



# **Barnet Group**

## Health & Safety Policy

April 2017

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#### **Document Control**

Our Health & Safety Policy will be reviewed annually by the Health & Safety Manager. Minor updates will be discussed and agreed with the Health & Safety Committee. Major updates will be discussed and agreed with the Health & Safety Committee and will also require the policy to be re-signed by the Chair of the Board of Directors and the Chief Executive. (Next Review Date: April 2018)

## **Health and Safety Policy Statement**

The Barnet Group is committed to achieving excellence by delivering high quality services to all our customers, service users and residents. We aim to deliver services that make a positive difference to people, homes and communities.

The Barnet Group will comply with its statutory responsibilities for the health and safety of its employees, customers, service users, residents, contractors and members of the public and other stakeholders.

We will develop policy, organisation, planning and arrangements to deliver high quality and efficient health and safety services ensuring adequate training, information; instruction and supervision are provided at all relevant levels within the organisation and adequate resources to deliver the health and safety goals. We will also establish, monitor and review health and safety related objectives, targets and programmes consistent with this policy to embed continual improvement in health and safety into service delivery.

To ensure safety is integrated into our business an Executive Director will be appointed as 'Safety Champion' in each of the directorates for the Barnet Group of Companies to take the lead responsibility for effective implementation of safety policies, procedures and safe systems of work. The 'Director of Corporate Services' will report to the Barnet Group Board of Directors and Chief Executive on all aspects of health and safety.

The Barnet Group Board of Directors will ensure that our decisions reflect our intention that good health and safety management is integrated into all the services we provide by having a customer-centred approach that puts our employees, customers, service users, residents, contractors and members of the public and other stakeholders at the heart of everything we do.

We believe that real progress can only be achieved by having a continual commitment to improving health and safety standards in the day-to-day conduct of our business, compliance with legal obligations and preventing injuries and ill health.

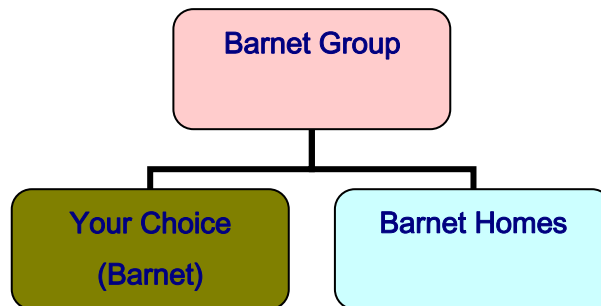
We will consult and cooperate with our employees, customers, service users, residents, contractors and members of the public and other stakeholders. We consider that every member of staff should play a part in the development of a positive safety culture within our organisation.

We encourage you to safeguard your own and others health and safety by evaluating the risks you encounter and adopting sensible precautions to minimise risks to yourself and others.

**Troy Henshall**  
**Barnet Group Chief Executive**  
**01/08/2017**

## **Barnet Group Organisation**

The Barnet Group has been established as a Local Authority Trading Company and is made up of a Board of Directors and two subsidiary companies: Barnet Homes and Your Choice Barnet.



The Barnet Group Board of Directors regularly reviews the health and safety risk register and monitors progress on health and safety matters across the Barnet Group at a strategic level.

To ensure safety is integrated into our business an Executive Director will be appointed as 'Safety Champion' in each of the Barnet Group of Companies to take responsibility for effective implementation of safety policies, procedures and safe systems of work. The 'Safety Champions' will report to the Barnet Group Board of Directors and Chief Executive on all aspects of safety.

### **Your Choice (Barnet)**

Your Choice (Barnet) is an organisation that is part of The Barnet Group, a Local Authority Trading Company set up in February 2012 and owned by Barnet Council.

Your Choice (Barnet) provides specialist care and support to adults with a range of learning and physical disabilities. We enable people to live their lives as they wish. We give them the support they need to become as independent as possible.

Our aim is that all of our customers receive the support they want, when, how and where they want it. We are proud to involve service users and their carers in all that we do, including director positions on our Board.

### **Barnet Homes**

Barnet Homes was established in 2004 to manage and modernise homes and estates owned by Barnet Council. Barnet Homes is an Arms Length Management Organisation (ALMO). Barnet Homes is a non-profit making company and it is a part of the Barnet Group.

Barnet Homes is the social landlord for 15,000 households in the borough, including almost 4,000 leasehold properties and aims to offer great services at great value and prides itself in placing residents at the heart of its services.

## **Health & Safety Responsibility**

**Board Members** are ultimately responsible for ensuring that robust systems for managing health and safety are in place and operate effectively.

**The Barnet Group Chief Executive** has overall responsibility for health and safety to ensure adequate planning, delivery, monitoring and review of health and safety management systems, policies, procedures, safe working environment, advice, information, instruction and training of employees and persons who may be affected by the operations of the Barnet Group.

**Executive Directors** (Safety Champions) ensure safety is integrated into the business and are responsible for effective implementation of safety policies, procedures and safe systems of work. The Director of Corporate Services will report to the Barnet Group Board of Directors and Chief Executive on all aspects of safety.

**The Senior Management Team** assist the Executive Directors in fulfilling their responsibilities and have extensive health and safety responsibilities to ensure that:

- Appropriate and adequate risk assessments are carried out.
- Periodically review the effectiveness of safety policies and risk assessments.
- Ensure health and safety responsibilities are properly assigned and accepted at all levels.
- Provide adequate resources to meet health and safety requirements.
- Ensure that safe materials, plant and equipment are provided and used safely.
- Implement and monitor health and safety management systems.
- Circulate safety policies and guidance throughout service areas.
- Ensure accidents and incidents are reported and investigated and lessons are learned that will reduce the likelihood of a similar incident.
- Obtain competent health and safety advice and keep other senior managers informed.
- Ensure that individual managers undertake their health and safety responsibilities including fire drills, workplace inspections and risk assessments etc.
- Consult with staff on matters affecting health, safety and welfare.
- Ensure that training plans for their service include appropriate health and safety training.
- Ensure all statutory registers and records are kept.

**Barnet Group Health, Safety & Facilities Senior team** are employed in Barnet Homes and liaise directly with the Executive Directors (Safety Champions). Health & safety support services are provided to all companies of the Barnet Group under service level agreement. The Barnet Group Health, Safety & Facilities team responsibilities include:

- Development of safety policies, procedures and guidance.
- Health and safety advice.
- Safety audits of premises where staff work.
- Technical input and support to health and safety committees.
- Advice to clients, designers and constructors for construction projects.

- Health and safety in the procurement of contracts.
- Construction site visits where projects are covered by the Construction (Design and Management) Regulations.
- Ensuring adequate asbestos management services, including central asbestos register, asbestos surveying, policies, procedures, guidance and training.
- Ensuring adequate fire risk assessment services, including a register of blocks and assessments, inspection and fire risk assessment reports, policies, procedures, guidance and training.
- Advice on and assessment of the adequacy of construction phase health and safety plans.
- Receiving and recording accident and incident reports.
- Assisting line managers in investigating accidents and incidents.
- Report to the Safety Committee on incidents and issues.
- Health and safety update reports to Executive Directors (Safety Champions) and senior management.
- Development and delivery of training.
- Assisting in the management of safety related services provided to Barnet Group under contract or service level agreements, such as occupational health, employee assistance programme etc.
- Liaison with partners and external agencies including other ALMOs, Councils, Health and Safety Executive, Fire Brigade, Police etc.

In order to avoid any potential conflict of interest for the Barnet Group Health, Safety and Facilities team (as they are employed by Barnet Homes) the Barnet Group Executive Directors reserves the right to appoint appropriately competent, independent expert/s to investigate accidents or incidents when necessary.

**Managers and supervisory staff** must ensure that health and safety policies and guidance are implemented. In particular, they must ensure that staff under their control are familiar with risk assessments and fire drills etc.

**Managers** must ensure that:

- Safety systems and procedures are in place and practiced e.g. fire drills, work at height.
- Equipment is regularly checked and/or tested for defects.
- Staff are competent to carry out their roles.
- Workplace inspections are carried out regularly.
- Risk assessments are completed and reviewed.
- Suitable controls are implemented to remove, reduce and manage risks.
- Staff are supervised and adhere to safety instructions, information and undertake necessary training.

Managers must investigate incidents and complete accident report forms. As part of this task, managers should review risk assessments and controls to reduce the likelihood of incidents being repeated.

**All staff**, whatever role or grade within the Barnet Group, have a legal duty to:

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work.

- Cooperate with the Barnet Group, as far as may be necessary, to enable them to carry out their legal duties in health and safety matters.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

We are all responsible for our own safety, the safety of staff under our control and the safety of our employees, customers, service users, residents, contractors and members of the public and other stakeholders.

In undertaking our roles we must appreciate that some of the people with whom we come into daily contact represent the most vulnerable members of our community. In addition, during the normal course of your duties, many of you face people who may be upset or aggressive. This is another reason why we all have to be exceptionally alert to safeguard our own health, safety and welfare and those of our customers.

Every member of staff must set personal examples around health and safety and contribute to the development of a positive safety culture throughout Barnet Group.

You should remember that you could face disciplinary action and/or prosecution by the Health and Safety Executive if you interfere with or misuse anything provided in the interests of health and safety or put other persons at risk of harm through your acts or omissions.

As employees we must co-operate with our employer, so far as is necessary, to enable Barnet Group to comply with any requirement or duty imposed under a relevant statutory provision. Barnet Group will not take responsibility for any prosecutions of employees under Section 7 of the Health and Safety at Work etc Act 1974.

### **Barnet Group Safety & Consultative Structure**

The Barnet Group has an effective system of consultation to ensure that employees are consulted in good time on health and safety matters.

The consultation structure is supported by effective arrangements for dissemination of information through safety committee meetings, team meetings, email, intranet, briefings and training etc.

Barnet Group consultation framework is:

- Barnet Group Health & Safety Committee chaired by the Director of Corporate Services and attended by Senior Management of Your Choice (Barnet), Barnet Homes and appropriate managers, employee and Trade Union representatives.
- Executive Health and Safety Meeting
- Team meetings, with health & safety as a standing agenda item.
- Intranet, internal staff newsletters, all staff e-mails etc.

These arrangements ensure that the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Consultation with Employees (Health & Safety) Regulations 1996 are met.

Barnet Group will develop, implement, monitor, review and audit its health and

safety management systems, including health and safety objectives and targets. Please see The Barnet Group Health and Safety Management System for further details.

## Arrangements

It is essential that you are made familiar with the health, safety and welfare provisions in your workplace, particularly emergency and first aid arrangements.

You should also be aware of the risk assessments and hazards that have been identified and the resulting control measures introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided.

In addition to local induction training, The Barnet Group holds regular corporate induction training. All staff should attend an induction training session within their first few months of employment.

For detailed arrangements on the following subjects please refer to the staff intranet health and safety page.

<a href="#">Accident Reporting</a>	<a href="#">New Expectant Mothers</a>
<a href="#">Annual Report</a>	<a href="#">Noise</a>
<a href="#">Asbestos</a>	<a href="#">Office Safety</a>
<a href="#">CDM Policy</a>	<a href="#">Partnership Working</a>
<a href="#">Construction H&amp;S</a>	<a href="#">Permit to Work</a>
<a href="#">Contractor Management</a>	<a href="#">Personal Protective Equipment</a>
<a href="#">COSHH</a>	<a href="#">Personal Safety</a>
<a href="#">Driving at Work</a>	<a href="#">Risk Assessment</a>
<a href="#">Drugs and Alcohol</a>	<a href="#">Smokefree</a>
<a href="#">DSE Safety</a>	<a href="#">Stress</a>
<a href="#">DSEAR</a>	<a href="#">Thermal Comfort</a>
<a href="#">Electrical Safety</a>	<a href="#">Trips and Outings</a>
<a href="#">Fire Safety in Communal Area</a>	<a href="#">Vibration</a>
<a href="#">Fire Safety in the Workplace</a>	<a href="#">Violence at Work</a>
<a href="#">First Aid</a>	<a href="#">Warm Weather Working</a>
<a href="#">Flexible Working</a>	<a href="#">Winter Working</a>
<a href="#">Food Safety</a>	<a href="#">Work at Height</a>
<a href="#">Gas Safety</a>	<a href="#">Managing Health &amp; Safety</a>
<a href="#">Health and Safety Committee Constitution</a>	<a href="#">Manual Handling</a>
<a href="#">Health and Safety Knowledge</a>	<a href="#">Missing Persons</a>
<a href="#">Legionella</a>	<a href="#">Barnet Group Lone Working</a>
<a href="#">Lifting Equipment</a>	

**Remember Safety doesn't happen by accident!**