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Health & Safety Policy

Department	Hopestead
Policy Owner	Marie-Claire Delbrouque
Approved Date	07/05/2024
Date for Review	May 2025
Approving Body	Hopestead Board of Trustees
Associated Legislation/Regulation	Health & Safety at Work Act 1974
Equality Impact Assessment Date	22/04/2024
Version Number	2.0

Purpose / Principles:

This policy has been created to demonstrate the organisations commitment to safeguarding the health, safety and welfare of all employees and discharge its duty under section two of the Health & Safety at Work Act 1974.

Roles, responsibilities & legislation register (RACI):

Hopestead maintains a health & safety legislation register to record the applicable primary and secondary law which applies to the organisation and our business activities. This register also identifies the individuals who hold duties as accountable (A), responsible(R), consulted(C) or informed(I) persons (RACI) with respect of its application.

No.	Legislation	How it applies	RACI
1	Health & Safety at Work Act 1974	Primary Health and Safety legislation - The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.	R – Marie-Claire Delbrouque A- Marie-Claire Delbrouque C- Board of Trustees I- All Staff
2	Corporate Manslaughter and Corporate Homicide Act 2007	Imposes punishment where there is a failing in the duty of care or management which results in death of a person.	R – Marie-Claire Delbrouque A- Marie-Claire Delbrouque C- Board of Trustees I- All Staff
3	Management of Health and Safety at Work Regulations 1999	Expands on Health and Safety at Work Act - Specifically Risk assessments and training.	R – Marie-Claire Delbrouque A- Marie-Claire Delbrouque C- Board of Trustees I- All Staff

4	<p>Employers' Liability Act 1969</p> <p>Occupier's Liability Act (1957, Revised 1984)</p>	<p>Employers' liability insurance protects employees if they are injured as a result of an accident at work or if they become ill as a result of their work.</p> <p>Occupier's Liability imposes the duty of care owed to people who visit or trespass on your property. Public liability insurance covers the cost of claims made by members of the public for incidents that occur in connection with your business activities and covers the cost of compensation for personal injuries and loss of or damage to property.</p>	<p>R – Marie-Claire Delbrouque</p> <p>A- Marie-Claire Delbrouque</p> <p>C- Board of Trustees</p> <p>I- All Staff</p>
5	Health & Safety, Display Screen Equipment Regulations 1992	This regulation imposes duties on employers to reduce the risk to essential DSE users through risk assessment, training and the provision of eye exams.	<p>R – Marie-Claire Delbrouque</p> <p>A- Marie-Claire Delbrouque</p> <p>C- Board of Trustees</p> <p>I- All Staff</p>
6	Reporting of Injuries, Diseases or Dangerous Occurrences 2013	Places a duty on employers to keep records of occupational accidents resulting in the incapacitation of a worker for more than three days and make reports of accidents to the national authority.	<p>R – Marie-Claire Delbrouque</p> <p>A- Marie-Claire Delbrouque</p> <p>C- Board of Trustees</p> <p>I- All Staff</p>
7	Manual Handling Operations Regulations 1992	The Regulations apply to manual handling activities involving the transporting or supporting of loads, including lifting, lowering, pushing, pulling, carrying or moving loads.	<p>R – Marie-Claire Delbrouque</p> <p>A- Marie-Claire Delbrouque</p> <p>C- Board of Trustees</p> <p>I- All Staff</p>

8	Health & Safety Information for Employees Regulations 1989 (including amendments and modifications in 1995 & 2009)	Requires employers to either display the current version of the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. The poster and leaflet tell employees what they need to know about health, safety and welfare, and outlines British health and safety laws.	R – Marie-Claire Delbrouque A- Marie-Claire Delbrouque C- Board of Trustees I- All Staff
9	Provision and Use of Work Equipment Regulations (PUWER) 1998	Aims to protect people in the workplace by requiring risks to health and safety from the equipment they use at work to be prevented or controlled.	R – Marie-Claire Delbrouque A- Marie-Claire Delbrouque C- Board of Trustees I- All Staff

Statement of Intent:

Hopestead believes that management of Health and Safety is an integral part of all its business activities. Hopestead will comply with the requirements of the Health and Safety at Work Act 1974, all other relevant statutory provisions and:

- Develop arrangements to prevent, so far as is reasonably practicable, injury, ill-health and damage as a consequence of its undertakings.
- Provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, and enlist the support of our employees, service providers and other interested parties in achieving these ends.
- Provide and maintain plant, machinery and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- Ensure that assessments of the risks to people arising from our activities are undertaken and the appropriate control measures are implemented to manage these risks.
- Provide information, instruction, training and supervision as is necessary to ensure the Health and Safety at work of all employees.
- Allocate sufficient resources to enable the Health and Safety policy to be effectively implemented.
- Consult with and maintain good relations with employees, trade union representatives, enforcing authorities, local authorities, Flagship Group and other relevant organisations.

Arrangements:

In order to discharge the objectives, set out in the above statement of intent, Hopestead commits to the below practical arrangements.

- Hopestead will comply with and utilise the approved accident, incident and near miss reporting process within Flagship Group via TOPdesk.
- Hopestead will comply with and utilise the approved risk assessment process within Flagship Group via TOPdesk.
- All Hopestead staff will receive L2/L3/ Highfield or IOSH Leading Safely training as applicable and a suitable health & safety induction to the workplace for new starters. Other job specific training requirements will be issued via Flagship Academy.
- To ensure the workforce is adequately consulted on matters arising in connection to health & safety, Hopestead will participate in Flagship Group wide surveys and employees shall have access to this policy document via TOPdesk.
- Hopestead will have access to competent health & safety advice via the Safety, Health, Environment & Facilities team on a voluntary basis.
- Hopestead will comply with all health, safety, compliance and operational arrangements discharged by the Facilities team whilst utilising Flagship Group workplaces.

EIA statement:

In the application of this policy and associated procedures, Hopestead aim to provide equality, fairness and respect to all employees and not unlawfully discriminate against any staff member based on a protected characteristic. In the drafting of this policy, an equality impact assessment has been completed to consider the implications for staff and other interested parties.

Training statement:

As set out in the statement of intent and under section two of the Health & Safety at Work Act 1974, Hopestead commits to providing employees with essential training to ensure competence in the application of their duties. All staff will receive Level 2 / 3 health & safety training and senior members of the organisation will complete IOSH Leading Safely. In addition, Hopestead also commits to providing additional training for staff undertaking specific or higher risk tasks which will be assigned via Flagship Academy job profiles.

Supporting documents:

- Equality impact assessment

Measuring effectiveness:

To support the business in monitoring the effectiveness of this policy, Hopestead commits to the following targets to provide key performance indicators on the effectiveness of this policy.

- Publish statistics on risk assessment completions with the aim of ensuring 90% of staff have completed a person-centred assessment.

- Publish statistics with respect to employees identified as essential lone workers and who have issued with a Peoplesafe lone working solution with the aim of ensuring 90% usage.
- Publish statistics covering essential health & safety training with the aim of ensuring 90% of staff are up to date with the appropriate course.
- Publish statistics on the number of accidents and incidents including events notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Publish responses to the planned employee consultation health & safety survey.

Review period:

Hopstead recognises that its organisation is evolving and to ensure it meets its health and safety obligations this policy and the associated health and safety procedures developed to protect our employees and anyone else affected by our business activities will be reviewed annually.

Version control:

Note: minor updates approved by delegated authority increase version number by 0.1; major updates and formally approved versions increase version number by 1.0.

Version	Detail	Approved by	Date
1.0	First issue following introduction of new version control.	Hopstead Board of Trustees	20/04/2023
2.0	Policy updated to include an expanded legislation register, and changes to responsibility lines.	Hopstead Board of Trustees	07/05/2024