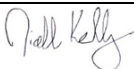


HEALTH AND SAFETY IN THE WORKPLACE POLICY

Policy Number:	HS01
Scope of this Policy:	All Young Foundations
Approved By:	All Young Foundations Board
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Lead Author(s):	Ben Cormack

Version Control		Signature	Date
Version	Review Date		
Version 6	March 2025		April 2025
Version 7	April 2026		April 2026

POLICY SUMMARY

This document explains:

- ◆ why this policy is necessary (rationale);
- ◆ to whom it applies and where and when it should be applied (scope);
- ◆ the underlying beliefs upon which the policy is based (principles);
- ◆ the standards to be achieved (policy);
- ◆ how the policy will be met through working practices (process)
- ◆ links to other agencies

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1. PURPOSE AND RATIONALE

1.1 Purpose

Employers have a duty of care under The Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its staff and others so far as is reasonably practicable. This policy confirms YOUNG FOUNDATIONS commitment to reduce workplace hazards, protect lives and promote employee health and provides information and guidance to all staff on their responsibilities concerning health and safety at work.

1.2 Rationale

YOUNG FOUNDATIONS firmly believes that the prevention of incidents, accidents, injury or loss is paramount to protecting individuals from harm and for the safe and efficient functioning of all its sites. This policy has been developed in order to comply with Section 2(3) of the Health and Safety at Work Act 1974 which places a duty on employers to prepare and revise, as often as may be appropriate, a written statement of general policy with respect to the health and safety at work of their employees and the organisation and arrangements which are in force to carry out that policy.

1.3 Health and Policy Statement

It is the policy of Young Foundations and all associated and subsidiary companies ("the Company") to foster a positive health and safety culture throughout the company because we believe that high standards of health and safety are a moral and commercial prerequisite.

The Company is committed to:

- Providing adequate control of the health and safety risks arising from our work activities
- Working to prevent accidents and work-related ill health
- Providing and maintaining safe plant and equipment
- Maintaining safe and healthy working conditions and adequate welfare facilities
- Ensuring safe handling and use of substances
- Using and maintaining the proper safe plant and equipment needed for each task, including all Personal Protective Equipment where needed
- Always ensuring the safety of our residents/patients and their guests or visitors
- Ensuring the safe handling and disposal of sharps

- Providing continuous training to ensure all staff members are aware of current standards
- Complying with relevant health and safety legislation, approved codes of practice, British safety standards, guidance, good practice and other requirements
- Reviewing and revising our health and safety policy and this policy statement every three years or sooner if required.

2. AIMS AND OBJECTIVES

The aims and objectives of this policy are

- To ensure compliance with statutory legislation, common law and minimum standards and that all reasonable steps are taken to ensure the health, safety and welfare of all persons using YOUNG FOUNDATIONS premises or equipment.
- To establish and maintain safe working procedures among staff, patients, visitors and others such as contractors who may be working on site by eliminating risks or by implementing appropriate control measures to reduce identified risk to as low as is reasonably practicable.
- To provide relevant information, instruction and ongoing training to all staff so that a culture of safety becomes entrenched and reinforced.
- To develop amongst all staff responsible attitudes towards safety throughout all YOUNG FOUNDATIONS sites.

3. SCOPE

This policy applies to all activities and functions undertaken by or on behalf of the organisation and to all YOUNG FOUNDATIONS employees, contractors, seconded staff, placements, agency staff and to anybody else who is or may be impacted by those activities or functions.

4. DUTIES (PRINCIPLES AND DEFINITIONS)

4.1 Definitions

So far as is reasonably practicable: Case law has defined this as being about balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to act if it would be grossly disproportionate to the level of risk.

Competence: There is no legal definition of competence. However, in a health and safety context this is generally understood to mean having the

required skills, expertise, experience and training to carry out a required task safely.

Risk Assessment: The process whereby hazards and associated risks are evaluated against controls designed to reduce the risk.

Hazard: Anything with the potential to cause harm such as electricity, chemicals, fire, asbestos etc.

Risk: The likelihood as to whether the hazard will cause harm, together with the **consequences**, the extent and the outcome of the hazardous event occurring.

Duty of Care: The general legal duty placed on all members of society to take **reasonable** care of themselves and others.

4.2 Duties (and arrangements)

4.2.1 YOUNG FOUNDATIONS Board:

The Board is ultimately responsible for the implementation of the health and safety arrangements and procedures outlined in this policy. In particular, the Board is responsible for ensuring that adequate resources are made available to achieve and maintain an exemplary standard of health and safety throughout the organisation.

- Ensuring that necessary processes are in place to comply with statutory health and safety requirements to protect individuals from harm and to protect the organisation's assets.
- Ensuring that an appropriate and comprehensive safety and risk management framework and strategy is in place throughout the organisation.
- Reviewing and developing policies and procedures relating to safety and risk.

4.2.2 YOUNG FOUNDATIONS Managing Director:

- Making the Board aware of priority risk areas identified and to recommend remedial action required.
- Providing a report for the board as and when required.

4.2.3 Responsibilities

Departmental and site managers are responsible for ensuring that:

- All significant hazards in their workplace or in work activities under their control have been suitably risk assessed, and any subsequent risks are removed or adequately controlled.

- Immediate and appropriate steps are taken to investigate and rectify and risks to health and safety.
- Staff, contractors and visitors are aware of safety procedures relevant to their needs.
- Accidents, near misses and occupational ill health matters are reported, recorded and investigated in accordance with the organisation's procedures.
- Their staff are up to date with health and safety training.
- Promote a positive safety culture and lead by example.
- All employees have either read or been given a copy of this policy and made aware of local policies and procedures.

4.2.4 All staff must:

- Take reasonable care of their own safety and that of others who may be affected by their acts or omissions.
- Familiarise themselves with this policy and ensure that they understand the health and safety arrangements in place within their area of work.
- Comply with health and safety procedures and notify their manager or other responsible person of any health & safety issues of which they are aware.
- Not interfere with or misuse anything provided in respect of health, safety or will participate in the risk assessment process to ensure that significant risks within the organisation are identified and appropriate action is taken to reduce risks to an acceptable level.
- Ensure all adverse incidents are reported and documented in accordance with YOUNG FOUNDATIONS's Incident Reporting Policy.

4.2.5 Head of Estates and Health & Safety

YOUNG FOUNDATIONS Head of Estates and Health & Safety will:

- Provide specialist advice, support and guidance on all health and safety related matters.
- Conduct health and safety audits and advise on actions for improvement.
- Monitor any changes to health and safety regulations or guidance and advise the YOUNG FOUNDATIONS Board accordingly.
- Provide specialist risk assessment advice and support managers and staff to undertake assessments as requested.

4.2.6 Occupational Health

YOUNG FOUNDATIONS's Occupational Health Provider will provide:

- Pre-employment health assessment and screening
- Health assessments for staff returning to work to establish fitness to work

- Health surveillance of staff as required

4 PROCESS AND PROCEDURE

4.2 Risk Assessment

The identification of hazards, assessment of risk and establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management and are a statutory requirement under regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The findings from risk assessments will be used to identify, prioritise and control risks at all levels within YOUNG FOUNDATIONS. See YOUNG FOUNDATIONS's Risk Assessment & Management Policy for further details.

4.3 Communication

All YOUNG FOUNDATIONS premises are required to display HSE's Health and Safety Law poster where it can be read by staff. A list of first aiders and fire marshals should also be displayed. YOUNG FOUNDATIONS also communicates health and safety information to staff via internal and external safety alerts, articles in newsletters and emails to staff.

4.4 General Information & Guidance

The following general information and guidance is provided on a number of potential hazards in the workplace. This list is not exhaustive.

4.4.1 Asbestos

YOUNG FOUNDATIONS will take reasonable steps to locate and identify materials likely to contain asbestos and will keep an up-to-date record of the location of the materials. Anyone undertaking building or repair work to any YOUNG FOUNDATIONS premises must review the site's Asbestos Register before any work commences. Work must stop immediately if asbestos is found or suspected to be found and the matter reported to YOUNG FOUNDATIONS Estates Department. See YOUNG FOUNDATIONS's Asbestos Policy for more information.

4.4.2 COSHH

A risk assessment should be undertaken of the risks to health arising from activities that are associated with hazardous substances. This assessment will utilise information on the products Material Safety Data

Sheet as well as take account of the quantity, location, people etc. that are using the substance. Appropriate control measures must be put in place to protect service users and others from the effects of hazardous substances used or stored.

For more details, see YOUNG FOUNDATIONS's policy on the Control of Substances Hazardous to Health.

4.4.3 Display Screen Equipment (DSE)

Risks associated with the regular use of display screen equipment include work related upper limb disorders, lower back problems, eye strain, headaches and stress. A DSE self-assessment should be carried out by staff if they feel that DSE use is affecting their health. Where appropriate, suitable corrective equipment may be provided. See YOUNG FOUNDATIONS's Display Screen Equipment Policy for more details.

4.4.4 Electrical Work & Equipment

Electricity is a familiar and necessary part of everyday life, but electricity can kill or severely injure people and cause damage to property. Electrical work must only be carried out by a competent person. YOUNG FOUNDATIONS maintenance staff will only undertake low risk electrical work; all other electrical work will be undertaken by competent and specialist electrical contractors. See YOUNG FOUNDATIONS's Electrical Safety Policy for more details. Arrangements have been made to ensure Portable Appliance Testing takes place at all sites.

4.4.5 Lifting and Manual Handling

All staff are provided with basic training in relation to safe lifting and handling techniques. YOUNG FOUNDATIONS will "so far as is reasonably practicable", avoid the need for employees to carry out manual handling operations that involve a risk of injury. Where this cannot be achieved, a risk assessment should be carried out and appropriate steps taken to reduce risk to the lowest level reasonably practicable. See YOUNG FOUNDATIONS's Manual Handling Policy for further information.

4.4.6 Lone Working

Lone Working is recognised as a potential hazard that needs to be effectively managed. In the event that lone working is identified then the Manager responsible will ensure a risk assessment is undertaken and appropriate control measures implemented. See YOUNG FOUNDATIONS's Lone Working Policy for more information.

4.4.7 Noise

Employers are required to prevent or reduce risks to health and safety from exposure to noise at work. Where noise becomes an issue, particularly during any construction work, YOUNG FOUNDATIONS will ensure that action is taken to reduce the risk of hearing damage to the lowest level that is reasonably practicable and will provide hearing protection equipment as appropriate.

4.4.8 Safe Driving & Workplace Transport and Travel

Many employees are required to drive company vehicles or their own private vehicles in order to carry out their jobs effectively and YOUNG FOUNDATIONS takes a proactive role in the management of risk associated with this activity. All drivers must first go through the company driver authorisation process before driving a company vehicle. All authorised drivers must always hold a full valid license. Learner drivers and newly qualified under the age of 21 are not permitted to drive company vehicles. See YOUNG FOUNDATIONS's Fleet Policy for further details.

4.4.9 Slips, Trips and Falls

Slips, trips and falls are a significant cause of many accidents in the workplace generally. All employees are required to take responsibility for their own safety and that of others and ensure that the common causes of these types of incidents are managed e.g. remove trip hazards such as trailing leads, report lights that are not working, clean up slips hazards such as spilt liquids etc. All employees are provided with general awareness training to avoid slips, trips and falls. See YOUNG FOUNDATIONS's Slips, Trips and Falls Policy for further details.

4.4.10 Work Equipment/Plant/Machinery

Work equipment, plant or machinery must only be operated by competent and trained staff. Staff must not knowingly misuse work equipment or remove any guards (where fitted) that are in place to minimise a specified risk. Equipment, plant and machinery will be inspected periodically by competent persons either internally or

externally in accordance with manufacturer's guidance and industry best practice. Appropriate records will be maintained for all relevant inspections. See YOUNG FOUNDATIONS's Work Equipment Policy for further information.

4.4.11 Fire Safety

All staff receive fire safety training. In the event of fire, the preservation of life overrides all other considerations, such as saving property or extinguishing the fire. If a fire is discovered, the alarm should be raised immediately and the safe evacuation of all people in the building carried out. As soon as it is safe to do so, the emergency services should be contacted. See YOUNG FOUNDATIONS's Fire Safety Policy for more information.

4.4.12 Accidents at work / Reporting of accidents

Accidents and ill health caused by work are not only a human cost but also an economic cost to the organisation. All accidents to service users, staff, contractors and visitors must be reported and recorded as soon as possible after the incident occurred. Steps should be taken to determine the cause of the accident with a view to considering whether additional control measures are needed.

Where the accident results in an injury, the injury should be treated by a first aider or another suitable person. Any debris from the accident should be cleared away as soon as possible to safeguard other individuals in the vicinity. However, where the accident results in a serious injury (i.e. RIDDOR reportable), the scene should be left undisturbed until advised otherwise by the enforcing/investigating authority. See also YOUNG FOUNDATIONS's Incident Reporting Policy and RIDDOR Policy.

4.4.13 First Aid at Work

YOUNG FOUNDATIONS will ensure that adequate first aid provision is provided to enable prompt assistance to be given to staff and others on our premises who suffer injury or illness, including the summoning of an ambulance where required.

All First Aiders will have received training in First Aid at Work or Emergency First Aid at Work and will hold a valid certificate of training. The names of first aiders should be prominently displayed in the

workplace. Further details can be found in YOUNG FOUNDATIONS's First Aid at Work Policy.

4.4.14 Legionella

YOUNG FOUNDATIONS will ensure that the maintenance of systems, services and equipment are in place to effectively maintain all control measures. Any actions or remedial works identified to reduce the risk is carried out in a timely manner.

Records of the assessment and precautionary measures and treatments are kept and regular monitoring of compliance with the Legionella policy and procedures

4.4.15 Training

Health and Safety training is mandated for all staff and is provided to all new staff as part of the induction process. Staff are required to refresh their training every three years. Other specialist training will be provided for staff with specific health and safety responsibilities within each workplace, including fire marshal, first aider, legionella awareness and asbestos. For further details, see YOUNG FOUNDATIONS's Learning and Development Policy.

5 FURTHER READING / SUPPORTING GUIDANCE

- Five Steps to Risk Assessment, INDG 163 (rev 1) Health and Safety at Work etc Act 1974
- Control of Substances Hazardous to Health, Approved Code of Practice and Guidance L5, HSE Books (2005).
- Management of Health and Safety at Work Regulations 1999, Approved Code of Practice and Guidance L21
- Manual Handling, Guidance on Regulations L23,
- The Control of Noise at Work Regulations 2005, Guidance on Regulations (L108) Workplace Health, Safety and Welfare Regulations 1992
- Managing for Health and Safety (HSG 65)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

6 HUMAN RIGHTS, EQUALITY AND IMPACT ASSESSMENT

6.2 Equality and Human Rights

Young Foundations Ltd recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the protected characteristics of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio- economic factors including pregnancy /maternity and marriage/civil partnership.

The organisation is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The organisation believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Young Foundations Ltd also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

6.3 Impact Assessment

Policy Title	Young Foundations Health and Safety Policy
Area Covered	All Young Foundations Sites
Who will be affected	It is anticipated that there will be neutral impact to any or all persons with the characteristics listed Below.

Evidence Health and Safety at Work etc. Act. Regulations arising from the Act, Approved Codes of Practice and relevant guidance provided by The Health and Safety Executive (www.hse.gov.uk).

Disability (including learning disability) - General risk assessments must consider all persons to whom YOUNG FOUNDATIONS owes a duty of care under health and safety law. Ability related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Sex - Gender related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Race - Race related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Age - Age related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Language -

Gender reassignment (including transgender) - Gender related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable

Sexual orientation - Sexual orientation It is not anticipated that implementation of this policy will be an issue within the realm of this characteristic.

Religion or belief - Belief related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable

Pregnancy and maternity - New or expecting mother related issues are an inclusive part of this process and require suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Carers - Employees who also act as carers should be considered as part of this process and suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Other identified groups – Residents with mental health issues should be considered as part of this process and suitable and sufficient arrangements made to reduce the likelihood of any perceived harm so far as is reasonably practicable.

Equality and Human Rights	Is there an Impact? How could this right be protected?
Right to life (Article 2)	No Impact
Right to freedom from inhumane and degrading treatment	No Impact
Right to liberty (Article 5)	Liberties might be curtailed in the event where the government declares a national emergency. E.g. Pandemic
Right to a fair trial (Article 6)	No Impact
Right to a private and family life (Article 8)	No Impact
Right of freedom of religion or belief (Article 9)	No Impact
Right to freedom of expression Note: This does not include insulting language such as racism (Article 10)	No Impact
Right to Freedom from discrimination (Article 14)	No Impact

7 DETAILS OF POLICY UPDATES

Date of Update	Version No	Details
October 2023	5	Logo updated and added young foundations.
March 2025	6	New Policy - Section 4.22 & 4.25 – Employee Title changes due to re-structure. Version Control – Signature and date added.
March 2026	7	Section 4.4.8 - reference made to the new Fleet Policy. Previous versions of the MHC / YF policy that have been created (version 1 to version 5) are archived and the information has been removed from the review box to identify that this is a new Young Foundation Policy.