



Nova-Star Care

Health & Safety Policy

1. Introduction

It is the policy of Nova-Star Care to take all reasonable steps to ensure the health, safety, and welfare of its employees, residents, and visitors. So far as is reasonably practicable, Nova-Star Care will establish procedures and systems necessary to implement this policy in accordance with relevant legislation and best practice standards.

Nova-Star Care is committed to maintaining a safe and healthy working and living environment, reducing occupational accidents and illnesses, and striving for an accident-free organisation.

All employees will receive appropriate equipment, information, instruction, training, and supervision to carry out their duties safely. Nova-Star Care also recognises its duty to protect the health and safety of contractors, temporary workers, and members of the public affected by its operations.

Health and safety is a shared responsibility. Employees must take reasonable care of their own health and safety and that of others, reporting any hazards or unsafe practices to their line manager or the designated Health & Safety Lead.

All incidents and near-misses must be reported immediately to ensure accurate record-keeping, effective monitoring, and continuous improvement of safety practices.

2. Organisation

Overall responsibility for health and safety within Nova-Star Care rests with the Board of Directors, with operational oversight delegated to the Health & Safety Lead. Each member of staff has a responsibility to comply with this policy and contribute to maintaining safe working practices.

3. Communication and Co-operation

Nova-Star Care will ensure all employees understand this policy and their role within it. A culture of open communication is encouraged, enabling staff and residents to raise concerns about health and safety without fear of reprisal.

Co-operation between all staff, contractors, and partners is essential to maintaining safe environments in all Nova-Star Care properties and offices.

4. Training

Health and safety training is a core part of our induction and continuous professional development. Employees are trained in safe working practices, the use of personal protective equipment (PPE), and emergency procedures. Additional refresher training is provided where necessary or when new equipment or processes are introduced.

5. Inspections and Risk Assessment

Regular workplace inspections and risk assessments are carried out by the Compliance and Safety Team. Findings are recorded and any required actions are implemented promptly. Inspections are also carried out whenever there are significant changes in the nature or scale of Nova-Star's operations.

6. Work Equipment

All work equipment and facilities provided by Nova-Star Care will comply with statutory requirements and be properly maintained. Employees are trained and authorised before using any equipment. Any defects or hazards must be reported immediately.

7. Fire Safety

Nova-Star Care maintains robust fire safety arrangements at all premises, including clearly marked escape routes, fire detection and alarm systems, and trained fire wardens. Regular fire drills are conducted, and all employees must familiarise themselves with emergency procedures.

8. Lone Working

Nova-Star Care recognises that some staff may work alone. A Lone Working Procedure is in place to ensure their safety, including check-in systems, communication protocols, and risk assessments for all lone working situations.

9. Reporting and Incident Management

All accidents, incidents, or near misses must be reported immediately using Nova-Star's incident reporting form. Reports are reviewed to identify root causes and preventative measures. Serious incidents will be reported to the relevant enforcing authorities under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

10. First Aid

First aid kits are provided at all Nova-Star properties and offices. A list of trained First Aiders is displayed at each location. Emergency contact information for local hospitals and services is available on site.

11. Legal Framework

Legislation	Application to Nova-Star Care
Health and Safety at Work etc. Act 1974	Establishes Nova-Star's legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of staff, residents, and visitors.
Management of Health and Safety at Work Regulations 1999	Requires Nova-Star to assess risks to employees and residents, implement control measures, and provide adequate training.
RIDDOR 2013	Mandates the reporting of certain work-related incidents, injuries, and diseases to enforcing authorities.
COSHH Regulations 2002	Requires risk assessment, control, and training for the use of cleaning chemicals and hazardous materials.
Manual Handling Operations Regulations 1992	Ensures safe systems of work and training to prevent injuries during lifting or moving activities.
Fire Safety Order 2005	Sets out Nova-Star's obligations for fire risk assessments, emergency planning, and safe evacuation procedures.
Electricity at Work Regulations 1989	Ensures all electrical systems and appliances used in Nova-Star premises are safely installed, maintained, and tested.

PPE Regulations 1992	Requires provision and use of suitable protective equipment where risks cannot be controlled by other means.
Working Time Regulations 1998	Protects employees' health and welfare by regulating working hours, breaks, and rest periods.
The Care Act 2014	Supports Nova-Star's duty to protect the health, safety, and well-being of vulnerable adults receiving housing support.

12. Monitoring and Review

This policy is reviewed annually, or sooner if there are significant changes in legislation, operations, or best practice guidance. Lessons learned from incidents and inspections will inform policy updates.

13. Impact and Equality Assessment

Nova-Star Care is committed to promoting equality, diversity, and inclusion in all aspects of its work. This Health & Safety Policy has been assessed for its potential impact on individuals with protected characteristics under the Equality Act 2010.

No adverse impacts have been identified. Nova-Star will continue to ensure that all employees, residents, and visitors are treated fairly and have equal access to safe environments regardless of age, disability, gender, race, religion, or sexual orientation.

Any reasonable adjustments required to ensure accessibility or safety for individuals with specific needs will be implemented promptly.

Author:	Head of Policy
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