

HS08 - Hazard Reporting Policy and Procedure

Category: Health and Safety Sub-category: Health & Safety






Policy Review Sheet

Review Date: 18/04/17 Policy Last Amended: 18/04/17


Next planned review in 12 months, or sooner as required.

Note: The full policy change history is available in your online management system.

Business Impact:	Low	Medium	High	Critical
		X		
Changes are important, but urgent implementation is not required, incorporate into your existing workflow.				

 Reason for this review:	Scheduled review
 Were changes made?	Yes
 Summary:	This policy has been reviewed with additional information added and reformatted. This policy also has a new reference code, it was previously HS04.
 Relevant Legislation:	<ul style="list-style-type: none"> Civil Contingences Act 2004 Control of Substances Hazardous to Health Regulations 2002 The Controlled Drugs (Supervision of Management and Use) Regulations 2013 The Electricity at Work Regulations 1989 The Food Safety and Hygiene (England) Regulations 2013 The Gas Safety (Installation and Use) Regulations 1998 The Hazardous Waste (England and Wales) Regulations 2005 The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Health and Safety at Work etc. Act 1974 The Health and Safety (First Aid) Regulations 1981 The Ionising Radiations Regulations 1999 The Ionising Radiation (Medical Exposure) Regulations 2000 Management of Health and Safety at Work Regulations 1999 The Manual Handling Operations Regulations 1992 The Health and Safety (Miscellaneous Amendments) 2002 The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007 The Regulatory Reform (Fire Safety) Order 2005 RIDDOR
 Underpinning Knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> HSE, (2017), <i>Controlling the Risk in a Workplace</i>. [Online] Available from: http://www.hse.gov.uk/risk/controlling-risks.htm [Accessed: 21/03/2017] HSE, (2014), <i>Health and Safety in Care Homes</i>. [Online] Available from: http://www.hse.gov.uk/pubns/books/hsg220.htm [Accessed: 21/03/2017]

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 Suggested action:	<ul style="list-style-type: none"> Notify all staff of changes to policy Share key facts with people involved in the service Training sessions Discuss in team meetings Impact assessment/action plan Confirm relevant staff understand the content of the policy
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1. Purpose

- 1.1 To comply with statutes, regulations and quality standards.
- 1.2 To ensure robust systems are in place to monitor and eliminate the likelihood of hazards occurring.
- 1.3 To protect Service Users, staff, visitors and all who use our services from harm.
- 1.4 To support in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
SAFE	S2: How are risks to individuals and the service managed so that people are protected and their freedom is supported and respected?
WELL-LED	W2: How does the service demonstrate good management and leadership?

- 1.5 To meet the legal requirements of the regulated activities that is registered to provide:

- | Civil Contingences Act 2004
- | Control of Substances Hazardous to Health Regulations 2002
- | The Controlled Drugs (Supervision of Management and Use) Regulations 2013
- | The Electricity at Work Regulations 1989
- | The Food Safety and Hygiene (England) Regulations 2013
- | The Gas Safety (Installation and Use) Regulations 1998
- | The Hazardous Waste (England and Wales) Regulations 2005
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | Health and Safety at Work etc. Act 1974
- | The Health and Safety (First Aid) Regulations 1981
- | The Ionising Radiations Regulations 1999
- | The Ionising Radiation (Medical Exposure) Regulations 2000
- | Management of Health and Safety at Work Regulations 1999
- | The Manual Handling Operations Regulations 1992
- | The Health and Safety (Miscellaneous Amendments) 2002
- | The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007
- | The Regulatory Reform (Fire Safety) Order 2005
- | RIDDOR



2. Scope

- 2.1 The following roles may be affected by this policy:

- | All staff

- 2.2 The following Service Users may be affected by this policy:

- | All service users

- 2.3 The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives
- | Commissioners
- | External health professionals
- | Local Authority
- | NHS

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3. Objectives

3.1 To ensure that staff understand their responsibility to identify potential hazards within the workplace and their legal duty to report conditions that might cause harm.



4. Policy

4.1 will ensure that there is an effective system for the reporting of hazards found by staff in their workplace.

4.2 will ensure all reported hazards are dealt with efficiently and in a timely manner.

4.3 will check that action has been taken following receipt of a hazard report.

4.4 will train staff to verbally report the following circumstances immediately:

- | Discovery of a fire
- | Ineffective, defective or missing guards
- | Damaged or ineffective personal protective equipment or clothing
- | Faulty equipment that cannot be operated safely
- | Insufficient training or information to carry out your work safely
- | Insufficient information on the use and handling of a hazardous substance
- | Spillage of a hazardous substance
- | Potential incident or dangerous occurrence
- | Complete check-lists for hazard spotting at prescribed intervals



5. Procedure

5.1 Ensure that Hazard Record forms are stored in prominent, accessible areas so that they are easy to find.

5.2 Inform employees of the Hazard Records locations and how to complete them.

5.3 In the event a hazard is identified the following action should take place:

- | Employee identifies hazard
- | Employee contacts supervisor immediately, and employee completes form
- | Supervisor decides on action to take
- | The corrective action takes place to ensure the safety and well-being of staff, Service Users and any visitors
- | Senior Manager monitors reports and actions

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6. Definitions

6.1 Hazard

- | A **HAZARD** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.

6.2 Personal Protective Equipment

- | Personal Protective Equipment is sometimes known as PPE. This is protective equipment used in the workplace to assist in the protection of harm, i.e. gloves when dealing with bloods, safety glasses when dealing with liquids, etc.

6.3 Hazardous Substances

- | This refers to substances, i.e. liquids, solids, gases or other such chemicals which when in use could harm, i.e. breathing in vapours, dusts inhalation, cleaning fluids
- | They could also be drugs and medicines, soiled laundry or exposure to body fluids
- | Having control measure in place will reduce the harm from using these products

6.4 Accident

- | An accident will always refer to harm sustained to a person (vulnerable adult, member of staff, visitors, contractors and the general public)

6.5 Incident

- | Incident refers to buildings, vehicles, equipment, etc. For example, things which get damaged (where people are NOT harmed from the occurrence)



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | Managers of are to ensure that staff have been trained, are aware of and can access information on reporting hazards in the workplace, including access to the hazard reporting forms
- | Managers of are to ensure that staff have access to PPE, spillage kit etc. and are trained in how to use them correctly
- | Managers of are to ensure that hazardous substance are safely stored in a secure and locked cabinet which is away from vulnerable adults and there is limited access through a named key holder, i.e. Registered Nurse, Responsible Individual, etc.
- | Ensure that all medication is in a locked medical cabinet (double locked if controlled medication) and that only the registered nurse, GP, etc. has access to them. That all medication is fully documented on the MAR charts and a full audit trail is in place

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Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | If you become aware of a hazard or anything of concern, please report this to Wellbeing Residential Ltd through Ms Tracey Klue Tracey@wellbeingcaregroup.com 01775760563 immediately. Please do not touch or seek to move the hazard - your safety is important to us
- | If you feel that your request has not been heard, report this to The Registered Manager at:

They should also provide you with how you can appeal



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

Health and Safety in Care Homes (HSG220 2nd Edition) 2014



Outstanding Practice

To be outstanding in this policy area you could provide evidence that:

- | Hazard reporting is a key component in identifying trends and reducing the likelihood of an occurrence. This will help you put control measures in place to reduce such occurrences happening
- | Staff are debriefed through team meetings, supervision of re-occurring hazard trends and provided opportunity to discuss improvements which could be made
- | Risk assessments which are linked to particular hazard trends are reviewed to assess if the risk can be eliminated or reduced by further control measures
- | Service User have a valuable contribution to service delivery and their voices are heard through support groups and meetings



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Hazard Record - HS08	To be used to report any hazard identified at any time by any person.	QCS

Hazard Record - HS08

If a hazard is identified, complete this form and give it immediately to your supervisor

Hazard:	
Location:	
Description of hazard:	
Reported by (name and signature):	
Date:	
Reported to (name):	
Action taken:	
On (date):	
By (name and signature):	

Hazard Record - HS08

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