

## HEALTH AND SAFETY POLICY

### 1. AIM

- 1.1. The aim of this policy is to ensure that, as far as reasonably practicable, the safety of all employees, individuals in our care, visitors and any other individuals who may be affected by our activities is safeguarded through compliance with relevant health and safety legislation.
- 1.2. It is the personal responsibility of every individual referring to this policy to ensure that they are viewing the latest version; this will always be published on Cygnet's Mypoint/ Sharepoint/Knowledge.

<b>1.</b>	<b>AIM .....</b>	<b>1</b>
<b>2.</b>	<b>SCOPE.....</b>	<b>1</b>
<b>3.</b>	<b>LEGISLATION.....</b>	<b>1</b>
<b>4.</b>	<b>INTRODUCTION.....</b>	<b>2</b>
<b>5.</b>	<b>GENERAL STATEMENT OF CYGNET HEALTH AND SAFETY POLICY .....</b>	<b>3</b>
<b>6.</b>	<b>ACCOUNTABILITY .....</b>	<b>4</b>
<b>7.</b>	<b>STANDARD FORMS, LETTERS AND REFERENCES .....</b>	<b>6</b>
	Linked Policy .....	6

### 2. SCOPE

- 2.1. This policy applies to all Cygnet locations.
- 2.2. This policy applies to all Cygnet and Bank/Agency staff.
- 2.3. It is the agreed Policy and any unauthorised deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.
- 2.4. Links to supporting Policy, documents and references are in Section 7.

### 3. LEGISLATION

- 3.1. This policy will ensure compliance with the following legislation:
  - Approved Code of Practice, Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems. [L8] 2013 – 4th Edition. HSG 274 Parts 1, 2, 3.
  - Control of Asbestos Regulations 2012
  - Control of Substances Hazardous to Health Regulations 2002
  - Electricity at Work Regulations 1989
  - Equality Act 2010
  - Gas Safety (Installation and Use) Regulations 1994 and 1998
  - Health and Safety (Display Screen Equipment) Regulations 1992
  - Health and Safety (First Aid) Regulations 2013
  - Health and Safety (Safety Signs and Safety Signals) Regulations 1996
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Manual Handling Operations Regulations 1992
  - Personal Protective Equipment at Work Regulations 2002
  - Regulatory Reform (Fire Safety) Order 2005

## **CYGNET HEALTH CARE HEALTH AND SAFETY POLICY**

- Fire (Scotland) Act 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013,
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

### **4. INTRODUCTION**

- 4.1. A copy of our general statement of health and safety policy is given at **section 5**. This sets out our commitment to provide and maintain safe working conditions for our employees, and others who may be affected by our activities. The objectives and implications of this statement are communicated to our employees, initially through our induction process and subsequently through the Achieve online training programme and the contents of this policy.
- 4.2. Individual senior level responsibilities and reporting arrangements are detailed at **section 6**.
- 4.3. This policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for fire and first aid etc. These are listed at **section 7**.

**CYGNET HEALTH CARE  
HEALTH AND SAFETY POLICY**

**5. GENERAL STATEMENT OF CYGNET HEALTH AND SAFETY POLICY**

5.1. It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

5.2. So far as is reasonably practicable, Cygnet will also:

- Aim to achieve compliance with legal requirements through good occupational health and safety performance.
- Provide adequate resources to implement this policy.
- Establish and maintain a safe and healthy working environment.
- Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Develop and implement appropriate occupational health and safety procedures, and safe working practices.
- Include the management of health and safety as a specific responsibility of registered managers at all levels.
- Ensure this policy is understood and implemented throughout the organisation.
- Involve employees in health and safety decisions through consultation and co-operation.
- Maintain workplaces under our control in a condition that is safe and without risk to health.
- Regularly review compliance with the policy and the management system that support it.

Signed 

Date 1-7-2019

**Samantha Nicholls**  
**Property Director**

Signed 

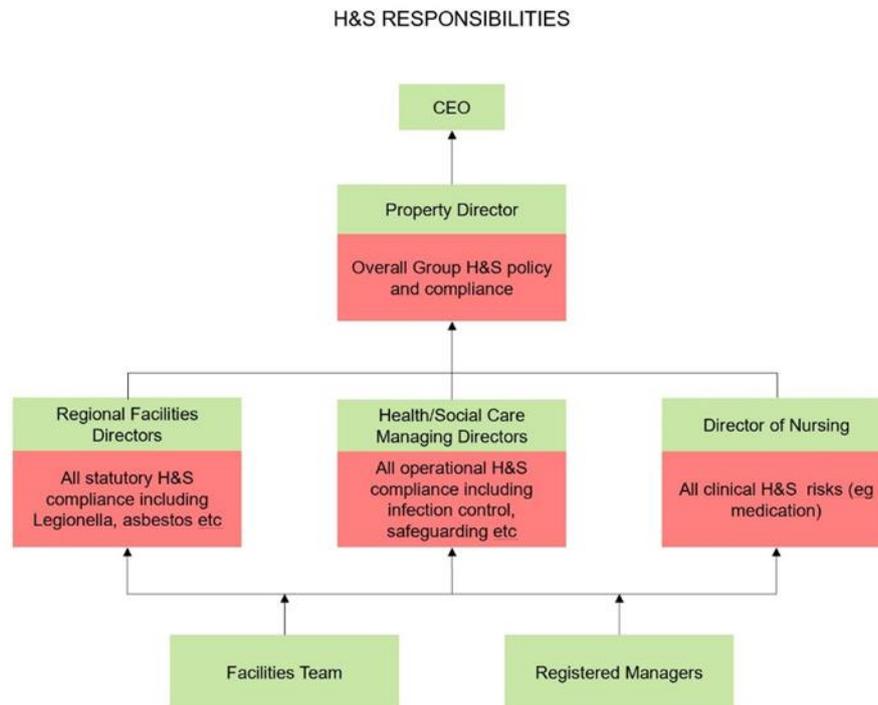
Date 01.07.2019

**Tony Romero**  
**Chief Executive**

# CYGNET HEALTH CARE HEALTH AND SAFETY POLICY

## 6. ACCOUNTABILITY

6.1. To meet the objectives of our health and safety policy we have clearly defined senior level responsibilities for the management of health and safety. These are summarised in the following organogram.



6.2. This hierarchy does not necessarily represent the organisation for other business activities.

6.3. The Chief Executive has ultimate responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

- Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
- Considering health and safety during the planning and implementation of business strategy.
- Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
- Including health and safety on the agenda of Board meetings and senior executive meetings.
- Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
- Periodically reviewing the objectives of the health and safety policy.

6.4. Specific overall responsibility for the management of our health and safety programme on a day to day basis has been assigned to the Property Director

## **CYGNET HEALTH CARE HEALTH AND SAFETY POLICY**

supported as appropriate by the Director of Nursing, Health/Social Care Managing Directors and Regional Facilities Directors. This includes:

- Ensuring that the objectives of health and safety policy are implemented.
- Ensuring that health and safety is considered prior to the implementation of new processes.
- Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
- Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
- Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
- Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
- Ensuring suitable controls are in place for the effective management of contractors.
- Ensure that reports, recommendations and notices issued by enforcement authorities, external auditors, and other relevant parties are evaluated and actioned within allocated timescales.
- Ensuring that contractors are competent for the work they carry out and operate to an effective permit to work system where applicable.
- Monitoring performance in relation to health and safety and reporting to the Chief Executive on progress against the objectives of the health and safety policy.
- Reviewing accidents and other incidents in relation to health and safety and reporting to the Chief Executive on the outcome of these investigations.
- Ensuring that all the essential elements of the health and safety system are implemented, monitored and reviewed.

6.5. Day to day responsibility for the management of health and safety at individual locations is delegated to Registered Managers of each individual location. This includes:

- Ensuring risk assessments are completed and reviewed for all significant work activities and the results of these assessments are implemented and communicated to employees.
- Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
- Ensuring that accident and incidents have been reported, recorded, notified and investigated as appropriate, and records are maintained.
- Monitor health and safety standards on site at regular intervals and ensure remedial action is implemented.
- Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
- Promptly informing the Property Director of any significant health and safety failure.

## **CYGNET HEALTH CARE HEALTH AND SAFETY POLICY**

- Providing the Property Director with regular reports on health and safety performance.
- Ensuring that local health and safety records and documentation are complete and are systematically stored.

6.6. Health and safety performance is reviewed locally on a monthly basis against defined key point indicators.

6.7. Health and safety risks are reviewed at a corporate level on a Quarterly basis.

6.8. Summary data is then submitted for review at the main Board.

### **7. STANDARD FORMS, LETTERS AND REFERENCES**

#### **Linked Policy**

- 7.1. H&S 02.00 - Accident – Incident Policy
- 7.2. H&S 03.00 - Asbestos Policy
- 7.3. H&S 04.00 - Bathing, Showering and Hot Surface Policy
- 7.4. H&S 05.00 - Checklists Policy
- 7.5. H&S 06.00 - Consultation Policy
- 7.6. H&S 07.00 - Contractors Policy
- 7.7. H&S 08.00 - COSHH Policy
- 7.8. H&S 09.00 - Disability Discrimination Policy
- 7.9. H&S 10.00 - DSE Policy
- 7.10. H&S 11.00 - Fire Safety Policy
- 7.11. H&S 12.00 - First Aid Policy
- 7.12. H&S 13.00 - Gas Policy
- 7.13. H&S 14.00 - Lone Working Policy
- 7.14. H&S 15.00 - Manual Handling Policy
- 7.15. H&S 16.00 - Permit to Work Policy
- 7.16. H&S 17.00 - Personal Protective Equipment Policy
- 7.17. H&S 18.00 - Risk Assessment Policy
- 7.18. H&S 19.00 - Slips and Trips Policy
- 7.19. H&S 20.00 - Statutory Inspections Policy
- 7.20. H&S 21.00 - Water Policy
- 7.21. H&S 22.00 - Windows and Balconies Policy
- 7.22. H&S 23.00 - Working at Height Policy
- 7.23. H&S 24.00 - Workplace Safety Policy
- 7.24. H&S 25.00 - Work Equipment Policy