



# HEALTH & SAFETY POLICY



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**THE HEALTH AND SAFETY POLICY IS A LEGAL DOCUMENT. IT WILL THEREFORE BE ACCURATE IN ITS CONTENT AND PROPERLY REFLECT THE FACILITIES AND SERVICES PROVIDED BY THE PLACEMENT.**

### **Regulations & Standards**

**England:** Quality Standard – The Quality and Purpose of Care Standard

Regulation 6

Guidance on Part 6 of the Regulations – Monitoring and Reviewing of Children's Homes.

### **Contents**

- Introduction
- Responsibilities for Health and Safety
- Health and Safety Handbook
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- COSHH

### **Introduction**

Nurtured Future Living have prepared as required by law a formal safety policy statement and bring it to the attention of their employees. This is in accordance with the Health and Safety at Work etc Act 1974, and Management of Health and Safety at Work Regulations 1999.

Its purpose is to define and explain how Nurtured Future Living Ltd intends to ensure the health, safety and welfare of its staff, and any other person who may be affected by our work activity. The Safety Policy explains procedures to be followed and aims to ensure safe working practices.

The Safety Policy will ensure that the staff are made fully aware of the hazards and risks associated with their work, and what actions they must take to prevent accidents, diseases and to avoid dangerous occurrences.

The Health & Safety Policy is a working document that must be read, understood, and FOLLOWED by all persons employed by Nurtured Future Living Ltd.

In the event of an accident or dangerous occurrence an employee who has displayed ignorance, negligence or a wilful disregard for health & safety procedures will subsequently be called to account for their actions. Everyone has a legal duty to adhere to the health & safety policy and to care for their own safety and the safety of others.

### **Health & Safety**

#### **Your Contribution**

Safety policies will be revised and reviewed as often as necessary, and Nurtured Future Living Ltd Child Care's Safety Policy has been produced in a modular format to allow for easy revision. You are the best person to assess your job at first hand, and suggested improvements to safe working practices will be gratefully received. Please forward your suggestions to your Line Manager.

## **Outline of Nurtured Future Living Ltd's Care Safety Policy**

Nurtured Future Living Ltd has a written Safety Policy, which is written in formal 'legal' terms, and the law requires every employee to be made aware of this.

### **Nurtured Future Living Ltd's policy is to**

- Do all they reasonably can to ensure the safety, health and welfare at work of all employees, and members of the public.
- Provide safe systems of work.
- Maintain the building and equipment which employees use.
- Ensure hazardous substances are used, handled, stored and transported in a safe way.
- Provide adequate safety training including handbooks and safety procedures.
- Provide a safe working environment.
- Revise the policy as the need arises.

### **Responsibilities for Health and Safety**

It is important to understand who is responsible for aspects of health and safety at work and individuals need to know what is expected of them. The following paragraphs explain the duties imposed on individuals.

#### **Directors**

The Directors of Nurtured Future Living Ltd will set Health and Safety policy, objectives and targets.

#### **Health and Safety Manager**

A senior manager is appointed as Health and Safety Representative for Nurtured Future Living Ltd.

#### **Managers**

Registered Managers of our homes are responsible for implementing the Safety Policy requirements. They are responsible to the General Manager and the Directors and, in particular, they are responsible for ensuring that employees are aware of the relevant statutory provisions, the relevant Safety Policy Statements and Codes of Practice, safe working practices adopted by Nurtured Future Living Ltd and any other relevant instructions concerning the use of equipment and materials.

#### **In addition Managers should**

- Ensure that sufficient resources are made available for safety, health and welfare in all premises
- Control the purchase of equipment or material so that so far as is practicable only those that comply with the required safety standard are used.

#### **All employees**

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their acts and omissions at work. This duty is imposed under the Health and Safety at Work etc. Act 1974.

Personal caution and common sense must be applied, together with the rules and safeguards that are provided for your safety.

Employees must:

- Observe all safety rules and codes of practice at all times;
- Use correctly any equipment provided for safety reasons and report any defect to their line manager;
- Report to their line manager, any problems regarding health and safety to themselves or others, and all accidents and dangerous occurrences
- Make themselves familiar with fire drills, the position of fire equipment and assembly points.

If you are unsure about any matter please ask your House manager.

## **Health and Safety Handbook**

### **First Aid**

First Aid boxes are situated within all homes and vehicles. In each of the homes there will be the required first aid boxes and additional boxes such as a burns kit, eye wash kits. There will be an emergency first aid grab bag that will be used for fire emergencies that will have all of the necessary equipment inside in case of emergency at the home.

### **Accidents - Accident Reporting**

Any accident (or incidence of an 'industrial disease') resulting in a personal injury to an employee, resident or member of the public must be reported to a responsible person. The person will normally be your manager; the report should be made as soon as possible after the incident, and it must be done during the working day on which the incident occurred.

The report may initially be made orally. However, an Accident Report should be completed at the earliest opportunity. Any delay in notification, particularly in the case on non-visible injuries, may prejudice the acceptance of any subsequent claim by Nurtured Future Living Ltd.

The reporting of certain injuries is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In the event of a major injury the responsible person should immediately notify the Health and Safety Executive who may request the accident site to be left undisturbed until they have completed an investigation. Any instances of injury symptoms recurring must also be reported in the above manner. Full details should be given on an additional "Accident Report" form, of the circumstances, which caused the recurrence of the injury. This should not merely repeat the report of the original accident.

### **Incident Reporting**

Nurtured Future Living Ltd has incident reporting procedures. The purpose of this procedure is to ensure that:

- All violent incidents are reported using a common format;
- The staff involved receive the necessary support, guidance and counselling;
- Action is taken to prevent or limit the possibilities of any recurrence; and
- Identify the factors involved across the range of work activities in order to determine any common elements, which could form the basis for remedial action.

### **Fire Safety - General Information**

Familiarise yourself with the Fire Procedure Notice for your work place.

Anticipate the possibility of your normal route out of the building becoming blocked in the event of fire, and familiarise yourself with other routes.

If your work takes you into different areas of the building, familiarise yourself with the exits.

Note that all new fire extinguishers are red and have colour-coded labels:

Red e.g. FOAM. Do not use on electrical fires.

In the kitchen use the FIRE BLANKET

You should only attempt to use a fire extinguisher if you have been trained to do so.

Do not put yourself in any danger by fighting the fire.

Note where the fire alarm call points are located if your work place has them. You can always raise the alarm by shouting "FIRE".

Never obstruct access to escape routes or fire extinguishers; one day you may need them in a hurry.

Never prop open self-closing doors marked "fire door". They are provided in accordance with Fire Brigade requirements to contain fire and smoke in order to give you time to escape.

### Fire Marshals

Key staff have been trained as fire marshals. They have responsibility to ensure that the fire procedures as laid out in the risk assessments are being followed and will coordinate procedures in the case of a fire.

### Fire Procedures

Procedures to be followed upon the discovery of a fire:

To be followed by all employees unless previously nominated for a specific fire duty:

- If you detect a fire raise the alarm.
- When the alarm has been raised leave the building immediately in a calm, orderly manner by the nearest safe exit. Do not stop to collect coats and bags etc. Use the nearest safe fire exit route available.
- As you leave the building guide residents and any members of the public towards the exits in a courteous but firm manner.
- Once clear of the building go quickly to the fire assembly point.
- Remain at the fire assembly point until you receive further instruction from the designated person. Do not attempt to re-enter the building without permission.

### Tasks for Designated Persons

- Liaise with the Emergency Services. Give general description of the emergency and the state of the building, as you know it to be.
- As you make your way out of the building check that all staff, residents and public have left the building. Pay particular attention to toilets, bedrooms etc.
- Once clear of the building report immediately to the assembly point. DO NOT ATTEMPT TO RE-ENTER THE BUILDING FOR ANOTHER CHECK.
- At the fire assembly point, locate your group of staff and residents and confirm that there are no doubts about the location of everyone. Do a roll call.

### Management of Fire Safety and Precautions

Under duties imposed by the Fire Certificate, the following CRITERIA must be met. Not to do so could result in the prosecution of Nurtured Future Living Ltd, and members of staff

All staff members should receive instructions and training appropriate to their responsibilities. The training should be based on written instructions. Training should

be carried out every 12 months. Names, dates of induction, instruction and drill dates should be entered in the Fire Safety Log Book.

#### **Instructions and training should provide the following for members of staff:**

- Action to be taken upon discovering a fire.
- How to raise the alarm including the location of the alarm points.
- The correct method of calling the Fire Brigade. The Fire Brigade feels it is better for the person discovering the fire to call the Fire Brigade. Preferably the call should be made from outside the building. This would ensure people evacuate the building as quickly as possible.
- The location of the fire fighting equipment, how to choose the correct equipment and how to use the extinguishers. It must be made clear to staff that equipment is only there to fight small fires, and they should at no time put themselves in danger.
- Staff should be made familiar with all escape routes.
- Staff should be made aware of the importance of fire doors, and the need to close all doors at the time of a fire.
- Staff should be shown which machines are necessary to isolate from the power supply in the event of a fire.
- Staff should practice how to leave the building in the event of a fire.

A full practice fire drill should be carried out every month. This drill should be exercised as fully as circumstances will allow. Drill dates should be entered in the fire safety logbook.

One specific person should be made responsible for organising fire instructions and training. In the event of the specific person not being available, nominated deputies should carry out their duties.

#### **Gas Leaks**

If you think you can smell gas:

- DO NOT turn electric switches on or off;
- DO NOT smoke
- DO NOT use naked flames
- Open doors and windows to get rid of the gas
- Advise the Gas Board by calling: 0800 111 999

#### **Health and Safety Training - In-post Health and Safety Training**

Once you are in your workplace your line manager will be responsible for ensuring that you are able to do your job safely. You should keep a record of the training you have received. This will also be recorded as part of your induction and in your personnel file. You should consult with your manager during supervision about your training needs in this area.

#### **Provision of Training**

As part of Nurtured Future Living Ltd Safety Policy, Managers are responsible for ensuring that employees under their control are aware of the relevant statutory provisions, codes of practice, safe working practices, and instructions concerning the use of equipment and materials. Adequate training will be provided to staff, to enable them to carry out their tasks safely.

### **Contractors**

Contractors should sign-in as they enter the building and should be advised of the General Safety Instructions (such as Fire Procedures). They should also be advised if there are any particular hazards within the workplace to which they might be exposed during their work.

**They should sign-out as they leave the building after finishing their work, or at the end of each day.**

### **Visitors**

Visitors should sign-in on arrival and be informed about General Safety Instructions. If you see a stranger in the building, you should advise your manager, or approach the person yourself to ensure they are authorised to be in the building.

### **Advice**

If you wish to report an unsafe practice, or seek advice or information about any specific issue, you should speak to your Manager. If this fails to produce a satisfactory response you can contact the General Manager.

If necessary you can speak directly to a Health and Safety Inspector about a work related problem.

### **Managers Responsibilities**

#### **Hazardous Substances**

If your staff are required to use any substances, which could be hazardous to their health, a COSHH assessment should be carried out. You should ensure that only members of staff who have been suitably trained and have been provided with suitable equipment are permitted to use any hazardous substance or material.

#### **Electrical Work**

The Electricity at Work Regulations 1989 requires that 'As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger'.

The electrical installation and any portable electrical appliances within your workplace should be subject to inspection and testing to ensure they comply with this legislation.

#### **Drowning Risk**

If there is a danger of falling into water, rivers or the sea, you must complete an assessment of each situation, taking into account local conditions, numbers of staff, and whether any of those staff are qualified lifesavers. Ensure that adequate instructions are given, and safe working practices are implemented. No young person should ever be allowed to go swimming unless there are qualified 'life savers' present.

#### **Machinery and Equipment**

All items of equipment under your control should be listed on a formal schedule. Each item of equipment should be examined by a competent person before listing on the schedule that it is safe for use. Any item which is not considered to be safe for use shall be immediately repaired, or removed from use.



### **Manual Handling**

Many staff carry out some form of manual handling as part of their job, and you should carry out risk assessments for manual handling. You should ensure that your staff are adequately trained and have the appropriate equipment to carry out any task, which requires manual handling in a safe manner.

### **Violence to Staff**

Each Manager has a responsibility to identify whether or not there is a problem or potential problem of violence in the area of work that is supervised.

#### **Managers should:**

- List the jobs where employee's interactions with others could place them at some risk.
- Try to assess any jobs or places of work where employees feel threatened or vulnerable.
- Ensure that employees are aware of procedures
- Record and analyse all violent incidents regardless of whether they are isolated incidents, a recurring incident or whether the incident has abusive, racial or sexual motivation.

NB: As well as actual assault, racial, sexual or other harassment at work is a criminal offence, punishable by imprisonment under the Criminal Justice and Public Order Act 1995. Harassment being the intentional use of abusive language or insulting words or behaviour that causes distress.

If problems do arise employees should use the formal reporting procedures, and an investigation should take place as soon as possible.

### **Security of the Building**

It is important that security arrangements for each building are constantly under review.

A safe exit from the building should be adequate to allow staff to exit safely at night. If staff work shifts or late into the evening, they should be encouraged to leave together in small groups.

If a member of staff thinks that a situation is developing where violence may occur, it should be possible for a senior member of staff to respond quickly to any call for assistance. Any alarm raised must be treated seriously. No one should be made to feel foolish or inadequate if they summon assistance only to find assistance is not required.

Managers should ensure as far as possible, there are no convenient missiles/weapons to hand, e.g. pictures, and knives. It is appreciated however that this may be difficult in some cases but management should take responsibility for raising staff awareness around such dangers in these cases.

### **Information Exchange**

Managers must maintain their own awareness and make staff aware of potentially violent situations or clients relating to the work they are involved in. Discretion must be used regarding young people but it is essential in order to ensure employee's safety that all case files should contain information of any threatening behaviour or acts of violence.

All relevant information should be made available to staff regarding the background of any young person new to the house.

### External Visits

It is good management practice to devise a checklist for staff to follow when they work away from the home. (i.e. when visiting a young person's home). This should help ensure that staff do not forget essential safety systems, e.g. informing their manager where they are going, taking mobile phones with them and completing a risk assessment etc. The following points are also worth considering:

All staff should complete an activity form when leaving the house with a young person. In most cases a "risk assessment" for the activity you are about to undertake will already have been completed and will be placed on file. Please ensure you read through this document and transfer any relevant facts/details onto the activity form. Before leaving the house please ensure that the Manager or Senior Staff member agrees the activity and that they have signed the relevant form giving their permission. If there is no risk assessment written for the activity you are undertaking please refer this to your Manager.

If staff are going to be late returning from an activity they should inform the manager by phone.

### Post-Incident Practices

Members of staff harmed physically or psychologically by violence need support. Experience has shown that the immediate care and concern of colleagues and managers is much appreciated and may limit or even prevent altogether any serious long-term effects.

All staff and especially the immediate manager should offer in the short and medium term, whatever support appears necessary to a colleague who has experienced violence.

### Post-Incident Procedures

It is important to support a colleague first and foremost. Later, but as soon as possible, the worker should be encouraged to begin the post-incident procedure.

#### These should include:

- Deciding whether or not to involve the Police (in most cases of assault and injury the involvement of the Police is a pre-requisite of any eligibility for Criminal Injuries Compensation);
- Completion of the Accident/ Incident Report Form and book whenever an injury has been sustained; and
- A debrief (which is essentially different from, and following upon, meetings or conversations aimed primarily at giving support)

### Hygiene Control Guidelines

The following is the basic hygiene procedure, which should be put into operation against a range of infections which staff and residents may be exposed to.

#### Personal Hygiene

- Razors, toothbrushes or other implements, which could become contaminated with blood, must not be shared.
- Minor cuts; open or weeping skin lesions and abrasions should be covered with suitable dressings.
- Sanitary towels and tampons must be burnt in an incinerator or the procedure for the disposal of infected waste followed.

### Accidents involving external bleeding:

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

- Wash the wound immediately and copiously with soap and water. Apply suitable dressing and pressure pad if needed.
- As soon as possible report to Senior Staff and they will seek medical advice.
- Splashes of blood from one person to another:
- Splashes of blood on the skin should be washed off immediately with soap and water; and
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces e.g. tables or furniture, should be cleaned liberally with Sanitizer or other suitable chemical found within the home.

### General Hygiene and protective clothing and equipment

Normal-cleaning methods should be used; no special disinfectants are necessary for either the bath or toilet; use disposable cloths; use separate cloths for kitchen, for bathroom and for toilet.

- Spillages of blood and vomit should be cleaned
- If practical the Sanitizer should be left for 30 minutes before being wiped up with disposable paper towels. Disposable gloves and apron should be worn.
- Individual paper towels may be discarded down the toilet. However, if many are used, it is preferable to treat as infected waste. Gloves and aprons should be discarded as infected waste.
- Clothes and linen that are stained with blood or semen should be washed in a washing machine at 95 degrees centigrade for 10 minutes or boiled before washing.
- Crockery and cutlery can be cleaned by hand washing with hot soapy water or preferably in a dishwasher.

### Protective clothing

The provision of Personal Protective equipment is assessed for each individual child. Gloves are provided if personal care is carried out

Disposable gloves, aprons and overalls are provided to clean up vomit, faeces or other bodily fluids

Assessments for the use of PPE are made on admission, or are provided following an assessment during the young person's stay with us.

### Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in a routine manner.

Infected and Soiled waste i.e. sanitary towels and pads should be disposed of in the appropriate containers supplied in the homes which are disposed of through our hazardous waste contractor.

Non-infected waste is discarded into bin liners or dustbins. This should be collected and disposed of in the usual manner.

When work is completed wash and dry your hands.

## COSHH

### What COSHH is

The law requires you to adequately control exposure to materials in the workplace that cause ill health. This is the Control of Substances Hazardous to Health Regulations (COSHH). All hazardous materials that we work with for example cleaning supplies, gasses, liquids, gels, powders, or fumes that we may come into contact with that can harm our health if digested will have a reaction.

### Harmful substances

Harmful substances can be present in anything from paints and cleaners to flour dust, solder fume, blood or waste. Ill health caused by these substances used at work is preventable. Many substances can harm health but, used properly, they almost never do.

A list of harmful substances:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Nanotechnology
- Gases and Asphyxiating gases and
- Biological Agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance.
- Germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

### Substances not covered by COSHH

COSHH does not cover the following substances as they have their own specific regulations:

- lead
- asbestos
- radioactive substances

### The hazards

There are different hazards when it comes to hazardous substances, some of which might not be seen to the eye. It is important that when you are dealing with hazardous substances you follow all control measures and use them to prevent harm being caused. Some substances can cause asthma or other diseases, including cancer. Many can damage the skin, and some can cause serious long-term damage to the lungs. The effect can be immediate, such as dizziness or stinging eyes, or can take many years to develop, such as lung disease. Many of the long-term or chronic effects cannot be cured once they develop. With the substances that you will be prone to working with it will be a case of a common hazards such as stinging eyes, rash etc but it is still important to prevent risks happening.

### Worker behaviour

Where control measures are in place it is important to use them properly.

This includes:

- Wearing any PPE necessary;
- Using control equipment;
- Following hygiene procedures;
- Warning supervisors if anything appears to be wrong.

### What you have to do

You can prevent or reduce workers exposure to hazardous substances by:

- Finding out what the health hazards are
- Deciding how to prevent harm to health (risk assessment)
- Providing control measures to reduce harm to health
- Making sure they are used
- Keeping all control measures in good working order
- Providing information, instruction and training for workers and others
- Providing monitoring and health surveillance in appropriate cases
- Planning for emergencies

If anyone in your care comes into contact with a harmful substance it is important to ring the emergency helpline and discuss with them further how to act. Please check the COSHH data sheet that will be accessible on Sue Solutions and follow all advice on there. Don't just act how you 'think' is right, always check the COSHH data sheet and seek medical advice.

**For more information please visit [Control of Substances Hazardous to Health \(COSHH\) - HSE](#)**