

# Health and Safety Policy

## 1. Policy Aims

Regardless of the setting in which services are provided, Walton Parish Nursing will take all reasonable precautions to ensure that the conditions in which its staff, volunteers and clients operate, satisfy the standards of health and safety required under The Health and Safety at Work Act 1974.

## 2. Scope

### *People*

Staff, volunteers and clients

### *Work Places*

The three churches involved in Walton Parish Nursing all have their own Health and Safety policies of which staff and volunteers of Walton Parish Nursing should have a working knowledge. The various Care Homes, Sheltered Accommodation premises and public buildings should also be covered by their own policies, so the only premises this policy will consider is that of individual clients (i.e. their homes.)

### *Work systems*

Walton Parish Nursing provides training, mentoring and supervision, undertakes professional and volunteering activities, engages in meetings and has administrative systems all of which need to satisfy health and safety requirements.

## 3. Principles

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves and others affected by their actions or omissions at work.

Walton Parish Nursing will regularly assess any risk to staff, volunteers and clients and, so far as is reasonably practicable, will:

- Provide or arrange the provision of equipment which is safe and well maintained
- Provide, or arrange the provision of safe working environments
- Ensure systems of work take account of the health and safety of all relevant personnel
- Provide information, instruction, training and supervision of members, staff and volunteers to ensure health and safety of themselves and clients
- Investigate any accident, incident or report concerning risk to health and safety of relevant personnel and take necessary action to minimise the risk.

## 4. Health and Safety Procedures

### **Responsibilities of Organisation**

- All relevant personnel will be made aware of The Health and Safety Policy at the earliest convenience.
- Information specific to their role will

### **Responsibilities of relevant personnel**

- All relevant personnel must ensure they understand implications for their work and roles within the organisation and comply with the policy
- Staff and volunteers must comply with

be provided to staff and volunteers as soon as possible after appointment

specific precautions related to their role

- Training will be provided to ensure staff and volunteers are able to work in a safe and healthy way
- Essential safety equipment and protective clothing will be provided
- Risk Assessments and safety audits will be undertaken of all relevant environments, including client's homes where appropriate and any necessary precautions taken
- Walton Parish Nursing will keep up to date on safety matters relevant to the organisation
- Walton Parish Nursing will investigate any injury and take necessary action to prevent its recurrence
- Staff and volunteers must undertake necessary training
- Any safety clothing and equipment provided must be used, in accordance with training and instruction received, at all relevant times
- All relevant personnel must be vigilant to any risk in their work environment and report any concerns to the appropriate leader
- All relevant personnel must respond to any adjustments in health and safety policy
- All relevant personnel must report any accidents/incidents which have or could have led to injury or damage

## **5. Dealing with Incidents/Accidents**

In the event of exposure to serious, imminent and unavoidable danger, all relevant personnel must stop work immediately and move to a place of safety. If this presents a conflict between the demands of safety and the requirements of the job, staff should raise this at the earliest opportunity with their supervisor.

All incidents/accidents should be recorded in the accident book, which will be kept at the office. The accident will be reported to the inspecting authority as and when necessary.

Walton Parish Nursing will require the Line Manager or a Trustee to investigate all accidents and take the necessary action to minimise risks.

## **6. First Aid**

Opportunities to undertake first aid training will be offered to all relevant personnel and one member of staff with appropriate training will be assigned as the official first-aider.

## **7. The Working Environment**

### **Clients' Homes**

Clients' homes will be assessed to check that it provides a safe place for carers to work. Any hazards noted by carers should be reported.

Carers should be aware of the hazards they and their work can cause to clients. Particularly where they are confused, or have impaired sight or hearing and take precautions to avoid risk to clients.

### **Infection**

Basic hygiene procedures should be used at all times. This includes wearing gloves when cleaning areas where there may be organic waste and wearing disposable gloves when dealing with aspects of personal care. Hands should be washed with soap and water and dried thoroughly after any work has been completed.

### **Moving and Handling**

Moving and Handling of heavy items or of clients must not be undertaken without appropriate training in the relevant techniques and use of appropriate equipment. Lifting should be avoided wherever possible.

### **Working at Heights**

Staff should not attempt to obtain items or work beyond their reach. Ladders or stepping stools may be used if they are in a safe condition and can be placed on a stable base

### **Threats or Attacks to the Person**

Staff and volunteers must keep their supervisor aware of their whereabouts and planned journeys at all times. This will be recorded in an appointment diary. If staff or volunteers are concerned at any time about their personal safety whilst with a client or other persons present in the client's home or are subject to harassment or abuse of any type they should not enter, or may leave the premises. They must inform their supervisor as soon as possible. Any such incidents will be investigated and appropriate action taken. This may include withdrawal of service from a client and a report will be made as required to other authorities e.g. the police.

### **Disciplinary Action**

Failure of staff or volunteers to comply with the provisions of this policy will result in a disciplinary investigation and possible disciplinary action including, if necessary, dismissal whether or not anyone is placed at risk as a result of the contravention.

### **Methods of Distribution**

This policy will be made available to all staff and volunteers directly or indirectly involved in the care of vulnerable adults