



HEALTH & SAFETY POLICY

Health & Safety Policy

HEALTH & SAFETY **Policy No: 3.4**

This policy applies to all employees of JFC Training College and any other persons working or visiting Company premises.

PURPOSE

To provide a safe and pleasant working environment and to ensure that all personnel are aware of individual and company responsibilities.

The full Health & Safety Policy Statement is contained in the Operational Policy Guide Health & Safety Policy and includes detailed requirements of reporting procedures and the content of other legislation and requirements of the Company

POLICY

It is the Company's policy to give priority to the health & safety of its employees, learners and any other persons present on Company property or under the care of the Company and to provide a pleasant and safe working environment. The Company will take all steps that are reasonably practicable to ensure the health and safety of its learners, employees and other persons having contact with the Company and observes all relevant legislation's regulations and Code of Practice.

Employees and persons individually have a duty to take all reasonable care to avoid injury to themselves and to others. Employees must observe Health & Safety Regulations and take care to ensure that Fire Exits are unobstructed, that no equipment or facility is used in an unsafe manner and that health & safety in all areas is of highest standard. Electrical equipment and machinery must not be adjusted or repaired other than by authorised staff and no equipment must be operated when there is an apparent fault.

The overall responsibility for health and safety is shared between employees and the management. Overall co-ordination and control of health and safety matters is the responsibility of the Proprietors.

ACCIDENT

If an accident, injury or damage occurs you should act quickly to minimise the problem and report the matter to the manager or proprietor. Ensure that all accidents, no matter how trivial, are entered in the Company's accident book and on an accident report form available from the Proprietor. Full guidelines on reportable accidents and reporting procedure are contained in the Health & Safety Policy of the Operational Policy Guide.

BUILDING EVACUATION

See Building Evacuation policy 3.1

ELECTRICAL AT WORK

In Company provided accommodation; the Company is responsible for maintaining electrical systems. It is also the Company responsibility to maintain and test any electrical equipment provided by the Company including domestic appliances, and any plug-in equipment used on the premises.

In any event/situation Staff must report to the manager or Proprietor any electrical problem evident such as broken plugs, frayed flex, defective or unsuitable equipment. Staff must never attempt to make adjustments or repairs to equipment themselves.

Do not operate any equipment if there is an apparent fault.

EMERGENCIES

In the event of an emergency that requires Ambulance, Fire or Police to attend; the following procedure will apply:

- Contact the emergency service by dialling 999
- Calmly give full details of the address (location if away from the Home) and the nature of the incident

Any necessity to call the emergency services must be reported to the Proprietor as soon as is practicable by telephone and then in writing

FIRE PRECAUTIONS

Employees must be familiar with the following fire precautions applicable to each property.

- Assembly points
- Whether the fire alarm is a bell or a siren
Where the fire alarms call point is located
- Location of escapes routes and fire exits
- Degree of responsibility for the evacuation of learners

The staff Fire Marshall/Designated Responsible person will be responsible for checking that fire exits are unobstructed and open and will submit a weekly Fire Marshall's report to the Proprietor.

FIRST AID / EMERGENCY BOX

An emergency first aid box is supplied to the property.

An Emergency Box is a chest that contains:

- First Aid Box
- Accident Book & Accident Report Forms
- Fire Precautions Certificate and/ or Fire Drill Logbook
- List of approved First Aiders
- List of building occupants for emergency roll call
- List of contact numbers for other emergency services

Emergency Boxes are located in the staff office

All staffs are required to complete basic First Aid training.

Only those First Aid supplies and requisites specified under the Health and Safety Act (First Aid) regulation 1981 will be provided to first Aiders. Headache tablets will not be available.

Any incident necessitating the use of First Aid facilities by a member of staff must be reported in the Accident Book.

HAZARDS

Staff must report anything that they consider may result in significant harm to any person. The following list of examples may be useful as a guide.

- Slipping/tripping hazards – e.g. poorly maintained floor/stairs
- Fire hazards – e.g. flammable materials, obstructed fire exits
- Chemical –e.g. unlabelled cleaning fluids, insecure medication
- Moving parts of machinery – e.g. unguarded blades, poorly maintained equipment
- Working at height
- Vehicles
- Electrical – e.g. frayed cables, broken plugs, malfunctioning equipment
- Excessive dust
- Fumes
- Manual Handling
- Excessive noise
- Poor lighting
- Low temperature

MANUAL HANDLING OPERATIONS REGULATIONS 1992

These regulations are intended to reduce incidence of injury and disability caused by manual handling.

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, and pulling, carrying or moving) by hand or bodily force.

For the purpose of this policy, 'load' includes a person.

Where it is indicated that manual handling operation may involve a significant risk of injury, the Proprietor will undertake a suitable risk assessment of the operation. Thereafter, reasonably practicable steps should be taken to reduce the risk of injury.

Particular consideration will be given to employees who are, or have recently been pregnant or who are known to have injuries, ill health or another legitimate reason for requiring special consideration.

Staffs are required to:

- avoid hazardous manual handling operations so far as is reasonably practicable
- make suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided
- reduce the risk of injury so far as is reasonably practicable

SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances hazardous to health regulations (COSHH) 1988 and 1999 require employers to prevent or control exposure to hazardous substances at work and where this is not reasonably practicable to ensure that they are adequately controlled. This responsibility applies to all persons on Company premises not just employees.

The Company will be responsible for:

- Assessing the risks and establishing what precautions if any are necessary
- Implementing procedures to prevent or control exposure where a risk has been identified
- Ensuring that control measures are used and that equipment is properly maintained and procedures observed
- Where necessary monitoring the exposure of workers and carrying out an appropriate surveillance of their health
- Providing instruction, information and training to workers about the risks and precautions to be taken

Staffs are required to be aware of the following:

Certain information about products may be found on the label. If this is inadequate further information is available from the supplier's advisory leaflet or a data sheet for that product may be obtained for the supplier or manufacturer.

Staffs are required to use appropriate protective gloves when using products carrying warnings such as 'avoid contact with skin'

- Some products that are relatively harmless on their own may become extremely hazardous when mixed. Do not mix any products.
- It is forbidden to decant the contents of containers that carry any information label on the container.

Substances that are hazardous to health include substances that are very toxic, toxic, harmful, irritant or corrosive. These might include; cleaning materials such as disinfectants, detergents, polish and dishwasher products that are widely used.

The regulations also include harmful microorganisms and thus cover clinical waste, soiled laundry, substantial quantities of dust and any material mixture or compound used at work or arising from work activities that can harm people's health.

VIOLENCE AT WORK

In the event that an employee faces a situation where a learner is behaving or is likely to behave in a way that puts themselves or others at risk, the planned intervention contained in the residents care plan should be deployed in the first instance.

Under no circumstances should an employee place themselves in a position of danger and risk of harm to themselves. If it seems unlikely that the situation will be contained with the resources available, consideration should be given to calling the police for assistance.

A full policy providing an outline of the law, training for staff and reporting procedures can be found in the Operational Policy Guide.

Any actual or potential incidence of violence must be reported immediately to the Manager/proprietor in writing.

Alcohol and Drug Abuse

Introduction

The Alcohol and Drug Abuse policy supports the Colleges commitment to the health and wellbeing of staff and its aim of ensuring staff are guided by realistic and helpful policies to promote healthier lifestyles. The College also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour, and the Agency has a health and safety responsibility to its staff and customers to ensure that this risk is minimised.

Policy Statement

The Colleges policy involves two approaches:

- Providing reasonable assistance to a member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem; and
- To balance a disciplinary approach to instances of misconduct with a more understanding attitude of cases of dependency but to take disciplinary action against those who allow their alcohol or drug-related problems to persist with detrimental effects on their own and colleagues' work.
- The Agency will seek to assist a member of staff in obtaining specialist help and the policy will provide guidance on how to proceed when tackling instances of alcohol or drug abuse.

Where someone is addicted to drugs originally medically prescribed, the Agency will comply with the provisions of the Disability Discrimination Acts 1995 and 2005.

The specific objectives of the policy are to:

- provide information on the effects of alcohol and drugs and an understanding of the likely symptoms of abuse

- encourage and support self-referral or intervention at an early stage of dependency;
- provide support during a period of treatment to help staff to recover and to make an effective contribution at work;
- create a climate which encourages honesty and gives staff and management confidence to deal with an individual's alcohol or drug abuse problems by following a clear procedure.

Assistance for a member of staff

The Agency will offer help to a member of staff who has an alcohol or drug abuse problem although that help will depend upon the following:

- That our Occupational Health providers diagnose an alcohol or drug abuse problem that the member of staff recognises that he/she is suffering from an alcohol or drug related problem and is prepared to cooperate fully in referral and treatment.

We must all recognise that such help will be limited in certain circumstances. This will be:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and/or behaviour will be dealt with through the inefficiency or disciplinary procedures as appropriate.
- If the process of referral and treatment is completed but is not successful, and failure in work performance and/or behaviour occurs, this will be dealt with through the inefficiency or disciplinary procedures as appropriate.
- A member of staff's continuation in his/her post or an alternative post during or after treatment may depend upon the business needs of the Agency at that time.

Everyone has a part to play

The policy reminds everybody that we all have responsibilities for identifying and dealing with alcohol or drug abuse.

Managers

Managers have a key role to play in identifying staff that may have alcohol or drug-related problems. As a Manager you should adopt a business-like but sensitive approach. The over-riding intention in intervening should be to provide assistance to the person concerned.

As a manager you should:

- make yourself familiar with the policy and ensure that your staffs are aware of and understand it;
- be alert to possible alcohol or drug abuse in your section;
- take an objective and non-judgmental approach when investigating or taking action on any potential or actual case of alcohol or drug abuse.

If you are concerned about the performance, attendance or conduct of a member of your staff and know or suspect that the cause is in any way alcohol or drug-related

you should discuss the matter with the individual at a private and confidential interview as soon as possible.

Staff

Staff should:

- be familiar with the policy and ensure your performance is not impaired as a consequence of alcohol or drug abuse;
- advise your manager if you are using medicines, which may have the potential to affect work performance;
- avoid covering up for or colluding with any colleague who has an alcohol or drug abuse problem;
- urge colleagues with an alcohol or drug abuse problem to seek help;
- seek help yourself if you have problems related to alcohol or drug abuse (see
- advise management if you consider that a colleague's or contractor's alcohol or drug abuse may be endangering the safety of other staff, contractors or the public.

Identifying Alcohol and Drug misuse

We should all be alert to the possible early signs of substance misuse to allow individuals every opportunity to overcome their difficulties.

Staffs are encouraged to come forward

Staff who thinks they may have an alcohol or drug abuse problem are encouraged and expected to seek confidential advice, help or treatment. Alcohol or drug-related problems can have serious health and social consequences and therefore the Agency will provide support for anyone who seeks and accepts assistance. You can seek help through your GP, your Manager, Personnel or Welfare or the Colleges confidential Employee Assistance Programme.

Sources of help

- Your Manager
- Your Personnel Adviser
- The Welfare Officer
- Your Trade Union Representative
- Your Doctor

The Colleges Employee Assistance Programme (ICAS) through the confidential Freephone helpline number - 0800 072 7 072
National Drugs Helpline 0800 776600

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staffs are fully trained to discharge their duties.
- Ensure staffs are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staffs are not overworking. Monitor holidays to ensure that staffs are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational health and safety staff

Provide specialist advice and awareness training on stress.

- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work

Human resources

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

IMPORTANT:

REPORT ANYTHING YOU REGARD AS DANGEROUS TO THE MANAGER OR THE PROPRIETOR IMMEDIATELY

DO NOT PUT YOURSELVE OR OTHERS AT RISK.

THE MOST SENIOR PERSON PRESENT OR DESIGNATED RESPONSIBLE PERSON WILL BE RESPONSIBLE FOR ENSURING THAT ANY INCIDENT OCCURING UNDER THE HEALTH AND SAFETY POLICY IS APPROPRIATELY REPORTED TO THE PROPRIETOR.

THE PROPRIETOR WILL BE RESPONSIBLE FOR ENSURING THAT ANY INCIDENT OCCURING UNDER THE HEALTH AND SAFETY POLICY IS APPROPRIATELY REPORTED TO THE REGISTRATION DEPARTMENT AND OR PUCHASING AUTHORITY.

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