Health & Safety Policy

All MacIntyre policies are formally reviewed by the Policy Owner and Lead Reviewer and are subject to 3 yearly reviews, or sooner when there is a change to relevant legislation or the organisation

- ➢ For the date of, or evidence of, the most recent review, please see *'MacIntyre policy and associated guidance list'*.
- ➢ Link: Policies and Resources | MacIntyre (macintyrecharity.org)

Document Control

Title:	Health & Safety Policy
Issue number	1
Scope of document	Whole of MacIntyre
Policy Owner	Rowan Jackson
Lead reviewer	Health & Safety Team
Document effective date	March 2025

## Contents

1. Introduction

Our vision:
For all people with a learning disability to live a life that makes sense to them."

Our Mission:
We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others"

Our Purpose:
People who draw on MacIntyre's support have gloriously ordinary lives, living the life they choose, using their gifts, skills and passions to contribute and connect to the people in their local neighbourhood. MacIntyre invests in, and helps shape, neighbourhoods to be inclusive and welcoming spaces for everyone
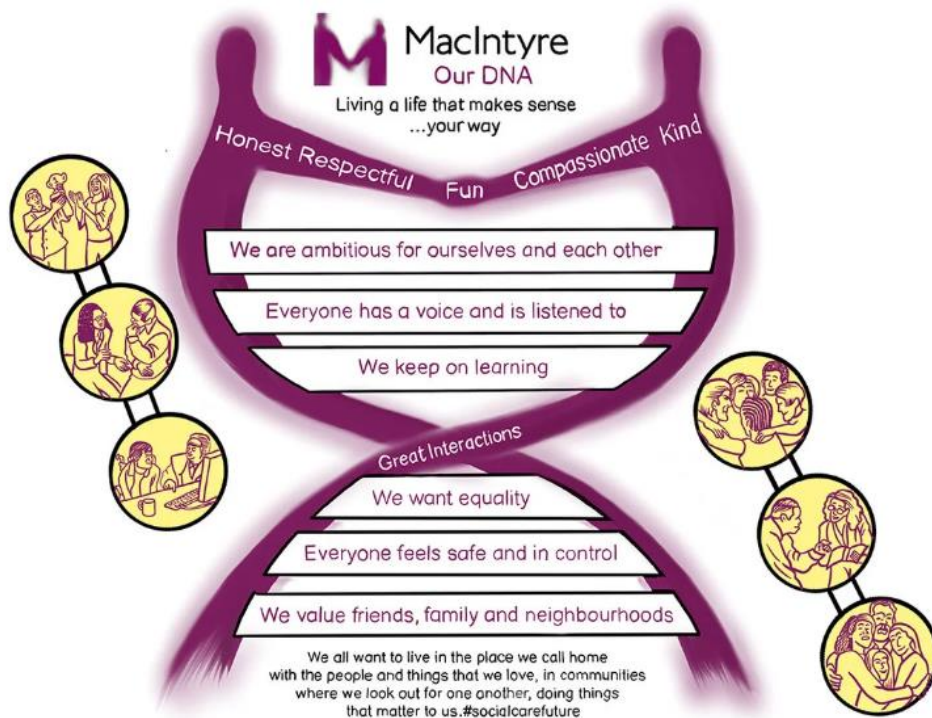
Our DNA tells us what good looks like across MacIntyre. It is the expectation that everyone across MacIntyre will experience our DNA during all interactions. Our DNA sets out the foundations of MacIntyre best practice across all parts of MacIntyre. It describes a co-produced, person-centred approach that focuses on every day Great Interactions that are values led. It is also ambitious for what people can achieve and for the rights and opportunities, we should strive for.

To achieve excellence in everything we do, we must look after our staff. Without the enthusiasm and commitment of our staff, we would not be able to support the people who draw on our support. We are therefore committed to providing a safe working environment, equipment, preventing accidents and improving practice.

Continuous Improvement and learning

We aim for continuous improvement in everything we do, including health & safety. We achieve this through internal and external auditors that regularly review our health and safety management systems which have been designed around ISO 45001 management model.

Another main health & safety tool for continuous improvement is *risk assessment through training our managers this ensures they are suitablle and sufficient.* This helps to ensure the health & safety of our staff, visitors, contractors and public.

Risk assessments are also essential for the people who draw on our support. Part of our DNA is 'everybody has a voice and are listened to', 'we keep on learning' and 'everybody feels safe and in control' Risk Assessments enable us to fullful these promises.

We encorage all emplyees at every level to report accidents, incidents and near misses and allow leassons learnt to be shared and continued improvements to be made without apportioning blame on individuals.

Training

We train all our staff according to their level of responsibility, this is a combination of internal and external training to ensure everyone is aware of their own duties and responsibilities under relevant legislation. We have a lead director for health & safety, a health & safety team and we make it clear that all levels of management are accountable for managing health & safety.

Whistleblowing

We are committed to promoting an open culture where people are encouraged to raise concerns in the right way. Any staff with a concern about health or safety at work are encouraged to discuss the concern openly with their line manager; but we also recognise that there may be circumstances when an employee may prefer to speak to someone confidentially first.
Our Whistleblowing Policy therefore details a range of contacts for employees: named internal key contacts, and the independent whistleblowing charity (Protect). Please see the Whistleblowing Policy and Good Practice Guidance for full details

Objective Setting and Auditing

Our managers must show commitment, set objectives and make sure risk assessment actions are put in place. They must also review the effectiveness of risk assessments continually – by using tools such as *accident investigations, risk assessment actions*, *audits*, *training* and *inspections*. AssessNET is our recording system for accidents, near misses and audits; the system allows managers to track the health and safety performance of locationacross MacIntyre.

Support Staff

Managing health & safety must also involve our support staff. They must co-operate with measures put in place to protect themselves, the people who draw on our support and others affected by our activities. They must report any health & safety concerns. We also expect staff and encourage people who draw on our support to take part in: risk assessments, ongoing control of risks and health & safety paperwork.

Health and Safety Reps

We believe that consulting staff and the people who draw on our support is vital to ensure a positive health & safety culture. We therefore encourage staff to appoint a health & safety rep in each location to take up issues on their behalf. We also provide ongoing training and support for reps and we encourage them to exchange ideas through health & safety committees.

Health and Safety Manual

To help all our employees to understand and implement their health and safety duties, we provide a detailed Health and Safety Manual, which is presented in plain English with clear graphics.

The manual is under continuous review with all sections of the manual being reviewed at least every three years, or sooner when there is a change to relevant legislation.

The health and safety policy statement is reviewed yearly. The latest versions of the manual are published onto the MacIntyre intranet page making the documents available for printing or reviewing online and sharing via email.

S.A.Burslem

Sarah Burslem
Chief Executive Officer

2. Health and Safety Responsibilities

2.1 Trustees

- The Trustees of MacIntyre are volunteers and they are appointed as members of the charity.
- They oversee proper use of charity assets and make sure we adhere to our charitable purposes.
- They delegate responsibilities for day-to-day decisions to the CEO who reports to them as required.
- They have approved the health and safety policy and the CEO also updates them on matters about the policy. In practice, responsibility for making decisions on implementing the policy is delegated to the Managing Director.

2.2 Directors
- The CEO is accountable for the overall health & safety performance of MacIntyre.
- The Directors are responsible for the health & safety performance of the divisions and decisions at Director meetings.

Policy

- Directors review the MacIntyre Health & Safety Policy, ensuring that it reflects current priorities and initiatives. We will do this at least yearly.

Planning

- Directors must address health & safety implications in all their decisions. In particular, they set annual *objectives* for fulfilling the policy. They also provide *management plans.* These detail how and when the objectives will be carried out, checked, reviewed and resourced.
- They keep aware of current risks and legal requirements so they can set priorities and decide on objectives. Therefore, they make sure there are reliable systems for risk assessment and legislation awareness. They receive training on corporate health & safety and updates from the Health & Safety Team.

Implementing

- Having set *objectives* and *management plans*, they ensure the following items are in place, regularly reviewed and up-to-date:
- A health & safety manual that enables people at all levels within MacIntyre to achieve compliance with the policy and objectives.
- Sufficient staffing levels and responsibilities to ensure continuous improvement and adequate control of risks.
- Annual training plans based on: training needs analyses, risk assessment outcomes, appraisals, health & safety manual requirements and legislation.
- Effective consultation – with the ongoing review of items raised by the health & safety committees for our divisions.
- Clear responsibilities for controlling procedures and records critical to the health & safety management system.
- Preparation for emergencies – including procedures to prevent or mitigate injury, including practice drills and reviews.
- Systems for maintenance, servicing, testing and calibration of buildings and equipment.

Checking and Reviewing Performance

- They alert their Director colleagues to situations that cannot be solved by the normal line of management. This also applies to any matters that could affect the health & safety policy.

- Directors ensure there are effective systems for checking and reporting health & safety performance. Each Head of Operations provide this information so Directors can collate, interpret and record in quarterly and annual Directors' reports.

- Directors decide on the types of information and detail they need regularly.   They collect this information passively (for example *accident statistics*, *sickness absence figures)* and actively (for example *audits*, *inspections*, *risk assessment outcomes, schedules for audits, risk assessments and maintenance, and accident investigations*).

- They complete an annual review on the effectiveness of the health & safety management system. This reflects the need for continuous improvement and addresses any changes to the policy and objectives. They publish the findings of this review in an annual report.

2.3   Heads of Operations

- If you are a Head of Operations or equivalent, this section is for you.

- Your role is to provide the leadership and monitoring of your Area Manager teams to help the directors to meet their health & safety responsibilities.

- The CEO and directors are accountable for the overall health & safety performance of MacIntyre. You are responsible for the health & safety of the location under your management.

Policy

- Make sure Area Managers/Programme managers and equivalent   understand the health & safety policy and that they ensure there line managers are implementing it.

Planning

- You must address health & safety implications in all your decisions. Set annual *objectives* for implementing the policy and *management plans* to detail how you will fulfil, check, review and resource the objectives.

- You must be aware of current risks and legal requirements so you can set priorities and decide on objectives. Therefore, you need to make sure risk assessments are being carried out fully. You should also ensure that you have received sufficient training to understand and keep up-to-date with health & safety management techniques and legislation.

Implementing

- Having set *objectives* and *management plans*, you should ensure the following requirements are fulfilled, checked and reviewed continually:

- Make sure that you and your Area Managers (or equivalent) understand how to implement the Health & Safety Manual. You are also required to help put together new procedures in the manual and draw up specific procedures and policies for your division.

- Ensure that risk assessments are managed – including: schedules of risk assessments, hazard identification, assessing risk and putting preventive and protective measures in place. Give this a high profile during meetings and in quarterly reports.

- Make sure there is adequate staffing and responsibilities so staff, the people we support, visitors, contractors and the public are not exposed to unacceptable risks. If you are unable to resource this you must tell your Director.

- Make sure that Area Managers/Programme managers and their line managers devise annual training plans using: training needs analyses, risk assessment outcomes, appraisals, health & safety manual requirements and legislation.

- Ensure there is effective consultation through regular and fully attended health & safety committees for each Area Manager area.

- Make sure that Area Managers set clear responsibilities for controlling procedures and records critical to health & safety.

- Make sure that your Area Managers prepare for emergencies, including procedures to prevent or mitigate injury. These should include practice drills and reviews.

- Make sure that Area Managers ensure adequate systems for maintenance, servicing and testing of equipment and buildings.

Checking and Reviewing Performance

- Alert your Director to any situation that you cannot deal with under your authority. This includes outcomes of risk assessments with resource implications and any matters that could affect the health & safety policy.

- Directors will set requirements for checking and reporting health & safety performance. This can be collected passively (for example *accident statistics, sickness absence figures)* or actively (for example *Area Manager health & safety audits; proprietor visits*; *inspections*; *risk assessment outcomes*; *schedules for audits, risk assessments and maintenance; and accident investigations*). Present this information to your Director quarterly as explained in part 8 of the Health & Safety Manual. Also, use this information to devise health & safety objectives for your Area Managers.

2.4   Area/Programme Managers and equivalent posts

- If you are an Area Manager, Programme Manager, Head of Education, Head of Care, or someone of equivalent grade, these instructions are for you. You are responsible for overseeing the Health & Safety performance of the location you manage.

- The Managing Director and Directors are accountable for the overall health & safety performance of MacIntyre. The Heads of Operations provide you with the leadership and support to enable you to ensure continuous improvement of health & safety in your area.

- You must show commitment to continuous improvement in Health & Safety, including 'being visible' during accident or incident investigations, inspections, proprietors visits, audits, Managers meetings, health & safety committees and giving general messages of support on health & safety issues. In particular, you should comply with the following points:

Policy

- Make sure the staff in the location/s you manage understand and implement the Health & Safety Policy.

Planning

- Address health & safety implications in all your decisions. You must support staff you line manage to set *local and corporate health & safety objectives* for implementing the policy within the location or locations they manage. These plans should detail how you will fulfil, check, review and resource the objectives.

- You must be aware of current risks and legal requirements so you can set priorities and decide on objectives. Therefore, you need to make sure risk assessments are being carried out fully. You should also ensure that you have received sufficient training to understand and keep up-to-date with health & safety management techniques and legislation.

Implementing

- Having set *objectives* within location/s *plans*, you should ensure the following requirements are fulfilled, checked and reviewed continually:

- Make sure that you and your Line manager understand how to implement the Health & Safety Manual. You are also required to help put together new procedures in the manual and draw up specific procedures and policies for the location you manage

- Ensure that risk assessments are managed, including: schedules of risk assessments, hazard identification, assessing risk and putting preventive and protective measures in place. Give this a high profile during meetings and your proprietor visits or equivalent.

- Make sure there is adequate staffing and responsibilities so staff, the people we support, visitors, contractors and the public are not exposed to unacceptable risks. If you are unable to resource this you must tell your Head of Operation.

- Devise Annual training plans using: training needs analyses, risk assessment outcomes, appraisals, health & safety manual requirements and legislation.

- Ensure there is effective consultation – with the ongoing review of items raised by the health & safety committee for your area.

- Set clear responsibilities for controlling procedures and records critical to health & safety. Back this up with an ongoing effort to ensure that line managers provide acceptable standards of paperwork and other records.

- Make sure that your line manager prepare for emergencies, including procedures to prevent or mitigate injury. These should include practice drills and reviews.

- Ensure adequate systems for maintenance, servicing and testing of equipment and buildings.

Checking and Reviewing Performance

- Alert your line manager to any situation you cannot deal with under your authority. This includes outcomes of risk assessments with resource implications and any matters that could affect the health & safety policy.

- Directors and heads of operations will set requirements for checking and reporting health & safety performance.

- This can be collected passively (for example *accident statistics*, *sickness absence figures)* or actively (for example *Area Manager health & safety audits; proprietor visits*; *inspections*; *risk assessment outcomes*; *schedules for audits, risk assessments and maintenance; and accident investigations*). Present this information to your line manager monthly and quarterly as explained in part 8 of the Health & Safety Manual. Also, use this information to devise health & safety objectives for your line manager.

2.5   Line Managers

- The CEO and Directors are accountable for the overall health & safety performance of MacIntyre. Heads of operations provide the leadership and monitoring of Area Manager teams to help the Directors meet their health & safety responsibilities. Area Managers, and equivalent posts are responsible for overseeing health & safety performance within their areas.

- If you are a line Manager (Head of Service, Programme Coordinator, Head of Admin, Teacher, Team Leader or equivalent), you are responsible for the day-to-day management of health & safety. Encourage a team approach in the location you manage involve all staff and people you support in Health & Safety Management.

Policy

- Make sure that you and your staff understand and follow the MacIntyre Health & Safety Manual. Also, involve people who draw on support where possible.

Planning

- You must address health & safety implications in all your decisions. You should also set *objectives* for fulfilling the health & safety policy and put together *management plans* on how and when you will action, check, review and resource the objectives.

- You must be aware of risks and legal requirements in the location you manage so you can set priorities and objectives. Therefore, complete risk assessments for all significant hazards in the location you manage You should also make sure that you have received sufficient training to understand and keep up-to-date with health & safety management techniques and legislation.

Implementing

- Having set *objectives* and *management plans*, ensure the following requirements are put into practice, checked and reviewed continually:

- Make sure your staff understand how to follow the Health & Safety Manual.

- Manage risk assessments – by preparing a schedule of risk assessments, identifying hazards, assessing risk, raising resource implications with your manager, and putting preventive and protective measures in place.

- Give this a high profile during team meetings and supervision. Also, check and chase actions arising from risk assessments. If actions get delayed by an unreasonable time-frame, you should discuss this with your Area Manager.

- Ensure the health and safety of agency staff and visitors coming to your building. For contractors, refer to the A-Z section of this manual.

- Ensure enough staffing and responsibilities so staff, people we support, visitors, contractors and public are not exposed to unacceptable risks.

- Devise Annual training plans based on: risk assessment outcomes, appraisals, health & safety manual requirements and legislation. This includes sending staff on courses and delivering training yourself.

- Ensure there is effective consultation — involve the health & safety reps in risk assessments and allow them time to attend health & safety committees. However, try not to burden them with too many health & safety duties compared with other staff. Remember you cannot delegate your responsibility for managing health & safety for the location/s you manage. The best approach is to involve the whole staff team.

- Make sure there are clear responsibilities for controlling procedures and records critical to the health & safety management system. Back this up with a constant effort to ensure that staff provide acceptable standards of form filling.

- Prepare for emergencies by devising procedures to prevent or reduce injury. These should include practice drills and reviews.

- Enforcement inspection-Ensure actions from inspection visits by enforcement officers, fire officers, Ofsted inspectors and the Care Quality Commission are completed.

- Ensure maintenance, and testing of equipment.

- Ensure maintenance and repairs are carried out to buildings, when identified through quarterly inspections, enforcement inspections, area manager audits, and when identified by specialist contractors or through any other audit.

Checking and Reviewing Performance

- Alert your Area Manager to any situation you cannot deal with under your authority. If you do not get a satisfactory outcome, you may follow the grievance procedure in Staff Notes.

- Directors will set requirements for checking and reporting health & safety performance. Examples might include: accident statistics; sickness absence figures; audits; inspections; risk assessment outcomes; schedules for audits, risk assessments and maintenance; and accident investigations). You will provide such information as required by your Manager. In particular, you must record all accidents and incidents. Your Manager may also ask you to help in accident or incident investigations.

2.6   Support Staff

This section applies to you if you are:

- A Support Practitioner (Support Worker, Learning Support Assistant, Community Learning Facilitator or equivalent post)

- Administrator

- Other support role such as Maintenance Operative or Cleaner.

If you are a Senior Support Practitioner or equivalent, this section applies to you too but you may have more duties for helping to manage health & safety.

The Managing Director and Directors are accountable for the overall health & safety performance of MacIntyre. Heads of operations provide the leadership and monitoring of Area Manager teams to help the Directors meet their health & safety responsibilities. Area Managers and equivalent posts are responsible for overseeing the health & safety performance of their groups of locations. All line managers and heads of department are responsible for the day-to-day management of health & safety.

You have specific requirements in the Health & Safety Legislation to:

- Take reasonable care for the health & safety of yourself and others you may affect by your acts or omissions.

- Co-operate with your line Manager for health & safety measures put in place for your benefit.

- Besides these minimum legal requirements, MacIntyre requires you to help your line Manager to manage Health & Safety.

Policy

- Read and understand the health & safety policy and involve people you support where possible.

Planning

- You must think about the health & safety risks in all your decisions. Your line-Manager may ask you to agree on health & safety tasks during your supervision sessions.

- At the heart of everything we do in MacIntyre is risk assessment. You should consider the risks involved in any task before carrying it out. Your line Manager will often ask you to read or write a risk assessment.

Putting Health & Safety into Action

- Risk assessments help you plan your precautions to achieve a balance between avoiding risks and enabling people you support to achieve greater independence and choice. There are many other health & safety issues that you also need to think about throughout your work:

- Get to know the Health & Safety Manual – it is a useful reference source.

- Attend training courses as required by risk assessments, supervision, the health & safety manual and legislation.

- Your line Manager may ask you to complete various health & safety forms. Make sure that your line-Manager is happy with your approach to form filling.

- Prepare for emergencies – read procedures to prevent or reduce the chances of injury; co-operate with practice drills and reviews of drills.

- Get to know your role and any rotas for maintaining, cleaning, testing or servicing of buildings and equipment.

Checking and Reviewing Performance

- It is important that we learn from health & safety failures. So, alert your line Manager to any situation that needs their attention. You must also record accidents and incidents. Your line Manager may need to follow up this up with a more detailed investigation.

- If you are not happy with the outcome or have any other health & safety concerns, you can raise this with your health & safety rep. Failing that, you may choose to follow the grievance procedure in Staff Notes.

- Your line manager may ask you to help with quarterly health and safety inspections and audits so they can draw conclusions about the health & safety performance of the location

2.7   People who draw on our support

- We encourage you to make your own choices in life. However, there are limits because we want to keep you safe. With all our activities – whether making a cup of tea for the first time or going into the community - we carry out *risk assessments. Risk assessments* help us to get the right mix of safety and adventure.

- We welcome your thoughts and ideas when doing risk assessments and we promise to tell you about what health & safety precautions have been agreed.

- We promise to try to keep all of you and the staff who support you healthy and safe. We expect you to do the same. So, always think about the safety of staff, any people that live or work with you and any other people you meet.

- If you are unhappy about a health & safety decision, tell a member of staff. If they cannot help, you may choose to follow the Complaints Procedure.

3. Roles

3.1 Health & Safety Reps

If the staff in Location you are based elected you to be their health and safety rep, your role includes:

- Taking up any health and safety matters with the line Manager and health & safety committee. Examples might include accidents, near misses, complaints, unacceptable risks, potential risks and low quarterly inspection scores.

- Carrying out quarterly inspections (once approved to do so by your management team).

- Liaising with environmental health officers, Care Quality Commission Inspectors and any other enforcement people during their visits.

- Being an effective member of your health & safety committee and team meetings.

- Making sure that staff are given any information about health & safety.

- Helping to ensure the health & safety manual is being implemented effectively by ensuring management are aware of the latest manual copies (latest versions available on the internal intranet page).

- Attending health & safety rep training every year.

- Taking part in consultation exercises such as reviewing new draft procedures.

- Taking a close and independent involvement in risk assessments and accident investigations that your local management team are doing.

- Follow the health and safety yammer and intranet page to ensure you are kept updated with the latest information.

The role of the health & safety rep is not to manage health & safety for the location they work As the title suggests it is to *represent* staff on health & safety issues.

3.2 Health & Safety Committees

- The purpose of each committee is to swap ideas and information to improve health & safety.

- Committees should be made up of health & safety reps with some representation of line management. To be effective, they need good leadership, purpose and clearly defined roles.

- Health & safety committees should meet at least every two months. If this is not happening, Area Managers must liaise with the reps and provide an action plan to get the committee working again. For example, ask another member of staff to attend if the rep is not available. Rotate the chairperson to keep them fresh. Also, invite guests such as people who draw on our support and technical support staff.

Each committee meeting could include these subjects:

- Accident statistics and ill health trends.

- Health & safety audit reports.

- Enforcement actions at other local locations are actioned by the location line managers.

- Reports that health & safety reps may choose to present.

- Developing policy and procedures.

- The effectiveness of health & safety training.

- The progress of risk assessments and control measures.

- Progress of implementing the local and corporate health & safety objectives.

Make sure that minutes are sent to the Area Manager and are made available to staff.

3.3   Technical Support

There is a team of specialists employed within the Central Milton Keynes Office that offer technical support on health & safety related matters. These are the main ones:

Health & Safety Team

Health & Safety is a management responsibility. It starts at the top of the organisation with the corporate responsibilities of Directors and cascades down through the Heads of Operations, Area Managers and Line Managers.

MacIntyre has a corporate health and safety to provide guidance and advice to help the various levels of management to meet these responsibilities.

In particular the Health & Safety Team:

- Gives technical advice to locations in relation to occupational health and safety.
- Offers corporate health & safety support to management and staff.
- Updates MacIntyre on new health & safety legislation by updating MacIntyre's health & safety manual.
- Delivers health and safety risk assessment and health and safety reps training. Supports with the development of health and safety training materials.
- Samples Area Manager quarterly reporting to review the health and safety management for locations they are responsible for.
- Provides updates to the policy and health & safety manual.
- Issues newsletters and gives out information.
- Consults the health & safety committees, reps and management on new procedures.
- Provides an annual report for the Trustees.
- RIDDOR reporting to the HSE

Human Resources Department

The Human Resource Department gives technical advice on employment law. This includes occupational health and working time issues.

Workforce Development Managers

The workforce development managers have overall responsibility for training from induction to professional development.

Office Services Coordinator

The Office Services Coordinator deals with insurance companies on any accidents that may lead to a liability or personal accident claim. This includes collecting RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*) forms.

The Office Coordinator also organises leasing and insurance of company vehicles and updates the organisation on any new insurance requirements. This includes arranging for vehicles to be adapted for wheelchair use.

There is a team of specialists employed within the Central Milton Keynes Office that offer technical support on health & safety related matters. These are the main ones:

Health & Safety Team

Health & Safety is a management responsibility. It starts at the top of the organisation with the corporate responsibilities of Directors and cascades down through the Heads of Operations, Area Managers and Line Managers.

MacIntyre has a corporate health and safety to provide guidance and advice to help the various levels of management to meet these responsibilities.

In particular the Health & Safety Team:

- Gives technical advice to locations in relation to occupational health and safety.
- Offers corporate health & safety support to management and staff.
- Updates MacIntyre on new health & safety legislation by updating MacIntyre's health & safety manual.
- Delivers health and safety risk assessment and health and safety reps training. Supports with the development of health and safety training materials.
- Samples Area Manager quarterly reporting to review health and safety management in services.
- Provides updates to the policy and health & safety manual.
- Issues newsletters and gives out information.
- Consults the health & safety committees, reps and management on new procedures.
- Provides an annual report for the Trustees.
- RIDDOR reporting to the HSE

Human Resources Department

The Human Resource Department gives technical advice on employment law. This includes occupational health and working time issues.
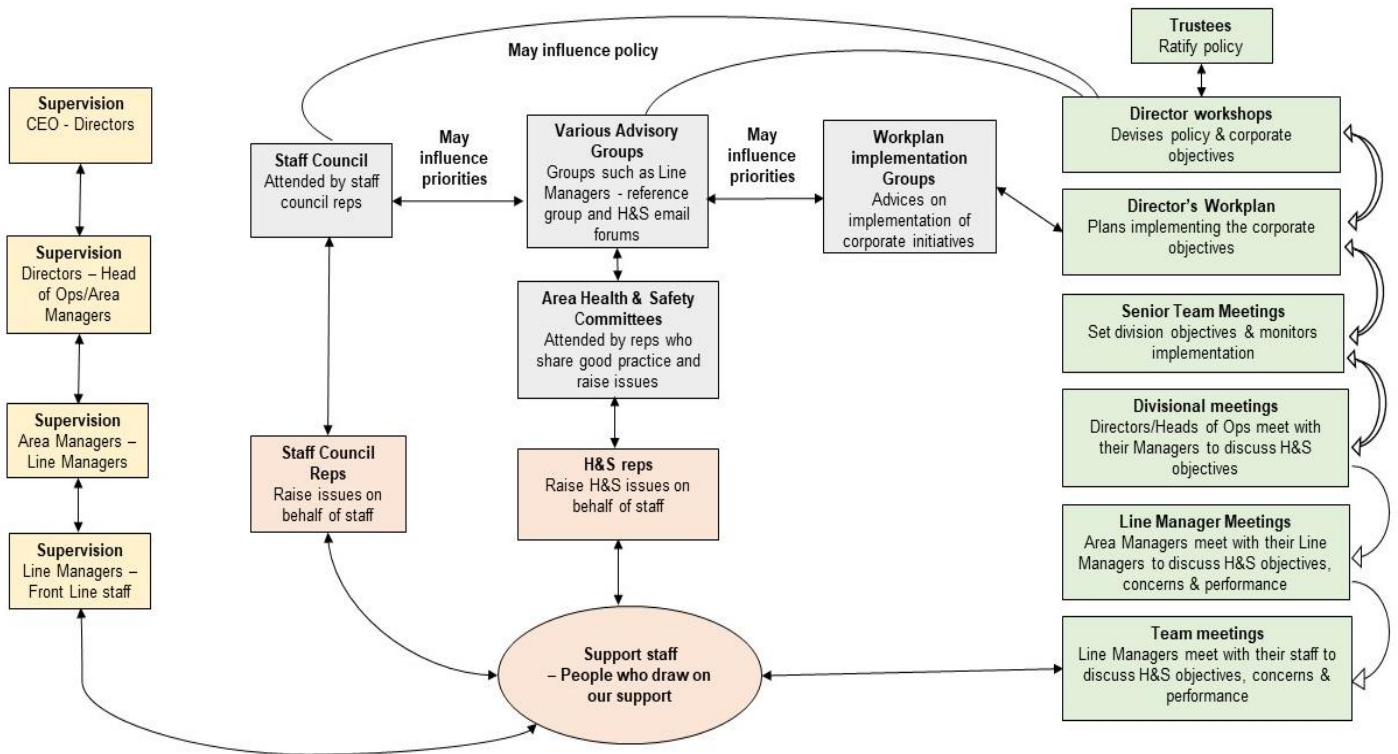
Workforce Development Managers

The workforce development managers have overall responsibility for training from induction to professional development.

Office Services Coordinator

The Office Services Coordinator deals with insurance companies on any accidents that may lead to a liability or personal accident claim. This includes collecting RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*) forms.

The Office Coordinator also organises leasing and insurance of company vehicles and updates the organisation on any new insurance requirements. This includes arranging for vehicles to be adapted for wheelchair use.

4. Health and Safety Communication Flow in MacIntyre

*See 2.5 – Line Manager - Head of Service, Programme Coordinator, Head of Admin, Teacher, Team Leader or equivalent