

## Health and Safety Policy and Procedure

### Procedure

To describe the arrangements adopted by The Greenhouse to ensure it fulfils its legal duties and health and safety obligations.

To identify and describe individual roles and responsibilities within The Greenhouse for the effective management and monitoring of the requirements of the Health and Safety at Work Act 1974 and its subordinate legislation.

### Scope

The following roles may be affected by this policy:

- All staff

The following Learners may be affected by this policy:

- All Learners

The following stakeholders may be affected by this policy:

- Employers
- Awarding Organisations
- Public
- Visitors
- Contractors

### Objectives

The Greenhouse has a written statement of general policy, as required by the Health and Safety at Work etc. Act 1974, which is reviewed annually by Trish Stratford and Head of Quality & Compliance.

This policy and procedure is implemented alongside all of the health and safety policies, procedures and supporting documentation at The Greenhouse.

### Policy

The Greenhouse recognises that it has a responsibility to ensure that reasonable precautions are taken to provide and maintain working conditions which are safe,



healthy and comply with all statutory requirements and codes of practice relating to its activities.

## **Statement of Intent**

The Greenhouse acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation.

The Greenhouse considers that a safe and healthy working environment is a prerequisite to achieving safe, high-quality Care. The Greenhouse provides a safe environment for its staff, Learners and those who work on its behalf.

The Greenhouse will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses.

Through the implementation of the Health and Safety Policy and Procedure, The Greenhouse is committed to the following objectives:

- Providing, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, Learners, contractors and others who work on its behalf
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- Providing and maintaining equipment and systems of work that are safe
- Putting into place arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances
- Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons
- Health and safety policy, standards and management systems (including procedures and work instructions) are defined, documented, implemented and maintained
- Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for The Greenhouse are appropriately managed



- Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
- Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, learners and employers in implementing the Health and Safety Policy and Procedure
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of The Greenhouse.
- To strive to continuously improve the health and safety performance of The Greenhouse.
- Ensuring the appointment of a competent person to support The Greenhouse in meeting its statutory health and safety duties
- To provide sufficient resources with which The Greenhouse can effectively discharge its duties in maintaining a healthy and safe working environment for all who work and live in the premises of The Greenhouse.

The Greenhouse reviews health and safety systems and procedures as often as necessary and at least annually to ensure that they reflect the legal responsibilities associated with applicable:

- Health and safety law, regulations, approvals, licences and other legal requirements
- International, national and regional standards
- Industry codes and best practice
- Contractual requirements
- Expectations of regulators and other key stakeholders

Systems and procedures are made available to those working for and on behalf of The Greenhouse so that they are aware of their individual health and safety obligations.

A health and safety management structure is implemented to support the delivery of health and safety policies, systems, objectives and targets, to review health and safety performance and respond to health and safety incidents.



The Greenhouse is charged with implementing this policy by the use of a suitable safety management system.

The Greenhouse seeks and expects the full co-operation and support of the whole of The Greenhouse to ensure that the Health and Safety Policy and the arrangements that are put in place to support the objectives of the policy are implemented effectively.

The Head of Education has day-to-day responsibility for ensuring compliance with this policy.

The Health and Safety Policy 'Statement of Intent' at The Greenhouse has been reviewed and signed by Head Quality & Compliance. This signifies the commitment of The Greenhouse to ensuring that the successful management of health and safety is of paramount importance within The Greenhouse.

A copy of the Health and Safety Policy 'Statement of Intent' is displayed in a prominent location at The Greenhouse and will be reviewed at least annually.

#### Health and Safety Responsibilities in The Greenhouse Executive

- The Greenhouse is responsible for safety in The Greenhouse and monitors the Health and Safety Policy and Procedure on a regular basis
- The Greenhouse is sufficiently informed on health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees in order, as far as is reasonably practicable, to achieve and maintain high health and safety standards

#### **Safety Officer**

The Safety Officer is the Head of Centre, unless indicated otherwise by a notice on the main staff noticeboard of The Greenhouse. The responsibilities of Head of Centre are to:

- Maintain safety records
- Ensure that employee and learner risk assessments are in place, proportionate and up to date
- Investigate accidents, incidents and near misses, with a view to the prevention of future occurrences
- Record and monitor accident, incident and near miss statistics



- Keep a watching brief on changing safety legislation
- Report directly to Trish Stratford of The Greenhouse on matters of health and safety
- Ensure that the obligations of The Greenhouse with respect to assessment, control and monitoring of hazardous substances are met
- Ensure that the reporting of specified incidents is carried out in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), by ensuring that the Accident and Incident Reporting Policy and Procedure is followed and that all accidents are recorded, using the form attached to that policy
- Ensure that main contractors are informed of any incident's/accidents if learners are accessing funded programmes.

## Staff

Employees have duties under the Health and Safety at Work etc. Act 1974 and will;

- Do everything they can to prevent injury to themselves, fellow staff and others affected by their actions or omissions at work
- Follow company procedures, in particular, to report any incidents which have or may have led to injury or damage. To neglect this responsibility can lead to prosecution by the Health and Safety Executive
- Inform their line manager of any work situation where there is a serious and/or immediate danger to staff and to identify any shortcomings in the health and safety arrangements for protecting staff and others
- Report conflict between the demands of safety and their job and will raise the matter immediately with their supervisor
- Check that work areas and equipment are safe prior to use, and use any work equipment in accordance with the training and instructions provided, bringing to the notice of managers any defective equipment which may cause an incident
- Dress in line with the Appearance Policy and Procedure and appropriately for their working environment and their work activities
- Ensure that they understand the system at The Greenhouse for reporting incidents, accidents and other health and safety risks, and that they use these



systems when necessary and to ensure that they read, understand and follow all appropriate health and safety policies, procedures and other documentation at The Greenhouse and attend scheduled training sessions.

### **Health and Safety Poster**

The Greenhouse will display a Health and Safety Poster and ensure that it is kept up to date. Registered Manager, as the Health and Safety Officer, will have their name clearly displayed.

### **First Aid**

The Greenhouse have undertaken an assessment of first aid needs and provided sufficient equipment and suitably trained personnel accordingly within the service.

### **Procedure**

### **Risk and Hazard Management**

- Risk assessments are carried out in order to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff, and others who may be affected by the work activities of The Greenhouse
- Risk assessments are recorded on the appropriate document in accordance with the Risk Assessment Policy and Procedure at The Greenhouse
- Arrangements are in place for putting into practice the preventative and protective measures that follow on from the risk assessment
- Risk assessments are regularly monitored and reviewed to ensure that they remain suitable and sufficient. They are updated in accordance with legislative and contractual requirements, standards and codes of practice
- The outcomes of risk assessments are made readily available and communicated to staff. Staff receive instructions and training associated with the level of risk identified and the control measures taken to prevent or control risks
- Learners and employees are involved in the development of risk assessments and The Greenhouse will seek their feedback and act on any concerns.

### **Accident and Incident Reporting**



- In the event of an accident/incident, staff will ensure that a detailed entry of the event is recorded on an accident form and will notify their line manager who will subsequently determine, in conjunction with the Health and Safety Committee at Bluestones Medical Complex Care (EQ) & The Greenhouse where appropriate, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration to the method of work or additional control measures are necessary. This must be written down and the conclusions clearly defined and acted upon
- As a learning organisation, The Greenhouse will use the information to prevent reoccurrences, where reasonably practicable

## **Monitoring Compliance and Effectiveness**

The Head of Centre will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to Trish Stratford for review.

The policy document itself will be reviewed by Trish Stratford and Head of Centre on an annual basis. The effectiveness of this policy will also be monitored by the Health and Safety Committee at The Greenhouse. This review may include:

- Audit
- Risk assessment
- Systematic inspections
- Incident and accident statistics
- Sickness and ill health statistics
- Risk registers

Items identified as requiring significant amendment will be referred for authorisation before being actioned to The Greenhouse who is responsible for health and safety on behalf of The Greenhouse.

## **Health and Safety Policies and Procedures**



The Greenhouse will ensure that staff have access to the Health and Safety Policies at The Greenhouse. These policies will be reviewed by Trish Stratford and Head of Centre to ensure that they dovetail with both the procedures at The Greenhouse and any local or contractual procedures.

### **Health and Safety Policy Statement of Intent**

The Greenhouse as an employer, is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities and we will take steps to ensure that our statutory duties are met at all times.

The Greenhouse expects all staff, visitors, contractors and other employers who work at The Greenhouse to share this commitment by complying with the policies and procedures at The Greenhouse and to understand that they too have legal and moral obligations to themselves and to one another.

The Greenhouse acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation. The Greenhouse considers that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality Care and a safe working environment for our staff and those who work on our behalf.

The Greenhouse will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses. Through the implementation of the Health and Safety Policy and Procedure, The Greenhouse is committed to the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, Service Users, contractors and others who work on our behalf
- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place





- Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons
- Health and safety policies, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained
- Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for The Greenhouse are appropriately managed
- Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
- Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, Learners, Employers and commissioners in implementing the Health and Safety Policy and Procedure
- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of The Greenhouse.
- To strive to improve continuously the health and safety performance of The Greenhouse.
- Appointing a competent person to support The Greenhouse to meet our statutory duties
- To provide sufficient resources with which The Greenhouse can effectively discharge their duties in maintaining a healthy and safe working environment for all who work at The Greenhouse.



The Greenhouse will undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner that does not affect the health and safety of any staff, contractors, visitors or members of the public.

The other members of The Greenhouse and I are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare within The Greenhouse. We expect every member of The Greenhouse to share this commitment and to work together to achieve it.

This Policy statement will be reviewed at least annually.

Signature of Head of Quality & Compliance

Printed Name:

**Amanda Ledsham**

Date:

17<sup>th</sup> June 2024

Date reviewed:- 04/08/2025

Next review due:- 04/08/2026