



Audley Group Company Health & Safety Policy





Audley Group

Policy Statement

Part 1

The Management of Audley Group recognize that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Company's activities, and that managing health and safety is a business-critical function.

To discharge its responsibilities, the Management will:

- Bring this Company Health and Safety Policy to the attention of all employees.
- Maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- Maintain a 'Management Review' of the OH&S management system to ensure its continuing suitability, adequacy and effectiveness.
- Promote a positive safety culture within Audley Group through consultation and participation of employees.
- Carry out and regularly review risks and opportunities to identify proportionate and pragmatic solutions to prevent or reduce undesired effects.
- Comply fully with all relevant legal requirements, codes of practice and regulations at National and Local levels.
- Maintain a legal register of compliance obligations.
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment, and processes.
- Encourage employees to identify and report risks and opportunities so that we can all contribute towards improving safety.
- Ensure that accidents and incidents whether to our employees, Owners or others are recorded, investigated, and reported as required by legislation to all regulatory bodies, as appropriate.
- Ensure that emergency arrangements are in place at all locations for dealing with potential emergency situations.
- Maintain our premises, provide and maintain safe plant and equipment.
- Only engage contractors who can demonstrate due regard to health & safety matters.
- Provide adequate resources to control the health and safety risks and opportunities arising from our work activities.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Provide an organisational structure that defines the responsibilities for health and safety.
- Establish, implement, and maintain processes for monitoring, measurement, analysis and performance evaluation.

This Company Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any statutory updates.

Signed:

Position: Chief Executive Officer

Dated: October 2020.

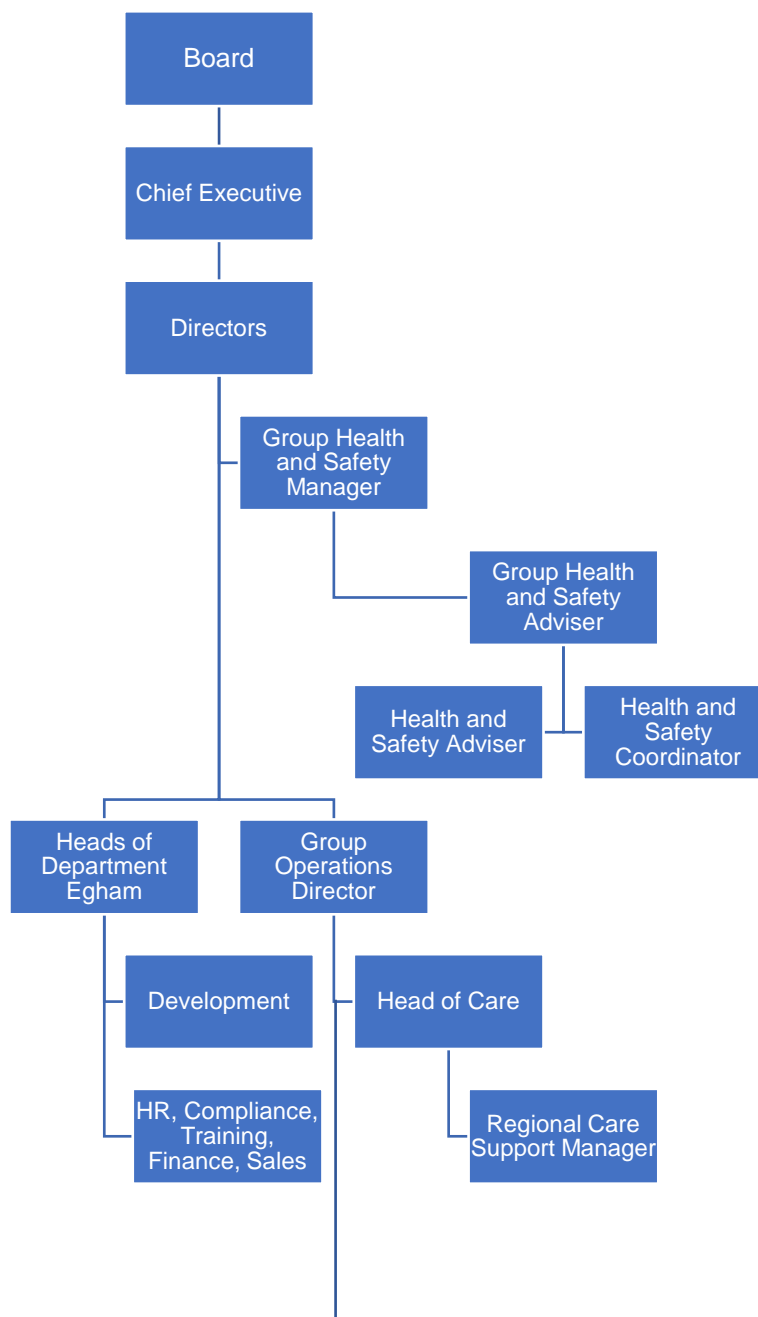
Part 2 Organisation

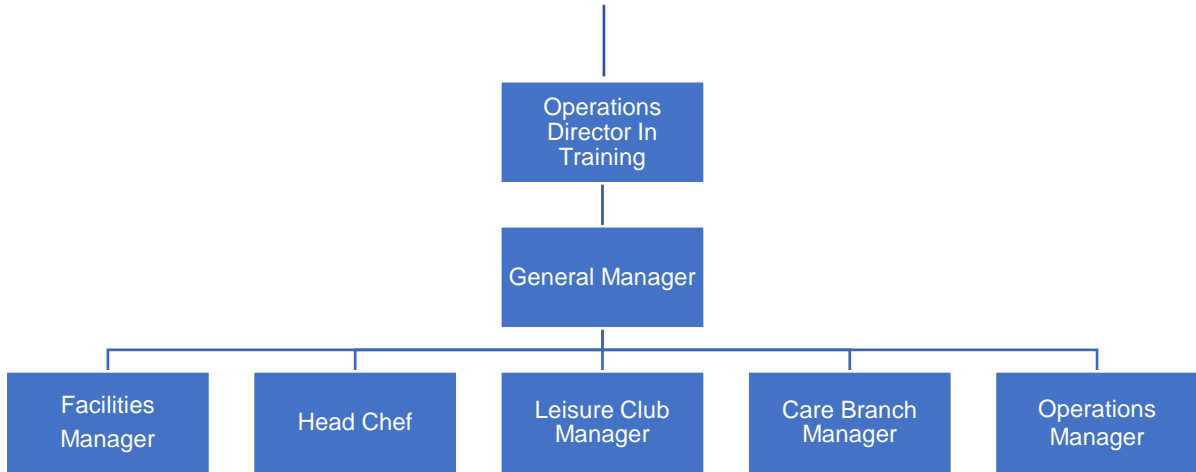
2.1 Health and Safety Responsibilities.

The duty that must ensure the health, safety and welfare of employees and others affected by our operations, will be discharged by suitable management organisation.

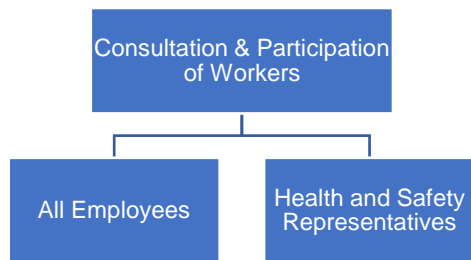
Every person employed by the Company carries some responsibility for health, safety and welfare but where specific duties are given, these are highlighted in the Company Health and Safety Policy.

The structure for health and safety responsibility is listed as follows:





The structure for Consultation and Participation is listed as follows:





2.2 Board of Directors

The Board of Directors set the direction for an effective OH&S management system and are responsible for establishing the Company Health and Safety Policy that is integral to the organisation's culture, its values and performance standards. The Board discharges this responsibility through the Chief Executive Officer down to individual managers, supervisors and employees.

The Board has nominated the Managing Director (Operations) to have special responsibility for occupational health and safety.

The Board of Directors are required to take responsibility and ownership of occupational health and safety within Audley Group and must ensure that:

- Health and safety arrangements are adequately resourced.
- They obtain competent advice.
- Risk assessments are carried out.
- Employees or representatives are involved in decisions that affect their health and safety.

The Board of Directors will review health and safety performance on a regular basis and ensure that the review:

- Examines the Company Health and Safety Policy which reflects the organisation's current priorities, plans and targets.
- Examines the 'management readiness' in accordance with BS ISO 45001:2018 Occupational Health and Safety management system and ensures this has been effectively reported to the Board of Directors.
- Reports on health and safety shortcomings; and the effects of all relevant Board decisions.
- Decides actions to address any weaknesses and a system to maintain their implementation.
- Considers immediate reviews in light of major shortcomings.

The Board of Directors will monitor health and safety to ensure that:

- Appropriate weight is given to reporting preventative information and incident data.
- Periodic audits of the effectiveness of OH&S management system and risk controls for health and safety are carried out.
- There are procedures in place to create, review and maintain a register of legal requirements, and a process for evaluating compliance against legal and other requirements.
- The impact of any major health and safety failure is reported as soon as possible to the Board of Directors.



2.3 Chief Executive Officer

The Chief Executive has overall responsibility for ensuring compliance with Health and Safety legislation but delegates the responsibility for implementation to the Managing Director (Operations)

The Chief Executive Officer will ensure that:

- The Company Health and Safety Policy is developed, implemented, reviewed and amended as required; communicated effectively to all employees.
- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational Health and Safety management systems*.
- An Occupational Health and Safety Strategic Plan outlining continuous improvement is maintained and that senior management monitor progress against agreed targets in consultation with the Group Health and Safety Manager.
- Suitable and sufficient resources, people, materials and equipment are provided to meet all health and safety requirements.
- Senior Management designated with occupational health and safety responsibilities are provided with support to enable occupational health and safety objectives to be met.
- A positive health and safety culture is promoted, and that Senior Management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of consultation and participation with employees is established via various means including the Health and Safety Representatives.
- Effective training programs have been put into place.
- An annual 'Management Review' on the OH&S management system performance of the Company is presented to the Board.

2.4 Managing Director (Operations)

The Managing Director (Operations) is responsible to the Chief Executive and is the designated person with overall responsibility for ensuring Audley Group is compliant with Health and Safety legislation. The Managing Director (Operations) is responsible, so far as is reasonably practicable, for the health, safety and welfare of all employees and others who may be affected by the operations of the Company.

The Managing Director (Operations) will ensure: -

- That the requirements of the Health and Safety at Work etc. Act 1974 and its subordinate legislation, codes of practice etc, are complied with and that steps are taken to conform to any changes in these requirements, so far as is reasonably practicable.
- The Company Health and Safety Policy is developed, implemented, reviewed and amended as required; communicated effectively to all employees.
- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- An internal audit program is maintained and facilitated across the business to drive continuous improvement in occupational health and safety management.
- An Occupational Health and Safety Strategic Plan of continuous improvement is maintained, and progress monitored against outputs.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- There is regular consultation and participation with employees on occupational health and safety issues.
- An effective training program is established to ensure employees are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective emergency preparedness and response plans are in place for situations involving imminent danger.
- An annual 'management review' on the OH&S management system performance of the Company is presented to the Board.
- Occupational health and safety is a standard agenda item during every meeting and is enforced across the Company.



2.5 Directors

The Directors are responsible to the Managing Director (Operations) for all matters of health, safety and welfare appropriate to the activities of their departmental areas of responsibility and their staff. His/her responsibilities involving health and safety will be to ensure:

- The implementation of the Company Safety Policy and that all employees understand their duties under the Health and Safety at Work etc. Act 1974.
- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- An Occupational Health and Safety Strategic Plan of continuous improvement is maintained, and progress monitored against outputs.
- The implementation and supervision of safe systems of work to reduce the risk of injury from work activities to employees and other persons.
- Resources, training, instruction, supervision and information is made available to all persons regarding health and safety to all involved in the delivery of the Company's services.
- All Managers under their control understand their roles and responsibilities with regard to reporting accidents/incidents/near-misses in accordance with the legal requirements and Company policies and procedures.
- That Managers conduct and implement risk assessments with regards to all activities, which are regularly monitored and reviewed.
- That persons designated as having authority for health and safety at the place of work ensure that health and safety requirements are considered when new methods, equipment and properties/premises are being planned or modified and, in all instructions, relating to them.
- Health and safety is a standard agenda item during every meeting.



2.6 Group Health and Safety Manager

The Group Health and Safety Manager is responsible to the Managing Director (Operations) for all matters of health, safety and welfare appropriate to the activities of the Company and staff employed. His/her responsibilities involving health and safety will be to:

- Act as a 'competent person' within the meaning of the Health and Safety at Work etc. Act 1974 for advising the Managing Director (Operations) and other appropriate staff in respect of arrangements and other matters relating to health and safety.
- Maintain an internal audit program and report on the Company OH&S management system, in accordance with BS ISO 45001, to ensure a program of continuous improvement.
- Develop and maintain a comprehensive Occupational Health and Safety Strategic Plan in respect of supporting the achievements of the Company's Safety Policy.
- Advise and monitor the implementation of health and safety regulations and other external issues affecting the intended outcomes of the OH&S management system.
- Ensure, in conjunction with line managers, the implementation of health and safety processes.
- Undertake workplace inspections and accident investigations.
- Liaise with Regulators to maintain consistent standards and good practice.
- Maintain up to date knowledge in respect of changes in health and safety legislation and advise on their implementation.
- Determine, and have access to up-to-date legal requirements; procedures must be in place to create, review and maintain a register of legal requirements, and a process for evaluating compliance against legal and other requirements.
- Analyse accident/incident and near-miss reports to determine trends and appropriate action.
- Ensure that the list of arrangements issued under Part 3 of this Company policy are kept updated.



2.7 Group Health and Safety Adviser.

The Group Health and Safety Adviser is responsible to the Group Health and Safety Manager for all matters of health, safety and welfare appropriate to the activities of the Company and staff employed. His/her responsibilities involving health and safety will be to:

- Support and facilitate an internal audit program and report on the Company OH&S management system, in accordance with BS ISO 45001, to ensure a program of continuous improvement.
- Support the implementation of the Occupational Health and Safety Strategic Plan in respect of supporting the achievements of the Company's Safety Policy.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Staff are encouraged to report new and emerging risks and raise health and safety concerns with Line Managers.
- Ensure all persons under their control work in accordance with the Company Safety Policy.
- Advise and monitor the implementation of health and safety regulations and other external issues affecting the intended outcomes of the OH&S management system.
- Ensure, in conjunction with line managers, the implementation of health and safety processes.
- Undertake workplace inspections and accident investigations.
- Liaise with Regulators to maintain consistent standards and good practice.
- Maintain up to date knowledge in respect of changes in health and safety legislation and advise on their implementation.
- Analyse accident/incident and near-miss reports to determine trends and appropriate action.



2.8 Health and Safety Adviser.

The Health and Safety Adviser is responsible to the Group Health and Safety Adviser for all matters of health, safety and welfare appropriate to the activities of the Company and staff employed. His/her responsibilities involving health and safety will be to:

- Support and facilitate an internal audit program and report on the Company OH&S management system, in accordance with BS ISO 45001, to ensure a program of continuous improvement.
- Support the implementation of the Occupational Health and Safety Strategic Plan in respect of supporting the achievements of the Company's Safety Policy.
- Advise and monitor the implementation of health and safety regulations and other external issues affecting the intended outcomes of the OH&S management system.
- Ensure, in conjunction with line managers, the implementation of health and safety processes.
- Undertake workplace inspections and accident investigations.
- Liaise with Regulators to maintain consistent standards and good practice.
- Maintain up to date knowledge in respect of changes in health and safety legislation and advise on their implementation.
- Analyse accident/incident and near-miss reports to determine trends and appropriate action.



2.9 Group Operations Director

The Group Operations Director is responsible to the Managing Director (Operations) for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure:

- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- That all persons under their control work in accordance with the Company Safety Policy.
- Suitable and sufficient resources, people, materials and equipment are provided to meet all health and safety requirements.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- Statutory examinations are planned, completed and recorded.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- An effective training program is established to ensure staff are competent to carry out their work in a safe manner.
- Safe systems of work are created and implemented resulting from the application of risk assessments.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Occupational Health and safety objectives are set, and their achievement is measured and reported in the annual report.
- Health and safety is a standard agenda item during every meeting.



2.10 Operations Director in Training (ODIT)

The Operations Director in Training is responsible to the Group Operations Director for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure:

- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- That all persons under their control work in accordance with the Company Safety Policy.
- Carry out 'light touch audit and report on the Company OH&S management system, in accordance with BS ISO 45001, to ensure a program of continuous improvement.
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees.
- Ensure, in conjunction with line managers, the implementation of health and safety processes.
- Suitable and sufficient resources, people, materials and equipment are provided to meet all health and safety requirements.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- An effective training program is established to ensure staff are competent to carry out their work in a safe manner.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Occupational Health and safety objectives are set, and their achievement is measured and reported in the annual report.
- Health and safety is a standard agenda item during every meeting.



2.11 Heads of Department (Egham)

Department Heads are responsible to the Directors for all matters of health, safety and welfare appropriate to the activities of the Company and employees employed. His/her responsibilities involving health and safety will be to ensure:

- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- That all persons under their control work in accordance with the Company Safety Policy.
- That task-related activities within their sphere of control, are governed by risk assessment and best practice guidance; implemented, signed off with staff and regularly reviewed.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- That all accidents/incidents/near-misses are reported and investigated in accordance with legal requirements, policies and procedures.
- That all information, instruction, training and supervision is provided in accordance with the standards set or identified within the associated risk assessment.
- Regular workplace inspections and walking tours are undertaken.
- Appropriate induction training programme for all new employees is provided.
- Health and safety is a standard agenda item during every meeting.



2.12 General Manager(s)

The General Manager(s) are responsible to the Group Operations Director for effective management all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure, so far as is reasonably practicable, the day to day responsibility within the Village and will ensure that in their areas of control:

- The Company maintain an occupational health and safety management system in accordance with, and certified to, *BS ISO 45001:2018 Occupational health and safety management systems*.
- That all persons under their control work in accordance with the Company Safety Policy.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed across all reporting disciplines. (Facilities, F&B, Sales, Care, Leisure club); staff receive adequate supervision.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported and where accidents which are dangerous occurrences or diseases and notifiable, are reported to the Group Health and Safety Manager.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- Establish and maintain the Health and Safety Representative program.
- They encourage staff to report new and emerging risks, raise health and safety concerns; new and emerging risks are adequately recorded.
- Safety training for employees is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Premises, plant and work equipment are maintained in a safe condition.
- Statutory examinations are planned, completed and recorded.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established and implemented in accordance with the operating procedures.
- Any safety issues that cannot be dealt with are referred to the Operations Director for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Hazardous substances are stored, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and safety notices and information is displayed.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and safety is a standard agenda item during every meeting.

2.13 Facilities Managers

The Facilities Manager is responsible to the General Manager for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- 'Facilities' related risk assessments are implemented in full; direct reports must know how to action the controls and Facilities Managers must have validated this in practice.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- Regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided.
- Staff are encouraged to report new and emerging risks and raise health and safety concerns with Line Managers.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner; specialist / higher risk equipment requiring greater level of competency is recorded along with evidence of certification.
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Group Health and Safety Manager.
- Personal protective equipment is provided, staff instructed in its use and that records are kept on training and maintenance.
- Hazardous substances are stored, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Have demonstrable evidence of adequate control of contractor's pre-qual arrangements.
- A program of active and reactive monitoring arrangements is established and maintained to satisfy both statutory and operational responsibilities.
- The schedule of statutory examinations of plant and equipment is maintained, and managers are made aware of impending examinations.
- Health and safety notices are displayed.
- Agreed safety standards are maintained for all Facilities Management activities.
- Contact with external organisations such as the emergency services is coordinated in consultation with the General Manager.
- Occupational health assessment / surveillance requirements are identified and advised to the General Manager.
- Health and safety is a standard agenda item during every meeting.

2.14 Head Chef

The Head Chef is responsible to the General Manager for effective management of all matters health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- They actively lead the implementation of Audley Group Food Safety Policy parts 1 to 4 within the catering kitchen.
- Audley Group Operating Procedures Part 2 are implemented in full.
- Safe systems of work are implemented under the Audley Group Food Safety HACCP part 3 and 4 for food safety.
- Risk assessments for kitchen equipment and activities are completed, recorded and regularly reviewed with all kitchen staff and food handlers.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the General Manager.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Food safety training for food handlers is undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- They supervise their staff to ensure that they work safely and understand the risks associated with a catering kitchen.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Kitchen equipment is maintained in a safe and hygienic condition.
- Personal protective equipment is provided, staff instructed in its use and worn correctly.
- Kitchen staff know the arrangements for fire and first aid & Emergency Isolation cut off (Gas).
- Any safety issues that cannot be dealt with are referred to the General Manager for action.
- Hazardous substances are stored, handled and used in a safe manner according to manufacturers' instructions and the company rules and procedures; staff know how to use all chemicals and have adequate instruction and training.
- Allergen information is kept up to date.
- High standards of hygiene and safety standards are maintained.
- Health, safety and hygiene rules are followed by all kitchen staff.
- Health and safety is a standard agenda item during every meeting.

2.15 Operations Manager.

The Operations Manager is responsible to the General Manager for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- All persons under their control work in accordance with the Company Health and Safety Policy.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- They supervise and observe staff to ensure they work safely and in accordance with the risk assessment controls.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- They encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for first aid are established.
- Any safety issues that cannot be dealt with are referred to the General Manager for action.
- Health and Safety is a standard agenda item during every meeting.

2.16 Leisure Club Manager

The Leisure Club Manager(s) is responsible to the General Manager for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- That all persons under their control work in accordance with the Company Health and Safety Policy.
- Safe systems of work are developed and implemented specifically in regard to leisure club activities; personal training, exercise classes, equipment use and fully documented.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- New and Emerging risks are brought to the attention of the General Manager and record on the New and Emerging Risk Assessment template accordingly.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- Swimming Pool water testing is carried out routinely and in accordance with the Swimming Pool Procedural Guidance.
- They are competent and qualified to undertake pool water testing.
- Are familiar with and maintain knowledge of the pool chemicals.
- Club customers are provided with health club induction, instruction and supervision.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Adequate arrangements for first aid are established.
- Any safety issues that cannot be dealt with are referred to the General Manager for action.
- Agreed safety standards are maintained particularly those relating to the control of infection, pool hygiene and club equipment safety.
- Health and Safety is a standard agenda item during every meeting.

2.17 Regional Care Support Manager (s)

The Regional Care Support Manager(s) is responsible to the Head of Care for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- That all persons under their control work in accordance with the Company Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- Periodic compliance audits are undertaken in accordance with CQC requirements and the results of which are recorded via Entropy.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- They encourage staff to report and record new and emerging risks and raise health and safety concerns as necessary.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for first aid are established.
- Any safety issues that cannot be dealt with are referred to the Head of Care for action.
- Agreed safety standards are maintained particularly those relating to the control of infection, lone working and moving and handling.
- Health and Safety is a standard agenda item during every meeting.

2.18 Care Branch Manager (s)

The Care Branch Manager(s) is responsible to the General Manager for effective management of all matters of health, safety and welfare within their sphere of control. His/her responsibilities involving health and safety will be to ensure that:

- That all persons under their control work in accordance with the Company Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- Risk assessments and associated best practices are implemented, signed off with staff and regularly reviewed.
- Guidance material launched via Entropy is printed, trained out and signed off on document sign off sheets with staff signatures.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- There is regular consultation with, and participation of employees on occupational health and safety issues.
- They encourage staff to report and record new and emerging risks and raise health and safety concerns as necessary.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for first aid are established.
- Any safety issues that cannot be dealt with are referred to the General Manager for action.
- Agreed safety standards are maintained particularly those relating to the control of infection, lone working and moving and handling.
- Health and Safety is a standard agenda item during every meeting.

2.19 Employees

All employees have a duty under the Health and Safety at Work etc. Act 1974 to co-operate with the Board of Directors and to assist, so far as necessary, in meeting their designated responsibilities. To achieve this objective, all employees should:

- Keep themselves conversant with the Company's Health and Safety Policy and relevant procedures.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- Report to their line manager any accident, incident, near-miss, dangerous occurrence, health problem, unsafe condition or damage to property.
- Avoid interfering with or misusing anything provided in the interest of health, safety and welfare.
- Co-operate with Audley Group to enable the Company to carry out its statutory duties.
- Participate in training as required by the Company for their own and others' safety.

2.20 Health and Safety Representatives.

All Health and Safety Representatives will be involved in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system. (*Ref ISO 45001:2018 Occupational health and safety management systems*)

Health and Safety Representatives shall: -

- Be available to support work colleagues and Management Teams.
- Assist in implementing action plans following internal OH&S Management system audits.
- Keep OH&S management on agendas at meetings.
- Raise and discuss relevant issues via conference calls.
- Provide support in the communication with colleagues, of all health, safety and welfare matters relevant to their area.
- Support with accident investigations where applicable.
- Assist in the dissemination of new procedures, risk assessment detail and equipment introduced across the business.
- Encourage and support best practice in relation to OH&S Management systems.

Part 3 Arrangements

- Part 3 outlines the detailed health and safety arrangements (i.e. procedures, guidelines and codes of industry practice). Each will be kept under review through audit, monitoring and evaluation.
- Arrangements are issued via Entropy to which all employees have access.

Contact details.

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