

Health and Safety Policy, Procedures and Guidance

Policy implemented: April 2019
Last reviewed: December 2023
Next review due: January 2025

This Policy is supported by the following procedures and guidance:

- Local Health and Safety Arrangements - [Link](#)
- Electrical Safety Guidance - [Link](#)
- Fire Safety Procedure - [Link](#)
- First Aid Procedure - [Link](#)
- Food Hygiene Guidance - [Link](#)
- Hazardous Substances Guidance - [Link](#)
- Incident Management Procedure - [Link](#)
- Infection Control Procedure - [Link](#)
- Lone Working Guidance - [Link](#)
- Management of Contractors Procedure - [Link](#)
- Moving and Handling Guidance - [Link](#)
- Risk Management Procedure - [Link](#)
- Transporting People Safely Procedure and Guidance - [Link](#)

- Use of Equipment Guidance - [Link](#)

1. Summary

The purpose of this policy is to ensure health and safety responsibilities throughout Saludem are clearly defined.

Saludem as an employer has a 'duty of care' to ensure, as far as possible, the health, safety and welfare of employees and the people we support. Saludem is also responsible for any person who may be affected by the work it carries out including contractors, volunteers and members of the public.

The Health and Safety at Work etc Act 1974 places a duty on employers to ensure that no-one (including persons not in his employment) is harmed by their activities, products or services. The Health and Safety at Work etc Act 1974 requires that employers exercise control over all aspects of health and safety within their organisations.

It is in the interests of each person to understand the potential severity of any failure to comply with safety legislation, standards and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and/or imprisonment and may also result in disciplinary action by Saludem.

The Health and Safety Executive (HSE) is the enforcing authority for workers in England, Scotland and Wales and also for patient and service users in Scotland and Wales. In England, the Care Quality Commission (CQC) has responsibility for patient and service user health and safety for providers registered with them. Our other regulators, CIW, Estyn and OFSTED, are responsible for ensuring our services are safe and comply with all relevant legislation and guidelines.

Initial purpose and scope of the new policy/procedure agreed by:	Gary Laville-Director of Quality and Governance and Named Competent Health and Safety person. September 2018
Technical review carried out:	System Information and Policy Coordinator, December 2023
Final quality check carried out:	Group Head of Policy and Performance, December 2023
Date signed off by the P&P Sub Committee:	P&P Sub Committee, April 2019
Date implemented:	December 2023
Version Number:	1.1
Date of the next review:	January 2025
Department responsible:	Quality
Job Title of Lead Person:	Director of Quality and Governance and Named Health and Safety Person.
Author / Main Contact, including their job title (if different from above):	Group Head of Policy and Performance

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

QUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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This policy must be brought to the attention of all employees.

**The controlled version of this policy and its associated documents are available on the Blink Hub.
Printed or downloaded copies are uncontrolled and may not be up to date.**

4. Policy Statement

The Boards and the Executive Leadership Teams confirm their shared responsibility for the health, safety and wellbeing of employees, volunteers, users of Salutem's services, and anyone that could be affected by Salutem's activities. We will ensure compliance with all relevant legislation; including the Health and Safety at Work etc. Act 1974 and the Equality Act 2010.

Effective health and safety management is vital and mandatory and plays a positive contribution to our overall success. The principles of positive risk management must be applied to effectively and appropriately manage risk.

People must be supported to have freedom to choose. We actively support people to take control over their lives by weighing up the potential benefits and harm of exercising one choice of action over another.

The arrangements and procedures for managing health and safety are located on the Blink Hub; or can be accessed through local Managers.

Since we aim to effectively and appropriately manage risk, all Managers are expected to ensure compliance with this policy and associated procedures and guidance to ensure that we continually seek ways to improve our performance.

All employees and volunteers are expected to undertake their work so as not to endanger themselves or others.

Our Policy commitments are:

- to effectively and appropriately manage the health and safety risks arising from our activities
- to comply with health and safety legislation
- to consult with our stakeholders on matters affecting their health and safety
- to provide and maintain safe tools and equipment
- to ensure procedures are in place for safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and to provide adequate training
- to prevent, as far as is reasonably practicable, accidents and cases of work-related ill health
- to maintain, as far as is reasonably practicable, safe and healthy working conditions

This statement and the policy must be brought to the attention of all employees.

A copy of this statement, signed by the Chief Executive Officer, must be displayed at each Salutem site, alongside the [HSE Law Poster](#).

This statement sets out our commitment to managing health and safety effectively, and what you want to achieve.

Section 6, Areas of Responsibility, sets out who is responsible for specific actions.

The detail of what we must do in practice to achieve the aims set out in this statement is available in our associated procedures and guidance. See Section 8, Associated Documents, for further details.

5. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Quality Assurance and Risk Management Group (QARM) will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation by QARM unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by QARM. The people we support will be involved in the review to ensure it captures the important issues for them.

6. Areas of Responsibility

Executive Board

The Executive Board have overall responsibility for the safe operation of Salutem and the health and safety of its employees, volunteers, visitors and customers.

The Executive Board will:

- Mandate and approve the Health and Safety Policy, procedures and associated guidance and will establish the organisational structure for health and safety.
- Delegate the operational implementation of the policy, procedure and associated guidance to the Chief Executive Officer and Directors of each Salutem business.
- Appraise Salutem's health and safety performance each year
- Ensure that performance under Salutem's Health and Safety Policy and procedures is regularly monitored through robust auditing practices.
- Agree a proposed annual health and safety plan in conjunction with the Directors of each Salutem business.
- Ensure that Salutem's annual health and safety plan targets are met in full.

- **Agree specific health and safety objectives with each Director at their annual performance review.**
- **Ensure availability of resources to ensure the implementation of this policy, completion of training and systems to ratify, communicate and review this policy.**
- **Ensure there are clear disciplinary and other measures for staff who do not adhere to this policy.**
- **Ensure the policy is monitored and organisational learning is enabled by systems of data collection and analysis as appropriate**
- **Consult with Directors at budget review to ensure they have included sufficient finances, resources and facilities to achieve the targets set out in the annual health and safety plan.**
- **Set a positive example.**

Directors

The Directors are responsible for effective day-to-day implementation of Saludem's Health and Safety Policy, Procedures and associated guidance within their areas of responsibility and are responsible to the CEO.

Directors will:

- **Ensure Policy and procedure implementation in their directorate is monitored and performance reviewed annually.**
- **Ensure their directorate achieves its targets as part of Saludem's annual health and safety management plan.**
- **Agree individual health and safety objectives with their Department Heads at annual performance review.**
- **Consult with their Department Heads to ensure adequate finances, resources and facilities are made available to achieve targets within the annual health and safety plan.**
- **Assist line managers in obtaining appropriate health and safety training.**
- **Nominate a member(s) of their management team to co-ordinate health and safety matters across the directorate and providing that person with sufficient information and training to do this.**
- **Set a positive example.**

Director of Quality and Governance (Director with responsibility for Health and Safety)

In addition to those responsibilities as a Director the post holder will:

- **Develop Health and Safety Policy, procedures and associated guidance, ensuring they are underpinned by Health and Safety legislation and compliant with regulatory requirements and best practice principles.**
- **Prepare an annual health and safety plan for agreement by the Directors and approval by the Executive Board.**

- Brief Directors on developments in health and safety legislation to enable strategy to be developed.
- Ensure that the Board and Directors have available specialist advice on health and safety matters and access to a competent Health and Safety Advisor.
- Provide specialist advice on developments in safety management systems and health and safety legislation to other Directors.
- Carry out trend analysis of accidents and submitting reports to Directors and the Executive Board.
- Carry out audits of health and safety policy, procedures and management systems.
- Assist line managers in obtaining appropriate health and safety training.
- Liaise, where necessary, with enforcement agencies, insurance brokers, insurers and other outside bodies on health and safety matters.
- Advise managers on the preparation of health and safety plans.
- Advise local/affiliated groups on matters of health and safety when requested to do so.
- Advise Managers in the application and monitoring of Salutem's Health and Safety Policy, procedures and associated guidance.
- Ensure effective communication is provided and effectively disseminated to all Directors and subsequently to managers and their employees on health and safety issues.

In the event of this position falling vacant responsibility will pass to the CEO.

The Estates Team

The Estates Team are responsible for advising managers on compliance with statutory health and safety requirements concerning construction work, property and associated facilities, including:

- Client duties under the Construction (Design and Management) Regulations 2015 – [Link](#)
- Building regulations and general building compliance - [Link](#)
- Fire Risk Assessment and fire safety – [Link](#)
- Water hygiene, including the management of Legionella – [Link](#)
- Asbestos management - [Link](#)
- Lifts and lifting equipment inspections and tests - Lifting Equipment Guidance - [Link](#)
- Use of Equipment Guidance - [Link](#)
- Electrical and Gas Safety - [Link](#)

Department Heads, Regional Directors, Principals

The Department Heads, Operational Directors and Area Managers are responsible for effective day-to-day implementation of SaluTem's Health and Safety Policy within their areas of responsibility.

They will:

- **Ensure that implementation of the Health and Safety Policy in their area of responsibility is monitored and performance reviewed annually.**
- **Ensure that their area of responsibility achieves its targets as part of SaluTem's annual health and safety plan.**
- **Agree specific health and safety objectives with their employees and review these as part of the Appraisal process. at annual performance review.**
- **Consult with their employees at budget review to ensure that adequate finances, resources and facilities are made available and are applied exclusively to achieve targets within the annual health and safety plan.**
- **Assist line managers in obtaining appropriate health and safety training.**
- **Review all major injury accidents in their area of responsibility in accordance with SaluTem's Incident Management Procedure.**
- **Ensure that each manager has access to SaluTem's Health & Safety Procedures.**
- **Set a positive example.**

All Management, including Service Managers, Deputies and Seniors

Management must demonstrate, by example, their commitment by being actively involved in the continual improvement of local occupational health and safety performance.

Managers will:

- **Ensure implementation of the Health and Safety Policy and Procedures by the staff and individuals for which they are responsible.**
- **Ensure the health and safety of people who may be affected by the activities they control, e.g. the people we support, contractors and the public. Safeguarding, as far as reasonably practicable, the health and safety of all persons visiting the site, and all equipment, under their control.**
- **Ensure the provision of a Local Health and Safety Arrangements document that clearly defines individual responsibilities in meeting and maintaining SaluTem's health and safety policy and procedures.**
- **Ensure that the Local Health and Safety Arrangements document is brought to the attention of each staff member under their control to enable staff to understand their duties.**

- **Ensure staff members, volunteers, agency workers and contractors and others, as necessary, are provided with adequate information, instruction and training to fulfil their responsibilities.**
- **Measure and review health and safety performance, including accidents and training rates.**
- **Ensure that risk assessments are conducted for all tasks and that suitable and sufficient control measures are identified and implemented to reduce or eliminate risk.**
- **Report accidents, near misses, incidents and cases of work related ill-health and investigate significant accidents and near misses in line with Saludem's Incident Management Procedure and ensure staff members under their control are aware of this procedure.**
- **Comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR).**
- **Ensure all staff, people we support (where appropriate) and others involved in our operations are aware of their contribution to health, safety, welfare and environment issues and encourage active involvement.**

Individual Staff

All staff members have a responsibility to take reasonable care for their own health and safety and that of their colleagues and to co-operate with health and safety requirements.

Individual staff will:

- **Follow Saludem's Health and Safety Policy, procedures, associated documents and Local Health and Safety Arrangements at all times.**
- **Not carry out any tasks unless they are trained, authorised and competent to do so.**
- **Use all work items, tools and equipment correctly, keep them in good order and ensure they are checked before, during and after use.**
- **Not interfere with, or misuse, any equipment or materials provided to ensure a healthy and safe environment at work,**
- **Use and dispose of all personal protective equipment safely and correctly. For example, disposable gloves and aprons.**
- **Warn staff, people the support and others, as appropriate, of known hazards or danger.**
- **Report all accidents, hazards, defects or incidents to their line manager or the on-duty manager immediately.**
- **Co-operate with periodic risk assessments undertaken by management.**
- **Notify management of any short-comings in the Health and Safety Arrangements, even when no immediate danger exists, so that management can take remedial action.**

- Keep working areas clean, tidy and in a safe condition at all times.
- Attend Health Screening/Surveillance and Drug and Alcohol Testing, as required.
- Attend training provided by the employer.
- Follow Local Health and Safety Arrangements when visiting other premises, as applicable.

7. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Appraisal Process. Mandatory Health and Safety Training is required for all staff within the first three months of employment with a renewal period in place dependant on health & safety section and guidance from awarding bodies. Please contact the Learning and Development Team for details and to arrange access to this training.

Additionally, specific training is required for the specific health and safety areas that are covered in our associated procedure and guidance and these are defined within each of the documents below.

8. Associated Documents

- Local Health and Safety Arrangements - [Link](#)
- Electrical Safety Guidance - [Link](#)
- Fire Safety Procedure - [Link](#)
- First Aid Procedure - [Link](#)
- Food Hygiene Guidance - [Link](#)
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- Use of Equipment Guidance - [Link](#)

9. Useful Links

- [Health and Safety Executive \(HSE\)](#)

10. References

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1992
- The Health and Safety (Consultation with Employees) Regulations 1996

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
v0.1	December 2018	Draft	New policy
V0.2	April 2019	Draft	Changes following Estates Director feedback
V1	April 2019	Final	Date of implementation added
V1.1	January 2021	Revised	Date of revisions added along with clarify relating to training and associated procedures and guidance
V1.2	December 2023	Revised	New dates of revision added. No other substantial changes

12. Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender (including gender reassignment)	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation	No	
	• Age	No	
	• Disability- learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are there any valid exceptions, legal and/or justifiable?	-	
4.	Is the impact of the document/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	-	
6.	What alternative is there to achieving the document/guidance without the impact?	-	
7.	Can we reduce the impact by taking different action?	-	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the author of this document, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Human Resources.