

1. Health & Safety Policy RG11

Health and Safety at Work etc. Act 1974 (As amended)

Department: Development & Quality
Address: 2nd Floor, Lansdowne House, 85 Buxton Road, Stockport, SK2 6LR
Prepared By: L Fitzpatrick **Job Title:** Director of Safety
Date: January 2020 **Policy Review Date:** January 2021
Responsible Person: S. Fitzpatrick **Title:** Director
Company: Care Today / Parallel Parents / Training 2 Care / Other related organisations

General Statement of Policy

It is the policy of the organisation to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The organisations health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The organisation recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the organisation will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the organisation will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director of Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The organisations health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. **The policy will be updated normally every 12 months.**

The specific arrangements for the implementation of the policy and the personnel responsible are detailed at the start of this policy.

Safety Personnel

The person with overall and final responsibility for health and safety in the organisation is the Director of Safety, L. Fitzpatrick.

The person responsible for overseeing, implementing and monitoring the policy is the Director of Safety.

The Office Senior will be responsible as Vivien Snape's deputy in case of her absence.

The following personnel will be responsible for the supervision of health and safety in particular areas:

Name	Area	Responsibilities
L Fitzpatrick	all	Health & Safety Audits
With support from Area, and Group Management Teams		

Consultation

The management see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every 3 months or as

often as is deemed necessary. These discussions may be part of the operational managers meeting as appropriate.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. The organisation communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Co-Operation and Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held every Year or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name
Director of Safety	L Fitzpatrick

Workplace Inspections

It is the policy of the organisation to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by Reg. 33 Visitors. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of the organisation to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

The organisation will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All electrical equipment is subject to a thrice yearly P.A.T test. While new goods are initially exempt, they will become subject to testing after one calendar year of use.

RFSN Health and Safety Policy January 2020
To be reviewed annually - Reviewed July 2021

Thank you for using www.freepdfconvert.com service!

Only two pages are converted. Please Sign Up to convert all pages.

<https://www.freepdfconvert.com/membership>