

THE HEALTH AND SAFETY POLICY (INCLUDING FOOD HYGIENE)

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Related Policies:	1.4 Space Boundary and Appropriate Touch Policy 1.6 Providing and Maintaining a Suitable Physical Environment 1.24 Visitors to SWAAY premises 2.1 Emotional and Behavioural Response Policy 3.1 Health Policy 3.3 Medication policy 3.7 Fire Precautions 4.1 Safeguarding and Child Protection 5.8 Training Policy
Children's Homes Regulations 2015:	The Quality and Purpose of Care Standard – Regulation 6 The Protection of Children Standard – Regulation 12 Fire Precautions – Regulation 25 Review of Premises – Regulation 46 The Education (Independent School Standards) Regulations 2014

POLICY STATEMENT

SWAAY regards the management of health and safety as an integral part of our business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees, young people and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of our activities, and critical to developing the professional culture of the organisation.

The arrangements to meet the above objectives and for the implementation of this policy are detailed within each of the more detailed health and safety policies.

The objectives of this policy are fundamental to our business and senior management is responsible for ensuring that the requirements of this policy are achieved.

Management, staff and young people have responsibility for implementing the specific arrangements made under this policy throughout the organisation. All employees are expected to read the relevant sections of the policies, familiarise themselves with its provisions and carry out their defined responsibilities.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, contractors and sub-contractors are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The organisation will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met (please refer to the Staff Training Policy).

PROCEDURE

Organisation and Allocation of Health and Safety Responsibilities:

The Directors at SWAAY have overall and final responsibility for health and safety and are responsible for this policy being carried out in all SWAAY premises.

Accountability for Health & Safety matters is delegated through the organisation's line management chain. The responsibilities of the senior managers are as follows:

The **Health & Safety Committee** is responsible for ensuring that the safety policies are implemented through the four streams of the organisation (residential; education, therapy and administration).

The Head Mistress, Head of Care and Therapy Manager are responsible to the Directors, through the Health & Safety Committee, for ensuring that the safety policy is implemented as it relates to their particular sections and their workplaces.

All employees of SWAAY and others contracted on SWAAY business have a general responsibility for their own health and safety and that of other people.

The cooperation of all employees is vital to the success of the Health & Safety Policy.

Specific health and safety duties may properly be delegated to employees. The individual employee must always be consulted before being given any specific health and safety duties in addition to existing responsibilities. Clear instruction and guidance must always be provided to the person to whom the duty is delegated.

Director Responsibilities:

The Directors have final and overall responsibility for the implementation of the Health & Safety policy in the organisation. The specific duties of the Directors, some of which are delegated to other employees as specified in the policy, are as follows:

- To develop and publish SWAAY policies and guidelines on matters relating to health, safety and welfare within the organisation and to ensure that they are brought to the attention of all staff.
- To ensure that responsibility for health & safety is properly allocated and accepted throughout the organisation.
- To consult with staff in order to plan and maintain safe systems of work.
- To undertake regular reviews of places and systems of work and to ensure that property, plant, equipment, machinery and work practices are safe.
- To ensure that safety training needs are identified and that appropriate staff training is given.
- To plan and deploy adequate levels of staffing and financial resources to ensure the health and safety of all employees and others who may be affected by what they do.
- To ensure that adequate first aid and fire safety arrangements are in force and are known to all employees and others who may be affected.
- To ensure, where appropriate, that suitably qualified competent persons are appointed to carry out work or tender advice in relation to health and safety matters.
- To apply the organisation's disciplinary procedure in instances where behaviour jeopardises safety or for deliberate disregard of a safety regulation or requirement.
- To select an appropriate member of the management team to assume day-to-day responsibility for the conduct of all matters relating to health, safety and welfare within the organisation.

Title:	Operations Director	Title:	Finance Director	Title:	Strategic Director
Name:	Ged Berry	Name:	Les Glazier	Name:	Julian Dunn
Date:		Date:		Date:	
Sign:		Sign:		Sign:	

Head of Department Responsibilities:

Head of department is defined as the Therapy Manager, Head of Care, Head Mistress and Home Managers. Their specific duties and responsibilities are as follows:

- The heads of department are responsible for ensuring adequate risk assessments are in place, are reviewed as specified in the assessment or when systems of work change.
- To ensure that the staff for whom they are responsible are adequately supervised, instructed and trained in relation to health & safety matters and are made fully aware of any hazards in their workplace.
- To ensure that safety rules are observed, protective equipment used or worn when necessary and safety devices fitted, adjusted and maintained.
- To investigate promptly all accidents and incidents involving staff or premises for which they are responsible in order to discover the cause and prevent recurrence.

- To ensure that all accidents, incidents and hazards are properly reported.
- To ensure that all persons working or living in premises for which they are responsible are fully aware of the procedures to be adopted in the event of fire, emergency evacuation or bomb threat.
- To ensure that all employees for whom they are responsible know the whereabouts of first aid facilities and to ensure that first aid boxes are maintained.
- To take any steps which are reasonably practicable to assure the health and safety of clients and visitors to premises for which they are responsible.
- To refer appropriate matters requiring further advice, information or resolution to the Health & Safety Committee
- To ensure that adequate records are created and maintained for all plant and equipment used on each site; to include operating instructions, maintenance and inspection schedule and reports.
- To ensure that office equipment and usage meets the standards of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) by analysing workstations, assessing risks and facilitating changes to reduce them.

Employee Responsibilities:

All employees, permanent or temporary, of SWAAY have a responsibility under the Health & Safety at Work Act, 1974:

- To take reasonable care for their own health and safety and of any persons who may be affected by their acts or omissions at work
- To cooperate with the Partners and others in meeting statutory and other health & safety requirements
- Not to interfere with or misuse anything provided in the interests of health and safety.
- To inform their line manager of any dangerous work situations or shortcomings in health and safety arrangements.

In addition employees should ensure that:

- They make themselves aware of the safety rules, procedures and systems of work applicable to their employment. Where in doubt they should seek clarification from a line manager.
- They observe the requirements of the terms and conditions of their contract of employment with regard to Health and Safety and particularly that which states "the category of the client group and the sensitive nature of the work undertaken with that client group, determines that any staff member bringing pornographic material into the project or encouraging any resident to consume pornographic material, would be subject to disciplinary procedures and possible dismissal".
- They set a personal example.

Quality Assurance:

The Quality Assurance Coordinator will be responsible for checking adequate risk assessments are in place and undertaking audits to ensure compliance with policies and procedures.

Safety Representatives:

One or more safety representatives will be nominated from the residential staff team, one from the education team and one from the therapy team. The representatives will:

Cooperate with their line manager and others in the identification and elimination of hazards in their workplaces.

- Undertake any additional training or instruction required of them in connection with their health & safety responsibilities
- Consult with colleagues in relation to health and safety matters and act as an additional means of communication on matters of concern between employees and senior managers.
- Attend regular health and safety meetings.

Consultation and the Health and Safety committee:

The Health & Safety Committee is composed of the nominated health and safety representatives; Ged Berry (Operations Director), Sarah Baker (Quality Assurance Coordinator); and a representative from each home, the school, and from the therapy team. The main aim of the committee is to maintain and improve the health, safety and welfare of employees, clients and others who may be affected by the organisation's activities. The committee will specifically address the following:

- Statistics on accident records, ill health and sickness absence.
- Accident investigations and subsequent actions.
- New health and safety legislation and regulation as they affect SWAAY activities, staff and clients.
- Health, safety and welfare matters of common concern arising from current practice and inspections by enforcing authorities.
- The training needs of staff arising from the above.
- To prepare and circulate appropriate health & safety information to all employees.

The Health and Safety Committee chairperson will meet regularly with the broader Senior Management Meetings to keep them update on health and safety issues within the organisation.

Arrangements for Health and Safety (Systems & Procedures):

This part of the Safety Policy contains the basic arrangements within the organisation for ensuring the health and safety of employees and others. It is supplemented by detailed information, policy statements and practice guidance on a variety of issues, which staff are required to consult before undertaking any new activity or using new equipment.

It is the responsibility of everyone to make these arrangements work. In addition staff should note **that:**

If an Improvement or Prohibition Notice is served by an enforcement officer under then Health & Safety at Work Act, the recipient of the notice should immediately notify their line manager who should, in turn notify a member of the Health & Safety Committee or one of the Directors. If a Prohibition Notice is issued with immediate effect the activities specified must cease immediately.

Any member of staff who notices a failure to comply with this policy or other safety advice or guidance must immediately report the circumstances to their line manager.

Suggestions from members of staff for improvements in health and safety are welcomed.

Emergency Procedures:

Each head of department is responsible for compiling, publishing and reviewing emergency procedures relevant to the workplaces of staff for whom they are responsible. These procedures must cover: fire safety; bomb alert; emergency evacuation, violent assault and other such contingencies that may be appropriate to the respective workplaces or activities.

The Section Heads are responsible for ensuring that employees are fully conversant with the emergency procedures relevant to their staff.

Employees must:

- Familiarise themselves with the procedures and know what to do in an emergency.
- Know the alarm and evacuation assembly points.
- Ensure that all staircases, landings and escape routes are free from obstruction at all times.
- Ensure that fire doors are never wedged open.

Training:

Heads of Department and site Managers are responsible for instructing new employees on their first day of service in the emergency procedures pertaining to their places of work. In addition employees will receive health and safety training appropriate to her/his post as part of the induction training (please refer to the Training Policy).

All staff will receive refresher health and safety training every three years.

Visitors:

If circumstances require, visitors should be made aware of the health and safety arrangements applicable to the premises or workplace they are visiting and their attention drawn to any specific risks or hazards.

This is of particular importance if visitors, such as employees of contractors, may be on the premises for some time.

Please refer to the Visitors to SWAAY policy and Fire Precautions Policy.

First Aid:

All staff who work with young people on a one to one basis will receive basic first aid training which will be updated every three years. The number of first aiders and level of training required will be determined by the appointed person responsible for first aid and detailed on the first aid risk assessment.

Staff are reminded that first aid should only be administered as far as the individual's knowledge and skills permit. Staff should always seek medical advice and support when needed. For non-emergencies staff can telephone NHS 111 for advice and guidance or call 999 in an emergency situation.

First aid kits will be kept at all premises at which SWAAY staff are employed and in all vehicles owned by SWAAY. The contents of each box will comply with First Aid Regulations 1981. A designated person will be in charge of each box and be responsible for ensuring its contents comply with the regulations.

There should be an easily accessible First Aid box (not locked) available on all sites and in all SWAAY vehicles. In the homes there will be a first aid box located in the kitchen and another in the staff room. All boxes should be checked on a regular basis (at least monthly) and recorded on the First Aid inventory sheet. This box should include at the minimum:

- 1x First-Aid Guidance Leaflet
- 20 x individually wrapped sterile Plasters (various sizes and blue ones in the kitchen box)
- 2 x sterile eye pads
- 4 x individually wrapped triangular bandages
- 2 x large individually wrapped, sterile, unmediated wound dressings
- 6 x medium sized, individually wrapped, sterile unmediated wound dressing
- 10 x disposable gloves
- 2 x sealed sterile water (also known as eye wash).

This list is written in line with the guide from the New British Standard workplace First Aid Kits (BSI).

In-car first aid kits should also include:

- Heat blanket
- Fire extinguisher
- Warning triangle

Safety pins and scissors should not be kept in first aid boxes. These should be available in the staff room.

Administering first aid:

Appropriate touch may be used by staff when administering first aid (see Space Boundary and use of Appropriate Touch policy for more information). It is *never* appropriate for staff to touch a young person's intimate body areas. A medical professional would provide any intimate care required.

If there is a minor injury that the young person can treat himself then the member of staff should work alongside the young person to ensure that the minor injury is treated properly to prevent infection. If it is a more serious minor injury then the member of staff should ensure that the injury is treated by the GP or take the young person to the nearest minor injuries or accident and emergency department of the local hospital. In the event of a more serious injury then an ambulance should be called or if there are two members of staff then the young person could be taken to hospital, providing there is insurance to cover the vehicle being used. In the event of a life threatening serious injury, dial 999 and request an ambulance and take whatever measures are necessary to save life.

Any injury requiring hospital treatment should be reported to on call and the Home Manager, Deputy Manager or other senior appointed person within 24-hours, in more serious cases they should be notified immediately. The Home Manager, Deputy Manager or other senior appointed person will notify the relevant people in line with the Notification of Serious Events policy.

Accidents:

An accident is defined as an unplanned and uncontrolled event, which has led to or could have caused injury or ill health to persons, damage to equipment/property or other loss.

All accidents must be recorded in line with legislation, each SWAAY site will have two accident books, one to report young people's accidents and the other to report staff accidents. In addition to this all SWAAY sites will have a hardback book to reference and log all accidents, who was involved, actions taken and first aid used. The Manager is responsible for overseeing this to monitor accidents and implement control measures.

Young People's Accidents:

An accident occurring in the home covers any accident involving a young person, whether whilst in education time or whilst away from the home. For an accident occurring away from the home an accident report form should be completed and sent to the home where the young person resides.

All accidents should be recorded on a young person's accident report form and then photocopied. One copy goes in the house or school's accident report file and the other in the young person's working file at the home.

On-call and the Home Manager, Deputy Manager or other senior appointed person should be notified of all injuries that require hospital treatment within 24-hours, in more serious cases they should be notified immediately. The Home Manager, Deputy Manager or other senior appointed person will notify the relevant people in line with the Notification of Serious Events policy.

Staff Accidents:

Staff accidents should be recorded on the staff accident report form and a copy should be sent to the Human Resources Manager for reporting purposes.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify how and why the risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill-health and accidental loss.

The Human Resources Manager is responsible for reporting all accidents, incidents, dangerous occurrences and potential or actual hazards in the workplace in accordance with the procedures laid down under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

1995. In the absence of the Human Resources Manager, the department head will be responsible for RIDDOR.

Reportable incidents should be reported using the online RIDDOR form:

<http://www.hse.gov.uk/riddor/report.htm>

Assaults on staff:

Assaults (physical, verbal, sexual or written) must be reported in writing. Staff should inform on call and refer to the incident reporting procedure and the SWAAY Safeguarding and Child Protection policy for details of how reporting all such incidents and occurrences.

Please refer to the Emotional Behaviour Response policy for guidance on how to manage potentially violent situations and the Staff Welling Policy for advice on support available to staff following an incident.

Investigations and Near Misses:

All accidents whether minor or serious should be investigated by the line manager and where required will initiate control measures to reduce a reoccurrence.

Any near misses should be discussed in the staff meetings and any actions taken to prevent future accidents should be recorded.

Food Safety and Hygiene:

All staff working in the homes will receive online food hygiene training which will be updated every three years. All staff are given a copy of this procedure in the induction where they will be made aware of the following:

To reduce the chance of food poisoning be sure to:

- Wash your hands in warm soapy water after visiting the toilet, touching pets and before handling food.
- Defrost frozen meat and poultry fully before cooking. (Unless cooking instructions state otherwise).
- Do not handle cooked foods with utensils which have touched raw meats. Always keep foods needing to be cooked away from those ready to eat.
- Never leave hot food out overnight to cool down.
- Raw meat should be covered and kept at the bottom of the fridge.
- If using a barbecue, light it well in advance and wait until it is flowing red, with a powdery grey surface, before starting to cook.
- Pre-cook all poultry and once it is cooked take it straight to the barbecue to "finish off".
- Always cook poultry, sausages, burgers and chopped or minced meats right through, until the juices run clear. Never eat these rare.
- Keep serving bowls covered to protect food from dust and insects.
- Use separate, colour coded, chopping boards for raw meat, fish, vegetables and cooked meats.

All homes will be provided with separate coloured chopping boards and staff are aware of how to store food correctly in the fridge to limit the risk of cross contamination.

Sharp knives are to be kept locked away when not in use and will be risk assessed for use in the individual homes.

Employee Wellbeing:

SWAAY has developed an employee wellbeing policy to manage our obligations to maintain the mental health and wellbeing of all our staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

SWAAY has in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

Workplace wellbeing services provided (as required) by SWAAY include:

- workstation assessments;
- pre-employment screening (medical questionnaires)
- fitness-for-work assessments;
- eye tests for users of visual display screen equipment;
- post-incident support (additional supervision, including with an alternative internal supervisor)
- health and safety training.

Line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- providing regular supervisions
- take immediate action when suspecting an employee health or wellbeing is at risk (i.e. reducing overtime, reducing responsibilities, redeployment to another home, in consultation with the employee).

Human Resources:

The HR department will develop organisation-wide policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

Occupational Health:

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR department, liaising with GPs and working with individuals to help them to retain employment.

A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with his/her manager or the HR department. Discussions between employees and the occupational health professionals are confidential, although the occupational health team is likely to provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the HR department.

Employees:

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, the HR department or the occupational health service is treated in confidence.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or the HR department. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

