**Health and Safety policy**

1. **Statement of Purpose** 
   1. Omega Care Group believes that the health, safety and wellbeing of its staff, young people engaged with its services, and of all others impacted upon through its work, to be of paramount importance.
   2. Omega Care acknowledges and accepts that it has both moral and statutory responsibilities/duties to all of the above, and to the creation of a safe and healthy living and working environment.
   3. The Health and Safety at Work Act 1974 defines the fundamental structure for the support, regulation and enforcement of workplace health and safety welfare within the UK.
2. **Relevant legislation includes:**

* Management of Health and Safety at work regulations 1999
* Regulatory Reform (Fire safety) order 2005
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
* Health and Safety 1st Aid Regulations 1981.

1. **Statement of Intent to the health, safety and wellbeing of all those engaged in the activities of the organisation:**

* Take all reasonably practicable steps to establish and maintain a safe and healthy living and working environment.
* Maintain association with ‘Health Assured’ which is an employment assistant program to support staff and immediate family with work and non -related work issues
* Operate under safeguard measures identified within Stress Risk assessment.
* Ensure the provision of adequate and appropriate working conditions with proper facilities.
* Ensure the provision of appropriate training, supervision and support. This is to enable avoidance of hazards, and for staff and others to contribute to their own health and safety.
* Promote an organisational culture of positive engagement with health, safety and welfare issues.
* Undertake assessment of the risks to health and safety of all those involved in the activities of the organisation and implement all measures as identified through the assessment.
* Undertake a specific assessment of risk in respect of each individual young person using the signs of safety model the organisation is engaged with through its work.
* Provide all appropriate resources to staff who have dedicated particular health and safety responsibilities.
* Ensure the provision and maintenance of all safety and protective equipment as required by Regulations, or as identified through Risk Assessment processes.
* Produce a Health and Safety Policy Statement, procedures, and details of the arrangements in place, and communicate these to all staff.
* Ensure all equipment is suitable for its intended use relating to health and safety issues and is properly maintained and used.
* Prevent or adequately control exposure to any substance(s) that may damage health.
* Ensure the reporting of any dangerous occurrence, diseases and particular injuries to the relevant health and safety authority.
* Identify a named individual within the organisation to maintain oversight of all matters relating to health, safety and welfare, and ensure that they receive training to enable them to discharge their responsibilities.
* Appoint as necessary, specialist advisors to ensure all statutory and regulatory requirements are met.
* Omega Care Group will operate a review cycle for all health and safety matters and establish systems to maintain compliance, reflect changes in legislation and guidance and ensure relevance and sufficiency throughout all the organisation’s processes.
* Review this policy annually or when changes to legislation are made.
* Omega will review this policy to reflect changes in personnel relating to specific health and safety responsibilities, or if new activity is introduced to the organisation.

1. **Expectation of employees:**
   1. All staff have legal duties and responsibilities under the Health and Safety at Work (and under other relevant legislation) to co-operate with the organisation in establishing and maintaining a safe and healthy living and working environment.
   2. Examples of duties (this is not an exhaustive list):

* To take all reasonable care for their own health and safety and for that of other persons who may be affected by their actions or inactions.
* To not interfere with, or misuse, anything provided for health and safety welfare purposes.
* To adhere to organisational processes and procedures for the maintenance of a safe and healthy living and working environment.
* To co-operate in any investigation of an accident or incident regarding health and safety matters.
* To contribute to the development of an organisational culture which positively promotes best practice in health and safety welfare.
  1. Each day, staff members on duty will complete Health and Safety checks. Staff must complete this duty accurately and must be assertive in responding to any H&S concerns. All concerns as well as the cleanliness standard must be recorded and responded to accordingly. Failure to do so or falsifying the H&S daily checks may result in disciplinary.
  2. All H&S concerns must be documented within the home’s ‘Requests and Repairs’ log. Staff are responsible in initiating action and supporting outcomes to resolve H&S concerns. Staff must ensure all concerns are passed on at handovers.
  3. If staff become aware of damage that could have safety implications for other staff and young people, they have other responsibilities beyond reporting it to managers. This includes embedding temporary protection measures:
* Erecting a barrier with signs, if possible;
* Locking a door to prevent access;
* Isolating an electrical circuit by switching off the trip switch and fixing a warning sign;
* Taping cardboard over broken glass;
* Removing an electrical item and locking it away.

1. **Responsibility**

* The Home Manager is responsible for ensuring that checks are always up to date and each home that they are accountable for retains valid certificates.
* Each Home manager must pass on copies of certificates and dates of checks to Omega Head Office. Head office will maintain a matrix of inspection dates in all provisions.
* The Home Manager must ensure all ‘Daily H&S checks’ are completed to a good standard.
* The Home Manager must ensure other H&S checks and documentation is also completed. This includes the home’s monthly risk assessment, audit check and internal annual H&S check.
* The home manager must ensure a H&S report is completed each year for each provision by the H&S officer appointed in Omega.