

FamilyCare

Healing pasts • Building futures

An abstract graphic composed of several overlapping, rounded, organic shapes in various colors: orange, red, pink, brown, green, olive, and blue. The shapes overlap in a way that creates a sense of depth and movement, with some colors appearing more prominent than others.

Health and Safety Policy

www.family-care.co.uk

Health and Safety Policy

Implemented/Reviewed: September 2026

Date of Next Review: September 2027



1. About this policy

1.1

This policy sets out our arrangements for ensuring that we meet our health and safety obligations to employees, contractors, visitors, and anyone else who may be affected by our work activities. It reflects our commitment to providing a safe and healthy working environment.

This policy aligns with applicable UK legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Display Screen Equipment Regulations 1992
- Electricity at Work Regulations 1989
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

1.2

This policy does not form part of any employee's contract of employment and may be amended at any time. It will be reviewed regularly to ensure it remains effective and compliant with current legislation.

2. Responsibilities

2.1 Responsibilities are as set out below:

Board of Directors

- Overall responsibility for health and safety governance.
- Ensure adequate resources are available.
- Lead health and safety arrangements across the organisation.
- Monitor compliance.
- Ensure policies and procedures remain effective.

Managers

- Implement health and safety arrangements locally.
- Complete and review risk assessments.

- Investigate accidents and incidents.
- Ensure staff training is completed.

Employees

- Take reasonable care of your own health and safety and that of others
- Comply with all health and safety instructions, procedures, and safe systems of work
- Use equipment and materials safely and in accordance with training

2.1

You must report any health and safety concerns, hazards, accidents, or near misses immediately to your line manager.

2.2

You must co-operate with management on health and safety matters, including attending training and assisting with investigations where required.

2.3

Failure to comply with this policy may be treated as misconduct and dealt with in accordance with the Disciplinary Procedure.

2.4

We recognise that health and safety includes mental wellbeing. Employees experiencing work-related stress, anxiety, or other mental health concerns are encouraged to speak to their line manager or HR at an early stage so that appropriate support and reasonable adjustments can be considered.

3. Information and consultation

3.1

We will provide employees with relevant health and safety information and consult with workplace safety representatives, where appointed, on matters affecting their health, safety, and welfare.

4. Training

4.1

We will ensure that employees receive adequate information, instruction, training, and supervision to perform their work safely and competently.

4.2

All employees will receive a health and safety induction and appropriate ongoing training, which may include:

- Manual handling
- Control of Substances Hazardous to Health (COSHH)
- Fire safety
- Display Screen Equipment (DSE)





5. Equipment

5.1

Employees must only use equipment for which they are trained and in accordance with instructions provided. Any faults, defects, or damage must be reported immediately to a line manager. Employees must not attempt repairs unless authorised and trained to do so.

5.2

Portable electrical appliances include any electrically powered items used in the workplace, whether company-owned or personal, including extension leads and chargers. All portable electrical equipment will be inspected and tested at appropriate intervals by a competent person, and records will be maintained.

5.3

Employees must carry out a visual inspection of electrical equipment before use and must not use any item that appears damaged or defective.

5.4

Personal electrical equipment must not be brought onto company premises without prior approval from a line manager and must be tested by a designated person before use.

6. Accidents and first aid

6.1 All accidents, incidents and near misses must be reported and recorded in accordance with the company Accident reporting policy.

7. Fire safety

7.1 Employees should follow the Fire Safety policy.

8. Risk assessments and control measures

8.1

We will carry out suitable and sufficient risk assessments to identify hazards and evaluate risks to employees, visitors, and others affected by our activities.

8.2

Appropriate control measures will be implemented and reviewed regularly to reduce risks to an acceptable level.

8.3

Additional risk assessments will be carried out for specific circumstances, including for new or expectant mothers, in accordance with legal requirements.

9. Computers and display screen equipment

9.1

Employees who use display screen equipment (DSE) as a significant part of their role are entitled to:

- A workstation assessment
- Guidance on safe use of equipment
- Eye and eyesight tests, funded by the organisation where applicable

9.2

Further information on DSE assessments and eye care can be obtained from your line manager.