

HEALTH AND SAFETY POLICY



All reference to personnel includes both paid employees and volunteers.

GENERAL STATEMENT

The health and safety of all our personnel, service users, contractors, visitors and members of the public are of paramount importance to Anglia Care Trust. The Trustees and Senior Management have reviewed the Health, Safety and Environmental legislation when considering their responsibilities and setting out the organisation's Health and Safety Policy objectives.

COMPANY RESPONSIBILITIES

ACT will ensure, as far as is reasonably practicable, the health, safety and welfare at work of all personnel. In addition, it will manage its business in such a way, and so far as reasonably practicable, that the risks to the safety and welfare of persons not employed by ACT are minimised.

This policy document explains in broad terms, what must be done by everyone within ACT to achieve these objectives. The aim is to provide a sound basis for the cooperation between management and personnel and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

OBJECTIVES AND COMMITMENT

Our objectives toward fulfilling this policy are to:

- Concentrate on the elimination of risks to persons, as a first priority, then on risk reduction, prevention of injury and/or loss due to damage
- Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled, in accordance with this ACT policy and our Risk Assessment and Control Procedures
- Work to safety standards, which satisfy our statutory requirements and reflect good industry working practices
- Review and develop these standards regularly and when changes in legislation, industry practice or technology occur, revise them accordingly.

We are committed to consult with personnel on health, safety and welfare issues by:

- Ensuring that our personnel are trained to understand and carry out their role and their responsibilities. This will involve, but will not be limited to selection, training, retraining, supporting and continuous assessment of employee performance.
- Regularly monitoring this policy and auditing and reviewing its effectiveness in the workplace.

LEGAL OBLIGATIONS

ACT recognises the legal obligations placed on it by the Health and Safety at Work ACT 1974 and the Management of Health and Safety at Work Regulations 1999 and other statutory legislation as may be applicable to our undertakings.

Our Health and Safety documentation, risk registers and records are kept in the Business Support department and will be made freely accessible to personnel, contractors, visitors, members of the public and any other person(s) who may be affected by our operations.

Copies of our Health and Safety and Risk Assessment and Control procedures are located on Level 0 of the ACT computer network being easily accessible to all personnel for their reference. All personnel are made aware of this facility and are obliged to familiarise themselves with the contents of the procedures as part of their induction process. Should any employee have any questions on any health and safety related matter they must raise it with their immediate line manager.

THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTING THE POLICY

The Director of Business Support has the primary responsibility to ensure the Health and Safety of all personnel whilst they are at work. In addition, it is that person's responsibility to ensure that tools, equipment, plant and systems of work are safe and the individuals required to use or operate equipment and implement systems of work are trained and competent to do so. Elements of this function are further delegated to managers and co-ordinators.

It is the responsibility of the Director of Business Support to ensure that personnel required to use, handle, store or transport articles and/or substances in connection with their daily employment, have been properly trained in these activities, to enable them to perform these tasks safely and without risk to health. Elements of this function are further delegated to managers and co-ordinators.

Furthermore, it is the responsibility of the Director of Business Support to ensure that personnel carry out their work in the correct and safe method, as is detailed in any safe system of work developed for that purpose including our Lone Working Policy. This includes the issue of personal protective equipment (PPE) supplied by Anglia Care Trust. Elements of this are further delegated to managers and co-ordinators.

DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES

- The Director of Business Support is responsible for all day to day health and safety matters at Anglia Care Trust premises.
- Operational Managers are responsible for ensuring that service specific Risk Assessments are carried out and that associated Risk Control measures are put in place and monitored
- Operational Managers are responsible for ensuring that Service User Needs Assessments are carried out and changes are monitored and re-assessed as appropriate

- The Business Support Team is responsible for carrying out workstation risk assessments, copies of which should be forwarded to the Director of Business Support as soon as carried out.
- All personnel working away from the office - whilst travelling or working away from their designated office will follow this Policy.

It is the duty of all personnel while at work:-

- To take reasonable care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions at work, and
- To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
- Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

Any abuse of health and safety responsibilities by a member of personnel may lead to disciplinary proceedings being taken against him/her.

Monitoring the Health and Safety Policy

The Director of Business Support is responsible for checking the Policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged
- Personnel are working to health and safety rules
- Personnel are safety conscious.

Health and Safety Budget

Allocation will be made annually in the budget for the purpose of health and safety.

ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

General safety and conduct of personnel

Personnel are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all personnel. A declaration by personnel must be signed when the Policy has been read and understood. Personnel must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

Please refer to the Accident and Incident Reporting Procedure. If an accident occurs it is the injured person's responsibility to notify either the Qualified First Aider or the Company Secretary, who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Director of Business Support.

First Aid

First Aid boxes are situated throughout our offices and appropriate signs are displayed.

Safety Training

All personnel are given induction training relating to evacuation procedures, accident procedures and availability of first aid. Other training is carried out by various training providers according to need. Records of all training are kept in the Organisational Training Plan record.

Communication

Health and Safety is an agenda item for all Managers' meetings which are normally held every month and reported to the Governance Committee at Board level which meets quarterly. All personnel are encouraged to raise any matter of concern at these meetings, but if more urgent, to raise with the Director of Business Support at anytime.

Smoking

Smoking is not allowed in any of the organisation's work areas, but smoking is allowed outside of the premises.

Fire Precautions

Fire procedures are displayed on each floor of our premises. Alarms at our houses are tested by staff on a weekly basis and Fire Log books are maintained at each house. At our head office, the Landlord is responsible for maintaining and testing the alarm. The Landlord's agent tests the alarm on a weekly basis. Fire drills are carried out at least twice a year and are arranged by the Landlord with ACT and other tenants. Following evacuation all personnel should report to the designated assembly point. The Business Support department carry out monthly visual checks on all fire extinguishers at the office, as do Housing department staff in the houses, and they are all serviced annually by a qualified contractor.

Emergency Lighting

The Landlord is responsible for testing the Emergency Lighting at the Martlesham Office under the terms of the lease. Records of these tests are kept by the Landlord.

Personal Protective Equipment

Personal protective equipment, if considered necessary following risk assessments having been carried out, will be issued to members of personnel and a record of this kept by the Business Support Team.

Good Working Practices

Good Working Practices including safety precautions to be taken when working alone are set out in Appendix A and in the Anglia Care Trust Lone Working Policy.

Vehicle Safety

ACT ask that staff never drive or operate a vehicle on the organisation's business unless they are authorised to do so and hold the appropriate license. Vehicles should only be used for the purpose for which they are intended. All vehicles should be

maintained and fit for purpose. The Work Related Road Safety Policy should be adhered to at all times.

Manual Handling

Anglia Care Trust follows the Health and Safety Executive guidelines for lifting e.g. no member of personnel is expected to lift over 25kg without assistance. All personnel who may be involved in physical handling will be trained in the correct procedures to adopt. The figure of 25kg should be used as a guideline and each individual's circumstances and capabilities considered separately.

Display Screen Equipment

All personnel have been informed of the various ill health conditions associated with the use of display screen equipment. If employees spend a substantial amount of their time using VDUs Anglia Care Trust will contribute to the costs of an eye sight test. A contribution to vision correction may be considered if the optician advises that the need for correction is for working at a VDU. All cases will be considered individually taking into account the individual's role and advice received.

Hazardous Substances

COSHH assessments are carried out and storage of hazardous substances is recorded where appropriate.

Administering Substances

There may be a situation where a member of staff is required to administer a legal substance, for example the use of Naloxone to manage or prevent an overdose

Staff should only administer this if they have received all appropriate training, have received the equipment from an authorised provider and feel comfortable to do so. All equipment should be stored in the recommended way and relevant records should be completed following this.

Venue Hire

For each venue hired by the organisation a Venue Health and Safety checklist Appendix C will be issued and the completed form reviewed by the Director of Business Support. This procedure will be followed on the first hiring of any venue to ensure implementation of this Policy. For subsequent hirings, enquiries should be made to ascertain whether the information supplied is still current.

Pregnancy at Work

Once a member of personnel notifies the organisation of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

Date of next review October 2019

APPENDIX A

GOOD WORKING PRACTICES

1. All personnel will record their arrival and departure on the staff attendance board, and all visitors must be asked to record their arrival and departure in the Visitors Book, so that at all times the persons on the premises can be ascertained in the event of an emergency
2. Keep all passageways clear of obstructions
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction
5. When alone in the office ensure that the entrance door is closed and secure, i.e. that it cannot be opened from outside except by means of the code
6. When alone in the office do not admit any caller who is not known to you or who does not have a prior appointment
7. All personnel travelling to other premises during the normal working day or working at another premises than normal, should ensure that they either leave an itinerary with colleagues and ensure that others are informed of their whereabouts or complete their electronic diary accordingly. The Lone Working Policy should always be adhered to.
8. When meetings are held at ACT premises, the senior member of staff present, or the chairman of the meeting, must ensure that all visitors are informed of fire escape exits
9. Personnel should take all reasonable precautions when meeting with unknown persons outside a normal office environment including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to her/his safety
10. Personnel responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992
11. The last person out of the office at any time should observe the Last Person Out Instructions which are displayed prominently throughout our premises.