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Health & Safety

Introduction

ABC Care and Education Ltd (ABC) will demonstrate a consistent and vigilant approach to all matters concerning health and Safety. In that ABC will ensure as far as is reasonably possible the continued health and safety of all the young persons in its care, the staff and the visitors to all establishments operated by or under the control of the organisation. In this context ABC assumes the ultimate responsibility to provide information, equipment, instruction and training to ensure that the any employee responsibilities are fully understood and complied with.

In order to achieve the above ABC has developed the following specific policy, though adherence to the generic statements shown below will help ensure the continuing health and safety of all:

- Any appropriate precautions will be taken to ensure that all equipment and materials are used, handled and stored by the safest possible means.
- Every effort will be made to ensure that the materials and equipment used are the safest practicably available to the company
- All members of staff will receive the most up to date information and training in respect of all practices undertaken and equipment and materials used.
- All equipment used will be monitored at appropriate junctures to ensure it is in a safe and efficient condition.
- The ultimate responsibility for the Health and Safety of all individuals within the organisation lies with the Head of Care, though the vast majority of the practices and responsibilities on a day to day basis will be delegated to the Manager of the individual home and on occasion further relinquished to the designated officer in each home.

General

The Health and Safety at Work Act 1974 dictates that all employees assume a responsibility in their actions to ensure the continued health and safety of themselves, the young persons in the home and all staff and visitors they may come into contact with. Furthermore they must co-operate with the management to enable the employer to carry out his legal duties and must not intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare.

Any employees acting outside this brief will be subject to disciplinary review and possible action.

In complying with the above all staff should ensure they:

- Establish and maintain safe working procedures
- Attempt to safely resolve any health and safety problem any young person or member of staff refers to them.
- Carry out regular safety inspections in any area of the working environment they regularly use. This should include appropriate risk assessments, which must be recorded in writing and reviewed regularly.
- All employees will be covered by the Employer's Liability Insurance taken out by ABC.
- Any accidents must be written down in the accident book which will be monitored by the manager to help maintain safe working practices.
- If they are in any doubt about the use of equipment and/or materials staff should ask the appointed Health and Safety officer for advice.

ABC will provide information relating to Health and safety for all employees in this policy and in a poster published by the Health and Safety Executive.

Specific Responsibilities

It is the duty of all Directors, Managers and Supervisors to ensure that safety and health factors are fully taken into account when designing equipment and operating procedures. Managers are also responsible for ensuring that employees understand the Health and Safety policy and any Health and Safety rules relating to their jobs. Employees must also be adequately trained and made fully aware of any Health and Safety hazards in their areas of work, such any young person who has been verbally or physically challenging within a two hour period before travelling to a family\social work/ or multi agency visit should be asked to sit in the back left hand side of the vehicle before the journey commences to prevent distraction or disruption to the driver. Directors, Managers and or Supervisors will challenge any claim made against the company if it is found staff have not followed the specific responsibilities detailed.

All employees of ABC must:

- Ensure appropriate safety precautions are taken and instructions given to all those they interact with.
- Comply with all relevant verbal and written instructions in the area of health and safety.
- Report all breaches of Health and Safety regulations, or any safety hazards to the appropriate manager
- Observe all the safety regulations.
- Dress appropriately and safely for their specific job role or work place
- Only use equipment on which they have been specifically trained.
- Use any protective clothing or safety/guarding equipment provided and store said items correctly in the appropriate space. Any faults or gaps in the provision with regard to this clothing or equipment must be reported to the appropriate manager immediately.
- Only clean or attempt to remove parts from equipment, which is not moving and has been isolated from its power source.
- Turn off and where possible isolate from its power source any machinery which they have operated before they the machine and relinquish responsibility for its operation.
- Follow set down guidelines and instructions with regard to all equipment, machinery,

- substances and any other products they come into contact with while working for ABC.
- Ensure all equipment, tools and substances they use are kept in a safe condition and report any problems to the appropriate manager at once. All of the above must be returned to the appropriate safe storage area after use. At no time should any employee attempt to repair any equipment or tools that they have not been trained to do so.
 - Report all accidents to the appropriate manager regardless of if any injury or damage to property occurs.
 - Seek medical treatment for any injury they may receive and report the incident and the treatment/advice received to the appropriate manager as soon as practicably possible.
 - Alert the appropriate manager of any pre-existing or new medical conditions, which may affect the health, or safety of themselves or others they may come into contact with.
 - Attend as required by appropriate manager any training/meeting in the area of health and safety.
 - Follow exactly the procedures for evacuation of the building and be aware of the positioning of all exits and equipment for fighting fires.
 - Keep stairways, passageways and work and living areas clear and in a clean and tidy condition and remove any spillages using the facilities provided and following the correct set down procedure.
 - Not cause an obstruction to any designated fire escape route, fire equipment or fire doors. They must also report to the appropriate manager when they have used or witnessed any of the fire equipment being used or tested.
 - ABC recognises that there are many potential health and safety issues surrounding the use of transport and as such have developed the following guidelines, all employees must:
 - Only drive vehicles on bona fide business for ABC which are safe, well maintained and hold the appropriate tax and MOT certificates and for which they hold the appropriate licence and insurance.
 - Must operate vehicles safely and conform to all appropriate legislation.
 - Inform the appropriate manager should they currently hold or subsequently receive any penalty points.
 - Complete appropriate safety checks on any vehicle they use in carrying out bona fide business of ABC before they set off.
 - At no time carry more passengers than the number the vehicle is authorised to take.
 - Allow any persons or materials other than those agreed with the line manager and in accordance with any risk assessment carried out into the vehicle at any time.
 - Never operate vehicles whilst suffering from any physical or mental condition, which may impair their ability to drive safely.
 - Use the designated parking spaces at the home, which are risk assessed to minimise any risk to young persons, staff and visitors.
 - Ensure that any young persons in the care of ABC are accompanied by a member of staff when using a taxi. If in an extreme situation this is not possible only taxi firms approved by social services should be used.

Any persons disregarding the above information will leave themselves liable to disciplinary action and in many cases may find themselves being charged with gross misconduct.

Fire Precautions

Every home operated by ABC will have a fire procedure which will be displayed in an accessible and prominent position. The manager of each home will undertake to ensure that all employees, young

persons and visitors will be made aware of these procedures.

In each home there must be a fire practice which takes place at least once a month at a variety of times including at night. All these practices must be recorded in the appropriate log.

Each home will have easy access to all appropriate forms of extinguishing equipment designed to deal with any predictable form of fire, as well appropriate entry and exits as designated by the fire officer which are always kept clear and accessible.

Should any fire equipment be used in any way it must be checked to ensure it is still capable of its designated use. The manager of the home must be informed of the incident, which should also be logged in the appropriate book.

All fire equipment will undergo checks as stipulated in the appropriate legislation or the manufactures guidelines.

All staff on the business of ABC on a visit to any other place must make themselves aware of the fire procedures at these premises.

Any vehicles used for ABC business reasons must carry an appropriate fire extinguisher.

Fire Procedures

On the discovery of a fire staff should follow the following procedure:

- Dial 999 asking for the fire service.
- Give the telephone number you are speaking from
- State who you are
- The location of the fire
- Give a description of the fire

If possible pick up the visitors book and evacuate the home as quickly and safely as possible. If the situation demands the evacuation may be elevated to the top of the procedures.

Once safely outside the building you should call the manager of the home and a Director.

At no point should anybody attempt to go back into the building until told it is safe to do so by the Senior Fire Officer at the scene.

Use and Storage of Legal Drugs and Medicine

Please see [20a Medication Policy](#)

Procedure when dealing with Blood and other bodily fluids

Staff should always use disposable gloves when dealing with blood or any bodily fluids. Any blood / body fluids must be cleaned up as soon as possible using disinfected clothes. Any clothes infected in

this way should be placed in a sealed plastic bag and placed in an outside bin.

Staff should always wash their hands after dealing with such incidents.

ABC recommends that all members of staff should be immunised against Hepatitis B.

You should also refer to the policy on HIV / AIDS: [42 HIV/AIDS Infection Control Policy](#)

Control of Hazardous Substances (COSHH)

The COSHH Regulations state that all staff have a duty to prevent or control exposure of employees, clients or visitors to substances hazardous to health.

Any new or unusual substances brought onto the premises must be with the full knowledge and approval of the nominated Health and Safety Officer who must then carry out a full COSHH assessment.

Electrical

All electrical systems must be registered as safe by an appropriately qualified person (PAT Testing). A certificate, which complies with the regulations in force at the time, should be issued.

Staff should inspect all electrical items for any signs of wear and tear and to ensure they are all connected correctly and are fitted with an appropriate fuse.

As much as possible all and extension leads should be stored to avoid any possible tripping hazard.

All appliances not in use should not be left on standby and should be unplugged.

Risk Assessment

Staff must carry out risk assessments on the activities shown below as a minimum and any others, which are identified as requiring such action. These risk assessments should be recorded in the appropriate log and reviewed on a regular basis:

- The premises and grounds
- Fire
- Outbreaks of illness
- Allegations or complaints
- Staff absence
- Problems with the control of young persons
- Emergency admissions
- The known and potential activities of the young persons.
- The potential for bullying and abuse within or outside the home.

Reporting an Injury

Report the injury to the Health and Safety office in the home. They will then contact the appropriate authority if necessary.

An accident report form must be completed as soon as possible and certainly within 7 working days, a copy of this should be sent to the appropriate authority.

Dangerous Incidents

Any of the incidents described below will come into this category:

- A fire or explosion, which results in the suspension of work at the home
- The collapse of an overturning of any load
- Any major incident with a pressurised piece of equipment such as a boiler
- An electrical problem, which results in fire or explosion
- A collapse involving buildings or scaffolding
- Any explosion, which is unplanned
- Any collision, which could potentially have caused the death of or injury of any person.

Reporting a Dangerous Incident

The member of staff contact the Managed at the home, or a director who should ensure the appropriate authority is informed.

This should then trigger the appropriate form to be completed and sent to the authority as soon as possible and certainly within 7 working days.

The incident should be recorded in the appropriate log at the home.

Cleaning

A cleaning schedule will be established by the manager of the home, which all staff must follow.

Young persons will be expected to keep their bedrooms clean and tidy and assist with other reasonable cleaning in the home. It is reasonable to ask them to wash up after meals but it is not appropriate to expect them to take on major cleaning tasks.

General

Any breaches of the skin should be covered with a blue waterproof dressing.

A comprehensive first aid kit must be provided and maintained. All staff should be aware of its location, which should be easily accessible.

Staff must be provided safe and secure storage for their personal effects.

Staff *where possible* will have separate washing and toilet facilities.

All appropriate warning notices from the Medical Device Agency must be acted upon.

All Gas appliances, boilers etc and installations must be inspected by a registered inspector annually.

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