

**REVISED & REVIEWED: July 2025**

## **HEALTH & SAFETY POLICY**

### **Part 1: Statement of Intent**

Age UK Cambridgeshire & Peterborough (AUKCAP) will ensure, so far as is reasonably practicable, the health, safety and wellbeing of all members of staff, volunteers and others who interact with our organisation's activities and will exercise its duty of care in respect of the health and safety of all persons visiting AUKCAP's premises.

Our health and safety policy exists to:

- Comply with all relevant legislation designed to ensure good standards of health, safety and wellbeing at work.
- Manage and reduce the health and safety risks in our workplace and arising from our organisation's activities, as far as is reasonably practicable.
- Prevent accidents, incidents and cases of work-related ill health, including work-related stress.
- Maintain safe and healthy working conditions.
- Provide such information, instruction, training and supervision necessary to ensure employees and volunteers are competent to do their work.
- Provide safe plant, equipment, vehicles and systems of work.
- Provide appropriate personal protective equipment.
- Manage and reduce the health and safety risks arising from the handling and use of hazardous substances.
- Directly consult with employees on matters relating to their health, safety and wellbeing at work.
- Implement emergency procedures including evacuation in the event of fire or significant incident in our workplaces, gas emergencies or other adverse events in service users' homes.
- Review and revise our policy regularly.

Signed (Chairperson of Board of Trustees):

Name (Chairperson of Board of Trustees): Hazel Williams

Date:



Signed (Chief Executive):

Name (Chief Executive): Melanie Pittock

Date:



## **Part 2: Responsibilities for Health and Safety**

The following roles have specific responsibilities for health and safety within the organisation:

### **Chairperson of the Board of Trustees**

- Has overall and final responsibility for health and safety.
- Ensures that the Board of Trustees achieve AUKCAP's health and safety objectives.

### **The Board of Trustees**

- Ensure AUKCAP's operations comply with all relevant health and safety legislation.
- Ensure health and safety is an organisation priority, incorporated into strategy, current arrangements and future plans.
- Review health and safety performance through routine audits and health and safety reports.

### **All Employees**

- Take reasonable care and responsibility for their own health, safety and wellbeing, and the health, safety and wellbeing of colleagues and service users.
- Co-operate with the organisations health and safety arrangements, including but not restricted to:
  - Complying with organisational and service policies, procedures, risk assessment control measures and service specifications
  - Timely completion of training commitments and conducting themselves in line with the instructions/training relevant to their role
  - Reporting any health and safety concerns, including accidents, incidents, near-misses, work-related ill health and any shortcomings in the organisation's preventative and protective measures.

### **Chief Executive (Deputy CEO in absence of)**

- Has direct responsibility for the health, safety and wellbeing of all employees and volunteers through the oversight of the health and safety management system, including;
  - Ensuring all health and safety policies and procedures are relevant and regularly reviewed
  - Ensure that personnel are adequately competent to conduct their roles and responsibilities in relation to health and safety through recruitment, training, development and performance management.
  - Ensure the Board are kept informed on all health and safety matters including proactive initiatives and reactive statistics.
  - Ensure appropriate resources are allocated to develop and maintain health and safety standards.
- Champions and prioritises health and safety in all activities from strategy, decision making and implementation – and demonstrates this through all actions, and communication channels.

## **Health and Safety Manager**

- Reports to the Chief Executive/Leadership team on health and safety performance.
- Provides the Chief Executive/Leadership team with information and advice on how to implement and comply with current legislative and regulatory requirements.
- Agrees AUKCAP health and safety objectives with the Chief Executive/Leadership team.
- Is responsible for the provision of competent health and safety advice and devising safety management systems and tools including but not limited to:
  - Development of policies, safety management plans and procedures.
  - Implementation of a system of risk assessment for all premises in which the organisation operates and for all the organisation's activities.
  - Implementation of a system for the investigation of accidents, incidents, near-misses and cases of work-related ill health, ensuring that reporting, recording and remedial actions are carried out.
  - Implementation of a system for the monitoring of health and safety performance and making recommendations for improvements where necessary.
  - Development, delivery and monitoring of completion of health and safety training across the organisation, including arrangement of externally provided training where required.
  - Monitoring compliance with health and safety training requirements.
  - Providing support, advice and guidance on health and safety matters to all employees and volunteers.
  - Ensuring employees are regularly consulted on health and safety matters and any changes to policies and procedures.
  - Monitoring any updates to health and safety legislation and guidance and implementing any required changes.
  - Implementing a schedule for planned preventative maintenance, testing and checks across the organisation's premises in accordance with risk assessments and legislative requirements.

## **Heads of Services**

Oversee the operational implementation of health and safety arrangements in the teams under their leadership.

- Directs and supports Service Leads and Team leaders to ensure day-to-day compliance with health and safety requirements, policies and procedures within their areas of responsibility, including, but not limited to active participation in:
  - Promoting a positive health and safety culture where health, safety and welfare is a primary consideration in all decisions and activities
  - Risk assessments, including initial assessments and reviews
  - Ongoing implementation and maintenance of control measures identified in the risk assessments
  - Monitoring and audit of health and safety standards and performance
  - Ensuring all training requirements within their areas of responsibility are met
  - Accidents, incidents, near misses and work-related ill health investigations

- Communication with their services on all health and safety matters, policies and procedures
- Regular and routine open communication with the Health and Safety Manager

### **Service Leads and Team Leaders**

Day to day responsibility for the activities of their teams to ensure compliance with health and safety requirements, policies and procedures

- Including, but not limited to:
  - Promoting a positive health and safety culture where health, safety and welfare is a primary consideration in all decisions and activities
  - Including health and safety in all interactions e.g. 1:1s, Team meetings
  - Risk assessment including initial assessments and reviews
  - Ongoing implementation and maintenance of control measures identified in the risk assessments
  - Ensuring all training requirements within their areas of responsibility are met.
  - Accident, incident, near miss and work-related ill health investigation
  - Monitoring and audit of health and safety standards and performance
  - Communication with their teams on all health and safety matters, policies and procedures
  - Regular and routine open communication with the Health and Safety Manager

## **Part 3: Health and Safety Arrangements**

Our safety management system is based on the HSE model to Plan, Do, Check and Act. It includes the following elements:

### **Policy and Procedure**

- Subject specific policies, procedures, templates and guidance will be produced and regularly reviewed to provide accessible, detailed instruction to duty holders.
- These will be published on our website and be accessible to all.

### **Risk Assessment**

- We will complete and record risk assessments for our organisation's workplaces, activities and services, and take action accordingly to reduce any risks as far as is reasonably practicable.
- We will review and update risk assessments annually and following any significant change or incidents.
- We will communicate the findings of any risk assessments with affected employees.

### **Training**

- We will give all employees and volunteers health and safety induction and training appropriate to their role, as outlined in our training policy and accompanying matrix.

- We will update and refresh training for all employees and volunteers routinely and following any significant change or incidents.

## **Evacuation and Emergency Procedures**

- The preservation of life shall be the paramount consideration in all our emergency procedures.
- In all premises in which we operate, we will:
  - Maintain safe and unobstructed means of escape and ensure that all escape routes are clearly signed.
  - Produce emergency evacuation plans and ensure that these are clearly communicated through notices and training.
  - Test our emergency evacuation plans regularly via fire drills every 6 months, and update plans if necessary.
  - Ensure a fire alarm system is present for the early detection and warning of fire.
  - Appoint and train Fire Wardens to enact the safe evacuation of our premises including roll call of occupants and liaison with emergency services.
- We will produce procedures for dealing with emergencies such as gas and carbon monoxide leaks in service users' homes that prioritise the health and safety of employees and volunteers first and foremost and ensure that these are clearly communicated to all community-based staff, volunteers and management.

## **Consultation**

- We will directly consult employees during the risk assessment process, when developing new policies and procedures and prior to introducing new activities, plant and equipment.
- We will provide employees with information on the risks and dangers arising from their area of work, measures to eliminate or reduce these risks and steps employees must take if they are exposed to a risk.
- We will listen to and act upon employee health and safety concerns and feedback.
- We will provide employees with updates on the organisation's health and safety performance.
- We will directly consult employees on health and safety matters as they arise, at staff and team meetings, via periodic staff surveys and formally during the review of our health and safety policy.

## **Monitoring**

- We will ensure that routine safety checks and inspections of our workplaces, plant, equipment and systems are conducted, and all remedial actions taken to maintain safe and healthy working conditions.
- We will use the results of all monitoring to inform future plans and training arrangements. We will share the results of all monitoring and our plans to address any areas for improvement with employees.
- Where identified by risk assessment, we will provide any necessary health surveillance such as vibration monitoring, to prevent harm to health.
- We will monitor cases of ill health and sickness absence records.

- We will record and investigate all accidents, incidents, near-misses and cases of work-related ill health and implement any remedial actions required to prevent further occurrences.

**Audit**

We will ensure our health and safety arrangements are audited routinely and act accordingly to ensure the continuous development of our safety management system

**Health & Safety policy approved: July 2025 (Date)**

**Signed by Chair of Trustees** 

## Version Control Tracker

VERSION	DATE	AUTHOR	COMMENTS
1.0	January 2021	H&S Coordinator	New policy.
2.0	January 2022	H&S Coordinator	Scheduled review. Change of name to Winter Pressure service. Inclusion of Chief Operating Officer in H&S responsibilities
3.0	January 2023	H&S Manager	Scheduled review. Removal of references to VSSOP (exc. Peterborough). Inclusion of E&D refresher training period. Clarity on direct consultation.
4.0	January 2024	H&S Manager	Scheduled review. Inclusion of wellbeing in statement of intent. COO amended to Deputy CEO.
5.0	July 2025	H&S Manager Chief People Officer	Scheduled review Reordering/clarification of roles and responsibilities Amendments to Arrangements Removal of training matrix (duplicated in training policy) Addition of Policy and Procedure, Monitoring and Audit sections