsible for health and safety within their organisations. However, the Group will endeavour to support independent contractors with regards to health and safety requirements. The Group will also expect, where employees are based in independent contractors' premises, that the independent contractor will co-operate fully with the Group in ensuring the health and safety of its employees at all times.

Contractors working on Group premises or in another location on behalf of the Group they will be required to:

- Conduct their work as to ensure, so far as is reasonably practicable, that other persons are not exposed to risks to their health and safety.
- Ensure that all plant, equipment and machinery complies with relevant legislation.
- Comply with working rules, which must be made clear to them when tendering for work.
- Ensure there are up to date specific risk assessments/methods statements for the work being carried out.
- Copies of relevant departmental safety related procedures will be supplied to contractors prior to the commencement of work.
- Report on arrival to the department manager or other identified officer, in order to be informed of any particular hazards.
- Report all injuries, dangerous occurrences and diseases (of which occur on Group premises).

Safety Representatives

Safety representatives play a vital role in:

- Representing employees in consultations with managers on health, safety and welfare issues.
- Working in partnership with management on all issues of health and safety at work.
- Assisting in the investigations of potential hazards and dangerous occurrences in the workplace and to examine causes of accidents.
- Investigating complaints by any employee they represent on all health, safety and welfare issues.
- Carrying out regular inspections in accordance with relevant regulations.
- Acting as a means of communication to employees, by approaching the employer with any issues relating to health, safety and welfare. This also involves representing appropriate employees during consultations in the workplace with inspectors from the Health and Safety Executive (HSE) and other enforcing authorities.
- Receiving information from inspectors in accordance with statutory provisions.

Safety, Health and Environment Team

- Developing appropriate business procedures and practices to provide the Group with the necessary guidance for achieving compliance with legislative requirements.
- Co-ordinating and advising on the implementation of health and safety legislation.
- Regularly consulting with relevant personnel, including (among others) the HSE, Local Authorities, Fire Authorities, Insurance companies etc.

- Monitoring the health and safety performance of the Group and compiling regular reports.
- Compiling details of incident trends and health and safety performance, to be brought to the attention of the board, health and safety committees and heads of service/SLT.
- Co-ordinating all nominated health and safety site representatives to ensure that they carry out their delegated duties.
- Ensuring that reporting mechanisms for accident/incident reporting (including statutory reports to necessary authorities) function effectively.
- Investigating/monitoring accidents and health and safety related incidents within Group premises, or where employees or customers/tenants are involved, recommending follow up actions where appropriate.
- Providing health and safety advice, guidance and support to line management and all other employees.
- Ensuring that health and safety related information, in particular alerts/bulletins are distributed across the Group, for action and monitoring responses.
- Ensuring that health and safety risk assessments are completed by managers, supervisors and team leaders across the Group.
- Ensuring that appropriate health and safety audits and inspections are carried out in all areas of the business.
- Liaising with contractors and agencies used by the Group in conjunction with managers, to ensure that they have relevant health and safety policies, procedures and business practices in place, prior to the commencement of work on Group premises. This will ensure statutory health and safety requirements are met.

Monitoring and Performance

The Health and Safety policy is a Group policy. The Board is responsible for ensuring that Health and Safety is an integral part of the management and governance of the Group. The Board set the overall direction of the Group and will review performance.

Accountability and responsibility for ensuring Health and Safety compliance lies with the Board, Executive team and Group Directors. Monitoring of Health and Safety will be performed by the Safety Health and Environment Manager who will be responsible for facilitating the delivery of any action/development/improvement plans.

A systematic approach to Health and Safety will be introduced and maintained through a comprehensive Health and Safety Management System. The monitoring of health and safety performance will highlight any areas of improvement in the Health and Safety Management System, equipment, procedures/business practices, training, provision of information and other risk controls. Early identification of any areas for improvement will allow for appropriate corrective action to be taken.

Performance management and business intelligence will ensure we understand how health and safety is being delivered, monitored and reviewed across our business.

Health and safety risks are reported, assigned owners and monitored within the Covalent system.

The Safety, Health and Environment team shall continually measure the Groups' health and safety performance through the scrutiny of audits, workplace inspections, ill health cases and accidents reported.

All premises will be audited on a regular basis. This will aid with ensuring compliance with current legislation and the effective implementation of this policy and the Health and Safety Management System. Workplace inspections may be carried out at any location within the Group, providing authority is given from the Safety, Health and Environment team. All incidents, including injuries and near misses will be monitored and analysed by the Safety, Health and Environment team in conjunction with heads of service/SLT, with a view to identify trends and incident causes, reducing the likelihood of incidents in the future, as far as is reasonably practicable.

Training and education will be one of the key enablers in the development, cultivation and embedding of health and Safety across the workforce.

Reporting

Health and safety performance is reported at numerous different levels throughout the Group. Written reports are provided:

- On at least a bi annual basis to the Strategic Safety Group (SSG)
- On at least a quarterly basis to the Group Directors Safety Group (GDSG)
- Reporting in line with our standing orders and the health and safety governance structure.

Performance updates are provided regularly to the SLT managers meetings and other meetings as and when requested. All health and safety reports are supported by statistical information such as accident and incident data.

Training & Education

Training and education will be one of the key enablers in the development, cultivation and embedding of health and safety across the workforce. Hence, a carefully planned and executed training and education programme is required.

The training and education programme will have several objectives:

- To provide practical understanding of health and safety principles and legislation to thereby gain acceptance at all levels throughout the organisation.
- To make managers and all employees aware of how health and safety compliance is likely to affect the decisions they make.
- To alert managers and all employees of coming changes in legislation, processes and procedures and performance measurement.

It is essential that this Health and Safety Programme is viewed by participants as an opportunity to gain the knowledge and awareness needed to undertake their roles safely and ensure a safe working environment.

Alongside group wide training and education, the First ark group will also ensure tailored training specific to the requirements of different job types and roles.

Information relating to health and safety policies and procedures and safety committees can be found on the Group's intranet site.

Consultation

The Group recognises that the aims and objectives of this policy cannot be implemented without the co-operation of employees at all levels. Therefore, the Group operates a health and safety committee that consist of employees and representatives at all levels of the

business to discuss and review current health and safety practices. This is known as the Business Safety Group.

In addition, the Group will consult and communicate with appointed trade union safety representatives and representatives of employee safety, in accordance with the Safety Representatives and Safety Committee Regulations (1977) and the Health and Safety (Consultations with Employees) Regulations (1996). This is known as the Operative Safety Group.

Review

The Group is fully committed to the continuous development and improvement of health and safety performance. In order to reach this goal, the heads of service/SLT and key service managers shall ensure that safety arrangements, plans for controlling risk and improving performance are reviewed and revised at appropriate intervals, or when deemed necessary, due to known changes that affect the validity of any current document.

The Safety, Health and Environment team may undertake specific reviews on health and safety matters within the Group as necessary.

This policy will be reviewed on at least an annual basis or sooner if there are:

- Changes to existing legislation or the introduction of new legislation
- Changes in technology or operational procedures
- Changes to the organisational structure
- Significant findings following the implementation of current arrangements
- Significant findings following a major accident investigation
- Requests from the Health and Safety Executive (HSE)

It will be the responsibility of the Safety, Health and Environment team to:

- Assess any requests for a review of the policy and associated documents.
- Consult with stakeholders on the required change.
- Undertake the review and update the policy, procedure(s) and guidance documents as required.
- Maintain all records of changes to the policy, associated procedures and guidance documents subject to auditing and for any other reasons that may be required.

Definitions

Definitions used within this document are listed below:

Accident: An accident is an unplanned, uncontrolled event which has led to injury to people, damage to plant, machinery, or the environment and/or some other loss

Incident: An incident is an unplanned, uncontrolled event which has resulted in either an accident or a near miss

Near misses: Near misses are unplanned, uncontrolled events that *had the potential* to lead to injury to people, damage to plant, machinery, or the environment and/or some other loss

Business practices: Business practices are the Group's specific procedural documents that form the arrangements section of the policy. Business practices detail the requirements and standards expected by the First ark group in terms of health and safety, to ensure

compliance with statutory requirements. Business practices are followed by all employees and are aimed specifically at assisting employees in ensuring a safe working environment.

Control measures: A control measure in a health and safety context, is any action, activity or use of equipment that can be utilised to prevent or eliminate a hazard or reduce it to an acceptable level.

Actual: Taken in the context of failures, this relates to conditions that have already, or are in the process of occurring due to weaknesses with current health and safety arrangements.

Potential failures: Potential failures are identifiable or known conditions which indicate that a functional failure is about to occur, resulting from weaknesses within current health and safety arrangements.

Health and safety committee: The health and safety committee is the Group's internal forum. The purpose of the forum is to provide a mechanism for communication and consultation for all health and safety matters.

Hazard: A hazard is anything that has the potential to cause harm including ill health, injury, loss of product and/or damage to plant/property/ environment.

Safe systems of work: A safe system of work is a formal procedure based on a systematic examination of an activity in order to identify the hazards present. It also details the key step-by-step actions required by employees at critical points of an activity to ensure that the activity is completed both safely and without risk.

Health and safety risk assessments: A risk assessment is a careful examination of the hazards that are present within a workplace, their potential of causing injury or harm and who may be affected by these hazards. This enables suitable control measures to be identified, in order to reduce those hazards to levels which negate or mitigate the risks.