



SEND CARE

SENDING SPECIALIST CARE FOR YOUNG PEOPLE WITH SEND

Health and Safety Policy

Health and safety policy statement

1. This policy will say how SENDCARE will manage its health and safety responsibilities.
2. We will manage health and safety by:
 - 2.1 Controlling the health and safety risks at work.
 - 2.2 Involving employees on health and safety issues that affect them.
 - 2.3 Making sure that where employees work, and any equipment they use, is safe.
 - 2.4 Making sure that dangerous substances are stored and used safely.
 - 2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
 - 2.6 Making sure employees can do their jobs, and are properly trained.
 - 2.7 Trying to stop accidents and work-related health problems.
 - 2.8 Regularly checking that working conditions are safe and healthy.
 - 2.9 Regularly reviewing this policy and making changes if necessary.

Responsibility for health and safety

3. **Overall responsibility for health and safety belongs to**
SENDCARE Management Committee
4. **Daily responsibility for managing this policy is given to**
Gary Michael Rivera Ostolaza - Operations Manager

Employees are responsible for:

- 4.1 Co-operating with people who are responsible for health and safety.
- 4.2 Using safety equipment when it is necessary.
- 4.3 Taking care of their own health and safety.
- 4.4 Reporting health and safety concerns to the right person as written in this policy.

5. Controlling the health and safety risks at work

5.1 Gary Michael Rivera Ostolaza will do regular health and safety risk assessments.

5.2 Gary Michael Rivera Ostolaza should agree any action needed to manage the risks that have been found.

5.3 Jenna Bent will carry out the agreed action points.

5.4 Assessments will be carried out every 12 months, when a new CYP is on the records, or when there is a change to the way we work.

6. Risk Assessments

A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

Step One – Identify the hazards

6.1 Walk around the home and community in advance (when on community outings) identifying anything that could be potentially hazardous. Include *everything* you can think of: not just things that are currently obviously dangerous, but anything with a *potential* risk. Where possible two people will undertake the risk assessment separately and will compare lists afterwards, in case either has missed anything out.

6.2 Consider **invisible** hazards – e.g. stress (often related to working long hours, under pressure, to tight deadlines) or physical assault. Invisible hazards often include fumes – for example, photocopiers and laser printers emit ozone when in use.

6.3 Finally consider whether things that might not normally be hazardous might be in relation to specific people – e.g. pregnant women, disabled workers.

Step Two – identify who is at risk

6.4 Once you have identified and listed all the hazards, you need to (i) identify what the specific risk is, and (ii) who is particularly at risk.

6.5 Some people will be more at risk from particular hazards than others – for example a computer user will be more at risk of suffering RSI

(Repetitive Strain Injury – also known as WRULDs – Work Related Upper Limb Disorders), a cleaner might have specific risks related to the chemical cleaning agents being used, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone, or they may have a disability. **List those potentially at risk.**

Step Three – Evaluate the risks and decide on precautions

6.6 Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice from experts). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. E.g. if an electrical wire is exposed, you could replace it, or cover it with insulating tape. E.g. if your cleaner is using potentially dangerous chemical agents – change the cleaning product – use something water-based. **Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.**

Step Four – Record your findings

6.7 If you employ five people or more, the law requires you to record your findings. Ensure the written record of your findings is made available to staff, and that they cooperate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in machinery or equipment, and **appropriate training** being undertaken.

Step Five – Review your assessment.

6.8 Few homes and community outings remain the same. You **must** review your assessment when there are major changes in the workplace, such as the introduction of new machinery, or new ways of working – but you must carry out regular reviews anyway – possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

7. Involving employees

7.1 The employee health and safety representative is *specialist support worker* 1

7.2 Employees will be involved in health and safety through: representatives, staff meeting, health & safety working group

7.3 Any decisions made at Management Committee meetings concerning health and safety will always be recorded and made available to staff.

8. Health and safety information and support

8.1 The Health and Safety Law poster is displayed on the company website

8.2 The current employers' liability insurance certificate is available upon request

8.3 Health and safety advice is available from Gary Michael Rivera Ostolaza

9. Training and induction

9.1 General health and safety induction training will be provided for all employees by Gary Michael Rivera Ostolaza

9.2 Health and safety training for the particular job will be provided by Jenna Bent.

9.3 Jobs that need special health and safety training are:

- restraint training
- positive behaviour support

9.4 Training and induction records are kept by Gary Michael Rivera Ostolaza.

9.5 Any training that is needed will be arranged by Gary Michael Rivera Ostolaza

9.6 Accidents and work related health problems

9.7 The appointed person/first aider is

9.8 All accidents and work-related health problems should be recorded in the accident book by

9.9 Gary Michael Rivera Ostolaza is responsible for reporting accidents and diseases to the Health and Safety Executive.

10 Checking work conditions are safe and healthy

10.1 To make sure that we are working safely and that this health and safety policy is being followed we will: carry out inspections, investigate accidents and near misses, collect reports, meet with representatives

10.2 Gary Michael Rivera Ostolza is responsible for investigating accidents at work, work-related causes of absence [e.g. wrist/arm pain, stress] and acting on the results of the investigation to stop the same problem happening again.

11. Fire and evacuation

11.1 Specialist Support Workers are responsible for making sure that that dynamic fire risk assessment is done and any action points are carried out when they are in the home or the community

12. Some other areas of risk to consider

- Display screen equipment
- Stress
- Working alone
- Electricity and electrical equipment
- Manual handling
- Noise
- Slips, trips and falls
- Confined spaces
- Violence to staff
- Staff with disabilities, eg in relation to fire and evacuation procedures

13 Further information

- Health and Safety Executive - www.hse.gov.uk
- Basic health and safety from the Health and Safety Executive www.hse.gov.uk/simple-health-safety/index.htm
- ACAS leaflet on 'Health, Work and Wellbeing' - www.acas.org.uk

