

<p>Radian Group Ltd</p> <p>Health and Safety Policy</p> <p>Version: 3</p> <p>Date Approved: January 2011</p>	
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1. Statement of Intent

Radian and the partners within Radian will conduct their operations in compliance with the Health and Safety at Work etc Act 1974 and all other relevant health and safety legislation, so as to ensure, so far as is reasonably practicable, the health and safety of employees and that of others who may be affected by those operations.

Health and Safety is a component of Radian's integral approach to risk management and the Board consider management of health and safety to be equal to the management of any other function.

Overall responsibility for health and safety rests with the Group Combined Board via the Chief Executive of Radian who will ensure, so far as is reasonably practicable, that:

- Adequate resources are allocated to provision for health and safety in order to prevent accidents and cases of work related ill-health,
- Safe and healthy working conditions are provided and maintained, including adequate welfare facilities,
- Safe systems of work are devised and maintained,
- Safe and well-maintained plant and equipment is provided,
- Suitable arrangements exist for the safe use, handling, storage etc of articles and substances,
- All other health and safety risks arising from our work activities are adequately controlled,
- All employees are provided with such information, instruction, training and supervision as is necessary to ensure the health and safety competence of themselves and others,
- Suitable arrangements are in place to allow consultation with employees on health and safety issues.
- All health and safety policies and procedures are reviewed regularly and amended as required.

It is noted that employees also have a statutory duty to take care for their own health and safety and for that of others who may be affected by their actions.

In particular, employees must

- Co-operate with the employer so that statutory obligations can be met;
- Report any accidents, incidents or perceived shortcomings to their line manager or to the Health & Safety Department;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Be familiar with, and follow policies and procedures relating to their particular post.

Signed.....*L. May*.....

Chief Executive

Date.....*21/1/11*.....

Review Date: January 2012

2. Policy

2.1 Organisation

- 2.1.1 Overall and final responsibility for health and safety rests with the Board via the Chief Executive of Radian.
- 2.1.2 Radian employs a team of competent health and safety advisors within the Corporate Services Directorate who assist the group with its day-to day responsibility for ensuring this policy is put into practice.
- 2.1.3 Directors and Senior Managers are responsible for ensuring that the safety policy is implemented within their own directorate and areas of operation.
- 2.1.4 Employees have a statutory duty to take care of their own health and safety and for that of others who may be affected by their actions, and as such must:
- Co-operate with supervisors, managers and co-workers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Report all health and safety concerns to their line manager or to the Health and Safety Department
- 2.1.5 Specialists and other competent persons may be appointed from time to time to assist the Group in meeting its health and safety obligations.

2.2 Arrangements

The Group has in place a range of procedures and guidance for ensuring that its health and safety objectives are met, and are briefly outlined below.

2.2.1 Risk Assessments

- 2.2.1a Risk assessments will be undertaken by all line managers, in consultation with the relevant staff member(s).
- 2.2.1b The findings of the risk assessments will be reported to their employees and their line manager, for agreement.
- 2.2.1c Any actions required to remove/control the risks will be approved by the relevant Director, who, along with the manager, will be responsible for ensuring the action required is implemented. The managers will then check that the implemented actions have remove/reduced the risks.
- 2.2.1d All Risk assessments will be reviewed at appropriate intervals such as when the work activity changes, the person doing the tasks changes, the equipment changes, following an accident or following a change in the law.

2.2.2 Safe Plant and equipment

- 2.2.2a Technical Services will be responsible for:
- identifying all plant needing maintenance.
 - ensuring effective maintenance procedures are drawn up.
 - ensuring that all identified maintenance is implemented.

- ensuring that any new plant meets health and safety standards before it is purchased.

2.2.2b Managers will be responsible for:

- identifying all equipment needing maintenance.
- ensuring effective maintenance procedures are drawn up.
- ensuring that all identified maintenance is implemented.
- Ensuring that any new equipment meets health and safety standards before it is purchased.

2.2.2c Any problems found with plant/equipment should be reported to the relevant Manager within an appropriate timescale.

2.2.3 Safe handling and use of hazardous substances or preparations

2.2.3a Managers will be responsible for identifying all substances which need a risk assessment in accordance with Control of Substance Hazardous to Health Regulations (COSHH).

2.2.3b Managers will be responsible for ensuring that COSHH risk assessments are undertaken.

2.2.3c Managers will be responsible for ensuring that all relevant actions identified in the assessments are implemented.

2.2.3d The Health and Safety Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

2.2.3e The Manager will check that new substances can be used safely before they are purchased.

2.2.3f The manager will ensure that all chemical substances or preparations are used in accordance with safe working procedures.

2.2.3g Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

2.2.4 Information, instruction and supervision

2.2.4a The Health and Safety Law poster is displayed at each premises where relevant.

2.2.4b Health and safety advice is available from the Health and Safety Department.

2.2.4c Supervision of young workers/trainees/new staff will be arranged and monitored by the relevant Director.

2.2.4d The relevant Director is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

2.2.5 Competency for tasks and training

2.2.5a Both induction and job-specific training will be provided for all employees by the relevant line managers.

2.2.5b Any specific jobs requiring special training will be identified and the line managers will ensure that this is given.

2.2.5c Any other training requirements will be identified, arranged and monitored by line managers.

2.2.5d A record of health and safety training will be kept centrally by the Health & Safety Department.

2.2.6 Accidents, first aid and work-related ill health

2.2.6a Managers will be responsible for identifying the employees that require health surveillance.

2.2.6b Health surveillance will be arranged by the Group Health and Safety Team.

2.2.6c Health surveillance records will be kept centrally by the Health and Safety Department.

2.2.6d First-aid provision will be maintained in accordance with statutory requirements and in line with the specific risk assessments.

2.2.6e All accidents and cases of work-related ill health are to be recorded in the accident book, these will be investigated where appropriate.

2.2.6f The Group Health and Safety Manager and or Officer are responsible for reporting accidents, diseases and dangerous occurrences to the relevant Enforcing Authority.

2.2.7 Consultation with Employees

2.2.7a Consultation with employees shall be organised according to the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977;

2.2.7b The Group provides the facilities and assistance such safety representatives can reasonably require in order to carry out their functions;

2.2.7c The Group consults with its employees on matters of health and safety through a variety of different routes. These are:

- Health and Safety Committees
- Team Meetings;
- Staff Forums;
- Appraisal and personal development reviews
- Safety Notices and staff information boards

2.2.8 Emergency procedures

2.2.8a The Responsible Person for a building within the Radian Group is responsible for:

- ensuring that fire risk assessments are undertaken and implemented.
- ensuring that alarms and fire extinguishers are maintained and tested in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- ensuring that the emergency evacuation routes are regularly inspected and kept clear.

2.2.8b Emergency evacuation will be tested every 6 months.

2.2.9 Monitoring health and safety

2.2.9a The Group monitors its health and safety performance and practice by the following methods:

- Spot Checks and Sampling - Managers will carry out spot checks on staff to ensure safe working practices are being used.
- Workplace Inspections - Safety representatives, managers and external health and safety professionals will carry out workplace inspections from time to time. These will be recorded and used to identify safe working practices, poor working practices and control of risks.
- Audits – The H&S team or external auditors will carry out annual audits in line with the Group audit schedule.
- Training Records - There will be an annual report made on all health and safety work related training being carried out by employees.
- Accident, Incident and Ill Health Records - All accident/incident reports and ill-health absences will be reviewed to identify any common trends.

2.2.10 Reviewing and Reporting Health and Safety Performance

2.2.10alt will be the responsibility of the Health and Safety Team to review the organisations health and safety policy, procedures and performance. This will be carried out via an review of the policy and procedures. From time to time it may appoint an external health and safety professional to conduct an in depth health and safety audit.

2.2.10bA review of the Health and Safety performance of the Group will be produced and presented for the stakeholders within the Annual Report.

3. Legal and Regulatory Framework

- Health and Safety at Work, etc Act 1974 and all associated Health and Safety Regulations made under this Enabling Act.
- Corporate Manslaughter and Corporate Homicide Act 2007

4. Related Procedures

4.1 This policy does not detail the practical arrangements to manage health and safety, nor the actions to be taken by staff when dealing with issues of health and safety. Any such advice, action and assistance will be covered in specific procedure documents which should be used in conjunction with this Policy.

5. Responsible Officer

Radian Health and Safety Manager

6. Review Details

Approved by	Director of Corporate Services
Review Cycle	Annually
Date of next review	January 2012

7. Associated Documents

None

8. Appendices

1. Roles and Responsibilities for Health and Safety

Appendix 1

Roles and Responsibilities for Health and Safety

1. Board Members

Members of the Group Combined Board carry the ultimate responsibility for health and safety throughout the Group

- They must know that appropriate safety management systems for the control of health and safety risks are in place
- They must monitor that good safety performance as required in the policy statement is being achieved
- They must resource the health and safety programme as necessary
- They must consider the health and safety implications of the decisions that they make

2. Radian Group Audit Committee

- Will receive reports on Health & Safety performance and risk exposures
- Will consider the findings of the internal audits of the businesses as they are carried out
- Will consider the findings of the external audit every three years
- Will review summarised accident and incident information every year

3. Chief Executive

Carries the ultimate delegated responsibility for health and safety from the Board; and

- Must inform the Board as to the health and safety performance of the Group
- Provide leadership for the development of a H&S culture
- Establish the standard of H&S within the organisation
- Commit to the continual improvement of H&S management.
- Acts as the Responsible Person in respect of Fire Safety within the organisation for Corporate Premises

4. Registered Providers and Turnstone Support

- Ensuring that Health and Safety and other statutory assessments of all communal areas of general needs properties, are carried out
- Ensuring that Health and Safety and other statutory assessments of all sheltered and supported living accommodation, Registered Care Homes and 24 hour live in support, are carried out.
- Ensuring that all measures put in place for H&S are maintained and are tested in accordance with appropriate schedules.
- Ensuring that all internal and external communal areas remain safe and risks controlled by routine inspections and checks

5. Director of Corporate Services

Will be the lead Director for H&S within Radian and have corporate responsibility for the following:

- Advising the Chief Executive, as necessary, on any significant H&S matters
- Ensuring the effective management of H&S throughout the organisation – coordinating with the H&S Manager to ensure responsibility for safety is properly assigned and accepted at all levels and that management systems are effective

- Ensuring appropriate resources are made available to enable expert advice and assistance to be sought where necessary on H&S issues
- Ensuring competent H&S personnel are appointed and trained
- Ensuring arrangements are in place for consultation; support and advice;
- Providing the resources to ensure suitable and sufficient H&S information, instruction and training is available (and provided) to employees with regard to matters of H&S.
- Ensuring that appropriate H&S advice and support is available for the Group as a whole.
- Commissioning the three yearly external health and safety audit

6. Group H&S Manager

Carries health and safety responsibilities delegated from the Director of Corporate Services; and

- Will lead on health and safety management
- Develop, update and maintain Health & Safety policies and procedures, and ensure their implementation within the Group's business activities
- Will ensure that appropriate guidance is provided for managers on their health and safety functions
- Will ensure continual improvement in H&S management and H&S performance
- Will ensure effective communication with all persons working under the control of the organisation with the intent that they are made aware of their individual H&S obligations.
- Will establish and maintain procedures for
 - 1) internal communications on H&S among the various levels and functions of the organisation and
 - 2) communicating with external interested parties.
- Will monitor H&S performance and the extent to which the organisation's H&S objectives are being met.
- Will have procedures in place for reactive measures of performance that monitor accidents and near misses and other historical evidence of deficient H&S performance.
- Will ensure that internal audits of H&S management system are conducted at planned intervals
- Will negotiate the availability of resources essential to establish and maintain and improve the H&S management system.
- Will put forward health and safety agenda items for consideration by the Staff Forum, and will attend the Staff Forum in an advisory capacity
- Will ensure that the organisation is aware of and responds to emerging legislative requirements and developments in best practice
- Will advise management on matters of strategy and policy
- Assist the Group's officers in the vetting and monitoring of contractors employed for their Health and Safety compliance and performance.

7. Directors/Senior Managers

They are responsible and accountable for their teams H&S performance, therefore they will

- Ensure that responsibility for safety is properly assigned and accepted at all levels within area of operation
- Review the Group health and safety targets with their reporting managers at appraisals
- Ensure delegated representatives attend the Staff Forum and their local Health and Safety Committee

8. Operational Management Teams

- Will report regularly on H&S matters for the business in line with Group requirements
- Will consider progress against the health and safety KPIs during their monthly meetings and take appropriate action
- Will demonstrate their commitment to the continual improvement of H&S performance.

9. Team Leaders and Managers

- Will carry out all the required risk assessments for the tasks undertaken by their team and make appropriate recommendations
- Will summarise the risk assessment recommendations for their teams and provide it to their senior manager at their appraisal
- Will develop and implement safety procedures where required
- Will set one or more health and safety targets for every member of staff at appraisal, and monitor their fulfilment of these
- Will apply the Health and Safety policy, and other relevant H&S policies and procedures to their team's work
- Will report and investigate all accidents and incidents affecting their staff following the Group's Accident and Incident Procedure

10. Head of Organisational Development/Head of Human Resources

- Will work with the H&S Team to identify training needs associated with the organisations H&S risk and its H&S management system.
- Will work with the H&S Team to maintain the matrices of job roles vs. safety guidance and job roles vs required safety training
- Will ensure that the required H&S training is available and is delivered to staff in accordance with the matrix.
- Will guide and support businesses to incorporate appropriate H&S responsibilities into job descriptions and to consider H&S attitudes and competencies in all recruitment and promotion decisions

11. Staff Forum

- Will help provide an overview of the H&S environment and its operation
- Will provide an environment for the discussion and resolution of issues/matters which cannot be dealt with at the more local H&S Committee, or require significant staff consultation.

12. Health and Safety Committee

- Will actively promote H&S within the organisation
- Will assist in the development of and implementation of effective health and safety awareness programs
- Will serve as an advisory body to the management on health and safety issues
- Will provide suggestions and recommendations for resolutions of health and safety concerns

13. All Employees

- Will agree their health and safety targets with their manager during appraisals and seek to meet them
- Will report on their progress against their health and safety targets to their

manager

- Will report all accidents and incidents affecting them or others
- Will make themselves aware of and seek to work in accordance with relevant health and safety policies and procedures
- Will assist with the risk assessments relevant to their job and work in accordance with them
- Will work in a safe manner at all times in line with written safety procedures.