



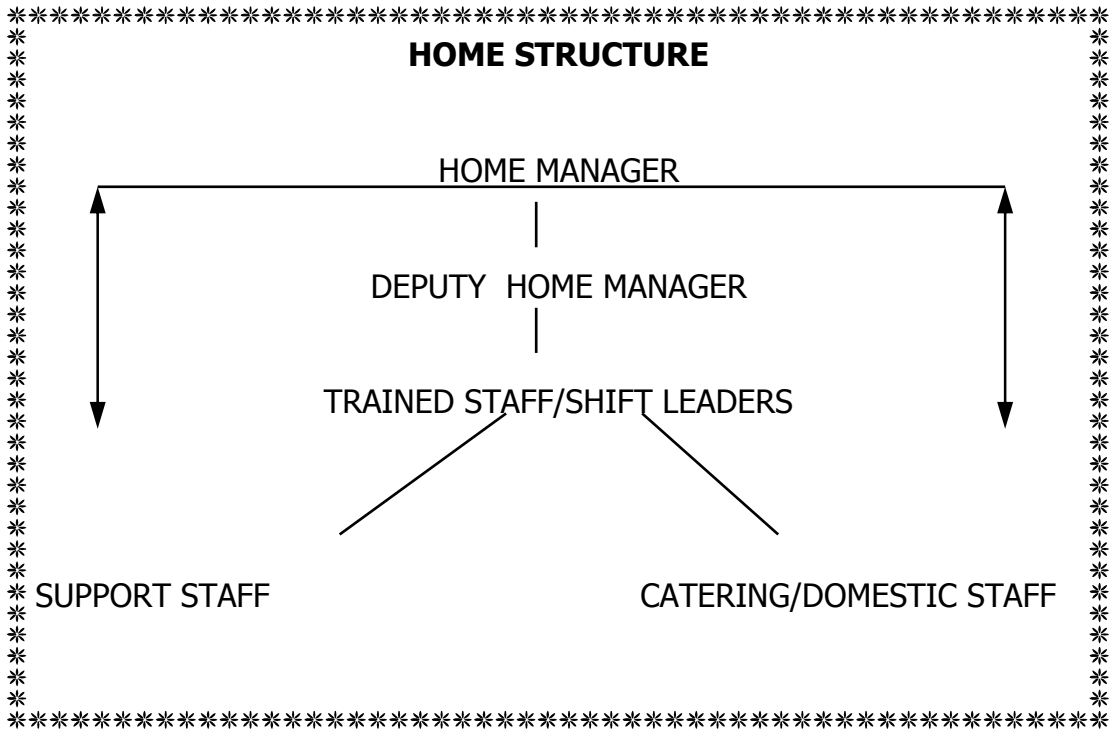
HEALTH AND SAFETY GUIDELINES

ALL HOMES SHOULD FOLLOW THE DRH GENERAL HEALTH & SAFETY POLICY BUT THESE GUIDELINES ARE SPECIFIC TO THE INDIVIDUAL HOME NAMED BELOW AND SHOULD BE READ IN CONJUNCTION WITH THE MAIN POLICY.

These guidelines are effective from and should be reviewed annually:

(DATE)

NAME AND ADDRESS OF HOME



FORUM FOR HEALTH AND SAFETY

Urgent Health and Safety issues must be communicated to the Home Manager as soon as possible. Non-urgent Health and Safety ideas or concerns can be discussed at the home staff meetings.

METHODS OF WORKING

Methods of work and local safe working systems governing the activities undertaken in this home are laid down in:

- 1.
- 2.
- 3.
- 4.
- 5.

These methods must take account of safe practice, identifying hazards and the means of controlling them.

MANAGEMENT ACCOUNTABILITY

The responsibility for implementing, monitoring and enforcing DRH Health and Safety Policy for this home is:

.....**Home Manager**

The Home Manager is responsible for Health & Safety within the home and ensuring that the Health & Safety Policy and Guidelines are followed by all staff in the home.

SPECIFIC RESPONSIBILITIES FOR EMPLOYEES

All employees are obliged to:

- * Take reasonable care of their own health and safety.
- * Take reasonable care of the health and safety of all other persons who may be affected by their acts or omissions.
- * Read and comply with all Health and Safety Policies, DRH Health & Safety Code of Practice, and complete the Health & Safety Workbook annually.
- * Adhere to developed safe systems of work and use protective equipment provided for their safety.
- * Attend / complete all mandatory training at specified intervals

LEGAL RESPONSIBILITY

It is a statutory requirement that Health and Safety is the responsibility of both employer and employee. Failure to comply with Health & Safety guidelines could result in disciplinary action or, ultimately, litigation.

LIAISON OFFICERS

Liaison Officers are responsible for assisting managers to address any significant Health and Safety shortcomings. They can arrange for the correction of minor or urgent problems immediately. More expensive requirements are reported back for prioritisation. The Liaison Officers responsible are noted below:

DEBORAH STRANGE

Sandhills
109/111 Coldharbour
5 Prince of Wales Road
3 Prince of Wales Road
Sunnyview
Rawleigh House
Holly Bank
196 Abbotsbury Road
Beechcroft

CHARLOTTE KEITH

46 West Allington
Greenhills
193 St Andrews Road
32 Knightstone Rise

JILL ROBBINS

Fairfield House
Elsadene
Casterbridge House
Foresters
Connaught House
5 Dick O' The Banks Road
Kirtelton Ave

Liaison Officers visit homes regularly and are contactable at any time for queries or advice.

THE ROLE OF SAFETY REPRESENTATIVES

DRH actively involve accredited and nominated safety representatives fully in Health and Safety matters. In particular attendance at Health & Safety Meetings, monitoring accident/incident reports, consultation with the Home Manager regarding Health and Safety matters and provision of time to attend appropriate training and carry out their safety audits.

The Health & Safety Representative for this home is:





REPRESENTATIVES WITH OTHER SPECIFIC RESPONSIBILITIES

1. The Back Care Advisor for this home is:

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2. The Risk Assessor for this home is:

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3. The COSHH Representative for this home is:

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4. The First Aiders for this home are:

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5. The Control of Infection Link Person is:

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6. The Training Representative is:

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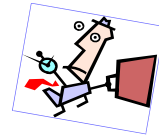
OCCUPATIONAL HEALTH ARRANGEMENTS

DRH employ the services of the NHS Trust's Occupational Health Service. They are contracted to supply the following:

- ⇒ Pre-employment screening
- ⇒ Health surveillance and monitoring
- ⇒ Advice, counselling and information

Occupational Health is a confidential service and available to all DRH staff through their Manager, via the Chief Executive or Deputy Chief Executive.

EMERGENCY ARRANGEMENTS



FIRE EMERGENCIES

The procedure for dealing with fire and evacuation for this home is located at:

.....
(state location)

MEDICAL EMERGENCIES

The procedure for dealing with medical emergencies in this home is located at:

.....
(state location)

FIRST AID BOX

The First Aid Box for this home is located at:

.....
(state location)

THE ACCIDENT BOOK

The Accident Reporting Book is located at:

.....
(state location)

DRH ON CALL SERVICE

Telephone numbers for DRH on call service are located at:

.....
(state location)

SIGNATURE OF HOME MANAGER:

Where there is any uncertainty regarding Health and Safety responsibilities or if you have any general comments or observations to improve Health and Safety do not hesitate to contact the Health & Safety Advisor at 22 Cornwall Road, Dorchester, telephone 01305 267483.