

A separate booklet entitled 'Use of Display Screen Equipment' is provided for all employees, which details the hazards associated with display screen equipment and their associated controls.

Lone Working

If you are required to work alone or without close supervision whilst on a site please refer to the separate booklet entitled 'Working Alone in Safety'.

Slips, Trips and Falls

You must ensure that all floors, stairs and working areas are kept clean and are free of any debris.

- It is essential that all spills are cleaned up immediately. If a liquid is greasy, ensure a suitable cleaning agent is used, not just a damp cloth.
- Cables should be so positioned that they do not constitute a tripping hazard.
- Mats should not have curling edges and should not be positioned so that they become tripping hazards.
- Poor lighting can be especially dangerous. Immediately report any broken lights to your supervisor.
- Conditions of staircases should be observed, i.e. carpets, to ensure safe access.
- Caution must be carried out when accessing client's pathways to ensure own safety.
- Ensure suitable footwear is worn when visiting client's property.

Stress

Normally people can cope with some degree of stress, but if sustained it can be damaging to health. Symptoms are difficult for employers to identify, but common signs include; Anxiety, Boredom, Headaches, Fatigue, Indigestion, Backache, Irritability, Heavy Smoking, Depression, Heavy Drinking, Tension or Sleep Problems.

If you feel that your work is causing stress, you have a duty to inform your Manager so that any preventative measures can be put in place.

Handling Discarded Needles or Sharps

A needlestick injury is the accidental or deliberate penetration into the skin by a hypodermic needle that has been used to withdraw blood or inject something into an infected person.

Under no circumstances should an operative touch a discarded needle with their bare hands or put their unprotected hands where they cannot be seen, i.e. drains, bins, sides of settees etc.

Any needle or sharp injury must be reported immediately and medical attention sought.

Accident Reporting

All injuries and dangerous occurrences are to be recorded in the Accident Book which is located at Railton House. Details of all accidents should be notified to a manager. It is the responsibility of the Senior Management Team to notify the HSE when it is required by the appropriate means. It is

your responsibility to provide complete and accurate information for accident reporting.

First Aid

A First Aid Boxes are located in the Stationary Cupboard and Minibus.

The trained First Aiders are:

- Mariessa Cox
- Julie Davies
- Sharon Dickinson
- Emma Butcher
- Sandi Rance
- Troy Melvin
- Emma Hernon

IF YOU ARE UNSURE ABOUT ANYTHING IN THIS HEALTH AND SAFETY BOOKLET PLEASE ASK!

Further advice is available from:

HSE/Local Authority details

North Kesteven District Council
Kesteven Street
Sleaford
Lincolnshire
NG34 7EF

Tel: 01529 414155
Fax: 01529 413956



Health and Safety Booklet (1st May, 2018)

Signed:

A handwritten signature in blue ink, appearing to read 'Trixie Burrell'.

**Trixie Burrell
(Chief Executive)**

This booklet is a summary of the information contained in the Health and Safety Main Policy Document, which is available to all employees and contractors on request.

**Adults Supporting Adults
Railton House
East Road Business Park
Sleaford
Lincolnshire
NG34 7EQ**

**Tel: 01529 416270
Fax: 01529 414012**



**Boston Enterprise Centre : Venture House : Enterprise Way :
Endeavour Park : Boston : Lincolnshire : PE21 7TW
Tel : (01205) 367098 : Fax: (01205) 356417**

www.jwcope.co.uk

1. THE HEALTH AND SAFETY POLICY OF ADULTS SUPPORTING ADULTS

Our policy is to provide and maintain a safe and healthy work environment for all our employees and others who may be affected by our activities, e.g. the public and our customers.

2. THE ORGANISATION FOR CARRYING OUT THE POLICY

Responsibilities of Directors

The Chief Executive recognises and accepts her overall responsibility for health and safety, and will ensure that the following arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to their business.

The general responsibilities are to:

1. Ensure adequate resources are provided to allow the organisation's safety policy to be effective.
2. Understand, initiate and monitor the effectiveness of the implementation of the Health and Safety Policy.
3. Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions (e.g. periodic testing of lifting equipment, etc.).
4. Ensure that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions (i.e. suitable guarding, electrical testing etc.).
5. Ensure first aid, firefighting and any other relevant emergency equipment is provided and readily available.

Take appropriate action when statutory and/or company standards are breached.

Responsibilities of Managers

The following personnel are responsible for ensuring that all health and safety arrangements are adhered to in the area of work for which they have control and responsibility.

Trixie Burrell	Chief Executive Officer
Emma Butcher	Registered Manager
Stephen Johnson	Business Manager
Emma Duncomb	Operations Manager

Responsibilities of All Employees

It is your responsibility to co-operate in the implementation of this Health and Safety Policy within your areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example your fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work etc. Act 1974. You must therefore:

1. Comply with safety rules, operating instructions and working procedures, laid down in your area of work, and take reasonable care, to the best of your knowledge, to avoid injury to yourself and others.

- II. Use all equipment and protective clothing where and when it is required, and in the correct manner. In addition, you must report any fault or deficiency in the equipment, immediately to your Supervisor.
- III. Report all accidents, injuries, near misses, spillages and any other potential safety hazards, promptly to your Manager/Supervisor.
- IV. Not misuse anything provided in the interests of health and safety.

3. IMPLEMENTATION OF THE POLICY

This section provides guidance for those responsible for health and safety (*that means you!*), on how to minimise health and safety risks.

Safety Information/Training

Induction training is carried out for all new employees. In addition, safety information is provided in the form of this periodically updated Health and Safety Booklet, which is circulated to all employees.

Fire Prevention and Fire Emergencies

You should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be the source of a fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your Manager, who will take the appropriate action.

IF YOU DISCOVER A FIRE....

1. If you discover a fire, no matter how small immediately raise the fire alarm.
2. Attack the fire, if possible, using the appliances provided.

IF YOU HEAR THE FIRE ALARM....
 1. Leave the building or area by the nearest available exit.
 2. Proceed to the fire assembly point, in the Main Car Park, trying to ensure that there is clear access for emergency vehicles.

DO NOT TAKE RISKS AND DO NOT EXPOSE YOURSELF TO DANGER.

DO NOT RE-ENTER THE BUILDING, OR AREA OF THE FIRE.

The Safe Use of Electricity

Misuse and abuse of electricity is one of the most significant causes of fires in workshops. The increased use of electrical appliances over the years has also contributed to the risks of electrical overloading.

The following arrangements should be observed by all personnel:

- ✓ All electrical faults are to be reported to the Operations Manager. Only competent electricians may repair electrically powered equipment.
- ✓ Electrical equipment (domestic equipment etc.) should be switched off from the mains when left unattended for long periods.
- ✓ Residual Current Devices (RCD's) must be used when using electrical equipment in client's houses.

- ✓ Ensure user checks are carried out prior to use.
- ✗ 30% of all accidents are slips, trips and falls. Cables should be so positioned that they do not constitute a tripping hazard. Extension cables should be coiled up when not in use and returned to the racks provided.
- ✗ Never operate any electrical equipment or RCD's if you are unsure of its condition.

Manual Handling of Loads

It is the responsibility of the Managers to ensure that you follow the appropriate safe systems of work and make full and proper use of the equipment provided, e.g. wheelchairs, Zimmer frames etc. to support clients.

- Back strains can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles.
- You should be mindful of your own capabilities, and should not lift anything that you believe to be too heavy. Seek assistance!
- It is your responsibility to make full and proper use of any mechanical handling equipment provided.

Personal Protective Equipment

PPE e.g. fire marshal high visibility waistcoat, plastic aprons, non-latex gloves etc. are provided to you free of charge. It is your responsibility to make full and proper use of any PPE provided to you and report any loss or defect immediately to the Stores.

The following sections give guidance on the situations where PPE may be required. N.B. The reason that PPE is issued is that there is no other way to protect you from a risk. By not wearing the right PPE you may be exposing yourself directly to the risks of illness and injury.

Alcohol and drug abuse policy

The work carried out by Adults Supporting Adults often involves working in high risk areas and requires a high standard of care and attention to be applied at all times. Since alcohol and drugs are known to affect the ability to work safely, it is the policy of Adults Supporting Adults to discipline any employees who are found to abuse these substances.

Any person who is found to be under the influence of drugs or alcohol whilst at work will be removed from site immediately, and the appropriate disciplinary action will be taken.

N. B. Alcohol and drug abuse includes working whilst taking medication known to cause drowsiness and which clearly advises against the operation of dangerous plant and machinery.

Display Screen Equipment

Display screen equipment (DSE) includes any screens used for the storage or transfer of data.

A 'user' is anyone who habitually uses DSE as a significant part of his or her normal work. The term 'workstation' means the screen, keyboard, the work desk and chair, and any peripheral items in the work environment.