

HAYFIELD SUPPORT SERVICES WITH DEAF PEOPLE

HEALTH AND SAFETY AT WORK ETC ACT 1974

ARRANGEMENTS FOR HEALTH AND SAFETY

CODES OF PRACTICE

These Codes of Practice have been prepared to provide the information and guidance necessary for Managers and Supervisors to competently discharge their responsibilities in relation to specific subjects.

ACCIDENT REPORTING/INVESTIGATION

All accidents are reported, recorded and investigated in accordance with the requirements of the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 1995 – refer to the Accident Reporting Code of Practice.

FIRE SAFETY

Due to the specific conditions within the residential and day care premises suitable and comprehensive alarm and fire detection systems have been installed as well as a good fire management system.

Fire Risk Assessments have been undertaken for all premises and Fire Procedures are established and practised to ensure the safety of all employees and service users.

The information and records on installations, inspections, training and fire drills etc., is contained in the Fire Manual for each of the Company premises.

Further information is contained in the Code of Practice – Fire Safety.

FIRST AID

Supervisory Staff are trained first-aiders and are responsible to deal with cases of injury accidents or ill-health affecting any employee, service user or other person whilst on Company premises.

In case of serious injury or illness the person/s involved would be taken to the nearest hospital for treatment.

Further information is contained in the Code of Practice – First Aid.

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HEPATITIS “B”/AIDS AND EMPLOYMENT

It is not foreseeable that in the normal course of employment that an employee or service user will contract either Hepatitis “B” or Aids.

The precautions to be taken in dealing with situations where contact with blood is possible are contained in the Code of Practice – Hepatitis “B” and Aids.

INFECTION CONTROL

Procedures have been established and all staff have received appropriate training in good hygiene practices covering hand washing, dealing with spillages, dealing with sharps, food hygiene, etc.

Catering staff have also undertaken food hygiene courses, see Food Hygiene

Reference should be made to the Company policy on Infection Control

CONTROL OF DRUGS AND PHARMACEUTICALS

There are statutory requirements concerning controlled drugs and pharmaceuticals held and administered throughout the residential premises of the Company.

Registered persons are responsible for being familiar with, and strictly observing the established control measures.

The detailed arrangements are contained in the Code of Practice – Control of Drugs and Pharmaceuticals.

ELECTRICITY AT WORK REGULATIONS 1989

These Regulations are designed to protect employees, trainees and other persons from injuries associated with the use or misuse of electrical equipment/appliances.

The main requirement affecting the Company is that fixed electrical installations and portable electrical equipment or appliances must be checked/inspected/tested at periodic intervals.

The arrangements established and guidance on this subject is contained in the Code of Practice – Electrical Safety.

RISK ASSESSMENTS

Employers have a responsibility to carry out an assessment of risk to the health or safety of

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their employees when carrying out work activities where the risk is judged to be significant.

General Risk Assessments have been carried out as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and other assessments which may be required under other relevant legislation.

Other specific assessments will be provided for activities identified as posing a significant risk to staff or service users.

Copies of these assessments are kept in Section 5 of the Health and Safety Manual.

HEALTH AND SAFETY TRAINING

Employees and service users receive a short Induction Training Programme on starting.

Thereafter, Health and Safety Training as appropriate is provided and refresher training sessions held at two yearly intervals.

Where a specific need is identified suitable training will be given.

HEALTH AND SAFETY ADVICE

The Company as part of its Arrangements for Health and Safety, as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 has appointed Health and Safety Services (Glasgow) Ltd. to be their Health and Safety Consultants.

Matters concerning health and safety, in the first place, should be referred to the Director, Mrs J Byrne.

ENFORCING AUTHORITIES

The Glasgow City Council Environmental Services Department and the Strathclyde Fire Brigade are the two main bodies who have a direct role in ensuring that the laws which apply to the work activities and to the Company premises are kept.

Environmental Health Officers or Fire Prevention Officers seeking admission to Company premises should be politely requested to show their identification card before being granted entrance. Thereafter the inspecting officers should be dealt with by the most senior Supervisor on the premises at the time.

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The Company are also monitored by the Care Commission and again they may also require access to our premises for monitoring purposes.

HOUSEKEEPING

In an effort to comply with legal obligations to provide healthy and safe places of work it is necessary to establish high standards of orderliness, cleanliness and hygiene.

Supervisory Staff are responsible for good housekeeping and for co-operating with the trainees to ensure that a high standard is maintained.

MONITORING

The provision and maintenance of every aspect of our health and safety responsibilities is a prime responsibility of Managers and Supervisors. Without vigilance and frequent checking and monitoring standards will fall below what the Company expects.

Independent monitoring and inspections of equipment, premises and systems of work will be carried out by arrangement.

CONSULTATION WITH EMPLOYEES

Arrangements have been established to enable meaningful consultations to take place with staff where significant matters relating to health and safety are involved. Reference should be made to the Health and Safety (Consultation with Employees) Regulations 1996 contained in section 4 of the Health and Safety Manual.

PROVISION AND USE OF WORK EQUIPMENT

All appliances and equipment used in the premises will be fit for purpose, adequately maintained and used only by staff and service users who have received appropriate instruction. In general this equipment comprises mainly of domestic type appliances.

All appliances and equipment is subject to regular maintenance and inspection including electrical and gas safety checks and any other statutory requirement

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Adequate control is exercised over the use and distribution of drugs and other medicines (See arrangements – Control of Drugs and Pharmaceuticals)

Only domestic type cleansers and disinfectants are used within the premises, material safety data sheets have been provided and the use of these materials has been reviewed by our consultants and measures introduced to reduce the risk, where practical it is the policy of the Company to use non-hazardous materials

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WATER TREATMENT AND MAINTENANCE

Steps are taken to check and maintain water temperatures on a regular basis and the water system is checked and cleaned annually by a competent contractor.

Records of water temperature checks are maintained

FOOD HYGIENE

All staff involved in the preparation and handling of food have attended a suitable training course.

Temperature checks are made regularly of all domestic type freezers and refrigerators

Colour coded kitchen knives are provided to ensure the correct knives are used for preparing the appropriate foods

MANUAL HANDLING

It is the policy of the Company to avoid manual handling whenever possible, staff have received basic manual handling training and advice on the handling of service users.

Manual handling risk assessments have also been undertaken.

See code of practice on Manual Handling