



# KISIMUL GROUP LTD

## COMPANY HEALTH & SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of Kisimul Group Limited. The Company recognises under the Health and Safety at Work Act 1974 it has a legal duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and the Health and Safety of other persons who may be affected by its activities.

This will be achieved by the promotion of a positive Health and Safety culture at all levels within the Company and particularly at Senior Management level. A system of full and effective two-way consultation on Health and Safety matters will be established by utilising the Management Structure of the Company and the Health and Safety Committees already in existence.

The Company is committed to providing adequate resources to ensure its Health and Safety Objectives and Standards within this Policy are achieved.

The Board of Directors will be kept fully informed of all Health and Safety matters in a monthly report to the board and an annual Health and Safety Report will be produced.

The Company will provide and maintain written Risk Assessments of the risks to the Health and Safety of its employees whilst they are at work and others who may be affected by the Company's activities.

The Company has appointed Owen David Risk Management Ltd of Market Drayton as Competent Persons to provide the necessary legal, technical and practical Health and Safety assistance and information.

This Statement is signed by the Chief Executive and is brought to the attention of all employees. It will be reviewed on an annual basis and may be modified, with any modifications within the Policy also being brought to the attention of all employees.

Margaret Hill  
Chief Executive

April 2016

# Arrangements

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1. To eliminate or reduce, as far as is reasonably practicable, the risks posed by hazards in the workplace and to ensure a safe place of work Kisimul Group has policies and procedures in place, in line with the Health and Safety at Work Act 1974. These can be found in staff rooms and employees must make themselves familiar with these. The policies and procedures can also be accessed via the computer on Kisimul shared folders for those who have access to it. Health and Safety posters can be found in each building and any Health and Safety advice can be obtained from the Health and Safety Manager and their department.
  2. Risk assessments are in place to highlight any risks with the measures and controls in place.
  3. To ensure that Kisimul Group's aims and objectives are met and to show our commitment to Health and Safety, employees are represented by a Health and Safety Committee. Regular meetings are held where representatives can bring matters of Health and Safety voiced by the workforce to the attention of Kisimul Group.
  4. Any relevant training will be given on commencement of employment and all employees will be provided with information, instruction and supervision.
  5. Relevant employees are given basic emergency first aid training and a list of First Aiders can be located at the entrance to each building. All accidents and incidents are recorded and books are kept at various locations. These will be outlined to the individual on their Health and Safety induction. The Health and Safety department are responsible for reporting certain accidents, diseases and dangerous occurrences to the enforcing authority in line with Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR) and investigating these to ensure safe working conditions are being followed.
  6. Emergency procedures for fire and evacuation are maintained and monitored by the Health and Safety Manager. Employees will be given a fire safety induction at the beginning of their employment.
  7. Health and Safety is actively monitored with monthly inspections and spot checks to ensure our safe working practices are being followed, with any significant changes brought in.

## **THE BOARD OF DIRECTORS**

The Board of Directors accepts formally and publicly its collective role in providing Health and Safety leadership to the organisation.

The Board recognise that strong leadership is vital in delivering effective Health and Safety Risk Control and is committed to continuous improvement in Health and Safety performance.

The Board expects all Directors, Managers and employees to work in a way which reinforces the Company's commitment to Health and Safety.

The Board will ensure business decisions which have Health and Safety implications reflect the Company's Health and Safety intentions as contained within this Policy.

The Board recognises its role in engaging the active participation of employees in improving Health and Safety.

The Board also recognises it needs to be kept informed of relevant Health and Safety Risk Management issues and will establish mechanisms by which it is kept informed.

## **CHIEF EXECUTIVE**

The Chief Executive has ultimate responsibility to the Board for all aspects of Health, Safety and Welfare within the Company and also for the implementation of this Policy. In particular they will:

Ensure that appropriate systems are in place to enable the Company to discharge its responsibilities for Health and Safety.

Accept their individual role in providing Health and Safety leadership for the organisation by ensuring that actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Promote the understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company.

Be responsible for ensuring that the Directors, reporting directly to them, are familiar with the aims of this Policy and are given the time, resource, support and encouragement to implement this Policy in their own area of control.

## **DEVELOPMENT DIRECTOR**

The Development Director has overall day to day responsibility for Operational Health and Safety and for implementation of this Policy. In particular they will:

Provide Health and Safety leadership for the organisation and ensure that actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Oversee implementation of the Company's Health and Safety Management System which is based upon the HSE publication HSG65 "Successful Health and Safety Management".

Collate and present an Annual Health and Safety Report to the Board.

Ensure all new builds from inception to completion are undertaken with due consideration of Health and Safety at all stages of the process.

Ensure appointed Project Managers and Designers are suitably resourced and competent to fulfil the Company's responsibilities as client under the Construction (Design and Management) Regulations.

Ensure suitably resourced and competent Planning Supervisors are appointed under the Company's responsibilities as clients in accordance with the Construction (Design and Management) Regulations.

Ensure completed Health and Safety files are maintained for new build projects.

Be responsible for ensuring that the Operations Director, Finance Director and the Director of Education are familiar with the aims of this Policy.

Ensure Management Systems provide for effective monitoring and reporting of the Company's Health and Safety performance.

Establish mechanisms for ensuring they are kept informed of any significant Health and Safety failures and of the outcome of investigation into their causes.

Ensure Health and Safety Risk Management Systems are in place and remain effective and periodic audits are undertaken and provide feedback regarding their operation and effectiveness.

Ensure the appointed Health and Safety Manager has the necessary competence, resources and support of other Board members to carry out their functions.

## **FINANCE DIRECTOR**

The Finance Director has ultimate day to day responsibility and accountability for ensuring that sufficient resource is available within the Business for implementation of this Policy. In particular, they will:

Ensure financial business policies take into account requirements for the Health and Safety Risk Management system and has a continuing obligation to advise the Chief Executive the extent to which this Policy achieves the Objectives and, from time to time, will make appropriate recommendations.

Have a day to day responsibility for promoting understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company, as far as it applies to their areas of responsibility.

Will accept their individual role in providing Health and Safety leadership for the organisation, ensuring their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure Managers reporting to them are provided with the time, resource, support and encouragement to implement the Objectives of the Health and Safety Policy.

## **THE OPERATIONS DIRECTORS & THE DIRECTOR OF EDUCATION (Including Assistant Director Roles in support of these positions)**

The Operations Director and the Director of Education (with the support of their associated Assistant Directors) have ultimate day to day responsibility and accountability for ensuring all new business developments and property issues under their control comply with the aims of this Policy and legal requirements. In particular, they will:

Have a continuing obligation to advise the Chief Executive of the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Have day to day responsibility for promoting understanding that Health and Safety is an integral part of the business and operating efficiency of the Company as far as it applies to their areas of responsibility.

Will accept their individual role in providing Health and Safety leadership for the organisation ensuring their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure the Managers reporting to them are provided with the time, resource, support and encouragement to implement the Objectives of Health and Safety Policy.

Ensure all new completed developments from handover to registration are undertaken with due consideration of Health and Safety at all stages of the process.

## **HR DIRECTOR**

The HR Director has day to day responsibility and accountability for ensuring Human Resource and Personnel procedures fully comply with the aims of this Policy and legal requirements. In particular, they will:

Have a continuing obligation to advise the Operations Director as to the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Provide Health and Safety leadership and ensure actions and decisions at work, always reinforce the Company's commitment to Health and Safety.

Have day to day responsibility for promoting the understanding of Health and Safety as an integral part of the Business and operating efficiency of the Company.

Co-ordinate the inclusion of Health and Safety into all Job Descriptions.

Co-ordinate the inclusion of Health and Safety into all Annual Performance Reviews.

Co-ordinate the management of compliance with the Working Time Regulations as detailed within the Personnel Manual.

Promote the inclusion of Health and Safety requirements into the Company's Disciplinary Procedures through the Staff Handbook.

Co-ordinate the inclusion of Health and Safety into the Company's Induction Training package.

Ensure Human Resource and Personnel Assistants reporting to them are provided with the time, resource, support and encouragement to implement the Objectives of the Health and Safety Policy.

### **GROUP HEALTH AND SAFETY MANAGER**

The Health and Safety Manager will have ultimate day to day responsibility for implementation of the Policy within the home and school. In particular, they will:

Have a continuing obligation to advise the Directors the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Have day to day responsibility for promoting understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company as far as it applies to their area of responsibility.

Accept their individual role in providing Health and Safety leadership for the organisation by ensuring their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure the Line managers are provided with the time, resource, support and encouragement to implement the Objectives of the Health and Safety Policy.

Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

Ensure employees within their area of control know the action to be taken in case of fire and, where relevant, the location and use of fire fighting equipment.

Ensure employees are provided with and also wear necessary personal protective equipment and also ensure it is replaced where necessary.

Ensure each site has a named Health and Safety Committee and they are aware of their Health and Safety obligations to the company.

Ensure regular Health and Safety meetings take place at each site.

Ensure the minutes from these meetings are produced and circulated to all relevant personnel.

Ensure a Health and Safety report is provided to the Directors annually.

Maintain good housekeeping within their areas of control.

Seriously consider any representations made to them on Health and Safety matters by employees and/or Safety Representatives.

Co-ordinate the completion of suitable and sufficient Risk Assessments.

Co-ordinate employee training for matters relating to Health and Safety.

## **REGISTERED MANAGERS & HEAD TEACHERS**

Registered Managers and Head Teachers will have day to day responsibility for implementation of the Policy within the Homes and School sites for which they are named responsible people. In particular, they will:

Have a continuing obligation to advise the Group Health and Safety Manager, Assistant Directors and Directors the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Have day to day responsibility for promoting understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company as far as it applies to their area of responsibility.

Accept their individual role in providing Health and Safety leadership for the organisation by ensuring that their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure employees reporting to them are provided with the time, resource, support and encouragement to implement the Objectives of the Health and Safety Policy.

Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

Ensure employees within their area of control know the action to be taken in case of fire and, where relevant, the location and use of fire fighting equipment.

Ensure employees are provided with and also wear necessary personal protective equipment and also ensure that it is replaced where necessary.

Maintain good housekeeping within their areas of control.

Seriously consider any representations made to them on Health and Safety matters by employees and/or Safety Representatives.

Co-ordinate the completion of suitable and sufficient Risk Assessments.

Co-ordinate employee training for matters relating to Health and Safety.

Organise and attend regular health and safety meetings for the areas they are responsible for.

## **TRAINING MANAGER**

The Training Manager has day to day responsibility and accountability for co-ordinating Health and Safety training throughout the Company. In particular, they will:

Have a continuing obligation to advise the Operations Director as to the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Provide Health and Safety leadership and ensure actions and decisions at work, always reinforce the Company's commitment to Health and Safety.

Have day to day responsibility for promoting the understanding of Health and Safety as an integral part of the Business and operating efficiency of the Company.

Ensure Registered Managers, Head Teachers and Line Managers are provided with the necessary advice and support regarding mandatory and Company Policy Health and Safety training courses.

Monitor the implementation of the Company's training programme.

Review the results of the Training Audit Support tool and to make subsequent recommendations.

Co-ordinate the NVQ training programmes for Home Managers and Care Staff.

## **FACILITIES MANAGERS**

The Facilities Manager has ultimate day to day responsibility and accountability for ensuring the developments under their control comply with the aims of this Policy and legal requirements. In particular, they will:

Have a continuing obligation to advise the Director of Development the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Have day to day responsibility for promoting understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company as far as it applies to their area of responsibility.

Will accept their individual role in providing Health and Safety leadership for the organisation ensuring their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure all new developments from inception to completion are undertaken with due consideration of Health and Safety at all stages of the process.

Ensure Tenders submitted to public bodies fulfil the Health and Safety requirements as contained within the Tender documentation.

Ensure suitable surveys of the proposed land/area of new developments are completed at inception with appropriate input from the Property Team.

Ensure all Business cases include Health and Safety suitability.

Co-ordinate liaison with Operational Management and Regulatory Authority at point of handover.

## **LINE MANAGERS**

Functional Line Managers and Supervisors have day to day responsibility and accountability for implementing the requirements of this Policy within their areas of control. In particular, they will:



Have a continuing obligation to advise their Line Manager the extent to which this Policy achieves its Objectives and, from time to time, will make appropriate recommendations.

Have day to day responsibility for promoting understanding that Health and Safety is an integral part of the Business and operating efficiency of the Company as far as it applies to their area of responsibility.

Accept their individual role in providing Health and Safety leadership for the organisation by ensuring their actions and decisions at work always reinforce the Company's commitment to Health and Safety.

Ensure employees reporting to them are provided with the time, resource, support and encouragement to implement the Objectives of the Health and Safety Policy.

Liaise with the Registered Manager regarding the progressive development of Safe Working Procedures in line with the Policy.

Ensure they provide adequate supervision at all times, particularly where young and inexperienced employees are concerned.

Ensure employees within their area of control know the action to be taken in case of fire and, where relevant, the location and use of fire fighting equipment.

Report all accidents, incidents, near-misses and plant damage to the Line Managers so that they can undertake their appropriate investigative procedures.

Ensure employees are provided with and also wear necessary personal protective equipment and also ensure that it is replaced where necessary.

Report promptly to the Line Manager any defects in plant, safety systems or practices which they have identified and which are beyond their capability to correct.

Maintain good housekeeping within their areas of control.

Seriously consider any representations made to them on Health and Safety matters by employees and/or Safety Representatives.

Attend Safety Committee meetings where required.

## **ALL EMPLOYEES**

All employees have day to day responsibility and accountability for ensuring they work in accordance with the aims of this Policy and legal requirements. In particular, they will:

Take reasonable care for their own Health and Safety and also consider the safety of colleagues and service users who may be affected by their actions.

Take action to prevent work related accidents and ill-health.

Report unsafe processes, practices and equipment to Supervision.

Raise Health and Safety concerns to Supervision.

Report all Health and Safety incidents, however, minor to Supervision.

Use all equipment and systems of work in accordance with training which they have received

Not undertake any task for which authorisation and training has not been given.

Assist the Company in achieving its Health and Safety Objectives and Targets by co-operating with Management.

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