



St MARK'S SOCIAL EDUCATION DAY SERVICE

For people with Autism & Learning Disabilities



HEALTH & SAFETY POLICY

Date Reviewed	Reviewed by	Next review date
January 2015		January 2016

The following policy is issued in accordance with Section 2 (3) of the Health and Safety at Work Act 1974.

GENERAL POLICY

The management of St. Mark's Day Service accepts its responsibility as an employer for providing a safe and healthy environment for all its employees and conducting the undertaking without risk to the health and safety of others.

The management will take all reasonable preventive and protective measures to meet its responsibility under the Health and Safety at work Act, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work
- Safe arrangements for use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- A safe place of work with safe access and egress
- A healthy working environment
- Adequate welfare facilities.

Management of Health and Safety

The Manager will ensure that satisfactory arrangements are made for risk assessment information, instruction, training and supervision to comply with the Health and Safety at Work Act 1974, The Management of Health and Safety at work Regulations 1992 and other relevant legislation.

The Manager will ensure that adequate arrangements are made to comply with the Service Health and Safety Policy as follows:

- Staff will be made aware of their health and safety responsibilities and this will be reflected in job descriptions and performance appraisals.
- Staff will receive adequate instruction, supervision and training in health and safety and safe systems of work will be provided.
- Health and Safety will be a regular item on the agenda of Service team meetings

Staff Safety Representative

A Staff Safety Representative will be appointed and her/his name displayed on the Health and Safety notice board.

The Safety Representative will:

- be provided with information so that statutory functions can be fulfilled consulted over any changes or proposals that may have an effect on the Health, Safety and Welfare of employees in the Day Service.
- notify any staff concerns about health and safety to the Manager
- be involved in the identification of risks and the recording of risk assessments
- be responsible for reporting all defects in and repairs required to the Manager. She/he will also be responsible for warning contractors and their employees of any hazards in the building.
- assist the manager in Health and Safety training and be responsible for the dissemination of health and safety information as directed by the Manager.

Health and Satey Inspections

Inspections will be carried out by the Manager and the Safety Representative. Inspections will be carried out on a monthly basis and a record made to ensure that the working environment does not present any foreseeable hazards to employees. Inspections will cover the following areas:

- Clean and tidy working areas which are free from obstruction
- Condition of floor surfaces and coverings
- Good lighting, heating and ventilation
- Siting of furniture and equipment
- Safe use and storage of material
- Conditions of walls and ceilings
- Adequate provision of disposal bins

An Inspection Report Form will be used to record the findings of the inspection and will be signed by both the Manager and the Safety Representative. One copy will be retained by the Manager for completion in respect of the remedial action to be taken and returned to the Safety Representative within 10 working days.

Inspections of workplaces can be made on notice by safety representatives in accordance with “Regulations for Safety Representatives and Safety Committees” (Reg. 5). Not less than 7 working days written notice must be given. The requirement for 7 days notice is waived when the inspection is requested following a notifiable accident, dangerous occurrence or disease, provided the workplace is safe for an inspection to be carried out.

Management may be present at any inspection carried out by Safety Representatives.

Inspections may be around the safe working practices and methods of work training and general instruction and general working environment, though other reasons may be the cause.

Inspectorate Visits by the Health and Safety executive

Visits may be made by the Health and Safety Executive without prior notice.

Risk Assessments

Risk assessments will be carried out in relation to the following functions:

- Workplaces
- Manual Handling operations
- Display Screen Equipment
- Workplace Equipment
- Hazardous Substances

The risk assessment will

- Identify the workplace operation/equipment
- Identify the relevant hazards and assess the risks attached to those hazards
- Identify which group of employees is at risk
- Determine what changes or control measures are necessary to reduce or eliminate the risk (including personal protective equipment

- Determine what training is required
- Be undertaken in conjunction with the Safety Representative

All risk assessments will be in writing and after initial implementation will be reviewed on a regular basis, particularly when any changes to the workplace, equipment or method of work is introduced.

Responsibility of Employees

Sections 7 and 8 of the Health and Safety at Work Act 1974

Section 7

It shall be the duty of every employee while at work:

“To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omission at work, and as regards any duty or requirement imposed on the employer or any person by or under any of the relevant statutory provisions, co-operate with him/her as far as is necessary to enable that duty or requirement to be performed or complied with “

Section 8

“... no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any of the relevant statutory provisions”.

Violence at work

The management will take all reasonable measures to ensure its employees are safeguarded against acts of violence, through the processes of risk assessment.

Staff will receive:

- adequate training to give them the necessary skills to minimise threats of violence and be able to take measures to protect themselves.
- written guidelines on procedures and practices to reduce and minimise the risk of violence.

Accident Procedures

The following action should be taken by the most senior person present in the event of an accident.

- Take any action necessary to aid the injured and to prevent further injury or damage.
- Call the First Aid Officer or Appointed Person for the workplace

- Do not move or tamper with equipment, plant or material which may help to determine cause of accident in any subsequent investigation unless it constitutes a further hazard or there is authorisation to do so.
- Obtain the names, addresses and relevant details of any witnesses to the accident.
- Notify the Safety Representative

Accident Reporting

All accidents involving injury to employees or any other person on St. Mark's Day service property, or damage to equipment or plant, are to be reported without delay to the Manager.

Accident Investigation

All significant accidents, dangerous occurrences and cases of ill health are to be investigated. Other incidents will be investigated according to circumstances. The purpose of the investigation is not to apportion blame but to determine the contributory factors to avoid recurrence. Investigations will be carried out by the manager together with the Safety Representative.

Copies of the report will be sent to the Directors of St. Mark's Day Service.

Accident Statistics

Records will be maintained by the Manager, and analysed in order to establish potential trends and common hazards.

Fire safety and Precautions

Employees must pay strict attention to the following fire precautions at all times.

- Fire doors must not be wedged open.
- Exit routes must be kept clear of obstructions.
- Smoking is prohibited in all sections of the Day Service Building and in the immediate environment.
- Electrical appliances must be switched off and where possible disconnected before leaving the workplace at the end of each day.
- Particular care must be taken in the proper use and storage of flammable materials.
- Evacuation procedures must be conducted in accordance with the notified exits and assembly points.

Fire extinguishers

Employees should familiarise themselves of the location of fire appliances and the operating instructions in case of emergency. Any defects or deficiencies of firefighting appliances or any other safety equipment should be reported to the Manager or the Safety representative.

Portable fire extinguishers are specific for different types of fire. Employees must be familiar with the correct use of extinguishers so that unnecessary complications will not occur from the inappropriate use of an appliance.