

Health & Safety

New Staff Induction

Legislation

- Health & Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Reporting of Injury, Disease and Dangerous Occurrences Regulations (RIDDOR) 1995
- Food Safety Act 1990
- Personal Protective Equipment at Work Regulations (PPE) 2002
- Manual Handling Operations Regulations 1992/2002
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Health & Safety Policies and Procedures

Health & Safety policies and procedures protect both people using and people working in social care settings by:

- Identifying potential risks
- Minimizing potential risks
- Ensuring that there are ways to report potential risks
- Ensuring that there are ways to report accidents and health problems
- Having arrangements in place for First Aid
- Having arrangements in place for emergencies and fire evacuations as well as preventative measures
- Communicating arrangements for health and safety to all individuals

Health & Safety Responsibilities: Social Care Worker

The main health & safety responsibilities of a social care worker are:

- To take reasonable care of their own health and safety and that of others that may be affected by their actions
- To report to their employer any hazards or risks they encounter (including potential hazards and risks)
- To read and comply with health and safety policies, procedures and instructions
- To undergo health and safety training provided by the employer

Health & Safety Responsibilities: Employer/Manager

The main health & safety responsibilities of an employer/manager are:

- To protect the health, safety and welfare of their employees and other people who might be affected by their business
- To consult with employees on health and safety issues
- To resolve any reported hazards as a matter of urgency
- To identify, assess and minimise hazards and risks
- To provide health and safety instruction, information, training and supervision
- To provide safety signage

Health & Safety Responsibilities: Clients, Visitors etc.

The main health & safety responsibilities of individuals using and visiting social care services are:

- To take reasonable care of their own health and safety and that of others that may be affected by their actions
- To read and comply with the instructions, signage and procedures of the setting

Whose Responsibility?

If a health and safety risk assessment has been carried out and a procedure written to minimise the risk and an individual receiving care has the capacity to understand and follow the procedure, then the responsibility is with the individual.

For example, if an individual is not very steady on their feet and their risk assessment advises that they use a walking stick but they refuse to do so and have a fall, the unfortunate consequence is their responsibility.

Specialist Training: Using Equipment

Some equipment should only be used by individuals with specialised training so that risks to health and safety are minimised.

Use of equipment without relevant training could lead to:

- Injury/illness to self or others
- Damage to the equipment
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Specialist Training: First Aid

First Aid should only be performed by individuals with specialised training so that risks to health and safety are minimised and good practices are maintained.

Performing First Aid without relevant training could lead to:

- Further injury/illness to the person being treated
- Injuries/illness not being treated correctly
- Infection risks not being controlled correctly
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Specialist Training: Medication

Medication should only be administered by competent individuals with specialised training so that risks to health and safety are minimised and good practices are maintained.

Administering medication without relevant training could lead to:

- Incorrect medication/dosage being administered resulting in avoidable illnesses
- Infection risks not being controlled correctly
- Relevant records not being completed
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Specialist Training: Assisting Moving & Handling

Assisting moving and handling should only be performed by individuals with specialised training so that risks to health and safety are minimised and good practices are maintained.

Moving and handling without relevant training could lead to:

- Injuries to self or others
- Damage to equipment
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Specialist Training: Emergency Procedures

Emergency procedures should only be performed by individuals with specialised training so that risks to health and safety are minimised and good practices are maintained.

Performing emergency procedures without relevant training could lead to:

- Injuries to self or others
- Avoidable risks to self or others
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Specialist Training: Food Handling & Preparation

Food handling and preparation should only be performed by individuals with specialised training so that risks to health and safety are minimised and good practices are maintained.

Handling and preparing food without relevant training could lead to:

- Illnesses to self or others (e.g. food poisoning)
- Poor hygiene
- Breaking the law
- Contravention of company policies/procedures
- Disciplinary action

Procedures: Fire

Fire safety procedures are needed to prevent or reduce the risk of fires by:

- Ensuring smoke alarms are present and regularly checked
- Ensuring routes to fire exits are not blocked and fire doors are not propped open
- Maintaining a no smoking policy
- Checking plugs and appliances are turned off and maintained

Fire safety procedures also detail what to do in the event of a fire by:

- Calling emergency services and manager
- Ensuring self and others evacuate the building and go to the assembly point
- Not pressing any electrical switches or stopping to get coat, bags etc.
- Recording the incident

Procedures: Gas Leak

Gas leak procedures are needed to prevent or reduce the risk of gas leaks by:

- Ensuring carbon monoxide monitors are present and regularly checked
- Ensuring routes to fire exits are not blocked and fire doors are not propped open
- Maintaining a no smoking policy
- Checking plugs and appliances are turned off and maintained

Gas leak procedures also detail what to do in the event of a gas leak by:

- Calling emergency services and manager
- Ensuring self and others evacuate the building and go to the assembly point
- Not pressing any electrical switches or stopping to get coat, bags etc.
- Recording the incident

Procedures: Floods

Flood procedures are needed to prevent or reduce the risk of floods by:

- Ensuring taps are turned off after use
- Knowing how to turn the water off at the mains

Flood procedures also detail what to do in the event of a flood by:

- Turning off the water at the mains
- Calling emergency services, water board and manager
- Ensuring self and others evacuate the building and go to the assembly point
- Not pressing any electrical switches or stopping to get coat, bags etc.
- Recording the incident

Procedures: Intruding

Intruding procedures are needed to prevent or reduce the risk of intruders by:

- Being vigilant
- Making sure doors/windows are closed/locked
- Ensuring keys/keycodes are only given to those that need them

Intruding procedures also detail what to do in the event of an intruder by:

- Calling emergency services and manager
- Ensuring self and others are in a safe place
- Recording the incident

Procedures: Security Breaches

Security breach procedures are needed to prevent or reduce the risk of security breaches by:

- Being vigilant
- Making sure doors/windows are closed/locked
- Ensuring keys/keycodes are only given to those that need them

Security breach procedures also detail what to do in the event of a security breach by:

- Calling emergency services and manager
- Ensuring self and others are in a safe place
- Recording the incident

Emergency Plan

It is important to have an emergency plan in place for any unforeseen circumstances, which should be created in partnership with other agencies (such as the local authority or fire & rescue service). This is necessary to:

- Be prepared
- Reduce risks of injury and illness
- Comply with legislation and company policies
- Promote an understanding of emergency procedures

How To Encourage Others

All individuals should be encouraged to follow procedures for environmental safety to reduce risks to health and safety and ensure legislation compliance.

Individuals can be encouraged to follow procedures by:

- Setting an example by following procedures yourself
- Ensuring everybody reads and understands the procedures
- Performing regular checks and observations to ensure procedures are being followed correctly
- Recording, reporting and reviewing all unsafe practices

Additional Support and Information

Additional support and information relating to health and safety can be obtained from:

- Colleagues, managers and appointed health & safety representative
- The Health & Safety Executive (HSE)
- Local agencies (Fire & Rescue service, local authority, environmental health etc.)