

Health and Safety Policy

General Statement of Intent

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, particularly as the Carers' Centre changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

Responsibilities

Overall and final responsibility for health and safety in the Carers' Centre is that of the Management Committee.

The Carers' Centre Health and Safety Officer (HSO) is responsible for this policy being carried out at our offices in Radstock and Bath, and at other premises which may be used for Carers' Centre activities and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

All staff are responsible for ensuring the health and safety of themselves, Carers and other people we may work with and for bringing to the attention of the HSO any deficiencies in safety arrangements.

Maxine Denham
Emma Tucker
Steve Newman
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Gill Evans
Sonia Hutchison

Health & Safety Officer (HSO)
Qualified First Aiders (Bath Office)

Qualified First Aiders (Radstock Office)
Health & Safety Representative (HSR)

All employees have the responsibility to co-operate with Trustees and the Chief Executive to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the HSR or HSO.

Consultation between management and employees is provided through staff meetings and regular supervision.

Accidents and Incidents

For this policy an accident or incident can be wide ranging, from a personal safety issue to an accident.

An example of an accident or an incident could be the following:

- Someone slips on a wet floor within the work setting
- Someone cuts themselves when preparing food
- Dealing with a member of the public showing dangerous, difficult or disturbing behaviour, which could be physical or verbal

If any accident or incident takes place whilst carrying out the work of Bath & North East Somerset Carers Centre involving a member of staff, volunteer, service user, carer, management committee member or a member of the public the following procedure should be followed :-

- All incidents need to be recorded to comply with Health & Safety law and for the Carers Centre to investigate and prevent incidents happening when possible.
- When an accident or incident happens it must be reported to a Line Manager as soon as possible.
- The Line Manager will provide and assist in filling in the accident / incident form. These forms can be found in the Accident Book. These are stored in the First Aid boxes in each building (locations highlighted below)
- The form is then to be passed to the Carers Centre's Health & Safety Officer who will then add any comments and take action if necessary to prevent a similar accident / incident occurring.
- All major accidents and incidents, as detailed in the Accident Book, are to be reported to the HSR. Unusual or unexpected incidents are also to be reported to the HSR and recorded for review of current arrangements.
- Staff are required to take a copy of the Accident Record sheet in Appendix 1 when organising an event off site in case there is an accident or incident and use the form to record the details. These details are to be copied into the Accident Book when they return to the office.

First Aid

The First Aid Box at Woodlands is located in the kitchen. The First Aid Box at Radstock is located in the First Aid cupboard outside the counselling room. These locations are clearly labelled.

Risk Assessments

Each Carers' Centre building has an annual office risk assessment carried out or reviewed to manage general risks. Significant risks are reported to the HSR. In addition, individual activities undertaken by staff will have a risk assessment completed prior to the activity taking place. Please refer to the Risk Assessment Policy for further detail.

Building Safety

Each year a building audit is undertaken, which includes a review of the health and safety standards & procedures within Carers' Centre premises. This includes oversight of fire safety; electrical safety; building maintenance & general housekeeping. Procedures which are checked are detailed below.

1. Fire Safety

The Carers Centre operates a no smoking policy in its premises.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the HSR, practised at least annually and records maintained by the HS Officer of the evacuation time.

Firefighting equipment is available in each building and is maintained by Fireshield MAS Fire Protection Ltd

Fire alarm points in both buildings have an operational check weekly, ensuring each point is operated in turn over a monthly period.

In the event of an evacuation, the visitors' book and staff **check in board will be removed** for use as a roll call.

The HS Officer, or a fire warden will complete a roll call and liaise with Fire Service personnel.

Housekeeping and Premises

All staff will monitor that:

- safe stacking and storage methods are followed
- standards of cleanliness and hygiene are maintained in kitchen areas
- waste is disposed of safely in appropriate containers
- corridors and exits are kept clear and free of obstruction
- equipment in their work area is in good working order

Employees will ensure that they co-operate with all reasonable requests from their line manager to ensure the above standards are maintained.

Electrical Equipment

Electrical equipment will be inspected annually.

The HSO will ensure a risk assessment is undertaken for each and office and safe working practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, and equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to the HSO.

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Display Screen Equipment

The Carers' Centre offers to all display screen users a free eye test with a designated optician on request where this is not related to a regular optician's appointment.

Line managers will involve their employees in assessing their workstation and ensuring it meets their individual needs.

Manual Handling

Manual handling will be reduced as far as possible by monitoring and review of all work tasks. Line Managers will ensure a risk assessment is prepared of manual handling tasks and agree with employees safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Employees must bring to the attention of their line manager any health problems that may be affected by handling activities.

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervisions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Contractors

Organisations or contractors using Carers' Centre premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of the Carers' Centre's emergency procedures.

The Health & Safety Policy is supported by a number of other internal guidelines which ensure its aims are carried out in practice. These are:

- Staff Procedure for Using the Premises (entry and exit)
- Staff Personal Safety Guidelines (includes home visits)
- Risk Assessment Policy
- Setting the Alarm
- Driving for Work: Own Vehicle

It is requested that all staff, volunteers, carers, management committee members and members of the public comply with this policy in order to safeguard the safety of all individuals and groups using the services of B&NES Carers Centre.