Title of Policy:	**Health and Safety**
Section:	**Health and Safety**

Purpose

This policy statement has two main purposes:

1. To satisfy the legal requirement (see Note) as laid down by Parliament in the Health and Safety at Work etc. Act 1974; and
2. To confirm the commitment of Carers Choices to ensuring, as far as is reasonably possible, the safety, health and welfare of its employees, and those others who are affected by its operations, including Clients.

Note. Where five or more persons are employed.

Statement

Carers Choices fully understands and accepts its obligations and responsibilities in respect of health and safety, with overall responsibility being assigned to (Insert Job Title). Carers Choices' obligations are summarised in this policy, alongside the duties and responsibilities of employees. **Our aim is to ensure that our activities are undertaken in a safe and appropriate manner at all times.**

Procedure and Guidance

The responsibilities of Carers Choices:

Equipment used

Carers Choices will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out

at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

Safe premises and place of work

Carers Choices will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Competent and safe fellow employees

Carers Choices will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger, then appropriate disciplinary action will be taken.

A safe system of work

Carers Choices will ensure that all processes of work are safe. If there are any hazards Carers Choices will endeavour to remove them.

If that is not possible appropriate signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

The responsibilities of the employee

The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following.

Not to tamper with any equipment

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

Not to use any equipment without receiving appropriate training

No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.

To take reasonable care of their own health and safety

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to Carers Choices.

To use equipment appropriately

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform Carers Choices immediately.

To follow appropriate systems of work

All employees should follow the systems of work that have been specified by Carers Choices. There should be no deviation from these systems without prior permission from Carers Choices.

Personal protective equipment (PPE)

Carers Choices is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task, then the employee should inform Carers Choices immediately and not perform that task until the PPE is available. The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged Carers Choices should be informed immediately. An employee is required to return all PPE that has been issued on leaving Carers Choices.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Manual handling

All employees who are involved in any lifting or carrying must have received training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur. If an accident does occur this must be reported immediately to. It must also be recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive. Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Involving People to Manage Risks • Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment	Health and Safety at Work etc. Act 1974

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden