**HEALTH & SAFETY POLICY**

**1.0 INTRODUCTION**

Section 2(3) of the Health & Safety at Work Act 1974 requires each company to prepare, and when appropriate, to revise, a written statement of general policy with respect to the health and safety at work of its employees and the arrangements in force for carrying out the policy, and to bring the policy statement to the notice of all employees. This document contains the Health and Safety operations of Shekinah Support and will be reviewed annually.

**1.1 GENERAL STATEMENT**

It is our policy to perform work in a safe practicable manner, consistent with good care of our clients. The health and safety of our employees, residents and all those likely to be affected by our operations is the responsibility of the management, and as a priority it ranks equally with all other business objectives. The Directors will ensure that adequate financial and management resources are made available to ensure the success of this policy. It is the duty of the Directors and managers to ensure safe conditions of work and residence. It is equally the duty of each employee and resident to be personally responsible for his or her own safety and that of others. In the event of a conflict occurring between the demands of service and safety, all employees are to be aware that safety must take precedence.

Management will support all decisions where it was thought necessary to choose the safety of employees, residents or third parties as the priority. It is our policy to adhere completely to the requirements of the Health & Safety at Work Act 1974, The Care Standards Act Regulations, The Offices, Shops and Railway Premises Act 1963, Noise at Work Regulations 1989, Electricity at Work Regulations 1989 and all Acts, Regulations and Codes of Practice made under the Acts which affect our operations. It is our objective to maintain the company's present excellent health and safety performance.

Management will ensure that there are effective systems of communication, training and record keeping furthering this aim. This Policy will be given to every employee and resident as will be any amendments and the management requires the full co-operation and support of every employee in making this policy work.

**1.2 RESPONSIBILITY**

The General Manager has the overall responsibility for health and safety, for policy formulation, implementation and development, and for the assignment of specific safety roles and duties to other managers and for the monitoring of their performance. Each employee or operative is responsible for his/her safe work performance. Specific responsibilities for health and safety at Shekinah Support Houses are delegated to the individual manager in the role of safety officer and also to members of management on duty at night. That person in charge is responsible for the safety of employees and residents in their area in accordance with the laid down procedures, for the time they are on duty and this responsibility cannot be delegated to others. Individual employees are required to carry out their work and behave in a safe and responsible manner having particular regard to the backgrounds and potentially difficult behaviour of residents, by adhering to all procedures laid down by the management for that purpose.

Where difficulties arise in the maintenance of safe working practices or conditions, reference must be made to the General Manager who, in consultation with the area/house manager and others, has responsibility for ensuring that sufficient authority is given to enable safe practices and conditions to be maintained. Managers and employees are to be clearly aware that this policy and the advice, documentation, rules and facilities outlined within it, apply equally to any person who enters upon the company's sites or premises. Whether they are employed by the company as consultants or are guests or other visitors. It is the responsibility of all employees to bring to the management’s attention any matters they consider present a risk to health and safety. The manager will make regular inspections of the premises to monitor health and safety matters and the reports are sent to the Director. It is the policy of the company that all faults noted on the reports will be dealt with, with minimum delay.

To achieve the summary policy objectives listed in 1.0 above, Management will do the following:

* Provide equipment and systems of work that are safe and free from harm or risk to health.
* Provide physical features within Shekinah Support houses to include stairways, furniture and fittings etc that are safe and suitable for their intended use.
* Provide an efficient power supply within the house that will ensure adequate heating, lighting and sanitation that is legally compliant and certified safe for use.
* Ensure that all staff have the necessary experience and capability to carry out the tasks they will be expected to undertake. This will be supported by continuous staff training programmes.
* Ensure that care staff working with service users that may exhibit challenging behaviour are properly protected through appropriate risk assessments, support and back-up management policies.
* Ensure the absence of risks to health in connection with the use, storage and handling of substances by carrying out an assessment of their effects, as required by the latest edition of the *C.O.S.H.H. Regulations* and implementing all control measures found to be necessary.
* Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety of all staff and any visitors to Shekinah Support houses. To ensure that all staff receive the appropriate training relative to their job duties and are fully aware of any hazards which may arise whilst undertaking them and the precautions to be adopted.
* To consider all Health and Safety factors when procuring equipment, obtaining new services, or when changing procedures or work patterns. To ensure that all necessary safety precautions are taken and that necessary safety instruction(s) have been understood. Staff will also be provided with personal protective equipment. Signage will be appropriately displayed.

**1.3 HEALTH & SAFETY ADVICE**

Our Safety Adviser will provide specialist advice on all health and safety matters. The General Manager is the safety officer and will, take advice to ensure that all employees and residents using products and articles supplied, shall be made aware of any relevant information and instructions which may be provided by the manufacturer/supplier, in order to comply with their obligations under Section 6 of the Health & Safety at Work Act 1974 and such information will be available to employees and residents. Any employee who is in doubt about safe working practices and procedures should contact the immediate General Manager or Area Manager. This Health and Safety Policy document contains much general guidance.

**1.4 SUMMARY OF POLICY OBJECTIVES**

Shekinah Support management recognises and accepts the responsibility to provide and maintain safe working conditions and a healthy working environment for all staff, service users, and visitors to the individual houses. To achieve this, daily activities within the house adhere to safe working practices and health and safety in terms of the use and interaction of facilities within the house.

**2.0** **EMPLOYEE RESPONSIBILITIES:**

It is also recognised that employees have a responsibility for their personal safety and a duty of care to the residents and their fellow employees. The employee's responsibilities will therefore include:

* The duty to comply with all mandated safety instructions and directions.
* The duty to use properly the means and facilities provided for Health
 and Safety.
* The duty to refrain from the wilful misuse of, or interference with,
 anything provided in the interests of Health, Safety and Welfare and
 any action that may be construed as dangerous.

**3.0** **SPECIFIC RESPONSIBILITIES:**

Named Health & Safety Officer:

|  |  |
| --- | --- |
| NAME: |  Benjame Lewis  |
| JOB POSITION: | Operations Manager |
| Signature: |  |
| DATE: |  25th March 2021 |
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| --- | --- |
| **HEALTH & SAFETY TASK** | **Responsibility** |
| Managing Health & Safety training | Business Manager |
| Risk Assessments of house structure and facilities | Business Manager |
| Fire Risk Assessments | Business Manager |
| Fire drills, fire training and evacuation procedures | Operations Manager |
| First Aid training | Contracted |
| Food Hygiene training | Business Manager |
| Risk Assessments of VDU equipment (as appropriate) | Business Manager |
| Moving & Assisting / Lifting & Handling Activities | Business Manager |
| Infection Control - staff training and implementation | Business Manager |
| Handling & Reporting Accidents | Operations Manager |
| Handling Hazardous Substances (COSHH) | Operations Manager |

**4.0**

**HEALTH, SAFETY AND SAFEGUARDING CHECK LIST**

Shekinah Support employs the expertise of Peninsula Health & Safety who offer health and safety consultancy to care homes. They advise on training and organise some of the training as an inclusive package. They also review our policies and make recommendations on adjustments or additions to the policies every 6 months.

Below is the document used to review the standards of health and safety in all the houses we operate**.**

|  |  |  |
| --- | --- | --- |
| Is the H&S poster on display and complete?     |  |   |
| Is the Electrical (NICEIC) safety check in date? What is the renewal date? |  |    |
| Is the Gas Safe +CP12 safety check in date? What is the renewal date? |  |    |
| Are house risk assessments within date? What are the renewal dates? |  |    |
| Are the house fire drills and checks being carried out and recorded correctly? |  |    |
| Does the staff member on duty know the house emergency evacuation plan? | .  |    |
| Is the fire safety equipment testing up to date?What are the renewal dates? |  |    |
| Are the carbon monoxide detectors working?properly? |  |    |
| PAT Certificates up to date? |  |    |
| Does the staff member on duty know where the house accident book is kept? |  |    |
| Are the Fire Detection certificates upt to date?What are the renewal dates? |  |  |
| Does the staff member on duty know where the houses water stop cock is? |  |  |
| Does the staff member on duty know where the electrical fuse box is? |  |  |
| Knife Sign off sheet present and up to date? |  |  |
| Maintenance requests up to date? |  |  |
| Does the staff member on duty know 5 key indicators of possible exploitation?  |  |  |
| Does the staff member on duty know the procedure for receiving a disclosure?  |  |    |

**5.0 HEALTH AND SAFETY INDUCTION – FOR RESIDENTS**

Shekinah Support will include health and safety training in the induction process with all young people placed with us. This includes the fire drill, congregation zone, and explanation on what to do when the fire alarms are triggered. Residents will be aware of escape exits and lighted signs.

Residents are also shown what constitutes a fire hazard and how that applies to the rules of the homes. They are also shown what extinguishers are used for different forms of fire.

Residents are shown what constitutes hazardous and harmful substances, materials and equipment and how to avoid dangerous exposure. This includes rotting or infectious food or liquids, contamination.

Residents are also shown how to minimise risks in terms of objects left in dangerous or obstructing positions.

Safe food preservation and basic knowledge of contamination and bacteria is covered in the kitchen and food orientation which is the last part of a resident’s induction.

Safety with the use of home appliances and electricity is also covered.

**5.1 FIRE SAFETY**

All our houses are equipped and certified in line with fire safety compliance. This includes preventive measures as well as fire equipment and personnel training. Shekinah Support staff will continue to make regular checks on smoke alarms and carbon monoxide alarms every week and this is logged in the house communication book. Other equipment such as fire blankets and extinguishers are also checked every 2 months ensuring that they are in working order and full of the extinguishing substance.

Staff, as well as the residents, are trained on preventative measures with fire. Hazards and potential triggers are made clear. Routine Safety practices for daily occupancy of the house are explained. Identifying types of fire or their causes are also important so as to be aware of what measures to take for evacuation or what equipment to use if trained to do so. Smoke itself creates a hazardous and harmful situation as such, training does not concentrate solely on heat and flames. Emergency measures are explained so individuals are aware of how they can minimise the effects of smoke on their lungs while attempting to evacuate the house.

**5.2 EXTINGUISHER EQUIPMENT**

Each house as standard is equipped with smoke/gas detectors in the kitchen, ground floor landing areas and first floor corridor areas. They are the recommended and approved detectors that come as standard as provided by the Fire Assessment services who have inspected each property and approved all the recommended equipment and completed the fire risk assessment.

There are co2, ABC powder and water fire extinguishers to help put out various forms of fire and they are located in the kitchen and ground floor landings as well as the first - floor corridor. This fire extinguisher and smoke alarm placing extends to any additional floor in any of the houses open for occupancy. They are located in the same areas on each floor. In the fire safety logs, staff are required to maintain a fire-fighting equipment inspection record. The Operations Manager oversees the consistency of such records. The Area Manager inspects such records on their weekly visit to all the houses.

**5.3 EMERGENCY LIGHTING**

The fire safety log/book is used to log weekly /monthly tests. When emergency lighting is installed, it must operate on demand. It must therefore be routinely tested and maintained. The best practice standard is set out in BS5266-8. It specifies (1) A daily visual check of the power supply to confirm that the battery power levels are being maintained (2) A monthly test to confirm that each emergency lighting house will switch to emergency mode and that the battery is able to power the light. Designated staff will be required to complete these checks alongside weekly fire alarm tests. (3) An annual test of each house including a full duration discharge.

**5.4 TRAINING & INDUCTION**

Shekinah Support will include health and safety training in the induction process with all young people placed in care. This includes the fire drill, congregation zone, and explanation on what to do when the fire alarms are triggered. Residents will be aware of escape exits and lighted signs. They are also told who the appointed fire marshal is.

Residents are also shown what constitutes a fire hazard and how that applies to the rules of the homes. They are also shown what extinguishers are used for different forms of fire. The fire action notice is placed in the kitchen and corridors of each house

They are made aware of the assembly point and this is added to the Fire action notice for continuous referrals or use.

Residents are also shown how to minimise risks in terms of objects left in dangerous or obstructing positions.

Safety with the use of home appliances and electricity is also covered.

Residents are asked to leave the house using the emergency protocols, not attempting to retrieve of save personal items from a fire, not to attempt extinguishing the fire unless they are specifically trained to do so and the risks are proportionate.

As part of staff training – all members of staff are expected to attend the fire
safety training as delivered by the approved contractor. Staff also need to
complete a refresher course every 24 months.