

The SENAD Group

Group Health, Safety and Environmental Policy

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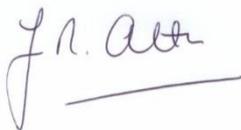
1. Statement of Intent

The SENAD Group is committed to achieving and maintaining the highest standards of Health and Safety by pursuing continuous improvements in our health and safety performance and will conduct our undertakings in such a manner that:

1. All work will be carried out in accordance with relevant statutory provisions, with all reasonably practicable measures taken to avoid risk.
2. Our premises will be maintained in a safe condition, without risk to health and wellbeing, with safe access and egress, and with adequate welfare facilities.
3. Health and safety will be centred on the needs of individual students and residents and our commitment to provide them with a safe, secure and comfortable environment to enhance their quality of life.
4. We will provide suitable and sufficient instruction and training to ensure all staff, agency workers under our direction and carry out safe working activities within a supportive health and safety culture. This will be further enhanced through continual learning, development and supervision to achieve best practice.
5. We will maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure the safe storage, handling, use and disposal of substances through safe systems of work.
6. Accidents and cases of work-related ill health will be prevented wherever possible and where they do occur that they are properly investigated to determine the root cause and to enable controls to be put in place to prevent a recurrence.
7. We will engage and consult with employees, family care partners and our service users where possible on day-to-day health and safety matters and disseminate information on safe practice in a timely and unambiguous manner.
8. We have in place procedures to effectively deal with emergencies, for example evacuation in case of fire or other significant incidents.
9. We will ensure adequate resources are available to ensure the health safety and welfare of persons on SENAD Group premises.

Accountability for health and safety lies with our senior leadership team. The CEO delegates operational responsibility for Health and safety to the COO. He will in turn ensure health and safety is given priority in all aspects of SENADS undertakings with the support of other directors.

Richard Atkinson
Chief Executive Officer & Finance Director
March 2022



Mark Flynn
Chief Operations Officer
March 2022



2.0 Health and Safety Organisational Duties

2.1 Chief Executive Officer (CEO)

The Chief Executive Officer has overall responsible for the health, safety and welfare of all employees and service users of the SENAD Group for and on behalf of the Board of Directors whilst they are at work on Company premises or on Company business. This responsibility is extended to the health and safety of non-employees whilst on Company property or activities.

The Chief Executive gives full authority to the Chief Operations Officer who has been delegated operational responsibility for health and safety with support of Directors to utilise resources made available and to raise any concerns for Health and Safety with him. The Chief Executive Officer will receive reports from the Chief Operations Officer and Directors on a regular basis.

2.2 Chief Operations Officer (COO)

The CEO has delegated operational health and safety management to the Chief Executive Officer with support of SENAD Directors. He will to oversee the implementation of health and safety related policies, associated procedures, protocols, guidance and management systems to ensure they are fully understood, applied and resourced within their respective areas of responsibility by:

- Providing leadership and promoting a positive health and safety culture, safe systems of working and good standards of practice.
- Co-ordinating with Heads of Facilities and Service Managers to develop, plan, implement, monitor and review management systems which support compliance with legal, regulatory and good practice requirements.
- Overseeing the effective implementation of the "Statement of Intent" and the arrangements contained within the policies for and on behalf of the Board of Directors with the Group with the support of SENAD Directors.
- Approving and ongoing quality assurance in respect of the health and safety policies through annual review and when there are changes to legislation or guidance.
- Overseeing risk mapping and modelling to identify deficiencies and ensure suitable arrangements are in place to manage and mitigate significant risks.
- Being the safety representative on the Board/ at senior management level when major projects and acquisitions are being planned to ensure safety is a consideration.
- Overseeing the appropriate upward reporting and investigation of all significant adverse events, accident/incidents to identify learning or improvements needed to improve safety.
- Ensuring competent and timely advice to services through internal and external mechanisms by appropriately qualified professionals.
- Ensuring management standards are aligned to all regulatory frameworks.

This delegated responsibility for the effective management of the operational Health, Safety and Welfare extends to all employees of SENAD on behalf of the Board of Directors whilst they are at work on company premises or on company

business. This responsibility is extended to the health and safety of non-employees whilst on Company property or activities.

Duties may be delegated in order for the Health and Safety policy to be successfully implemented. Primarily these delegated duties are shown in the sections below.

2.2 Adult Care Director

The Adult Care Director is in a position of authority and plays a significant role in the management of the organisation's activities. A decision-maker within the company who decides corporate policy and agrees strategy within their key areas of responsibility.

Key responsibilities-

- To oversee the implementation of the "Statement of Intent" and the arrangements contained within the policies for and on behalf of the Board of Directors for Adult Care within the Group.
- With the COO quality assure the adult and SENAD community specific health and safety policies through annual review and when there are changes to legislation or guidance.
- To ensure all adverse events are thoroughly investigated, reported and suitable measures taken to prevent a recurrence within services under their remit and work collaboratively with relevant regulators and organisations to ensure high standards of safety management.

Duties may be delegated in order for the Health and Safety policy to be successfully implemented. Primarily delegated duties are identified in the sections below.

2.3 HR Director

The HR Director is in a position of authority and plays a significant role in the management of the organisation's activities. A decision-maker within the company who decides corporate policy and agrees strategy within their key areas of responsibility.

Key responsibilities-

- To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- To oversee training provision for all employees to ensure those with specific duties have been provided with training that will equip them with the relevant skills and knowledge applicable to their role.
- To make employees aware of their obligations with regards health and safety through job descriptions, contracts and handbooks.
- To provide support systems and processes that promote emotional and psychological wellbeing of staff whilst at work.

Duties may be delegated in order for the Health and Safety policy to be successfully implemented. Delegated duties are identified in the sections below.

2.5 Heads of Facilities, Registered Managers, Principals, Head of Adult Services.

Key Responsibilities-

- To ensure the effective implementation of the Group Health & Safety policies at all facilities within their control. They may delegate some of the duties in order to achieve this, but are responsible for ensuring that these duties are carried out with due regard to statutory legislation and guidance.
- To report on health and safety issues to the Chief Executive via monthly reports and regular meetings.
- Consult with staff on all matters that may affect their Health and Safety of staff and that of service users, visitors and contractors.
- Ensure that amendments to the Health & Safety policies are brought to the attention of all employees under their control and are suitably embedded into practice.
- Ensure that Health and Safety competence is assessed on induction, during their development and in staff appraisals. No staff member should be asked to undertake a health and safety task for which they have not been given appropriate instruction and training.
- Where subject knowledge is outside their levels of skills or competence with regards health and safety they should seek competent advice from the Group Health and Safety Manager.

2.6 Quality Assurance Manager

Main responsibilities:

- To identify any health & safety issues as part of monitoring visits
- Work collaboratively with regulators to ensure best practice and continual improvement with regards both staff and service user safety.
- To bring to the attention of the heads of facilities or the Group health and safety manager as appropriate any health & safety matters
- To liaise with the Group Health, Safety and Risk Manager
- To ensure appropriate action is taken to address any health & safety matters
- To ensure the COO & CEO are aware of any health & safety matters
- To liaise & support the Group Health and Safety Manager in ensuring appropriate policies are in place.

2.7 Group Health and Safety Manager

Main delegated responsibilities:

- To act as the companies Competent adviser in law as defined under Regulation 7 of the Management of Health and Safety at Work Regulations 1999

- To support the Chief Operations Officer and directors in operational risk mapping, the implementation of risk management and reduction programmes and projects for Heads of Service and Registered Managers
- To advise in all aspects of health and safety across the Group with authority and independence of operational units.
- To review, develop and monitor sound policies and procedures across the SENAD Group with agreement of the directors. Where relevant ensure they are part of the Central ISO 9001 system.
- To advise management in the implementation of the H & S policies and procedures.

Key Tasks:

- Provide advice to Directors, management, employees and representatives in all health and safety matters within their levels of competence.
- Review current practice and develop policies and procedures with agreement of the Directors in accordance with legislation and guidance to achieve best practice and ensure continual improvement.
- Promote a positive culture and commitment to health and safety across the Group.
- Plan, implement and regularly monitor internal health and safety systems and standards in accordance with current guidelines.
- Interpret legal requirements and apply them within the context of the Company.
- Establish and maintain accurate and efficient reporting systems for accidents and incidents.
- Review and systematically assess incidents / accident trends and clusters.
- Maintain accurate information and reference systems.
- Liaise and maintain good working relationships with the Health and Safety Executive Inspectorate and other enforcing authorities.
- Liaise with the Companies insurers maintaining an effective efficient system for reporting RIDDORs and other incidents where required.
- Work with insurance providers to ensure adequate arrangements are in place.
- Any other duties reasonably delegated and expected of a Group Health and Safety Manager

2.8 Head of Training and Development

Delegated responsibilities:

- To work with the Group Health and Safety Manager with regards technical input into training content as appropriate.
- To ensure training needs analysis at company and individual level to inform the planning, development and implementation of the training programs with regards statutory and mandatory safety training requirements.
- To keep up to date records of training for all staff.
- Manage the training team of staff and ensure their skills are appropriate to deliver training in the areas within their scope of work.
- To support the staff teams to maximise every staff members' personal contribution and potential and ensure key messages on safety are embedded into practice.

2.9 Group Property and Facilities Manager

Delegated responsibilities:

- The Property and Facilities Manager has delegated responsibilities for the Control of Contractors on SENAD Sites and overall responsibility for Property Safety, Facilities and Fire Management.
- Responsibility for maintaining, management and retention of all property related registers, information and regulatory documentation in line with the requirements of legislation and guidance
- Responsibilities for ensuring Legionella Management is in line with Legislation, Approved codes of practice and associated guidance.
- Ensuring robust fire safety management in all services in line with legislation and guidance- See sperate policy.

Specific responsibilities:

- To liaise with the Group Health and Safety Manager regarding technical advice and support on property related issues.
- Report through monthly, weekly, informal meeting any issues related to properties that require Health & Safety input
- Ensure that all schemes under his remit are carried out in accordance with The Construction and Design Management Regulations 2015.
- Ensure that appropriate training and guidance is given to site managers to ensure they are aware of their duties under the CDM Regulations
- Ensure that property teams have adequate information, instruction, supervision and training in relation to the tasks they are undertaking.
- Ensure the company meets its legal obligations with regards to the control of Legionella, and all aspects of Water safety.
- Ensure the company meets its legal obligations with regards to the prevention of exposure to asbestos.
- Ensure that suitable procedures are established with the Groups Insurers and maintain an effective and efficient system for reporting accidents and incidents to the Groups property portfolio.

2.10 Group Transport Manager

Delegated responsibilities:

The Transport Manager has the delegated responsibility of all vehicles within the group to ensure they comply with all legal and company policies and is operated in accordance with Road Transport Law and the Operator's Licence.

Specific responsibilities: -

- To liaise with Head Teachers and Managers at all locations providing support and advice on all matters relating to transport.
- To maintain a vehicle database for, scheduled servicing, repairs, MOT etc for vehicles at all locations
- To monitor vehicle files, service history and to advise all locations and appointed garages of any problems.
- Maintain & review the Company Transport Policy and update on a regular basis.

- Monitor all vehicle costs and to advise the Financial Director, Heads and unit Managers accordingly.
- To liaise with appointed garages regarding the repairs and servicing of all vehicles.
- Carry out risk assessments with regard to any aspect of transport.
- Liaise with the Companies insurers maintaining an effective system for accident reporting and repairs. Create and maintain accurate accident records.
- Liaise and maintain a good working relationship with the Department of Transport and the office of the Traffic Commissioner and any other enforcing authority.
- Interpret legislation and apply this where relevant to the Company's operation.
- Ensure periodic checks on vehicles at all locations are completed and action any defects found on the check.
- Implement and monitor/oversee DVLA driver licence checking system with an appointed outside agency.
- Ensure driver compliance with the Substance misuse policy and procedure for all staff
- To have systems in place to address driver fatigue, fitness to operate vehicles and changes to licences for medical conditions to ensure driver safety
- To ensure provisions are in place for fuel and to deal with vehicle and medical emergencies whilst travelling on company business for example first aid, fire and tools for emergency escape.

2.11 Line Managers and Team Leaders

Under the Head of Facility, Line Managers and Team Leaders are responsible for the day-to-day management of premises and staff under their control to ensure a safe place to work, appropriate welfare facilities and safe practice with regards health and safety as identified in company policies and procedures.

Line Managers and Team Leaders will ensure that they are familiar with the content of all safety related policies and arrangements required to be in place to secure the Health and Safety of persons under their control.

Their duties include the following:

- To ensure that all employees, contractors and visitors working in or entering their area of control are familiar with the relevant safety procedures.
- Ensuring that all work equipment is suitable for purpose and maintained in a safe condition at all times.
- To ensure that substances are suitable for purpose, safely used and stored in an appropriate manner so as not to pose a risk to vulnerable persons.
- Ensure the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision.
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level.
- Monitoring the workplace to ensure that safe conditions are maintained for all persons within the facility.

- Ensure that when any hazard is identified suitable action is taken to reduce the risk to an acceptable level.
- Recording, reporting and investigating all accidents and incidents within their areas of control.
- Maintaining safe access and egress to and from places of work.
- The communication of information on health and safety issues to staff under their control and ensuring the information has been understood and put into practice.

2.12 Health and Safety Officer/ Co-ordinator (where appointed)

Safety Officers/ Co-ordinators are responsible for liaising with the Group Health and Safety Manager and co-ordinating all health and safety issues at their site.

This will include:

- Working within the limits of their own level of knowledge, skills and competence and seeking appropriate advice from the Group Health and Safety Manager or other competent advisors as appropriate to ensure safe practice.
- Maintaining practice through CPD, continual learning and refreshers and keeping up to date with changes in legislation and guidance.
- Ensuring that health and safety arrangements are communicated to all staff, ensuring that any amendments are brought to the attention of the relevant managers and staff.
- Ensuring that all relevant safety documentation is kept up to date and available on site at all time.
- Conducting safety inspections and record findings. Any actions required that cannot be dealt with at the time of the inspection to be brought to the attention of the Head of the site.

2.13 Buildings Service Manager

The Buildings Service Manager is responsible for the monitoring and co-ordination the arrangements contained within the fire policy.

Their specific duties include:

- Undertaking suitable and sufficient fire risk assessments and ensuring the findings are actioned.
- Overseeing fire remedial actions to ensure they are undertaken by competent persons and meet the relevant standards to prevent fire and mitigate any losses from fire.
- Ensuring safety messages with regards fire are communicated in a timely manner and are aligned to the guidance for those particular services.
- Dealing with any notices of deficiency, alteration, enforcement or prohibition notices within the required time frames to prevent harm and legal action.
- Working in cooperation with other safety professionals and organisations to achieve best practice.
- Keep up to date with regards changes to legislation and guidance to ensure safe practice.

2.14 Fire Marshals and site Fire co-ordinators

Their specific duties include:

- Maintaining on site fire safety arrangements including the Fire Logbook and fire safety walk around inductions of new staff.
- Co-ordinating the weekly fire alarm tests on rotation
- Carrying out Fire Safety walk around inspections (to include fire-fighting equipment, fire escape routes, escape lighting and fire doors)
- Liaising with the local fire authority
- Arranging fire and evacuations drills. Maintaining records of these evacuations (planned or otherwise)
- Reporting issues of fire safety to the Head of Facility

2.15 Employees duties

Employees have a duty to:

- Follow the policies and procedures of the company and any training they have received when at work.
- Take reasonable care of their own and other people's health and safety.
- Co-operate with management on matters of health and safety.
- Not intentionally or recklessly interfere with or misuse anything provided by SENAD in the interests of health, safety or welfare.
- Tell someone (your manager, supervisor, or the Group Health and Safety Manager) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

2.16 Contractors, Service providers and Consultants

These persons may be working on behalf of SENAD or on SENAD sites in relation to construction, maintenance, food service, training, or waste management. They must within the remit of their role:

- Provide evidence of qualifications, accreditations and insurance.
- Ensure safe equipment, inductions and safe systems of work.
- Liaise with Service Heads to ensure risk assessments, method statements and schemes of work are shared to enable onsite risks to staff and service users to be managed effectively
- Follow on site rules with regard health, safety and security
- Report any accidents, incidents, or near misses in relation to their undertakings whilst on SENAD sites.
- Take account of the complex needs of the service users we support.
- Provide suitable documentation and records of work undertaken as required by legislation and guidance.

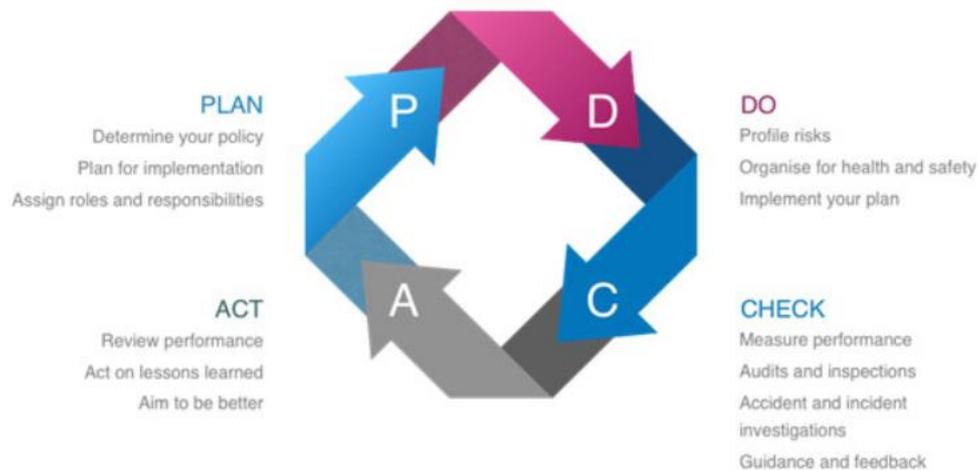
3.0 Health and Safety Management

3.1 The SENAD Group has a general duty for health and safety to all employees, service users, contractors, visitors and others affected by its work activities. It aims to ensure compliance and take the required action through its health and safety management systems to reduce health and safety risks so far as is reasonably practicable.

As part of its general duties the SENAD Group will ensure:

- Safe premises and systems of work
- Safe use, handling, transport and storage of substances and articles
- Provision of information, instruction, training and supervision
- Safe place of work
- Safe working environment with adequate welfare facilities

The purpose of the health and safety arrangements is to facilitate the support and implementation of an effective operational management system. The operational management system to be adopted for health & safety, the HSE's HSG 65 Model:



Health and Safety detailed guidance and direction is provided within specific policies, procedures and communications on SharePoint.

A brief overview of the key duties of SENAD Group policies is given in this overarching policy and staff should also read the specific policies and procedures in full- See table of policies Appendix 1.

4.0 Health and Safety Arrangements

4.1 Risk Assessment

The Management of Health and Safety at Work Regulations (1999) requires suitable and sufficient risk assessments to be carried out. The SENAD Group has incorporated the recommended five step process to risk assessment (HSE: Risk Assessment- a brief guide to controlling risks in the workplace). Risk assessments are to be carried out:

- Proactively for a specific activity or a concern
- Reactively for an accident or incident

Risk assessments, unless otherwise indicated, will follow the HSE five step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record your significant findings

Step 5: Review the assessment and update if necessary

- Generic risk assessment forms are provided for hazards associated with general work activities, locations, equipment and processes and are based on risk matrix to determine the risk level for severity and likelihood outcome. Control measures identified are put into an action plan and reviewed.
- Specific risk assessments are provided for recording some risks to individuals, complex tasks and policy areas; for example, fire, hazardous substances, manual handling, display screen equipment, lone working, bed rails, use of equipment, occupational health, pregnancy and young persons.
- Information and practical training are provided to staff on risk assessments.
- Outcomes and actions from risk assessment are reviewed and reported to line managers.
- Employees and those working on SENAD sites are required to report any workplace hazards or concerns to their line manager or the Group health and safety Manager.

It should be noted that risk assessments for a person are dynamic as a person's condition can change quite quickly. They should therefore be reviewed regularly to ensure they are relevant at any given point in time. If changes are made to risk assessments they must be communicated to the staff group who support the individual.

It is important to note that the risk assessment process is not about creating huge amounts of paperwork; it is about identifying and taking sensible and proportionate measures to control the risks.

4.2 Fire Safety and Emergency Procedures

The Regulatory Reform (Fire Safety Order) 2005 requires organisations to take responsibility for fire safety management and, through risk assessment, to put in place measures to reduce and control the risks of fire and to enable safe evacuation of all persons from the premises to a place of total safety.

SENAD Sites have procedures in place to secure the safety of all persons within its premises from the risk of fire, through agreed evacuations strategies related to the buildings and their occupants. These are usually simultaneous evacuation where everyone leaves the building as adopted by the majority services and offices.

The SENAD fire policy describes the organisation and arrangements for the effective management of fire safety within all SENAD Group educational facilities, care homes and office premises.

- It establishes a fire risk management framework based upon risk assessment and the implementation of control measures to prevent and protect all relevant persons as defined in legislation from the risk of smoke, fire and damage to building structures.
- Fire safety planning and procedures consider person-centred risk assessment and the strategies needed to address the specific risks associated with vulnerable persons together with the nature and purpose of service activities.
- All employees will be given a fire safety induction and suitable and sufficient training and instruction of fire safety arrangements within their work place.
- Fire safety will be promoted and sustained through a pro-active system of consultation with employees, service users and others affected by SENADs activities.
- SENAD will work in co-operation and co-ordination with authorities, registered bodies and premises with shared tenancy to promote and maintain effective fire safety management and good practice within its premises.

4.3 Reporting Accidents and Incidents

All employees are required to immediately report all accidents, injuries and ill health associated with work activities and as a required legal duty to notify the Health and Safety Executive (HSE) as guided in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR requires employers and others to report deaths, certain types of injury, some occupational diseases and dangerous occurrences that '**arise out of or in connection with work**'. Generally, this covers incidents where the work activities, equipment or environment (including how work is carried out, organised or supervised) contributed in some way to the circumstances of the accident. Other reporting requirements, relevant for health and social care are:

- **Over-seven-day incapacitation of a worker:** Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not

include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

- **Over-three-day incapacitation:** must be recorded, but not reported where a person has been incapacitated for more than three consecutive days.
- **Injuries and ill health involving people not at work (for example students, residents or visitors):** Accident or injuries which result in a person not at work being taken to hospital for treatment, must be reported if it arises out of or is in connection with a work activity being undertaken by others.

Each Educational facility, office or care home keeps and maintains an accident reporting system that complies with the United Kingdom General Protection Regulation (UK-GDPR) and Data Protection Act 2018. Services will hold personal data securely and not make it available to any third party unless permitted or required to do so by law.

The information will be used for accident reporting and monitoring; for the purpose of meeting the SENAD's statutory, legal and insurance requirements and will be retained in accordance with SENAD's record retention schedule.

4.4 First Aid Training and Provision

The SENAD group is committed to ensuring the safety of all person on SENAD premises and those who work in our community division. The provision for first aid will therefore be extended to include all non-employees, visitors and contractors on site.

- All services will undertake a first aid needs risk assessment to ensure the appropriate level of provision is put into place.
- There will be designated 'first aiders' in all services and SENAD Offices.
- Training will be provided as determined by first aid needs risk assessment to ensure those designated with this responsibility have the required competencies to carry out this role.
- The number, type and contents of First Aid boxes will be based upon risk assessment and located in a secure, yet accessible place usually near to hand washing facilities.
- Any large events or activities will include first aid risk assessment and adequate first aid provision.
- All boxes will be checked and restocked following an incident and at least monthly by the designated first aiders.
- Defibrillators will be maintained in safe condition and working order with in date electrode and batteries.

4.5 Safe Premises and Equipment

Legislation governing health and safety in SENAD Education, homes and offices associated equipment mainly concern:

- Health and Safety at Work Act 1974
- Workplace Health, Safety and Welfare Regulations 1992
- Provision and use of work equipment regulations 1998

- Lifting operations and Lifting Equipment regulations 1998
- Gas safety, installation and use regulations 1998
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos regulations 2012

These cover installation, servicing and maintenance of installations and equipment and water safety to prevent legionella, burns and scalding.

- Buildings and properties are to be professionally maintained in a safe state and in accordance with current legislation and guidance.
- All equipment will be routinely inspected, serviced and maintained in safe condition by competent persons and in accordance with suppliers' manuals and all requirements for statutory inspections.
- Employees using specialised or new equipment will receive suitable information, instruction, training and supervision.
- Routine premises health and safety housekeeping checks and inspections will be carried out, recorded and any defects reported.
- All portable electrical appliances will be tested annually or based upon risk assessment to comply with the regulations.

4.6 Services

4.61 Water

- All SENAD properties will have a Legionella risk assessment undertaken and the significant findings will be acted upon.
- All water systems will comply with ACOP L8 HSG 274 part 2 and provide a system for the management of the risk of Legionella.
- All swimming pools, whirlpool baths and Spa pools will be managed in line with HSG 179 & HSG274 Part 3
- External specialist contractors monitor water safety at all SENAD properties. They provide reports of any anomalies to the Property Managers as they occur.
- The water systems will be maintained in safe condition and be subject to the required safety checks, maintenance, monitoring and servicing.
- All water temperatures will be within required limits to prevent harm.

4.62 Gas

- Gas safety checks are carried out on all individual gas appliances in all premises and a completed safety certificate (s) is obtained for each premise listing all gas appliances each year within a 12- month period. This will be dated on the day it is completed
- Only Gas Safe registered contractors are used and checks are undertaken to ensure they are appropriately qualified for domestic, commercial or LPG systems.
- All checks will include appliances, pipe work, flues and, where necessary, external LPG appliances and storage tanks.
- A strict monitoring regime is in place that highlights properties that are due for inspection 30 days in advance.
- The Management and recording of gas safety checks are administered by the Property Team in each service or centrally, they are responsible for ensuring they are undertaken by competent persons in a timely manner

and that remedial actions are completed where appropriate.

4.63 Electricity

Routine periodic inspections of wiring installations are carried out as advised by standards to ensure compliance with standards. 18th Edition British Standards BS 7671:2018.

All remedial actions will be undertaken by priority of risk and in a timely manner. SENDAD acknowledges Codes C1 and C2 attract an unsatisfactory report rating:

- **C1-Danger present.** Risk of injury. Immediate remedial action required.
- **C2-Potentially dangerous** – urgent remedial action required.
- **FI- Further investigation** - required without delay
- **C3- Improvement recommended**

All portable electrical appliances will be tested in accordance with the HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236 (rev3), published 09/13). A certificate copy, calibration certificate and inventory will be held on appliances tested. Only persons who have received the required training will undertake PAT.

4.7 Safe Storage, Handling and Use and Disposal of Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requirements will be applied to daily working practices within SENAD Educational premises, Care Homes and Offices.

- Material safety data sheets should be on sites where staff are required to use hazardous substances.
- All hazardous substances will have a COSHH risk assessment.
- Risk assessments will consider exposure routes through respiration, ingestion and skin exposure and be based upon data sheet information.
- When all hazardous chemicals are used, appropriate safeguards are put in place to minimise risks to potential users and other vulnerable persons.
- Any chemicals causing health risks will be eliminated, substituted with a safer option if possible or mitigated.
- All hazardous substances will be stored, handled, used and disposed of in line with the requirements highlighted by the manufacturer.
- Employees are provided with information and training on COSHH.

4.8 Infection Prevention and Control

Heads of service and care homes will appropriate infection prevention and control measures are in place.

- If an infectious outbreak occurs within a setting or a service user returns from hospital with an infection, managers are required to contact their local infection control nurse for advice. Procedural guidance according to the infective organism and control measures are to be put in place.
- Infection control procedures, information and guidance are provided on the SharePoint for specific infectious disease outbreaks.
- A supply of personal protective equipment will be used by employees as required by guidance.

- An emergency infection control spill kit will be prepared in each premise.
- A system will be put in place to separate soiled or infectious linen with laundry rooms being divided into dirty and clean areas.
- Infectious waste products will be kept securely and disposed of following the required waste control measures.
- A pandemic contingency plan will be in place for each setting.

4.9 Food Safety and Hygiene Safety

SENAD works to all Food Hygiene and HACCP regulations and guidance and has food safety systems in place specific to service needs.

- All services are required to maintain effective food hygiene through routine audits, risk analysis and supplier checks- to ensure the safety of supplied food and facilities.
- All food is sourced, stored, refrigerated, prepared, served and managed within standards set out by the Foods Standards Agency.
- Training for food safety and allergens will be provided and updated for all staff involved in food preparation and hygiene activities.
- A list of all food allergens will be available at all premises to detail what is present within all meals served.
- There will be active promotion of nutritional well-being for all residents.
- The importance of stringent hygiene measures especially for cooks, catering staff or those involved with food handling will be reinforced through food hygiene procedures and fitness to work must be completed before any person returns to work following an infectious illness.

4.10 Environment and Waste

SENAD will comply with all relevant environmental legislation including its duty of care relating to waste and environmental protection. SENAD will:

- Keep waste to a minimum in accordance with the waste hierarchy by doing everything it reasonably can to prevent, reuse, recycle or recover waste (in that order)
- Sort and store waste safely and securely
- Ensure a waste transfer note is completed for each load of waste that leaves our premises
- Check if the waste carrier is registered to dispose of waste
- Not allow the waste carrier to dispose of waste illegally.

SENAD will ensure any hazardous waste produced or handled by our organisation causes no harm or damage. To assist in protecting the environment, SENAD will endeavour to:

- Source materials from sustainable sources
- Reduce our consumption of natural resources and encourage the efficient use of resources within our business
- Take control to reduce the carbon footprint of our organisation and its activities
- Ensure environmental aspects, including those affecting climate changes are considered in the procurement of goods and services

- Give due consideration to environmental issues and energy performance in the acquisition, design refurbishment, location and use of our buildings
- Manage our operations to prevent pollution by identifying the potential source, pathway and receptors of any process that could be harmful and ensuring appropriate controls are in place.
- To work with our contractors and assisting in meeting their environmental duties when working on our behalf or undertaking
- Ensure due diligence forms a part of all processes when outsourcing waste management
- Ensure staff are aware of our policies on environmental protection and recycling initiatives.

4.11 Occupational Health

SENAD recognises its responsibility to promote and support the safety, health and wellbeing of its employees. As such:

- Workplace and activity risk assessments will be carried out by line managers for employees and volunteers that will be specific to roles and work activities. Specific hazards to a working environment and activities to be undertaken will be identified with information and instruction provided on the control measures and preventative procedures in place.
- SENAD has an occupational health provider and information can be obtained from HR on this service.
- Where appropriate, we will ask for consent to contact health care professionals for a medical report
- SENAD has an Employee Assistance Programme for support with many issues such as bereavement, stress, family issues, finances etc
- Vaccinations will be reimbursed where agreed and needed for work related risks.

4.12 Vulnerable Persons

The legislation governing vulnerable persons within the SENAD Group includes the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Equality Act 2010

All vulnerable persons including service users, people with disabilities, pregnant workers, lone workers and young persons will be risk assessed and measures taken to control and mitigate identified risks. Actions to be taken will be incorporated within management systems.

4.13 Working at Height

SENAD complies with the Work at Height Regulations 2005

Managers will ensure all work at height is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. They must use the right type of equipment for working at height.

Employees must take a sensible approach when considering precautions. Low-risk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Risk assessments will be undertaken to ensure suitable controls can be put into place. Staff must consider the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height staff must follow these simple steps:

- **Avoid** work at height where it's reasonably practicable. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to act if it would be grossly disproportionate to the level of risk to do so.
- Where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment.
- **Minimise** the distance and consequences of a fall by using the right type of equipment where the risk cannot be eliminated.

4.14 Manual Handling

SENAD complies with the Manual Handling Operations Regulations 1992. Manual handling is defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

The regulations require the following steps to be put in place:

- **Avoid-** hazardous manual handling operations so far as is reasonably practicable
- **Assess-** any hazardous manual handling operations that cannot be avoided
- **Reduce-** the risk of injury so far as is reasonably practicable

Employees will:

- Follow systems of work in place for their safety
- Use equipment provided for their safety properly
- Cooperate with their employer on health and safety matters
- Inform their employer if they identify hazardous handling activities
- Take care to make sure their activities do not put others at risk.

4.15 Learning and Development

- All employees will receive Health and Safety induction and role specific learning and development. Further learning and development will be provided as necessary with records maintained as evidence.
- Any specific training needs will be identified for specific roles and work activities which include young persons, lone workers, pregnancy and those working at other locations.
- Notification of sources of health and safety advice is displayed on notice boards.
- A dedicated health and safety page on the SENAD SharePoint will safety memos, alerts, information, guidance.

4.16 Displayed Health and Safety Information

Key health and safety information is displayed within each premise which includes:

- Health and Safety Law Poster (or pocket guides issued)
- Certificate of Employer's Liability Insurance (or on SharePoint)
- The SENAD Health and Safety Policy Statement
- Action in the event of a fire or emergency
- First aiders and appointed persons
- The location of first aid box
- Emergency fire and contingency plan

4.17 Contractor Safety

All construction and contractual work must be compliant, as appropriate with The Construction (Design and Management) Regulations 2015 (CDM 2015) and follow good practice standards when working in SENAD premises where there are vulnerable persons. These guidelines mainly concern refurbishment works where the premises may be occupied.

- Ensure that all contractors have appropriate qualifications and accreditations which means that they meet acceptable standards of Health and Safety.
- All contractors used must be capable of meeting the Construction (Design and Management) Regulations 2015 as required.
- Contractors must produce and provide accurate and suitable risk assessments and method statements for each project.
- There must be good understanding and co-operation with SENAD staff and services when working in SENAD occupied premises making special provisions as required.
- Availability must be provided at all times for inspections with regular progress meetings to discuss the quality of work and health and safety issues.
- A sign-in and report to the Maintenance Team leader, Manager/ Senior on duty must be implemented and maintained; this includes signing out and that all working areas are left safe and secure with all emergency systems and provisions reinstated and in good working order.
- Provide appropriate documentation, instruction, information and demonstrations which enable the end users to operate any installations correctly and safely.

4.18 Asbestos

The Control of Asbestos Regulations 2012 imposes a duty on SENAD (where it is the duty holder under legal definition) to manage the risk from asbestos. It will do this by:

- Identifying whether there are any asbestos containing materials (ACMs) in the properties, where they are and their condition
- Maintaining an up to date record of all ACMs
- Assessing the risk from any ACMs
- Preparing and maintaining an asbestos management plan (AMP) setting out how ACMs will be managed

- Ensuring an asbestos management plan is put into action, monitored and reviewed
- Establishing a system to ensure that the location and condition of ACMs is available to anyone who is liable to work on it or disturb it.
- Ensuring suitable training, instruction and emergency procedures are in place.

4.19 Display Screen Equipment (DSE)

The DSE Regulations 1992 amended 2002 only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users. Where someone is identified as a display screen user, SENAD will ensure that:

- it undertakes workstation assessments and reduce risks
- Staff are provided with information and training
- Identified staff are provided with eye and eyesight tests on request, and special spectacles if needed;
- The assessment is reviewed when the user or DSE changes.

4.20 Personal Protective Equipment

Personal protective equipment (PPE) at work regulations will be amended from 6 April 2022

The Senad Group will ensure:

Their employees have sufficient information, instruction and training on the use of PPE.

PPE will be regarded as the last resort to protect against risks to health and safety. Engineering controls and safe systems of work will be considered first.

Controls will be implemented in the following order in the following order, with elimination being the most effective and PPE being the least effective:

- **Elimination** – physically remove the hazard
- **Substitution** – replace the hazard
- **Engineering controls** – isolate people from the hazard
- **Administrative controls** – change the way people work
- **PPE** – protect the worker with personal protective equipment

Employees will be provided with PPE free of charge and this will after April extend to limb B workers who work on a casual basis.

PPE provided must be fit for purpose, compatible, maintained and correctly stored and used properly.

4.21 Monitoring and Audit

In compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, SENAD will carry out systematic monitoring and audit review using a system of routine checks, risk assessments, inspections, reporting procedures and audits for health and safety.

- Routine health and safety checks, monthly/quarterly will be carried out in each premise which will be monitored and reviewed by line managers.

- Effective procedures are to be maintained at each site to facilitate the identification, reporting and correction of hazards.
- A system of routine reporting procedures is implemented for key health and safety areas, which includes accidents, incidents and fire safety events.
- Internal auditing will be carried out annually by Registered Managers and the Group Health and Managers.

4.22 Review

The content and effectiveness of the Policy and arrangements will be reviewed and revised as often as is necessary. The review will consider any legislative or other relevant changes and details of such will be communicated to all staff as appropriate.

4.23 Consultation

SENAD will enable consultation at all levels within the Group, supporting legislative and regulatory compliance and promoting quality and good practice. Through this consultation process, it will proactively engage employees, care partners, families, and where appropriate service user's in health and safety discussions and provide a system to address individual concerns. The SENAD Group believes working together promotes a quality health and safety culture that provides safe working practices and environments, whilst working towards continual improvement and excellence in practice.

Appendix 1 Linked Specific Policy Ranges.

| Policy Range-Reference | Title |
|-------------------------------|--|
| 204 | Accident Reporting, Recording and Investigation |
| 205 | Asbestos Policy |
| 206 | Consultation and Communications Policy |
| 207 | Control of Contractors Policy |
| 208 | Control of Substances Hazardous to Health Policy |
| 209 | Crisis and Business Continuity Planning |
| 210 | Fire Prevention Policy and Procedures |
| 211 | First Aid Arrangements and Facilities |
| 212 | Health and Safety Training |
| 213 | Lone Working |
| 214 | Manual Handling |
| 215 | Portable Electrical Equipment |
| 216 | Personal Protective Equipment |
| 217 | Risk Assessment |
| 218 | Safety Audits and Inspections |
| 219 | Transport Policy |
| 220 | Offensive Weapons Policy |
| 221 | Slips Trips and Falls Policy |
| 222 | Display Screen Equipment Policy |
| 223 | People Moving and Handling Policy |
| 301 | Blood Borne Viruses Policy |
| 302 | Food Safety Policy |
| 305.2 | Strategic Pathway Covid 19 |
| 818 | Waste Management Policy |
| 819 | Water Safety Policy |