

# Ortu Specialised Home

POLICY NO 5



## **HEALTH AND SAFETY POLICY**

## **Policy Statement**

Ortu is committed to ensuring that it embraces and practices the highest levels of health & safety standards possible. Our structure means that these standards must be aligned, but equally to cater to the broad range of activities and services we undertake and deliver. To this end, our focus on health and safety in our workplace is dynamic and flexible.

Ortu is committed to the objective of incorporating careful control of health and safety in everything we do, as there is the added underlying principle of leading by example for the benefit and reassurance of our service users to be considered. This approach will ensure the health and safety at work of all our employees and that of those affected by our work, wherever it may be.

Ortu continually sets itself the highest possible objectives in health and safety in the workplace, but in order to attain these objectives, there must be a collective understanding, appreciation and application of best possible practice in the workplace.

Health and safety is a shared responsibility, and as an organisation, we place a great deal of emphasis and importance in ensuring that all our staff members are able to adopt a proactive, as well as reactive approach to health and safety standards as they apply to them. Everyone working for Ortu must strive to meet these standards if our objectives for health and safety are to be achieved.

It is Ortu's policy to promote the highest standards of health and safety to prevent our young people, employees and visitors suffering accidents and ill-health. Ortu considers the statutory requirements of the Care Quality Commissions essential standards of quality and safety for Care Homes for Adults and the Health and Safety at Work, etc Act 1974 and subordinate legislation to be the very minimum standards to be applied to the service we provide.

We believe that the management of health and safety is one of the most important management functions. We expect management and supervisory staff and all employees to carry out their duties in the full knowledge that Shardale considers that health and safety must take priority.

## **Policy Implementation**

Ortu recognises that responsibility for the organisation of health, safety and welfare issues rest with its Managing Seniors, Aida Lockton and its building responsible officer Mr Netho Fuzane whom will oversee the implementation and provision of the Health & Safety Policy and Procedures.

Ortu is committed to ensuring that all employees are adequately equipped with the tools, techniques and equipment they need to carry out their duties effectively and fully meet their responsibilities for health and safety.

These provisions apply equally to all staff employed by Ortu irrespective of their hours worked and regardless of length of contract or service, except where expressly stated otherwise.

Ortu has made the following arrangements for health and safety:

## **Risk Assessment**

There is a collective responsibility within Ortu for the undertaking and recording of risk assessments of all its activities which will identify and address the health and safety risks facing its employees whilst they are at work.

These assessments will also identify and address the risks that the organisation's activities pose to the health and safety of its employees, contractors, non-employees and members of the public. The Health & Safety Responsible person and the directors will be responsible for the collation and analysis of all risk assessments submitted. The risk assessment will be reviewed whenever this is demanded by changes in Ortu's organisation, or in legislation, technology, working environments or working practices.

## **Provision**

Ortu will publish and maintain policies and procedures in support of the provisions listed below. These detail Ortu's approved safe systems of work and facilitate the creation of healthy and safe working environments throughout the Organisation. These supporting policies and procedures represent an integral part of Shardale's Health and Safety Policy. Ortu will provide, so far as is reasonably practicable:

- Annual objectives for health and safety will be defined by the management in consultation with employees, and performance will be measured against those objectives.
- Managing Seniors, Aida Lockton and its building responsible officer Mr Netho Fuzane have the responsibility for the implementation of this policy

and to whom reference should be made in the event of any difficulty arising in its implementation.

- The implementation and operation of this policy will be monitored by the management and staff of Shardale. To assist them in this respect, in accordance with Regulation 6 of the Management of Health and Safety at Work Regulations 1999, Ortu has appointed AVENSURE Services to give advice on the requirements of the relevant statutory provisions and safety matters generally and to assist managers and staff to understand and carry out their duties.
- This statement of General Policy for Health and Safety will be displayed prominently.
- Clearly defined individual health and safety responsibilities for all employees.
- Clearly defined health and safety responsibilities for contractors and consultants undertaking work on its behalf and for others sharing its sites and premises.
- Arrangements for consultation with employees on health and safety issues.
- An accident and hazard reporting system designed to identify adverse accident trends and the overall safety performance of the organization.
- Mechanisms that facilitate the measurement of health and safety performance within the organisation and benchmarking against that of other organisations.
- Annual reports showing health and safety performance.
- Mechanisms for the effective dissemination of health and safety information.
- A safe place of work.
- Tools, safety equipment and work equipment selected, maintained and operated to function safely.
- Systems of work for the safe use of tools and equipment and for the safe handling, use and storage of substances and materials.
- Supervision of work activities by competent employees.
- Training which enables employees to understand their personal responsibilities in health and safety and the hazards inherent within their tasks.
- Training which enables employees to understand, operate, use and maintain their tools and work equipment, and the safety equipment and safe systems of work that the organisation has introduced to ensure their protection.
- Appropriate first aid training and equipment.
- Effective and appropriate emergency procedures.
- Access to medical advice and surveillance where required
- Welfare facilities, such as toilet and washing facilities.

## **Statement of Organisation and Arrangements**

In view of the fact that the proprietor(s) of Ortu Specialised Home have the overall responsibility for health and safety, they will make every reasonable attempt to:

- Acquire the appropriate knowledge of health and safety regulations and codes of practice as they affect their business in order that they may advise and instruct their employees thereon
- Ensure that a copy of this policy, together with all supplements, is either given to or shown to every member of staff, and that it is fully explained and completely understood by them
- Adopt and maintain safe systems and procedures of work and comply with statutory regulations and approved codes of practice
- Ensure that equipment and tools which may be used by employees are safe and designed to minimise hazards
- Ensure that any safety devices, where necessary, are always fitted, properly adjusted, well-maintained and used
- Identify actual or possible hazards and ensure that proper safety measures are met
- Provide all or any necessary warning signs
- Provide safety training where necessary to include the use of fire-fighting equipment and systems, emergency procedures to be followed, training in the care of younger adults and the needs for reporting any accidents or potential or actual hazards
- Ensure that a regular survey of safety measures is undertaken and that any irregularities are put right immediately
- Ensure that any comment or complaint concerning safety is promptly investigated and that appropriate action is taken immediately
- Ensure that when and where necessary, protective clothing is issued and used
- In the case of any accident involving injury to any person on the premises, make a full investigation and also comply with any statutory requirements relating to the reporting of such accidents
- Familiarise any new employees with all aspects of the health and safety at work policy both by explanation and personal example
- Preserve the health and safety of the service users and public so far as they are affected by the work carried out in the home
- Ensure that everyone works in a manner that is safe to themselves and to others
- Ensure that all employees are aware of potential hazards and that they recognise them for what they are in order that action can be taken to avoid accidents.

## **Employee Responsibilities**

Ortu recognises that its employees have statutory responsibilities in health and safety and will assist them in meeting their legal duties as well as those that arise as conditions of their employment with the organisation. All employees are therefore reminded that they are required to work with due regard to the safety of themselves, their colleagues, those in the care of ORTU and the general public. Therefore each employee will be responsible for:

- Making him or herself familiar with and conforming to the relevant safety instructions at all times.
- Co-operating with the management and observing the instructions and advice on safety and health matters.
- Where and when necessary, using protective clothing and equipment
- Not interfering with or misusing anything which is provided in the interests of safety and health.
- Reporting to the management any incident which may have led to injury or damage.
- Giving all assistance as required in the investigation of accidents.
- Failure by an employee to comply with the aforementioned requirements may be treated as an act of indiscipline and may remove liability from the proprietor(s) in the event of an accident.
- Persistent breaching of the health and safety arrangements by an employee will, after appropriate warnings, invite disciplinary action.

***Neglect of health and safety responsibilities by ORTU employees may be treated as “gross misconduct” leading to disciplinary action.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_