

SAFEBREAKS DEVON CIC

Health and Safety Policy Statement

Document title	Health and Safety Policy Statement
Applies to	All employees, volunteers, contractors, and service users across all Safebreaks services
Responsible person	Managing Director
Version	1.0
Date	March 2026
Next review date	March 2027
Signed by	Luke Williams, Managing Director, Safebreaks Devon CIC

Legal Basis

This statement is issued in compliance with section 2(3) of the Health and Safety at Work etc. Act 1974, which requires every employer with five or more employees to prepare and bring to the attention of all employees a written statement of general policy on health and safety at work. The statement must include the organisation of responsibilities and the arrangements for carrying out the policy.

The following legislation also applies to health and safety at Safebreaks:

- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Health and Safety (First-Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- Personal Protective Equipment at Work Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992

Part 1: Statement of Intent

Safebreaks Devon CIC is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, volunteers, contractors, and any other persons who may be affected by our work, including the people we support.

We will meet our legal obligations under the Health and Safety at Work etc. Act 1974 and all associated legislation. We will manage health and safety proactively, not reactively, and will allocate the time, resources, and expertise necessary to do so.

Our specific commitments are:

- To provide and maintain safe working conditions, equipment, and systems of work
- To identify and assess risks to health and safety and implement appropriate control measures
- To provide adequate information, instruction, training, and supervision to enable all staff to work safely
- To maintain clear procedures for reporting, investigating, and learning from incidents, accidents, and near-misses
- To consult with employees on matters affecting their health, safety, and welfare
- To take particular care of the health and safety of the people we support, who may have specific vulnerabilities
- To manage the specific risks associated with lone working, manual handling, infection control, fire safety, and transport that arise from our work as a care provider
- To review this statement annually and update it following any significant change in law, practice, or incident trends

This statement applies to all Safebreaks services: Supported Living, Community Enabling, and Day Services. It is brought to the attention of all employees at induction and is available to all staff, volunteers, and contractors at all times via SharePoint. Any person who cannot access it digitally may request a printed copy from their line manager.

Part 2: Organisation of Health and Safety Responsibilities

The following table sets out who is responsible for health and safety at each level of the organisation. Named responsibility at each level is a legal requirement.

Role	Health and safety responsibilities
Managing Director (Luke Williams)	Ultimate responsibility for health and safety across all Safebreaks services. Signs this statement. Ensures resources are available to implement the policy. Approves risk assessment frameworks and significant changes to working arrangements.
Operations Lead	Day-to-day management of health and safety arrangements. Ensures risk assessments are in place, current, and followed. Investigates incidents and implements corrective action. Manages RIDDOR reporting obligations.
Service and Team Leads	Implement health and safety procedures in their service area. Conduct and review local risk assessments. Ensure staff under their supervision receive appropriate training. Report incidents and near-misses to the Operations Lead without delay.
Designated Safeguarding Lead (DSL)	Oversees health and safety matters where they intersect with safeguarding, including incidents involving service users.

All staff, volunteers, and contractors	Take reasonable care of their own health and safety and that of anyone affected by their work. Follow training, instructions, and safe working procedures. Use PPE and equipment correctly. Report hazards, accidents, and near-misses without delay. Cooperate with all health and safety arrangements.
Service users	Where capacity allows, service users are informed about health and safety arrangements relevant to them and are supported to raise any concerns about their safety.

Where a responsibility is shared between roles, the Operations Lead coordinates. Where a concern cannot be resolved at service level, it is escalated to the Managing Director.

Part 3: Arrangements for Implementing This Policy

The following arrangements are in place to put this policy into effect. Detailed procedures are set out in the referenced documents and are available to all staff on SharePoint.

Arrangement	How we manage it	Responsible
Risk assessment	Written risk assessments are completed for all significant workplace hazards, client environments, and activities. Assessments are reviewed annually and following any incident or significant change.	Operations Lead
Lone working	Staff working alone with clients follow the Lone Working Policy. Check-in and check-out arrangements are in place for all lone working activities.	Operations Lead / Line Managers
Manual handling	Manual handling risk assessments are completed for all client-facing roles where lifting, transferring, or supporting clients is required. Staff receive manual handling training before undertaking these activities.	Operations Lead
Fire safety	Fire risk assessments are in place for all Safebreaks premises. Personal Emergency Evacuation Plans (PEEPs) are in place for service users who cannot self-evacuate. Fire drills are conducted at least twice per year.	Operations Lead
First aid	Adequate first aid provision is maintained at all service locations. First aid boxes are checked monthly. At least one qualified first aider is present at each day service session.	Operations Lead / Team Leads
Incident reporting and RIDDOR	All accidents, incidents, and near-misses are recorded on the incident log. RIDDOR-reportable incidents are notified to the HSE	Operations Lead

	within statutory timescales. A summary is reviewed monthly by the Operations Lead.	
Infection prevention and control	Safebreaks follows current public health guidance on infection prevention and control. PPE is provided and maintained for all staff who require it. Staff are trained in hand hygiene and infection control at induction.	Operations Lead / Team Leads
Equipment and vehicles	All equipment used in service delivery is maintained in safe condition and inspected regularly. Vehicles used for client transport meet MOT, insurance, and roadworthiness requirements.	Operations Lead
Stress and mental health at work	Safebreaks recognises that work-related stress is a health and safety issue. Supervision, workload monitoring, and access to the Employee Assistance Programme are provided to support staff wellbeing.	Line Managers / Managing Director
Training and information	All staff receive health and safety training at induction. Mandatory training is refreshed annually. Risk assessment findings are communicated to relevant staff.	Operations Lead / Line Managers
Consultation with staff	Safebreaks consults with employees on health and safety matters through supervision, team meetings, and direct communication with the Managing Director or Operations Lead.	Managing Director / Operations Lead
COSHH	Any substances hazardous to health used in service delivery are identified, assessed under COSHH regulations, and controlled. Appropriate PPE and training are provided.	Operations Lead

All arrangements are reviewed as part of the annual health and safety review. The Operations Lead maintains an action log of any improvements identified through incident investigation, risk assessment, or audit.

Supporting Documents

This statement must be read alongside the following documents, all of which are available on SharePoint:

- Business Continuity and Major Incident Plan
- Lone Working Policy
- Day Service Operations and Records Policy (fire safety, RIDDOR, PBS)
- Safeguarding Adults Policy
- Code of Conduct
- Incident and Near-Miss Policy
- Transport and Off-Site Activities Policy
- Risk Assessment templates (SharePoint: Health and Safety folder)

- Employee Handbook

Monitoring and Review

- The Operations Lead reviews incident logs and near-miss reports monthly and reports a summary to the Managing Director
- The Managing Director conducts an annual health and safety review covering: incident trends, training compliance, risk assessment currency, and any changes in legislation or working practice
- This statement is reviewed and re-signed by the Managing Director annually, or following any significant incident, legal change, or material change to Safebreaks' operations
- All employees are informed of any material change to this statement within 10 working days of re-issue

Signed on behalf of Safebreaks Devon CIC:

Name: Luke Williams

Title: Managing Director

Signature: Luke Williams

Date: 20/03/2026

This statement is the authoritative health and safety policy statement of Safebreaks Devon CIC. It supersedes all previous versions. It is brought to the attention of all employees at induction and is available at all times via SharePoint.

Change Log

Version	Date	Author	Summary
0.1	2025	Managing Director	Initial draft
1.0	March 2026	Managing Director	First issued version: three statutory elements completed (statement of intent, organisation of responsibilities, arrangements); named responsible persons; RIDDOR, lone working, fire safety, COSHH, and manual handling all referenced; employee communication obligation stated; supporting legislation cited; house style applied