


PREMISES AND RESOURCES

VERSION No	2	
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Policy Statement

This organisation believes that its residents should receive a consistent, well managed and well-planned service which is of the highest possible quality.

The Policy

The aim of the organisation is to ensure that residents receive a consistent, well managed and planned service and that its staff are supported by a suitable and appropriate management structure and operational infrastructure.

In this organisation:

-  The organisation will work according to a robust and properly constructed business plan which will set out the strategic direction of the organisation and set goals and objectives for the organisation's development
-  The premises will be registered with Companies House as the registered address of the organisation, where appropriate.
-  The premises will contain equipment and resources necessary for the efficient and effective management of the service; all equipment and fittings must comply with relevant health and safety laws and regulations and fire protection laws
-  There is a management structure in place which has clear lines of accountability and which enables the company to deliver services effectively on a day to day basis and support its staff working in the home. This management structure will be explained to all staff on induction, published and a copy distributed to all staff
-  There will be, at all times, adequate staff cover for waking nights and sleeping.
-  In the event of any utility failure, for example gas, electric or water, contingencies plans will be put in place to allow us to continue to run the service. Back up discs which are stored externally will be available and alternative premises will be used by staff while the main office is out of commission.
-  In the event of a serious fire the above contingency plan would be put in place.

Training Statement

All new staff will be taught about the management structure of the company on induction. This must include information about management cover in the office of the company as well as contact details and methods. Staff supervision will be carried out as per the company's separate policy on staff supervision.

*Related Policies
Good Governance*