



Health and Safety Policy

Approved 28/11/2023



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1 INTRODUCTION

This Health and Safety manual has been prepared by Bield, in collaboration with external professional advice and guidance from WorkNest. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974, and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Bield Housing and Care is committed to effectively managing health and safety to protect our employees and all individuals with whom we interact. We acknowledge our moral and legal duty and recognise our employees as our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. While we acknowledge that it is not possible to eliminate all risks, we strive to manage risks effectively, ensuring that exposure to hazards is controlled to the greatest extent reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Through performance measurement, including accident monitoring, internal monitoring, and external audits we will regularly review our health and safety arrangements, conducting assessments at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

Worknest supported the development of the policy and have provided assurances that the Policy meets the required standards, is suitable, sufficient and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the company operates.

Creation Date	Signed on behalf of Bield
28 November 2023	

2 HEALTH AND SAFETY POLICY STATEMENT

Bield Housing and Care acknowledges its legal duty of care towards ensuring the health and safety of its employees and all individuals affected by the organisation's activities. We recognise that effective health and safety management is crucial to our business operations.

In fulfilling our responsibilities, we are committed to:

- **Communicating and raising awareness:** We will ensure this Policy Statement is effectively communicated to all employees, emphasising their role in promoting health and safety within the organisation.
 - **Risk assessment and management:** We will conduct regular risk assessments to identify and implement pragmatic and proportionate measures to mitigate risks and improve safety.
 - **Employee involvement:** We will actively engage and consult with our employees on matters concerning their health and safety, encouraging them to identify and report hazards to foster a culture of continuous improvement.
 - **Compliance:** We will full comply with all relevant legal requirements, codes of practice and regulations at International, National and Local levels to ensure a safe and healthy working environment.
 - **Risk elimination and reduction:** We will strive to eliminate risks to health and safety through careful selection and design of materials, buildings, facilities, equipment and processes. Where risks cannot be eliminated, we will minimise them through physical controls, safe systems of work, and personal protection measures.
 - **Emergency preparedness:** We will establish and maintain comprehensive emergency procedures at all our locations to effectively respond to health and safety incidents and protect the wellbeing of individuals.
- Premises and equipment:** We will maintain our premises and provide safe plant and equipment to create a secure working environment.
- **Contractor management:** We will engage contractors who demonstrate due regard for health and safety matters, ensuring that they adhere to our standards and procedures.
 - **Resource allocation:** We will provide adequate resources to control health and safety risks arising from our work activities, including financial resources, training, and equipment.
 - **Competence and training:** We will ensure that all employees receive adequate training and have the necessary competence to perform their tasks safely.
 - **Organisational structure and responsibility:** We will establish an organisational structure that clearly defines roles and responsibilities for health and safety, promoting accountability at all levels.
 - **Information and supervision:** We will provide relevant health and safety information, instruction and supervision to employees, empowering them to carry out their duties safely.
 - **Performance monitoring and improvement:** We will regularly monitor our health and safety performance, review policies and procedures, and implement continuous improvement initiatives to enhance our safety systems.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes in our business activities and legislation. Any updates to the Policy will be effectively communicated to all employees.

Signed: 

Dated: 28 November 2023

Name: Dr Lynne Douglas

Position: Chief Executive Officer

2.1 ENVIRONMENTAL POLICY STATEMENT

Bield Housing and Care recognises that its day-to-day operations can have direct and indirect impacts on the environment. As an organisation we are committed to integrating sustainability into our strategic planning, daily operations, and wider role activities through our Energy and Environmental Policy.

Our commitment is to protect and improve the environment by implementing good management practices and adopting best practices wherever feasible. We will consider environmental factors in our business decisions and strive to adopt greener alternatives across all our operations.

In line with our Energy and Environmental Policy, management will ensure:

- **Stakeholder awareness:** We will communicate our Energy and Environment Policy commitment to stakeholders, including employees, customers, suppliers, and subcontractors.
- **Compliance:** We will fully comply with all relevant international, national, and local legal requirements, codes of practice, and regulations, pertaining to environmental matters.
- **Environmental risk management:** We will proactively manage and minimise environmental risks by selecting and designing materials, buildings, facilities and equipment and processes that have a reduced impact on the environment.
- **Emergency preparedness:** We will establish and maintain emergency procedures at all our locations to address and manage environmental incidents.
- **Performance measurement and improvement:** We will set targets to measure our environmental performance and strive for continuous improvement in environmental sustainability.
- **Environmental risk management:** We will identify and manage environmental risks and hazards associated with our operations.
- **Sustainable business travel:** We will promote environmentally efficient practices in business travel, encouraging the use of greener transportation options whenever feasible.
- **Stakeholder involvement:** We will actively involve customers, partners, clients, suppliers and subcontractors in the implementation of our energy and environmental objectives.
- **Waste management:** We will work to minimise waste generation and increase recycling within our waste management procedures.
- **Environmentally responsible purchasing:** We will promote environmentally responsible purchasing practices, considering the environmental impact of the products and services we procure.
- **Resource allocation:** We will provide adequate resources to control environmental risks arising from our work activities.
- **Employee training:** We will ensure that employees have access to suitable training to address specific areas of environmental control, enhancing their environmental awareness and competence.

- **Resource conservation:** We will seek to reduce the consumption of water, energy and any other natural resources in our operations.
- **Sustainable sourcing:** Whenever feasible, we will source materials from sustainable suppliers to support sustainable resource management.

This statement will be reviewed as part of any changes or review to Bield's Energy and Environmental Policy or any changes to legislation. Any changes to the Policy will be approved through the Senior Management Team and brought to the attention of all stakeholders.

Signed: 

Dated: 28 November 2023

Name: Dr Lynne Douglas

Position: Chief Executive Officer

3 ORGANISATION FOR HEALTH AND SAFETY

At Bield Housing and Care, the overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

To ensure clarity and accountability in controlling factors that could result in ill health, injury, or loss, the following positions have been assigned key responsibilities for the implementation of our health and safety arrangements. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board: The Board holds ultimate responsibility for the organisation's health and safety performance. They provide oversight and guidance on health and safety matters and ensure that adequate resources are allocated to manage health and safety effectively.

Chief Executive Officer: The CEO plays a crucial role in promoting a positive health and safety culture throughout the organisation. They provide leadership and support to senior management, ensuring that health and safety objectives are integrated into the overall strategic planning.

Directors: Directors are accountable for health and safety within their respective areas of responsibility. They are responsible for implementing and monitoring effective health and safety management systems, ensuring compliance with legal requirements, and allocating necessary resources.

Heads of Services: Heads of Service have a key role in promoting and maintaining health and safety standards within their service areas. They provide guidance and support their teams, ensuring that appropriate risk assessments are conducted, control measures are in place, and safe working practises are followed.

Area Housing Managers: Area Housing Managers oversee multiple locations and are responsible for ensuring consistent health and safety practices across their patch.

Property Management Officers: Property Management Officers have responsibility for the health and safety of residents and staff within their areas. They ensure that properties meet health and safety standards, carry out regular inspections and address any identified hazards or maintenance issues promptly.

Local Managers and Deputy Managers: Local Managers and Deputy Managers are accountable for health and safety within their respective developments. They promote a safe working environment, conduct risk assessments, implement control measures, and provide training and guidance to staff.

Office Line Managers Any colleague that has line management responsibility for a Bield employee will ensure safe working environment.

Health and Safety Adviser: The Health and Safety Adviser supports the organisation in developing and implementing effective health and safety policies and procedures. They provide advice, guidance, and training on health and safety matters, conduct risk assessments, and monitor compliance with legal requirements.

It is important for all individuals in these positions to understand their specific roles and responsibilities in relation to health and safety. By providing clear direction, accepting responsibility, and fostering a positive attitude towards health and safety, we can create a safe and healthy workplace for all.

4 HEALTH AND SAFETY RESPONSIBILITIES

BOARD

The Board has the ultimate responsibility for the health and safety of Bield Housing and Care but discharges this responsibility through the Chief Executive Officer (CEO), Dr Lynne Douglas, down to individual managers, supervisors and employees.

The Board has nominated the CEO to have special responsibility for health and safety.

The Board will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of employees in improving health and safety performance.
- they will review the health and safety performance of the organisation on an annual basis.

CHIEF EXECUTIVE OFFICER (CEO)

The CEO has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to Directors.

The CEO will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- a health and safety plan of continuous improvement is created and senior management monitor progress against agreed targets.
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- a positive health and safety culture is promoted, and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- a system of communication and consultation with employees is established.
- effective training programmes have been put into place.
- an annual report on the safety performance of the organisation is presented to the Board.

DIRECTORS

The Directors are designated by the Chief Executive Officer as persons with responsibility for ensuring our compliance with Health and Safety legislation.

They will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- a health and safety plan of continuous improvement is created, and progress monitored.
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- adequate insurance cover is provided and renewed.
- competent persons are appointed to provide health and safety assistance and advice.
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- statutory examinations are planned, completed and recorded.
- there is regular communication and consultation with staff and the Employee Forum on health and safety issues as required.
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- safe systems of work are developed and implemented.
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- health and safety objectives are set, and their achievement is measured and reported in the annual report.

HEADS OF SERVICE

The Heads of Services will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers.
- safe systems of work are developed and implemented.
- relevant risk assessments are completed, recorded and regularly reviewed.
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- they communicate and consult with staff on health and safety issues.
- they encourage staff to report hazards and raise health and safety concerns.
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- premises, plant and work equipment are maintained in a safe condition.
- statutory examinations are planned, completed and recorded.
- personal protective equipment is provided, staff instructed in its use and that records are kept.
- adequate arrangements for fire and first aid are established.
- any safety issues that cannot be dealt with are referred to the Directors for action.
- welfare facilities provided are maintained in a satisfactory state.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- health surveillance is carried out and records are kept.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed.
- agreed safety standards are maintained particularly those relating to housekeeping.
- health and safety rules are followed by all.

MANAGERS – Anyone with line management responsibility or oversight of external contractors

All Managers will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff / and or external contractors or non-Bield employees to ensure that they work safely, providing increased supervision for new and young workers.
- they communicate and consult with staff on health and safety issues.
- health and safety rules are followed by all.
- they encourage staff to report hazards and raise health and safety concerns.
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- any safety issues that cannot be dealt with are referred to a senior manager for action.
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- safe systems of work are developed and implemented.
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement.
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Where lead an area of responsibility, ensure legislation, standards and procedures are met and appropriately managed on behalf of Bield.

HEALTH & SAFETY ADVISOR

The Health and Safety Advisor will ensure that:

- management are advised of relevant changes in health and safety legislation, codes of practice and industry standards.
- management are advised of risk assessment requirements and that implementation of any action required is monitored.
- advice is provided to management on regular review of risk assessments and how to bring to the attention of staff who may be affected.
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- advice is provided on health and safety training requirements.
- providing professional support and guidance to the Health & Safety Management group
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- Managers are investigating and recording accident investigations.
- contact with external organisations such as the emergency services is managed.
- health surveillance assessment requirements are identified and advised to management when a workplace requirement is identified.
- the schedule of statutory examinations of plant and equipment is maintained, working collaboratively with the Head of Properties, technical experts and managers it is maintained.
- Coordinating the information required from across Bield to complete the corporate health & Safety report.

EMPLOYEES

All employees must:

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the safety rules.
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- use all equipment, safety equipment, devices and protective clothing as directed.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to their supervisor.
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- report all accidents to their supervisor whether an injury is sustained or not.
- attend as requested any health and safety training course.
- observe all laid down procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

EMPLOYEE REPRESENTATIVES

All staff representatives must

- seek to represent the interests of employees in respect of any health and safety issues or concerns that are raised.
- work constructively with Bield on matters to do with health and safety at work including:
- Any change which may substantially affect employees' health, safety and wellbeing at work, for example in procedures, equipment or ways of working.
- Any development or changes to arrangement for getting competent people to help comply with health and safety legislation.
- Shaping information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- Shaping and planning and organisation of health and safety training.
- Inform and consult staff they represent on health and safety policy or procedural changes that are being developed within Bield to ensure input to support Employee Forum input.

CONTRACTORS

All contractors must:

- take reasonable care of their own safety.
- take reasonable care of the safety of others affected by their actions.
- observe the safety rules.
- submit their health and safety policy and relevant risk assessments to us for approval.
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- use all equipment, safety equipment, devices and protective clothing as directed.
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to their supervisor.
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- report all incidents to their supervisor and to us whether an injury is sustained or not.
- attend as requested any health and safety training course.
- observe all laid down procedures for processes, materials and substances used.
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

HEALTH & SAFETY MANAGEMENT GROUP

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the organisation.

They are responsible for ensuring that:

- there is regular communication and consultation with staff on health and safety issues.
- health and safety issues raised are discussed and considered for action.
- health and safety standards within departments are monitored.
- trends in accident statistics across the organisation are identified and making recommendations for action.
- health and safety is promoted, and new initiatives are considered to progressively improve standards in all areas.
- employees are aware of significant changes to our health and safety policy documentation.
- Helping populate the health and safety reporting to SMT and the Board

5 HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee can also be considered a criminal offence under legislation and may lead to action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book, via the accident form.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Employer's Transport

- Employees must carry out prescribed checks of organisation vehicles prior to use and in conjunction with the laid down checking procedure.

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

In exceptional circumstances an employee may face a situation where a health and safety misconduct allegation is so serious that normal Bield disciplinary procedures are not followed, and action is so serious that they are summarily dismissed. The expectation is that this will only be following in serious and exceptional circumstances if there is:

- A serious or wilful breach of Safety Rules.
- Unauthorised operation of any item of plant or equipment that cause endangerment to themselves or others.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

6 ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

At Bield Housing and Care, we have established procedures for recording, reporting, and investigating accidents, near misses, and work-related illnesses. These procedures apply to all employees, visitors, contractors, and members of the public who may be affected by our activities.

It is essential that any accidents, incidents, or illnesses are promptly reported to ensure appropriate actions can be taken.

Definitions

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but has the potential to do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through work activities or by a non-employee due to activities carried out by our organisation.

Accident form

All accidents resulting in personal injury must be recorded on the organisation's Accident Form that can be found in the Health & Safety Forms section of Grapevine. The information collected will be managed and retained in compliance with the Data Protection Act (2018).

Accident book

The Accident Book will be reviewed regularly by senior management to understand the nature of incidents that have occurred in the workplace. This review will supplement any investigation of the circumstances surrounding each incident. Additionally, all near misses must be reported to management as soon as possible to investigate the causes and prevent recurrence.

Employees must ensure that they are aware of the location of the accident form and procedures.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- Specified injuries employees as detailed in Regulation 4
- Injuries to non-employees requiring hospital treatment.
- Any dangerous occurrence
- Employee diagnosis of a disease specified in the Regulations.
- Employee diagnosis of work-related cancer caused by exposure to a known carcinogen or mutagen.

Injuries resulting in a worker's incapacitation for **more than seven consecutive days, or more than three consecutive days for which an accident record is required under the Social Security (Claims and Payments) Regulations 1979**, must be reported within 15 working days using the HSE website.

Additionally, the Care Inspectorate must be notified of accidents, injuries and serious incidents, infections, infectious disease outbreaks, service user deaths, significant equipment breakdowns affecting health and safety, and incidents involving controlled drugs.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact Bield's Health & Safety Advisor.

The completed report form sent back by the HSE will be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be retained by Bield within Health & Safety files to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are required to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents reported to the Enforcing Authority or involving serious injuries will be investigated.

The purpose of the investigation is to collect all necessary information, understand the sequence of events, identify unsafe acts and conditions, determine underlying causes, implement effective remedial actions, and prepare comprehensive report for all interested parties.

The investigation process may include obtaining signed witness statements, photographs and drawings as appropriate. For guidance and additional advice on accidents and investigations, please refer to the Bield Accident and Investigation Policy or contact Bield's Health & Safety Advisor.

Accident reports completed notification forms, investigation statements and photographs will be retained by Bield within Health and Safety files for potential insurance claims and Enforcing Authority inspections. Records are required to be kept for three years from the date of the incident.

8. POLICY CONTROL

POLICY REVIEW

This Health and Safety Policy will be reviewed annually in line with advice from the Health & Safety Executive (HSE).

As each review is completed it will be signed off by our nominated responsible person.

Review Date	Signed on behalf of Bield

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy will be published for all staff, but version control will be maintained by Health & Safety. Any amendments made to the policy will be checked and approved through our H&S Management Committee and Senior Management Team. Any approved changes will be published, and outdated copies removed, details of the changes will be circulated to staff so that all remain up to date.

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the business or our clients, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

LEGISLATION

Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Training for any health and safety requirements can be accessed through Academy 10 or by contacting the Learning and Development Team. Guidance on a number of health and safety issues can be accessed through our grapevine pages.

HEALTH & SAFETY PROCEDURES & FORMS

Relevant Procedures, forms and templates that may be utilised can be accessed through our Grapevine pages and in our operational manual.

Speaking your language - we are happy to translate our policies on request.

يمكن ترجمة سياساتنا عند الطلب
إذا كنت بحاجة إلى مساعدة ، فيمكننا توفير مترجم

**Nasze zasady mogą być przetłumaczone na żądanie.
Jeśli potrzebujesz pomocy, możemy zapewnić tłumacza**

**我们的政策可以应要求翻译。
如果您需要帮助，我们可以提供翻译**


HAPPY TO TRANSLATE

