



## HEALTH SAFETY & WELFARE POLICY

### CHIEF EXECUTIVE'S STATEMENT

**DRH** is committed to taking all reasonable steps to ensure the health, safety and welfare of its employees so far as is reasonably practicable. We also fully accept our responsibility for other persons, not least our service users, who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

It is the duty of all managers to ensure that all processes and systems of work are designed to take account of health and safety and are appropriately supervised.

Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by his or her acts or omissions. Specific guidelines, policies and procedures for health and safety are set out in separate documents.

The main objective of effective risk management within DRH is to avoid harm, discomfort or distress to anyone arising from hazards associated with our activities or within the environment where these activities take place.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisation changes.

Signed.....Chief Executive

Dated.....

## **1. WHAT THE LAW AND GOVERNING BODIES REQUIRE**

The Health and Safety at Work Act 1974, places a duty on all employees to take reasonable care that they do not endanger themselves or anyone else who may be affected by their work activities.

DRH and its staff have a “Duty of Care” towards all our residents. This duty requires us to take reasonable care to avoid acts or omissions, which we can, reasonably foresee to harm another individual.

Management of Health and Safety at Work Regulations 1999 places a legal duty on employers to carry out risk assessments to help ensure a safe and healthy workplace. Under these regulations it is the employers responsibility to ensure that those carrying out these assessments are competent to do so.

This policy is also designed as a minimum, to reach standards set out by the Care Quality Commission (C.Q.C) and Supporting People’s Quality Assessment Framework.

## **2. ORGANISATIONAL ARRANGEMENTS**

### **2.1 Scope of the Policy**

DRH owes a duty of care to:

- All staff employed by DRH and working on DRH premises
- All staff employed by DRH and on duty working in other organisations’ premises
- All our service users, visitors and Contractors to DRH premises

### **2.2 Procedural arrangements within DRH**

#### **DRH Board**

The Chief Executive accepts responsibility for all matters, including those regarding health, safety and welfare.

Reports available to Board Members:

- Adverse Incident Reports every three months
- Access to computerised records of accidents/incidents when further information is required
- Minutes of Health & Safety Committee every three months
- Health & Safety Audits upon request
- Generic Risk assessments upon request

### **2.3 Health, Safety and Welfare Committee**

The Health & Safety Committee comprises a Safety Representative from each Home. This group meets every three months and is expected to provide a forum for exchange between managers and Health and Safety Representatives. The aim of the group is:

- To discuss matters relating to the health, safety and welfare of employees and to make recommendation for any action to be taken for improvements.
- To disseminate health and safety information to employees within the Home they represent.
- To promote co-operation between DRH staff.
- To instigate, develop and carry out measures to ensure health, safety and welfare of all employees, residents and visitors to DRH premises.
- To monitor quarterly Adverse Incident Reports.

Membership of this group may consist of:

- A Safety Representative from each home
- Liaison Officers
- Health & Safety Advisor

Minutes will go to:

- DRH Board
- Chief Executive
- All Committee members
- Home Managers – to be seen by all staff.

### **2.4 Competent Persons**

The Management of Health and Safety Regulations 1999 {reg.7(8)} requires an employer to appoint an employee as a competent person to advise on health and safety matters. The lead person is DRH Health and Safety Advisor who co-ordinates the health and safety programme throughout the organisational structure described above, with expert advice from:-

Croner Health & Safety Help Line  
The Institute of Safety and Health  
Health & Safety Executive  
Occupational Health Department ( NHS Trust)

Other competent persons will include Home/Deputy Managers, Health and Safety representatives, nominated risk assessors or any other person who has a knowledge and understanding of:-

- The work being assessed
- The principles of risk assessment and prevention of risk.
- Up to date health and safety measures
- Identification of hazards at work.

Competent people should be able to:

- Identify health and safety issues
- Assess the need for action
- Design, develop, implement, and monitor strategies and plans.
- Recognise their limitations and when to seek advice from others

## **2.5 Back Care Advisors**

Manual Handling training for all DRH staff is mandatory. To ensure that all staff receive appropriate training there is a Back Care advisor in each home. They will have completed a 5 day training course in people and non people handling.

BCA's will carry out in house manual handling training and advise the home manager regarding Manual Handling issues.

Training updates for BCA's is likely to be every other year in line with the Co-ordinators own training

## **2.6 Risk Assessors**

There will be a trained Risk Assessor in each home. The Risk Assessor will be on site to assist the Home Manager with any necessary risk assessments. He/she is in an advisory role and not expected to take management decisions.

## **2.7 Safety Representatives**

Where individual homes do not have an accredited safety representative, staff members should nominate a representative. The representative will attend quarterly Health and Safety Committee meetings and help disseminate health and safety information to employees within the Home they represent, to enable all staff to be aware of health and safety matters being discussed.

## **2.8 First Aiders**

There will be a trained First Aider / Nominated Person in each home.

## **2.9 Control of Infection**

There will be a Control of Infection Link person in each home to assist the Home Manager in maintaining standards according to the National Care Standard guidelines.

# **3. MANAGEMENT RESPONSIBILITIES**

## **3.1 The Board**

The Board is responsible for:

- ❖ Agreeing priorities and supporting the Health and Safety Agenda
- ❖ Monitoring accidents to staff, residents and visitors

- ❖ Committing resources to improve systems of work and a safe working environment
- ❖ Monitoring the impact of allocated resources
- ❖ Monitoring the effectiveness of the Health and Safety programmes

### **3.2 Chief Executive**

The Chief Executive is responsible for:

- ❖ Ensuring the development of local policy in all areas.
- ❖ Monitoring accidents to staff, residents and visitors
- ❖ Ensuring corrective action to prevent recurrence of accidents
- ❖ Ensuring corrective action when a Risk Assessment Report reveals higher levels of risk than anticipated
- ❖ Ensuring adequate training is in place to maintain safe systems of work.

### **3.3 Home Managers**

Home Managers are responsible for:

- ❖ Ensuring that employees, contractors and visitors are aware of safety procedures within their homes.
- ❖ Establishing that all equipment and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- ❖ Providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- ❖ Preparation of Health & Safety Departmental Guidelines for their Home
- ❖ Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- ❖ Bringing to the prompt attention of senior management any health and safety issue that requires their attention
- ❖ Ensuring that all accidents and near misses are properly recorded and reported
- ❖ Taking corrective action, whenever this is required, to prevent recurrence of accidents/incidents and absence from work
- ❖ Maintaining safe access to and egress from the workplace at all times
- ❖ Monitoring that all Health and Safety Policies are being adhered to and highlighting any areas where it is felt that the policies are inadequate to deal with any Health and Safety issue.
- ❖ Ensuring that all necessary Risk Assessments are completed, that assessments are monitored regularly and that appropriate information is available to staff.
- ❖ Identifying with Liaison Officers any areas where there is a need to commit additional resources to ensure health and safety is maintained or improved.

### **3.4 Liaison Officers**

Liaison Officers are responsible for:

- ❖ Monitoring that Health & Safety Policies within the Homes are being adhered to

- ❖ Ensuring that all accident/incident report forms are passed to the Health and Safety Advisor for recording.
- ❖ In liaison with the Home Manager ensuring that any necessary maintenance of the property or equipment is carried out to provide a safe environment.
- ❖ Reporting to the Chief Executive any areas where there is a need to commit additional resources to ensure health and safety is maintained or improved.
- ❖ Using their experience and knowledge to monitor health and safety in their homes and to highlight any problems found to the Home Manager.

### **3.5 Health & Safety Advisor**

The Health & Safety Advisor is responsible for:

- ❖ Acting as the lead nominated competent person to fulfil the requirements of Regulation 7(8) of the Management of Health and Safety Regulations.
- ❖ Assisting the Chief Executive in meeting Health & Safety obligations to ensure that statutory provisions are met and that the safety policy is adhered to.
- ❖ Keeping records of all adverse incidents and bringing to the attention of the Chief Executive any accidents or near misses of particular note or that require further action.
- ❖ Preparing a quarterly Accident/Incident Report for the Chief Executive & Board
- ❖ Organisation of DRH Health & Safety Committee
- ❖ Assisting with training when required to do so.

## **4. STAFF RESPONSIBILITIES**

### **4.1 Employees**

All employees must:

- ❖ Take reasonable care of their own health and safety
- ❖ Consider the safety of other persons who may be affected by their acts or omissions
- ❖ Work in accordance with information and training provided
- ❖ Disclose any medical condition that may have a significant and adverse impact on own well-being or that of service users and/or colleagues. Specifically staff are required to disclose any blood borne virus such as HIV; Hepatitis B or C.
- ❖ Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- ❖ Report any hazardous defects in equipment or shortcomings in the existing safety arrangements to their manager without delay.
- ❖ Not undertake any task for which authorisation and/or training has not been given.

### **4.2 Trade Union Accredited or Staff Nominated H & S Representatives**

- ❖ The role of accredited Health and Safety Representative is to assist in representing the views of staff to managers on any issues associated with health, safety and welfare. Health and Safety Representatives should attend Health and Safety Committee meetings and carry out the quarterly audits as per local agreement.

They may also carry out independent audits and represent their findings on behalf of staff, to Managers. All safety representatives whether accredited or not should be provided time to carry out their duties.

## **5. TRAINING**

Everybody working for DRH has a responsibility to participate in the training provided. Some training is mandatory for all care staff to ensure the safety of our employees and our service users. Details of training can be found in DRH Training Policy.

## **6. OCCUPATIONAL HEALTH SERVICES**

DRH employ the services of NHS Trust to provide occupational health cover for our staff. The following items are covered by this service:

- Pre-employment screening
- Immunisation
- Work related health problems
- Stress
- Advice

## **7. AUDIT AND REVIEW**

The overall Health, Safety and Welfare Policy will be reviewed on a three yearly basis or sooner should new legislation or organisational change make it a requirement. Results will be reported to the Board.



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