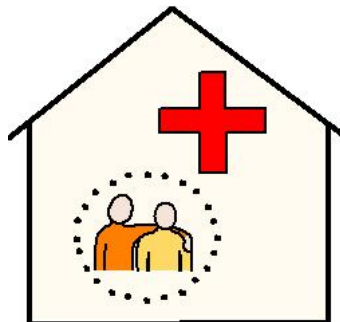

Accessible Health and Safety Policy

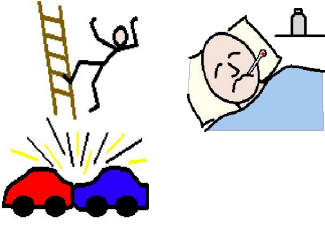

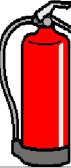
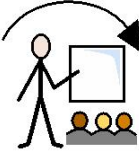




June 2010

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

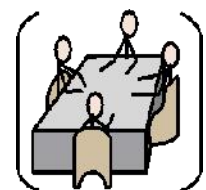
The complete policy statement can be found within the Health & Safety Policy document available from the Admin Team at the Consortium Office.

Part 1 – Health and Safety Policy Statement

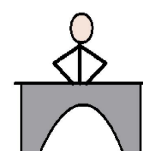
<p>The Consortium will do as much as possible to stop people getting ill, being hurt or ruining property whilst at work</p>	
<p>Where we work has to be safe</p>	
<p>The equipment used should be safe</p>	
<p>Staff are taught how to keep safe</p>	
<p>Staff should be able to talk to someone about their health and keeping safe</p>	
<p>When staff have accidents it should be recorded</p>	

Part 2 - Responsibilities

The Chief Executive is responsible for making sure we are all safe with the Management Committee having final responsibility



However on a day to day basis the responsibility is the Personnel Manager's



All other managers have to make sure the staff know of this policy and how to keep safe

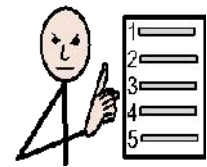
Communication

The Manager should tell the staff of anything to do with health and safety. They should also tell the Health and Safety Officer of any issue which cannot be fixed



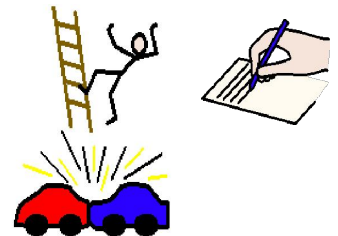
Systems of work

Line managers should make sure the law is kept to and other rules which are there to keep us safe



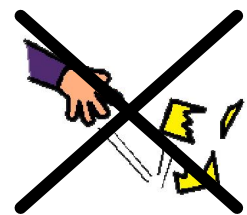
Accidents

These need to be written down and it should be looked into why it happened



Equipment

This should be checked to make sure it is not broken or cannot be used and if it is then it should be replaced



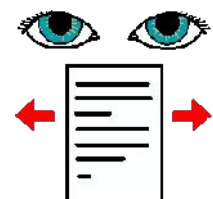
Dangerous substances

Staff should handle these as they are supposed to



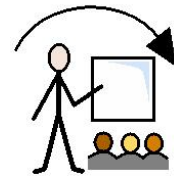
Monitoring

The line manager should look into whether things that are written down are helpful and working



Training

Staff are taught to know where the equipment is e.g. fire extinguishers and first aid boxes. Staff should also be aware of when they could be unsafe so that they can avoid it.



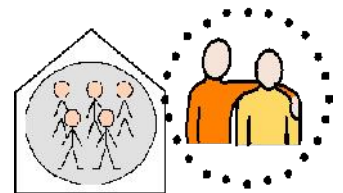
Money

The manager should make sure there is enough money to buy the equipment and keep to the law



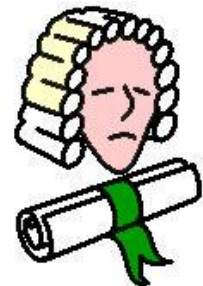
Staff responsibility

Staff should try to make themselves safe at all times and should not use equipment in the wrong way



Penalties

If staff do not do what the law says then the Consortium will discipline them. Other authorities may also want to investigate any accidents which could end up going to court. The court may decide that the person is guilty and that they should go to prison, or they may decide that the person should pay some money. The Consortium can also be found guilty



Part 3 – Health and Safety Rules

Everything staff should do to keep themselves and other people safe. If staff are unsure of any of these they should talk to their line manager

General Safety

Don't leave anything in places people walk and could trip up

Don't leave cables where people may trip

Always get rid of rubbish



Clean up things that have been spilled



Clothing and Equipment

Clothing is given when it is needed



The clothing will need to be stored properly

If staff lose their clothing then they should tell the line manager



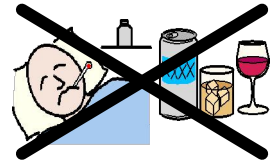
Vehicles

Don't drive a company car unless they are allowed to



Don't put too much in the car or take people you shouldn't

Don't drive if you are ill or have had too much alcohol



Don't use the phone whilst driving



Traffic offences

If you get a parking ticket or speeding ticket then it should be paid by you



The Consortium will discipline staff who do something against the law whilst driving at work

Accidents

Tell your line manager



Always go to the doctor



If you are ill or are taking any medicine then you should tell your line manager



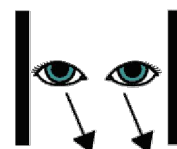
Signs

Always do what signs say and notice any warning signs on appliances etc.



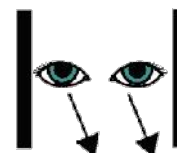
Fire Safety

Look at the Accessible Fire Safety Policy



Moving and Handling

Look at the Accessible Moving and Handling Policy



Risk Assessments

This means looking at what could happen to put someone in danger and how likely it is

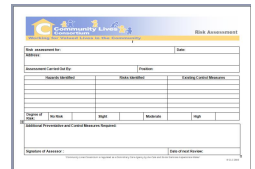


The people doing these assessments should be able to do them (competent)

The Consortium hopes to lower the possibility that an accident could happen

There are 5 parts to the risk assessment;

- 1) Look for everything which could be dangerous and hurt someone
- 2) See **who** might be hurt and **how**
- 3) Are the things trying to stop people getting hurt good enough now?
- 4) Write down what you find
- 5) Change things if it is needed



A screenshot of a 'Risk Assessment' form. The form has a header with the Community Lives Consortium logo and the title 'Risk Assessment'. Below the header, there are several sections with labels: 'Name of person', 'Date', 'Assessment of risk to', 'Location', 'Risk level', 'Control measures', 'Responsible person', 'Date of review', 'Date of next review', and 'Date of completion'. The form is mostly blank, with some faint lines indicating where to write.



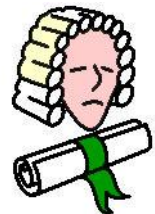
Hazardous Substances

Some people may have to use chemicals at work which can be dangerous e.g. paint, bleach and bacteria



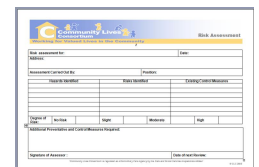
People should have as little contact as they can with the chemicals

We have to follow the law when we are touching chemicals



Service Co-ordinators/Registered Managers in houses and the Health and Safety Officer in the office have to make sure we follow the law

When there are new chemicals brought in we have to do a risk assessment

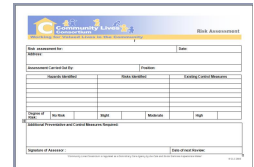


A screenshot of a 'Risk Assessment' form, identical to the one shown above. It includes the same header, labels for 'Name of person', 'Date', 'Assessment of risk to', 'Location', 'Risk level', 'Control measures', 'Responsible person', 'Date of review', 'Date of next review', and 'Date of completion'.

People coming into contact with chemicals may get a rash, breathing problems or infections

The law says we have to;

- 1) Do a risk assessment
- 2) Do things to make people safe
- 3) Reduce people coming into direct contact with chemicals e.g. give them clothing that protects them
- 4) Make sure the things we do to stop accidents are good enough
- 5) Work out what to do if there is an accident
- 6) Tell staff about what they are working with and what they should do to keep safe

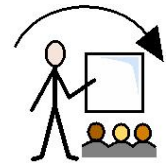


First Aid

There should be things in the house or office in case someone gets hurt or ill at work



Specific people will be trained in First Aid



There always needs to be someone there when people are working as the person who will take charge of the injury/illness (Appointed Person)

There always needs to be a first aid box close by

People need to be careful when helping someone who is hurt or ill so that they do not get ill themselves. Staff should wash their hands, cover their cuts up and wear gloves. They should also clean well afterwards, especially if there is blood

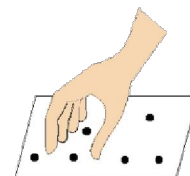


Recording Accidents

If you have an accident then tell your manager straight away



They will choose what to do e.g. whether to go to the hospital

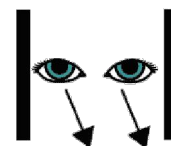


The Accident Book will need to be filled in and sent to the Health and Safety Officer



If someone who is not staff gets hurt then the Service Co-ordinator/Registered Manager will need to be told and they will look into it

All accidents and accidents that almost happen should be looked into to stop them happening again

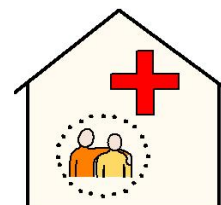


Contractors

These are people coming into the houses to do work.




These people need to know about how to keep healthy and safe as well



The Consortium has to get people into the houses that do know this

Electrics

A risk assessment needs to be done for Service Users using things such as TV's, music players etc.



The image shows a screenshot of a 'Risk Assessment' form. At the top, it features the 'Community Lives' logo and the title 'Risk Assessment'. Below the title, there are several sections: 'Risk Assessment for:' with a 'Date' field, 'Assessment conducted by:' with a 'Signature' field, and a table with columns for 'Issue to be assessed', 'Risk level', and 'Control measures'. At the bottom, there are fields for 'Date of next review' and 'Date of completion'.

All of the electrical appliances need to be checked regularly



Controlling Infection

Look at the Infection Control Policy

