



ANDERIDA ADOLESCENT CARE

HEALTH & SAFETY POLICY & PROCEDURE

MISSION STATEMENT

Anderida is committed to providing a safe and healthy environment for all residents, staff and visitors.

It is the intent of Anderida to assure, in so far as possible, all homes and facilities are free of recognised hazards and unsafe conditions. It is the responsibility of all individuals working in and utilising the Anderida's homes and resources to conduct themselves in a safe manner, to report any recognised hazards to an appropriate member of the management team.

AREAS OF RESPONSIBILITY

Anderida are responsible for ensuring that:

- Full and comprehensive risk assessments are in place
- We provide adequate control of the health and safety risks arising from our work activities.
- We consult with our employees on matters affecting their health, safety and wellbeing
- We provide and maintain safe equipment
- We ensure safe handling and use of substances
- We provide information, instruction and supervision for employees
- We ensure all employees are competent to do their tasks and give them adequate training
- We take action to minimise accidents and cases of work-related ill health
- We ask employees to consider how they can also take account of and manage work related issues that may impact on their health and well-being
- We maintain safe and healthy working conditions
- We review and revise this policy as necessary at regular intervals
- We ensure this policy is in accordance with *Health and Safety at Work Act 1974*.

Whilst all staff are responsible for ensuring the safety across the organisation, each home has an allocated health and safety representative who reports to both the manager of the home and the Health and Safety officer for Anderida (Erica Castle).

HEALTH & SAFETY OFFICER'S DUTIES INCLUDE:

- Enforcing the Health and Safety at Work Act and the requirements within this policy.
- Ensuring all staff act in accordance with this policy and have completed all duties to meet best practice requirements.

- Ensuring all relevant Health & Safety information is up-to-date by subscribing to the Health & Safety Executive Newsletter
- Annual Review of the fire risk assessment

HEALTH & SAFETY REPRESENTATIVE'S DUTIES INCLUDE:

- Regularly checking the homes are free from hazards and unnecessary risks
- Reporting all issues through the maintenance log and verbally if they present more immediate risks
- Ensuring all hazards are acted upon and suitable repairs made, and/or appropriate tradesman are employed to address the issue
- Check the maintenance book weekly for any outstanding issues
- Monthly Health and Safety checklists are complete, and all issues reported on and actioned
- Quarterly house risk assessments are undertaken, and all issues reported on and actioned
- Annual fire risk assessments are reviewed and updated for all homes
- Annual vehicle risk assessments are reviewed and updated
- COSHH reports are available for all products
- Actioning any issues raised in Regulation 44 & 45 inspections
- Reporting to the Health and Safety officer any failures to act in accordance with this policy.
- Ensure that the first aid box is adequately stocked

MANAGERS ARE RESPONSIBLE FOR:

- Maintaining good Health and Safety practice within the home
- Overseeing the Health and Safety representative and ensuring that all allocated tasks are completed
- Ensuring all staff and young people are aware of, and have signed fire procedures
- Quarterly fire drills are undertaken
- Monitoring weekly fire checks
- Monitoring weekly medication checks
- Actioning all issues raised on Regulation 44 visits and 45 reviews
- Monitoring monthly checklists and all required risk assessments are updated/actioned
- Nominating staff for required health and safety training
- Ensuring the representative has completed all required tasks

TRAINING

All Anderida staff are required to complete the following training. Anderida aim for employees to undertake these courses with the first six months of their employment and refresh in line with legislation, (this may take the form of competency testing).

- First Aid at Work
- Food & Hygiene
- Control of Medicines
- Fire Safety Awareness
- Moving & Handling

HEALTH AND SAFETY REPRESENTATIVE WILL ALSO COMPLETE TRAINING IN:

- Risk Assessment
- Health & Safety

ACCIDENTS AND INJURIES

STAFF:

- There will always be a qualified first aider in the building.
- All accidents or injuries sustained at the place of work and/or sustained while carrying out the duties of project worker must be reported immediately to the directors.
- Medical attention, if required, must be sought immediately. First aid may be administered by a qualified person.
- The accident book must be completed as soon as possible for the attention of head office.
- If damage or injury is sustained to property or person and there is an intention to file a claim under Anderida's insurance policy, this intention must be communicated to the directors in writing.
- If damage or injury is sustained to property or person, and there is an intention to seek redress at law, the directors must be informed.

YOUNG PEOPLE:

- All accidents, injuries sustained by young people whilst in our care must be reported immediately. For serious accidents, injuries or death please see the additional section below.
- Medical attention, if required, must be given as soon as possible. Any staff member may authorise hospitalisation but must inform the unit manager at the first opportunity.
- First aid may be administered by a qualified person.
- An accident report shall be completed by the staff member who witnessed the accident or, in

case of no witness, by the staff member(s) on duty at the time, for the attention of the manager.

- An incident report must also be completed.
- If damage or injury is sustained and there is an intention to seek redress at law the directors must be informed immediately.

SERIOUS ILLNESS, ACCIDENT OR DEATH OF A CHILD

In addition to the normal reporting procedures, the following actions must also be taken for more serious situations:

NOTIFY OFSTED ON AN ONLINE NOTIFICATION FORM OF ANY:

- Serious illness or serious accident involving a child in our care
- Outbreak of any infectious disease that the attending doctor considers sufficiently serious enough to need notifying.
- Death of a child living in one of the homes.

Additionally, and in-line with Accident Reporting procedures and guidelines, RIDDOR must be completed.

GENERAL NOTIFICATIONS

Alongside the official paperwork, the families and significant others of the young person will need to be informed of the situation. This potentially can be very alarming and distressing for them and staff must be aware of this when notifying any individual.

MEDICAL:

- The person with parental responsibility must give written permission for staff to administer first aid and medication on admission to Anderida. This document must be retained on file.
- Cleansing cuts and applying plasters are deemed to be within the competence of all staff. Initial treatment of all other injuries may only be carried out by a person qualified to do so.
- All cuts, scratches and abrasions on exposed skin should be covered by a suitable dressing or bandage.
- First aid should only be administered by a qualified person. Such a person should be consulted in the event of an accident or injury being sustained.
- A first aid kit is kept in the sleeping-in room and in all company vehicles. All staff should be familiar with its location and contents.
- All first aid treatment must be logged in the accident book.

BODY FLUID (SEE INFECTION CONTROL POLICY):

- Spillages of body fluids should be dealt with as follows:

- Wear disposable gloves and use a supply of disposable absorbent tissue.
- Use the tissue to mop up the spillage and either flush it down a toilet or place it in a plastic bag, being careful not to allow contact with the exterior of the bag, tie the bag and place this bag in another plastic bag. Dispose of the bag appropriately.
- Disinfect the area and wipe up as in (2 above).
- Unroll the gloves carefully and place in a plastic bag. Place this in another plastic bag and dispose of appropriately.
- Where possible, spilled body fluids and in particular blood, should be cleaned up by the person producing the spillage.
- Do not clean up spillages if you have exposed broken skin. Cover all such cuts, wounds and abrasions with suitable plaster or bandage.

FOOD AND MEALS:

- Food stored in the kitchen must be covered, dated and if appropriate, refrigerated. Ideally using alternatives to cling film such as silicone or Tupperware pots.
- Waste shall be suitably disposed of promptly, using the proper recycling systems.
- Spillages must be cleaned up immediately.
- Supplies must be stored in such a way as to avoid cross-contamination.
- Meals must be prepared in such a way as to avoid cross-contamination.
- Fridge temperatures must be checked weekly to ensure they are running between 0-5 degrees centigrade.
- Fridges must be cleaned weekly.
- Staff will complete a thorough stock check in order to minimise waste prior to doing a food shop.
- Staff will check the fridges daily to ensure they use items before they are out of date.
- All eating and cooking utensils must be clean, undamaged, and properly stored when not in use.
- Chipped crockery and glasses must be safely disposed of.
- Sharp and carving knives must be locked in the knife safe when not in use.
- Hot dishes must be handled with oven gloves.
- Electrical equipment must be switched off and unplugged after use.
- Food preparation surfaces must be kept clean and tidy.

EQUIPMENT:

- Staff shall seek assistance when moving or lifting heavy furniture, equipment or fittings.

- All staff shall undertake manual handling as part of their mandatory training.
- All electrical faults and repairs required shall be notified to the unit manager and recorded in the maintenance book.
- Damage to fabric, furniture, equipment or fittings must be logged. Where the damage is considered to constitute a risk to health and safety, the home manager must be informed immediately.
- All maintenance issues must be acted on as soon as practicable.
- Electrical appliances should be unplugged at night if not in use. Sockets should be switched off at the wall.

ELECTRICAL EQUIPMENT:

All electrical equipment is maintained in good condition. Weekly visual checks are carried out by staff members and any damaged or faulty equipment is withdrawn from use to be professionally repaired if safe to do so or disposed of at local recycling facilities.

Weekly health and safety checks, including visual checks of electrical equipment, are logged and records are maintained within each home. The homes designated health and safety officer monitors these monthly and carries out a full monthly inspection of the home.

Electrical equipment within the workplace is PAT tested by a designated and fully qualified member of staff every 3 years. Anderida have two members of staff who are experienced in PAT testing and have completed training with Alpha Electrics. Items that are checked are labelled with the date and initials of the PAT tester and recorded in a log which is stored in the home. Low voltage or battery-operated items do not require PAT testing.

Equipment belonging to children and young people or staff that is brought into the home, such as mobile phones chargers, do not require PAT testing but staff should ensure that they check visually to ensure the item is in good condition with no damage to cables, plugs or the equipment itself, exposed wires, or loose protective covers.

PERSONAL:

- Staff are advised to wear appropriate, durable and inexpensive clothing and footwear to work that is suitable for physical activity.
- Staff are advised not to wear expensive jewellery or wristwatches.
- Staff are not to wear dangling earrings or facial piercings while at work.
- Staff must keep house and room keys secure at all times.
- Staff are to keep mobile phones on their person at all times or locked in a secure environment.
- Anderida Adolescent Care does not accept responsibility for the loss or theft of personal items sustained while staff are on duty.
- Staff shall ensure an appropriate standard of personal hygiene while on duty.

TRANSPORT:

- Staff may transport clients in their private motor vehicles only if they are insured to do so. Valid

certification of such insurance must be submitted to head office prior to any transportation taking place.

- Staff are required to comply with the Road Safety Acts while carrying clients in their private motor vehicles.
- Staff must not allow behaviour or noise likely to distract the driver of the vehicle.
- Staff must always follow the vehicle risk assessment.
- Staff must undertake weekly vehicle checks to ensure the vehicles are roadworthy.

SEE ALSO - VEHICLE PROCEDURE

BUILDING CRISIS MANAGEMENT

In the event of a major crisis affecting the structure / fabric of the building, at any of the Anderida homes, the following procedure will be implemented:

- Contact the relevant emergency services.
- Contact the duty on-call manager who will in turn contact the directors, relevant professionals and significant others of the young people.
- Where necessary look at accommodation options for the residents, these may include an available hotel, an alternative resource or staying with parents / significant others. In all cases the local authority must be consulted.
- If there are no suitable resource's available, we will contact the local authority to identify a suitable placement.

The safety and wellbeing of the young people in our care is of paramount importance and we shall always ensure that their needs continue to be met, even in the most extenuating circumstances.

Signed:
Erica Castle (Health & Safety Officer)