



Health and Safety Policy

Revised March 2013

General Health and Safety Policy

Name of home: Wellebing Residential Group

General Statement

It is the policy of the Wellbeing Residential Group to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. Both the staff and management of the Wellbeing Residential Group will work in partnership to take steps to ensure that its statutory duties with regard to safety are met at all times.

The Wellbeing Residential Group is committed to the following.

- That we will provide adequate control of the health and safety risks arising from our work activities at all times.
- That we will consult with our employees on matters affecting their health and safety.
- That we will provide and maintain safe plant and equipment at all times.
- That we will ensure the safe handling and use of substances.
- That we will provide information, instruction, training and supervision as required.
- That we will ensure all employees and contractors are competent to do their tasks, and to give them adequate training.
- That we will act to prevent accidents and cases of work-related ill health.
- That we will ensure that the use, handling, storage and transport of items and substances is carried out safely and that risks to health are controlled.
- That we will provide, manage and maintain our workplaces, grounds, properties and working conditions so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- That we will provide the necessary organisation, expertise and resource - including communication and consultation, planning, monitoring, inspection and auditing procedures - to ensure that there is effective management of health and safety throughout the home.
- That we will review and revise this policy, and all associated health and safety policies, as necessary at regular intervals and inform our staff of any changes.

The Organisation of Health and Safety within the Wellbeing Residential Group

The overall and final responsibility for health and safety in this home is that of the Homes Manager.

Day-to-day responsibility for ensuring this policy is implemented is that of the Homes Manager

To ensure that adequate health and safety standards are maintained and improved, the following people have responsibility in identified areas.

Registered Manager

Area of Responsibility
Fire Drills and Evacuation
Manual Handling
First Aid
Risk Assessment
Accident reporting/recording
Accident Prevention/Prevention of
Slips, Trips and Falls
Health and Safety Information and
Training
Infection Control
COSHH
Equipment safety

The Wellbeing Residential Group's Responsibilities

The Wellbeing Residential Group will ensure that:

1. all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
2. a member of senior management maintains specific responsibility for health and safety
3. competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the home
4. all employees are consulted on matters relating to health, safety and welfare
5. adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees' Responsibilities

Employees must ensure that they:

1. co-operate with management to enable all statutory duties to be complied with
2. take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Specific Arrangements for Health and Safety

Risk Assessments

The Wellbeing Residential Group understands the need for regular risk assessments to ensure that risks and hazards are identified and suitable controls put in place to eliminate hazards and reduce those risks.

The Home Manager is responsible for performing regular risk assessments of the workplace. The findings of the risk assessments will be reported to the Home Manager and action to remove or control risks will be the responsibility of the Home Manager. Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.

Emergency Procedures — Fire and Evacuation

The Wellbeing Residential Group understands how dangerous a fire in a care environment can be. The Wellbeing Residential Group will therefore take all reasonable action to ensure that fire is prevented and that, in the event of a fire, staff, residents and visitors can be safely evacuated.

The Home Manager is responsible for ensuring the fire risk assessment is undertaken and implemented and kept up to date, also for ensuring that the emergency evacuation procedure is in place, is kept up to date and is appropriately communicated to all residents, staff and visitors.

The Home Manager will perform daily checks on escape routes, fire extinguishers and fire fighting equipment and the results recorded. Alarms will be tested by the Home Manager and a fire drill will be held every quarter.

Plant and Equipment

The Wellbeing Residential Group understands its responsibility to ensure that all plant and equipment is safe to use and appropriately maintained and serviced.

The Homes manager will be responsible for identifying all equipment that needs regular maintenance and servicing. Defective equipment should be taken out of service by staff and any problems found with equipment should be reported to either Bob Dhaliwal or Keith Pang who will prioritise and order repairs or replacement as appropriate. Full servicing and maintenance records will be kept.

Safe Handling of Hazardous Substances (COSHH)

The Wellbeing Residential Group understands the need to ensure that staff and residents are protected from potentially hazardous substances.

The Home Manager will be responsible for identifying all substances which need a COSHH assessment and for ensuring that those assessments are completed and kept up to date. Product information sheets for each identified substance will be kept in a file that is accessible to staff.

Health and Safety Information, Training and Supervision

The Home Manager will be responsible for ensuring that an up to date Health and Safety Law poster is prominently displayed in the home and that all relevant health and safety

information is passed on to relevant staff. The Home Manager is responsible for co-ordinating health and safety training in the home, including induction training, manual handling training, fire training, first-aid training and specialist training in risk assessment and health and safety management. The Wellbeing Residential Group will keep records of staff training and all staff will be held responsible for ensuring that they attend any training required.

Specific jobs requiring specialist training are as follows: managers and senior carers

Wellbeing Residential Group all staff will be adequately appraised and supervised. Supervision of young workers and trainees will be arranged, co-ordinated and monitored by the Home Manager.

Accidents and First Aid

The Wellbeing Residential Group understand the need to ensure that all accidents and incidents are reported and adequate records kept and reviewed so that trends and patterns can be identified and action taken.

The Home Manager is responsible for ensuring that accident records are kept and monitored and that any appropriate actions resulting from reviews are put into action.

The Accident Book/Accident Forms are available from the nurses station.

The Home Manager is responsible for investigating accidents and for reporting accidents, diseases and dangerous occurrences to the enforcing authority if required. In the Wellbeing Residential Group the following staff are qualified as first aiders:

In the Wellbeing Residential Group the following staff are trained to act as appointed persons for first aid:

First-aid boxes are placed in the following locations in the nurses station

Work-related ill health

The Wellbeing Residential Group is committed to taking any reasonable action to ensure the health and wellbeing of its staff. The Wellbeing Residential Group understands that sickness rates can indicate underlying occupational health problems and issues.

Either Bob Dhaliwal or Keith Pang is responsible for ensuring adequate and appropriate facilities and arrangements for welfare at work. In this home the Home Manager will provide occupational health advice and services.

Health and Safety Policies

The Wellbeing Residential Group has the following policies:

- Fire Safety Policy
- Emergency Evacuation Policy
- First Aid Policy

- Moving and Handling Policy
- COSHH Policy
- Infection Control Policy
- Accidents Policy
- Prevention of Slips, Trips and Falls Policy
- Health and Safety Training Policy
- Working at Height Policy
- Employing Contractors Policy
- Record Keeping Policy

The Home Manager is responsible for ensuring that policies are made available to staff, are kept up to date and that any changes are communicated to staff and residents as required.

Review

This policy will next be reviewed 0 0 0 0 0 .

Signed

Title:

Date _____