



Health and Safety Policy

All Services

As an organisation with a commitment to safeguarding and quality management, a robust approach to Health and Safety is vital.

This Policy defines how we approach Health and Safety to the best of our ability, such that we can protect our stakeholders and business effectively.

This policy forms part of the Polaris Quality Management System, aligned to ISO 9001 standards and applies to all companies within the community, unless stated otherwise

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Policy Owner:	Business Management Team
Approved by:	Health & Safety Committee
Date approved:	30.08.2024
Next review date:	30.08.2025
Version No:	06
Replaces:	05
Associated Procedures and Documents:	Health and Safety Policies and Procedures Operational Safeguarding Procedures

All Polaris companies are detailed in the current legal structure

Signed:

Jo August, Chief Executive Officer – Polaris

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Purpose and Objectives

The purpose of this policy is to set out the commitment Polaris has towards the effective Health and Safety of its staff, children and young people, families, foster carers, adopters, partners, customers, suppliers and other stakeholders. It provides an overview of the minimum standards that can be expected to protect and safeguard individuals in their interaction with the organisation, whether that be on our premises, in interactions with our staff and services, or through the services and products provided by our suppliers.

The Policy is in place to cover all companies within the Polaris Community and relates to staff, children and young people, families, foster carers, adopters, partners, customers, suppliers and other stakeholders. It is complemented by more specific operating policies and procedures that relate to the management, safeguarding and protection of children, young people and families underpinned by appropriate legislation and regulation for each service.

Policy Statement

It is the aim of Polaris to prevent accidents and cases of work related ill health, as well as to provide adequate control of health and safety risks arising from our services and activities as far as is reasonably practical. We will establish procedures and systems necessary to implement this aim and to comply with our statutory obligations in relation to Health and Safety at work. Our staff, foster carers, adopters, suppliers and other stakeholders are informed of their responsibilities in supporting this aim and it is the responsibility of any line managers to ensure that staff are given appropriate health and safety information and that they read and understand any documents on health and safety they are provided with.

We will achieve our health and safety obligations through, but not limited to, the following:

- Providing adequate training and development for staff to fulfil their obligations to supporting health and safety at work, ensuring any communication requirements are considered (such as braille, language translation etc.)
- Providing sufficient resources to manage, monitor and carry out checks on our premises to ensure a safe working environment
- Consulting with our staff on matters that relate to their health and safety
- Ensuring all suppliers of products and services comply with their obligations and commitments to health and safety in their work with us
- Ensuring all equipment used by our staff or by the children, young people and families we work with is fit for purpose and adequately maintained
- Safely storing hazardous substances and ensuring they are handled appropriately
- Providing an effective process of communication and supervision for individuals visiting or working on our premises
- Communicating and liaising effectively with appropriate individuals when working on other people's premises
- Effectively monitoring, reporting and acting on incidents, accidents, near misses and work related ill health to enable actions to mitigate or remove risks
- Ensuring we have access to professional and competent advice to enable us to continually improve our health and safety performance and management through regular review of our Policy and associated Procedures.

Underpinning Legislation, Regulated and Frameworks/Guidance

Health and Safety at Work etc. Act 1974

Health and Social Care (Safety and Quality) Act 2015

Specific Roles and Activities: RACI

A – Accountable “ultimately answerable for actions – cannot be shared”

R- Responsible “having an obligation to do something – can be shared”

C - Consulted “discussions undertaken before action is taken”

I – Informed “where knowledge of action is shared”

Role	Accountable For	Responsible For	Consulted On	Informed About
Directors	Meeting the relevant duties of the company under the Health & Safety at Work etc. Act 1974 including: 2. General duties of employers to their employees 4. General duties of persons concerned with premises to persons other than their employees	<ul style="list-style-type: none"> The setting out and implementation of the company’s Health & Safety Policy Statement. Taking action on H&S Compliance issues and risks Reviewing relevant reportable events of working with children Ensuring all H&S policies, procedures and guidance is communicated to staff in a timely manner Providing adequate staff welfare in the workplace 		<ul style="list-style-type: none"> H&S Compliance at Leadership meetings H&S Incidents and Accidents via monthly Incident and Risk reporting Changes to Safe Systems of Work Any reportable events of working with children Any high risk concerns with working with foster carers/adopters/individuals Any changes made to procedures around Safe Systems of work

Role	Accountable For	Responsible For	Consulted On	Informed About
Managing Directors / Operations Directors	<ul style="list-style-type: none"> Ensuring all staff have undertaken the necessary training and induction for Health & Safety in the workplace 	<ul style="list-style-type: none"> Reviewing relevant reportable events of working with children Providing adequate staff welfare in the workplace 	<ul style="list-style-type: none"> Any risk actions and mitigations as necessary Any changes required to procedures around Safe Systems of work Any changes required following Enforcement Authority compliance reports 	<ul style="list-style-type: none"> H&S Compliance at Leadership meetings H&S Incidents and Accidents via monthly Incident and Risk reporting Any material changes to near miss and hazard reporting procedures as required Any reportable events of working with children Any high risk concerns with working with foster carers/adopters/individuals
Registered Manager / Home Manager / Headteacher	<ul style="list-style-type: none"> Ensuring all relevant risk assessments are carried out in their area for staff Ensuring lone working procedures are being followed by staff Ensure working procedures take account of work related stress factors 	<ul style="list-style-type: none"> Ensuring all staff have read and understood any safe system of work Policies and Procedures Ensuring all staff have undertaken the necessary training and induction for Health & Safety in the workplace 	<ul style="list-style-type: none"> Any risk actions and mitigations for their office/region/staff as necessary Any accidents, incidents and injury reporting Any areas of non-compliance regarding First Aid provisions Any adjustments staff need as a result of DSE Assessments Any changes to office equipment Any changes needed to lone working to keep staff safe Any events that carry high level of risk 	

Role	Accountable For	Responsible For	Consulted On	Informed About
			<ul style="list-style-type: none"> • Any notifiable events relating to working with children • Any high risk concerns relating to Foster Carers, Adopters, Families and Individuals • Any risks/issues relating to safety of staff vehicles • Any changes required surrounding manual handling practice • Any changes required surrounding New Expectant Mothers practice • Any changes to practice relating to health and wellbeing of staff 	
Supplier Account Managers	<ul style="list-style-type: none"> • Ensuring Contractor/Supplier H&S Risk Assessments are in place and appropriate 	<ul style="list-style-type: none"> • Reviewing and updating procurement checks relating to H&S Standards 		<ul style="list-style-type: none"> • Any incidents or performance issues relating to supplier H&S responsibilities
Head of Safeguarding / Agency QA Managers / Central QA Leads		<ul style="list-style-type: none"> • Reviewing relevant reportable events of working with children 	<ul style="list-style-type: none"> • Any notifiable events relating to working with children • Any high risk concerns relating to Foster Carers, Adopters, 	<ul style="list-style-type: none"> • Any reportable events of working with children • Any high risk concerns with working with Foster Carers, Adopters, Individuals

Role	Accountable For	Responsible For	Consulted On	Informed About
			Families and Individuals	
Premises Manager (this could be Office Manager/Home Manager/Registered Manager, Headteacher as appropriate)	<ul style="list-style-type: none"> • Ensuring the H&S Representatives fulfil their duties around premises checks, incident reporting and Enforcement Authority compliance as defined in the relevant H&S Representatives handbook • Ensuring there are appropriate number of fully trained First Aiders in the building • Ensuring lone working procedures are being followed by staff • Ensuring visitor risk assessments are appropriate, maintained and adhered to 		<ul style="list-style-type: none"> • Any risk actions and mitigations for their premises/region/staff as necessary • Any work to be carried out in the premises • Any adjustments staff need as a result of DSE Assessments • The inclusion of any new COSHH risk assessments 	

Role	Accountable For	Responsible For	Consulted On	Informed About
H&S Manager	<ul style="list-style-type: none"> • Auditing H&S Files 	<ul style="list-style-type: none"> • Keeping safe systems of work procedures up to date • Reporting necessary incidents to the Directors • Checking systems and recording is in place for incidents • Leading quarterly H&S Committee meetings • Review and updating of H&S policies and procedures 	<ul style="list-style-type: none"> • Any requirements for material changes in the prevention of accidents related to near misses • Any H&S Incidents occurring • Any H&S issues which may arise day to day 	
H&S Representative for Premises		<ul style="list-style-type: none"> • Carrying out the necessary H&S checks for the office/property as detailed in the H&S Coordinator Checklist and Handbook • Managing and maintaining COSHH Assessments on hazardous and non-hazardous substances used • Implementing safe systems of work procedures • Escorting contractors around site • Implementing recommended 	<ul style="list-style-type: none"> • The completion and implementation of Display Screen Equipment assessments and actions as required • The completion and implementation of New Expectant Mothers risk assessments and actions as required 	

Role	Accountable For	Responsible For	Consulted On	Informed About
		<p>compliance actions from Enforcement Authority</p> <ul style="list-style-type: none">• Reporting accidents, incidents and injuries on the risk portal and taking statements to undertake investigations• Ensuring an appropriate number of fully equipped First Aid boxes in the building• Reporting near misses onto the risk portal• Organising regular PAT testing on electrical equipment• Ensuring lone working processes are included in office risk assessment• Undertaking annual COSHH risk assessments• Completing and reviewing risk assessments for visitors and ensuring it is adhered to• Ensuring manual handling risk		

Role	Accountable For	Responsible For	Consulted On	Informed About
		<p>assessments are completed as needed</p> <ul style="list-style-type: none"> Ensuring PPE is available, stored, cleaned and replaced as appropriate and needed 		
Line Managers	<ul style="list-style-type: none"> Ensuring staff undertake event risk assessments as appropriate Ensuring staff working with children have carried out risk assessments where appropriate and have appropriate training in place Ensuring staff working with Foster Carers, Adopters, Families and Individuals have carried out risk assessments where appropriate Ensuring all appropriate training is in place for Foster Carers/Adopters and staff Ensuring staff cars are safe for work Ensuring any reports of aggression and violence are followed up Ensuring suitable arrangements are implemented to meet the needs of any disability reported 	<ul style="list-style-type: none"> Ensuring all staff are appropriately trained on the use of office equipment Ensuring all staff have received appropriate H&S Training Ensuring staff are suitably supervised and supported and stress risk assessments are undertaken in a timely manner Ensuring all staff have appropriate training and inductions in using equipment and interacting with the working environment in a safe way. 		

Role	Accountable For	Responsible For	Consulted On	Informed About
	<ul style="list-style-type: none"> • Ensuring staff follow the procedure for employing young people • Ensuring New Expectant Mothers risk assessments are completed, reviewed and adapted for each person • Ensuring Display Screen Equipment assessments are undertaken as a minimum annually and any required adjustments are implemented • Ensuring the health and well-being of their staff through monthly 1-1s 			
HR Business Partner		<ul style="list-style-type: none"> • Carrying out license checks on new starters and annual checks on current staff • Reporting relevant incidents of aggression and violence to the risk portal • Completing Occupational Health checks on new starters 	<ul style="list-style-type: none"> • Actions to be taken and support to be given following aggression and violence in the workplace • Actions to be taken and support to be given following the report of a disability • Actions to be taken and support to be given when employing a young person • Actions to be taken and support to be 	

Role	Accountable For	Responsible For	Consulted On	Informed About
			given relating to stress in the workplace	
Head of Learning & Development	<ul style="list-style-type: none"> Ensuring appropriate and current H&S training is available and accessible to all staff 			
Front Line Staff		<ul style="list-style-type: none"> Carrying out risk assessments for their work with children Carrying out risk assessments for work with Foster Carers, Adopters, Families and Individuals Ensuring all appropriate training is in place for Foster Carers/Adopters & staff 		

Role	Accountable For	Responsible For	Consulted On	Informed About
All Staff		<ul style="list-style-type: none"> • Carrying out risk assessments for any events they organise • Carrying out vehicle checks and reporting defects where they have a company car • Reporting aggression and violence in the workplace • Reporting any disability • Following the procedures relating to employing young people in the workplace • Following safe working practices at all times • To take care of their own H&S and that of others who may be affected by their actions at work • To co-operate with any H&S instructions given by Polaris • To report any accidents or near misses 		