



## HEALTH & SAFETY POLICY/PROCEDURE

We at EVOLVE recognises our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment.

EVOLVE recognises so far as is reasonably practicable the duty to ensure the following:

- ❖ To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- ❖ To ensure that hazards are identified and regular assessments of risks are undertaken (12 monthly or sooner if required).
- ❖ To provide information, instruction, training and supervision as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- ❖ Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- ❖ To ensure we are taking the appropriate protective and preventative measures.
- ❖ To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they cooperate with management and adhere with EVOLVE safety rules which are provided within the **Employee Safety Handbook**.

The legal requirement to have a Health & Safety Policy is a direct obligation arising from the **Health & Safety at Work etc, Act 1974**. It requires that every employer with five or more employees must prepare and revise as often as necessary, a written Health & Safety Policy for the workplace and must explain the arrangements for putting that Policy into force. This Policy and any revision must be brought to the notice of employees. The failure to have a written Health & Safety Policy can result in the issue of an improvement notice ordering the matter to be attended to within a fixed period. Non-compliance can result in prosecution and a fine.

### **Aim of the Policy**

This Policy is intended to set out the values, principles and policies underpinning EVOLVE's approach to safe working practices and works in conjunction with **Employee Safety Handbook**.

### **Health & Safety at Work Policy**

This Company is committed to ensuring the health, safety and welfare of its Staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities including Service Users and their relatives. The Company will take the following steps to ensure that its statutory duties are met at all times.

- ❖ Each employee should be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- ❖ All processes and systems of work should be designed to take account of Health & Safety and will be properly supervised at all times.
- ❖ Adequate facilities and arrangements will be maintained to enable employees to raise issues of Health & Safety.
- ❖ Competent persons should be appointed to assist in meeting statutory duties including, where appropriate, specialists from outside the Company.
- ❖ This document will be regularly monitored to ensure that its objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or Company changes.

## Duties on the Company

The Company recognises its responsibility under the **Health & Safety at Work, etc Act 1974** and the **Management of Health & Safety at Work Regulations 1999** (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. Employees, Service Users, contractors and visitors are expected to abide by safety rules and to have regard to the safety of others within the Company. The Company's Policy will be, so far as is reasonably practicable, to:

- ❖ Make a risk assessment of every Service User's home before a member of Staff is allocated to that home.
- ❖ Negotiate appropriate risk management measures to reduce any identified risks or hazards to an acceptable level.
- ❖ Communicate agreed risk management measures to care staff involved and ensure regular monitoring of risk levels.
- ❖ Provide and maintain equipment such that it is safe and healthy to use.
- ❖ Provide any relevant and appropriate protective equipment or clothing required by staff to perform their role safely.
- ❖ Arrange for the safe and healthy use, handling, storage and transport of articles and substances.
- ❖ Provide the information, instruction, training and supervision required to ensure the Health & Safety, at work, of employees and others.
- ❖ Control and maintain the Company's offices in a safe condition, with appropriate risk assessments and management as above.
- ❖ Provide a safe means of access to and exit from the place of work.
- ❖ Maintain a working environment that is safe, healthy and equipped with adequate facilities and arrangements for welfare at work.
- ❖ Conduct, record and implement the findings from regular risk assessments performed in accordance with Regulation 3 of the **Management of Health & Safety at Work Regulations 1999**.
- ❖ In the event of any accident or incident (such as a near miss) involving injury to anybody to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.
- ❖ Appoint a Health & Safety officer.

The Health & Safety officer for the Company is J Holroyd, Registered Manager IOSH

## **Employee Responsibilities**

The successful implementation of this Policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own Health & Safety, and for the safety of other people who may be affected by their acts or omissions.

It is the Policy of this Company that, under section 7 of the **Health & Safety at Work, etc Act 1974**, it is the duty of every employee at work:

- ❖ As an employee of the organisation you have a legal duty to take reasonable care of yourself and others and ensure that you co-operate with management on points of health and safety.
- ❖ Ensure that you comply with all the emergency arrangements that are communicated to you.
- ❖ You must ensure that you report all accidents near misses or damage to machinery and property as soon as possible. You must cooperate with any accident / incident investigations that you are requested to assist with.
- ❖ You must refrain from willful measures or interference with anything provided in the interests of health, safety and welfare.
- ❖ You must carry out your tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for you. Should you feel that there are situations that may pose a hazard; you have a duty to report such findings to management.
- ❖ You have a duty to ensure that any personal protective equipment provided for your protection is worn, maintained and stored in the correct manner as directed by management.

Employees should refer to the Employee Safety Handbook for guidance on how to achieve outcomes for the above responsibilities.

**Failure to abide by this Policy will be considered a disciplinary offence.**

## **Safety Rules**

This section outlines the general rules laid down and which are applicable to you. These safety rules are prepared in accordance with legal requirements and in compliance with acknowledged safe working practices. In addition, there is a legal duty imposed upon you to comply with these rules, as breaches of the rules will result in disciplinary action, possibly leading to dismissal. There may be more specific rules about how you are expected to undertake certain tasks. Where applicable, these will be in the format of safe working procedures, locally produced within your organisation, for which we, as your employer, will provide appropriate instruction and training. It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action taken by an Enforcing Authority against you, as an individual, can result in heavy penalties, i.e., fines and / or imprisonment.

## **Safety Rules Working Practices**

- ❖ You must not operate equipment unless you have been trained how to use it.
- ❖ You must use work equipment in the safe way that you have been trained.
- ❖ You must report any equipment problems to management as soon as possible.
- ❖ You must not make repairs to any work equipment unless you have been trained to do so.
- ❖ Hazardous substances must be handled as instructed.
- ❖ All hazardous substances that are not in use must be stored correctly.
- ❖ You must abide by the Service User's care plan when lifting or moving the person.
- ❖ You must obey the drugs and alcohol policy of the organisation.
- ❖ You must carry out manual handling tasks in accordance with safe systems of work.

## **Hazard / Warning Signs and Notices**

- ❖ You must comply with all workplace warning signs and notices displayed.

## **Working Conditions/Environment**

- ❖ You must clear up any spillage within the work area.
- ❖ Waste hazardous substances must be disposed of in the prescribed manner.
- ❖ Do not allow hazardous substances to enter drains or sewers.
- ❖ You must make proper use of all equipment and facilities provided.
- ❖ You must keep all areas clean and tidy.
- ❖ You must dispose of all rubbish and waste materials using the facilities provided.
- ❖ You must report any hazardous conditions.

## **Protective Clothing and Equipment**

- ❖ You must use all protective equipment as instructed.
- ❖ You must inform your Supervisor of any personal protective equipment defects.
- ❖ Personal protective equipment must be worn according to the safe system of work.
- ❖ Protective over shoe covers MUST NOT be worn due to the increased risk of trips/falls.

## **Fire Precautions**

- ❖ You must report any use of firefighting equipment to your Supervisor.
- ❖ Do not fight fires unless you have been trained to do so.
- ❖ You must comply with all emergency procedures.
- ❖ You must not obstruct any fire escape route, fire equipment or fire doors.
- ❖ You must not interfere with or misuse any fire equipment provided

## **Vehicles**

- ❖ You must report any medical condition that will affect your ability to drive.
- ❖ If you drive your own vehicle on company business, you must provide proof (when requested) that it has been serviced properly and that you hold business insurance.
- ❖ You must not use a hand held mobile phone whilst driving.

## **Accidents**

- ❖ You must report any injury suffered at work to the person in charge and enter details in the Accident Book.
- ❖ You must report immediately all accidents and dangerous occurrences to the person in charge.
- ❖ You must report all instances of damage to any property or articles.

## **Health**

- ❖ You must report to the person in charge any medical condition which could affect safety.
- ❖ You must cooperate with the organisation's health surveillance provisions.
- ❖ You must inform the person in charge, as soon as possible, if you are pregnant.
- ❖ You must report to the person in charge any instances of illness that could compromise food hygiene. This includes;
  - Diarrhoea, sickness (vomiting) and other stomach disorders
  - Any discharge from the eyes, ears or nose or a sore throat
  - Any septic skin condition such as sores, boils, septic cuts etc.
  - Any other infection.
  - You must inform your employer of any infections or illness immediately.
- ❖ Decisions to keep you away from work due to illness will only be taken by managers after careful consideration.

## **Drugs and Medicines**

- ❖ All employees authorised for administering medication must obey the established procedures.
- ❖ The misuse of drugs or medicines is a disciplinary offence.
- ❖ All drugs and medicines that are not needed must be disposed of correctly.
- ❖ All dispensing of medicines must be carefully recorded.

## **Hygiene**

- ❖ You must maintain high standards of personal hygiene at all times.
- ❖ You must protect all open wounds with the appropriate dressings provided.
- ❖ You must report all relevant infections immediately to the person in charge.
- ❖ You must not consume food or drinks in a place where it may become contaminated.

## **Drug or Alcohol**

In this Company the use of drugs and/or alcohol by employees is strictly prohibited at all times and under all circumstances:

In all such circumstances, where an employee either attends work under the influence of drugs or alcohol or uses drugs or alcohol whilst at work:

- ❖ The employee will be sent home
- ❖ The disciplinary procedure will be applied
- ❖ The police will be informed (in the case of drug use at the Company).

## **Rules Covering Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- ❖ Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- ❖ Interference with or misuse of any equipment, for use at work that may cause harm.

## **Consultation**

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place between us. This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis and the content of meetings is documented. We consult with our employees during staff meetings and on a one to one basis over matters concerning health and safety.

## **Fire / Emergency Procedure upon Discovering Fire**

Should you discover a fire, raise the alarm by the established method identified in your training.

- ❖ Telephone the emergency services by using the organisation's agreed procedure. Provide your telephone number, address, postcode and location of the fire. Speak slowly and clearly.
- ❖ Ensure the relevant information is relayed back to you correctly.
- ❖ Leave by the nearest emergency exit and go to your established assembly point.
- ❖ DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

## **Emergency Evacuation Arrangements**

**In the event of the alarm being raised, the following action must be taken:**

- ❖ Leave the building by the nearest available emergency exit.
- ❖ Do not stop for personal belongings.
- ❖ Report to your established assembly point.
- ❖ Ensure the Senior Fire Officer is informed of any situations that may affect the safe evacuation of the premises.
- ❖ DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

## **First Aid**

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner. In the event that you have an accident resulting in an injury, however minor, you must report to the person appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the **Accident Book**. If you are in the vicinity of a serious accident then you must inform the First Aider immediately. If the First Aider is unavailable, you must inform the designated 'Appointed Person' to deal with the situation. The name and location of the persons appointed to administer first aid can be found on the **First Aid Notices** that are placed in prominent positions throughout the workplace. Accidents that do not result in an injury must also be reported.

## **Hazard Reporting**

We have procedural arrangements in place to encourage your involvement in the reporting of hazards that may affect you or others. This procedure provides a method of communication of all hazards, unsafe conditions and practices. Such hazards will be reported using a **Hazard Log**. The form is available for use and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not our employees. This may also apply to contractors working on the premises where their work activities are likely to affect our employees.

You should participate fully in ensuring that this procedure is adhered to and that defects or hazards are reported immediately in the interest of adherence to our Health and Safety Policy. If you require assistance ask/seek from Line Manager. If you prefer to report defects or hazards verbally then do so to Line Manager. In these instances the report should be made to your Line Manager who will complete the **Hazard Log** on your behalf.

## **Occupational Health**

We have a legal responsibility to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity. Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessment Manual**.

These assessments will identify any occupational health issues that require controlling. If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is likely to cause long term harm and may affect your ability to safely continue with your normal duties. We reserve the right to refer you to an Occupational Health Practitioner appointed by ourselves. If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken: bronchitis, heart complaints, epilepsy, allergy to any substance e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes. This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

## **Risk Assessments**

We recognise that we have responsibilities to carry out risk assessments so that we can identify:

- ❖ The significant hazards those employees or those in connection with our business may be exposed to.
- ❖ Who could be harmed and how?
- ❖ What is the likelihood that someone could be harmed by the hazard?
- ❖ How the hazards are controlled and whether any action is required to deal with the hazard.

Completed risk assessments forms can be found in the **Risk Assessments Manual and service user files**.

Where necessary, copies of the completed risk assessment forms will also be placed in the relevant department. The control measures identified in the risk assessments will form part of our safe working practices and procedures. You will receive instruction in the form of training and information on both the control measures and safe working practices and procedures. You must comply with those instructions at all times.

## **Safety Records**

We have a need to maintain records of our activities (information on these can be found in the **Policy and Procedures Manual**). Completed records can be found in the **Safety Records Manual**.

## **Training**

All new Staff will read the Policy on Health & Safety as part of their Induction Process; all staff will be required to demonstrate a good understanding. All staff will attend Moving and Handling training. In addition, all Staff will be appropriately trained to perform their duties safely and competently and those Staff who need to use specialist equipment will be fully trained and supervised while they are developing their competency, and may, as required engage the expertise of professional bodies to give guidance to employees. All staff will be required to attend refresher training annually or sooner if required.

### **Health & Safety Induction training should include:**

- ❖ A clear statement and parameters of responsibility of care staff and employer
- ❖ Guidance on appropriate clothing and footwear
- ❖ Procedures for reporting and recording accidents to Service Users and care staff
- ❖ Training in dealing with violent incidents (or potential incidents) and challenging behaviour
- ❖ Personal safety and violence prevention towards staff
- ❖ Dealing with sexual and/or racial harassment
- ❖ Control of substances hazardous to health
- ❖ Moving and handling
- ❖ First aid (as appropriate to the agency's Service Users)
- ❖ Basic hygiene and infection control including dealing with bodily fluids and incontinence management
- ❖ Food preparation, storage and hygiene
- ❖ Training on policies and parameters of responsibility in relation to administering of medication
- ❖ Notification of transmittable diseases and implications for confidentiality, protection, etc
- ❖ Wearing and use of protective clothing
- ❖ Risk assessment including common hazards in the home
- ❖ Maintaining privacy and respect when using equipment, e.g. hoists
- ❖ Dealing with pets, pests and infestation
- ❖ Reporting of concerns or faulty equipment
- ❖ The rights of Service Users to take risks
- ❖ Action to take in an emergency situation (as appropriate to the Company's Service Users).

**Training in manual handling is an essential part of Health & Safety management**

**Review of this Procedure is reviewed periodically or sooner if required**

**Name:**

Jacqueline Holroyd IOSH

Registered Manager

EVOLVE POLICY & PROCEDURE