

CareSkills
Training in Health and Social Care

CareSkills Health & Safety Policy 2019

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Careskills is committed to ensuring the health and safety of all our employees, learners and visitors, and we aim to provide a safe and secure working environment for everyone. All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

Purpose

This policy:

1. Aims to emphasise CareSkills' legal responsibility for Health & Safety
2. Aims to identify learner needs and duties in terms of Health & Safety
3. Promotes commitment to Health & Safety
4. Identifies links to other policies that support Health & Safety

Responsible Person

The Designated Health & Safety Lead with overall responsibility for this policy, its continuing effectiveness, and related Health & Safety issues is the Operations Manager.

Phil Shenton
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07912 088475

Reporting Procedure

All workplace incidents involving ESFA funded learners which require an absence of the Apprentice from the workplace of more than three days must be reported to the Health & Safety lead for communication to funding partners.

Associated Publications

The principles and aims of this policy are endorsed by other CareSkills policies and procedures, including:

Equality & Diversity Policy
Health & Safety Policy

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Complaints Policy
Induction
Range of HR policies

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Legal Duties and Responsibilities

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It is our duty and responsibility as employers under the Health and Safety at Work etc. Act 1974 section 2.1 and 2.2 a-e and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into CareSkills.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.

We are particularly mindful of our responsibilities towards learners enrolled with CareSkills. We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against CareSkills and or its management. This can result in penalties, i.e. fines and/or imprisonment.

Employees

The Health and Safety at Work etc. Act 1974 places legal duties on all employees.

These are:

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. learners. (Section 7 'Health and Safety at Work etc. Act 1974')
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed. (Section 7 'Health and Safety at Work etc. Act 1974')
- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare. (Section 8 'Health and Safety at Work etc. Act 1974')

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

General Guidelines for Employees

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc., designed to further the interests of health and safety.

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- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the CareSkills' property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- You must not invite visitors onto CareSkills' premises without permission from your Manager.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager.
- Co-operation is vital to ensure successful health and safety standards.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will be subject to disciplinary action.

Responsibilities towards learners and others in their care

All staff are responsible for the health and safety arrangements in relation to other staff, learners and visitors under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including learners
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training

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N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Responsible Person.

Lone Working

CareSkills has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

CareSkills will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out is Phil Shenton

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 1995 (AMENDED 2013)

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the Incident Contact Centre (ICC).

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

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- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases
- Dangerous Occurrences

You only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is Phil Shenton

You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.
-

Incidents and diseases can be reported by the following methods:

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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Violence

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

Pregnancy

It is important to CareSkills that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for CareSkills to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by Phil Shenton.

Where the risks are significant then assistance or alternative employment will be provided. Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).

Pregnant employees must:

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided

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for them to rest if required. Seating will be provided for the employee to carry out their work.

Training

CareSkills recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file; the employee will sign to confirm that they have received the training and understood it.

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

Transport

The road transport safety of our employees is important to CareSkills. To ensure that vehicles and users are safe at all times CareSkills will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

Privately owned vehicles may only be used on CareSkills business if covered by fully comprehensive insurance with extra business or passenger cover dependent on the type of vehicle

Privately owned vehicles used for CareSkills business must have all the relevant documentation.

Mobile Phones

It is an offence under the Road Traffic Act to use a hand held mobile phone whilst driving. This includes

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waiting at traffic lights and in traffic queues with the engine on.

CareSkills will not place pressure on any employee to use the phone whilst driving and therefore cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

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