

## **HAYFIELD SUPPORT SERVICES WITH DEAF PEOPLE**

### **THE HEALTH AND SAFETY AT WORK ETC. ACT 1974**

#### **HEALTH AND SAFETY RESPONSIBILITIES**

The Director, Mrs J Byrne, (with general responsibilities for health and safety) shall ensure that –

- There is a meaningful Health and Safety Policy for the Company and that its effectiveness is continually monitored.
- The Health and Safety Policy is publicised throughout the Company and updated as and when required.
- Support is given to enable employees to implement all aspects of the Health and Safety Policy and the Company Codes of Practice.
- Financial provision is made for foreseeable items of expenditure relating to health and safety.
- Arrangements exist for the provision of instruction, training, information and supervision relating to identified needs.
- Staff with defined responsibilities are given the assistance and advice necessary to enable them competently to discharge their duties.
- She co-ordinates all monitoring procedures, examines the results and ensures that action is taken in any area shown to be a safety hazard or not complying with statutory legislation.
- Matters brought to her attention are dealt with and where she has not the authority to take the action required that such is placed before the Board of Directors.
- Drugs and pharmaceuticals are stored and handled correctly in accordance with the established rules and procedures.
- Employers Liability Insurance, Public Liability Insurance and appropriate cover which embraces both statutory and business needs are being met and maintained.
- Arrangements are made to provide a source of competent advice and assistance as is required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Staff are consulted with on significant matters affecting or likely to affect their health and safety and that the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 are implemented.

The Manager of the Day Centre ( Mr Robert Reid) shall ensure that –

- He is familiar with, and understands the Health and Safety Policy of the Company and that the supervisory staff under his control fully understand and observe all aspects of the Health and Safety Policy and relevant Codes of Practice.
- He regularly inspects the Centre to ensure that the objectives of the Health and Safety Policy are being achieved.
- All employees under his control are instructed regarding the provision, location and use of safety equipment and in making every reasonable effort to ensure that service users use the safety equipment provided.
- All employees under his control are instructed regarding the provision, location and use of First Aid Equipment.
- The arrangements for First Aid are maintained through the appointment of trained First-Aiders and the provision of First Aid facilities.
- Any information regarding health and safety matters is communicated to all supervisory staff under his control.
- All supervisory staff under his control are instructed regarding relevant safe systems of work.
- All supervisory staff under his control understand, accept and fully carry out their responsibilities for health and safety matters, are adequately trained and instructed to perform all the tasks required of them.
- All injury accidents are reported, recorded and investigated in accordance with the Accident Reporting Code of Practice.
- All relevant staff are instructed in the correct methods of storing and dispensing of drugs and pharmaceuticals.
- Fire safety routine inspections, tests and fire drills are carried out at the prescribed intervals and that these are recorded in the Fire Manual for the premises.
- In particular, staff and service users are familiar with the established fire procedure for the premises.
- All hazardous substances are assessed, monitored and controlled and that records are kept as appropriate.

Any such substances are subjected to the requirements of the Control of Substances Hazardous to Health Regulations 2002

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- Matters brought to his attention relating to health and safety are dealt with and where he has not the authority to deal with such that it is referred to the Director.
- Contractors working on the premises comply with all Company safety rules and in particular those relating to fire safety.
- In the absence of the Manager the Deputy shall assume the above responsibilities.

The Manager Residential Accommodation (Ms S Finnigan) shall ensure that –

- She has read, understands and implements the Company Health and Safety Policy and Codes of Practice.
- The Supervisory Staff under her control fully understand and observe all aspects of the Health and Safety Policy and relevant Codes of Practice.
- She regularly inspects the residential accommodation under her control to ensure that the objectives of the Health and safety Policy are achieved.
- Any information regarding health and safety matters is communicated to all Supervisory Staff under her control.
- All Supervisory Staff under her control are instructed concerning relevant safe systems of work.
- All Supervisory Staff under her control understand, accept and fully carry out the responsibilities for health and safety matters and are adequately trained and instructed and competent to perform all tasks assigned to them.
- All accidents are reported, recorded and thoroughly investigated as detailed in the Accident Reporting Code of Practice.
- Routine monitoring procedures in all premises under her control are carried out.
- All relevant staff are instructed in the correct method of storing and dispensing of drugs and pharmaceuticals.
- All hazardous substances are used monitored and controlled in accordance with The Control of Substances Hazardous to Health Regulations 2002.
- No new products, substances or materials are introduced where any of these may have an adverse effect on the health and safety of employees or service users.
- Fire safety routine inspections, tests and fire drills are carried out at the prescribed intervals and that these are recorded in the Fire Manuals for the premises

In particular that all service users are familiar with the Fire Procedure for the particular premises.

- Contractors working on the premises observe the Company Safety Rules in general and in particular relating to fire safety.

The Residential Team Leaders shall ensure that –

- They encourage and promote safe systems of work and good working practices.
- Adequate levels of safety training, supervision and instruction are provided and that they seek to attain high standards in these areas.
- They carry out regular inspections of all premises and activities under their control
- They stop any work activity where hazardous situations are encountered and there is imminent risk of serious personal injury.
- All injury accidents are reported, recorded and investigated in accordance with the Accident Reporting Code of Practice.
- All staff and service users are aware of the established fire safety procedures for the premises under their control.
- All matters relating to health and safety are suitably dealt with and where they do not have the authority the matter is reported to the Manager, Residential Accommodation
- Fire safety routine inspections, tests and fire drills are carried out at the prescribed intervals and that these are recorded in the Fire Manual for the premises.
- When contractors are engaged to carry out work on Company premises that attention is drawn to the Safety Rules for Contractors Code of Practice and in particular to fire safety.

ALL EMPLOYEES shall ensure that –

- They have read the Health and safety Law Placard and the Company Health and Safety Policy Statement and are familiar with their responsibilities and duties for health and safety as they relate to their work activities.
- They conduct their work activities in accordance with the health and safety information, training and instructions given to them.
- At all times they co-operate with management in their effort to achieve a high standard of health and safety within the premises and to avoid accidents or ill-health to themselves, service users or any other persons.
- Matters which affect their own health and safety or the safety and health of service users, giving them concern are brought to the attention of their immediate supervisor.
- They are familiar with the Fire Procedure for the premises in which they work and ensure to the best of their ability that the fire precautions are observed at all times.