



MacIntyre

Providing support...your way



# Health and Safety Policy Statement

### *Our vision:*

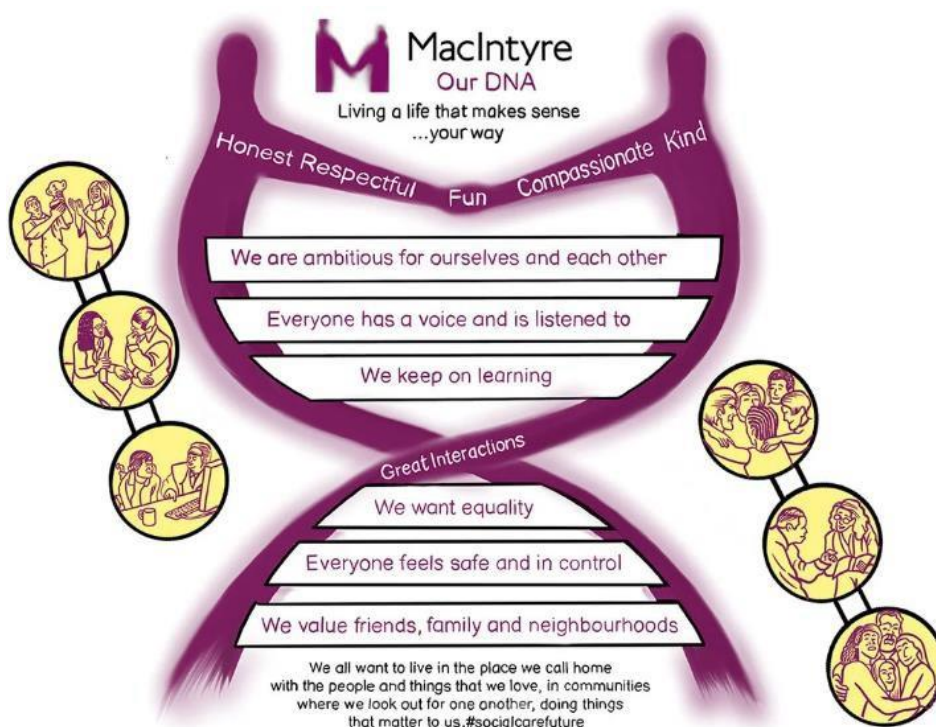
*For all people with a learning disability to live a life that makes sense to them.”*

### *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

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 OHSAS 18001 management model.

Another main health & safety tool for continuous improvement is *risk assessment*. 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 fulfill these promises.

## 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 is 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 services across 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

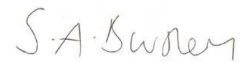
We believe that consulting staff and the people who draw on our support is vital to ensure a positive health & safety culture. We therefore encourage staff to appoint a health & safety rep in each service to take up issues on their behalf. We also provide ongoing training and support for reps and we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



Sarah Burslem  
Chief Executive Officer