

FIRE

- * Make yourself aware of all Fire Prevention systems and procedures for your area.
- * Read your homes fire risk assessment
- * Know what to do in the event of fire.
- * Memorise your homes evacuation procedures.
- * Fire training is mandatory every 3 months for all staff and on induction of new staff.
- * Remember to close all FIRE doors.

GENERAL SAFETY

- * Use correct manual handling techniques
- * Adhere to safe systems of work at all times
- * Wear suitable clothing and footwear for all activities.
- * Wear protective clothing when provided and request it if it is not available.
- * Report all accidents or near misses to your Manager and complete an accident incident form.
- * Ensure that you are aware of your nearest First Aider, the location of the Accident Book and the accident reporting procedures.

DORSET RESIDENTIAL HOMES
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SAFETY CODE OF PRACTICE

This Safety Code does not replace detailed legislation and ALL must comply with legal requirements.

It is the intention of DRH to provide the safest and healthiest environment over the whole of its properties for service users, staff and visitors. DRH fully accepts its legal obligations under various health and safety statutory provisions and is committed to ensuring hazards to personal health and safety are minimised. Co-operation from everyone is sought to ensure that the highest possible standards are achieved. Everyone working on DRH sites shall at all times comply with the current safety regulations, taking into account, service users, colleagues, voluntary workers, visitors and contractors.

**BE AWARE - BE VIGILANT
REPORT PROBLEMS / DEFECTS
SAFETY IS THE RESPONSIBILITY
OF ALL**

GENERAL

- * The management of risk is the central core of DRH Health & Safety Policy. Awareness of this policy and the risk assessments within your working environment is essential for the protection of all.
- * Check pathways and drives are in good repair and free from tripping hazards.
- * Ensure corridors and routes leading to exits are kept free from obstruction at all times.
- * Ensure all rugs and mats are non-slip.
- * Use electric convector heaters and **NOT** radiant heaters, unless first approved by DRH. Portable oil heaters should not be used.
- * The use of multi-outlets to power points is **NOT** encouraged, but if used should be of the block type and contain a circuit breaker
- * Ensure all areas are cleaned daily to good environmental standards.
- * Ensure all communal areas are kept tidy and uncluttered.
- * Ensure all installations for electricity, water and gas are correctly positioned to prevent trailing leads.
- * Report all areas of concern to your manager

ENVIRONMENT

- * Ensure lighting is adequate in all areas especially at night.
- * Check furniture frequently to ensure good state of repair.

- * Ensure storage facilities for materials are suitable and do not store frequently used items in inaccessible places.
- * H&S Audits to be carried out every 3 months by the safety representative. Areas of concern can also be raised with your H&S representative

CARE OF EQUIPMENT

- * Ensure that **VISUAL** checks are regularly made on electrical appliances ie., check plugs, sockets, connection leads. Report faults and do not attempt to interfere with electrical items unless qualified to do so. DRH contractor checks Class 1 electrical appliances annually and visual checks are carried out during H&S audits quarterly. Keep vigilant on electrical safety as the consequences can lead to tragedy.
- * Ensure repairs/replacements of lighting are completed within a reasonable time.
- * All machinery/equipment must be regularly maintained and a record kept. Defects must be reported to your Liaison Officer.
- * All services must be checked annually and records kept.

MATERIALS & SUBSTANCES

- * A stock check of all chemical substances must be made at least quarterly to ensure all containers are safe, surpluses removed and safely disposed of.
- * Ensure correct segregation and disposal of waste.
- * Never put potentially dangerous substances into unmarked containers.