



WrightChoiceCare

Health and Safety Policy & Procedures

1 Purpose.

This policy is written to assist us in providing a safe, healthy and happy environment for everyone involved. We accept responsibility under the Health & Safety at Work Act 1974 to ensure so far as is reasonably practicable the health and safety of all staff.

2 Persons affected

Staff and service users

3 Policy

A General safety

- No smoking during outings with service users.
- Chemicals and cleaning materials must be kept out of reach of children/ young people.
- Ensure young people with erratic behaviour are unable to access sharp instruments.
- Young people must be supervised at all times.
- Ensure correct equipment is used with each child/young person.

B Fire Safety

- Staff should ensure they are familiar with the displayed fire procedures and what to do in an emergency.

C Hygiene

To prevent the spread of infection, staff will ensure that the following good practice is observed:

- Hands must be cleaned, washed or a chemical gel used, after using the toilet and before preparing food.
- Plasters or a clean dressing must cover cuts and open sores on young people or staff.
- Latex or vinyl gloves must be worn when changing pads and cleaning up bodily fluids. Blood, vomit, urine or excrement must be wiped up and flushed down the toilet. Floors and any affected surface should be disinfected.
- All surfaces must be cleaned with an antibacterial cleaner before food is prepared or served.

D Reporting of injuries, Diseases & Dangerous Occurrences Regulations 1995 - RIDDOR

- The following must be reported; Death, Major injury, Dangerous Occurrence, 3 days absence to due to injury & reportable work-related disease.

4 Procedures

A Service users Health & Safety

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau have unsupervised access to our service users.
- All children/young people are supervised by staff at all times.
- All outdoor activities are supervised at all times.
- They are made aware of health and safety issued through planning activities together.
- Our daily routines encourage the service users to learn about personal hygiene.
- Physical play is constantly supervised
- Children/young people learn about health, safety and personal hygiene through the activities

B Staff Health & Safety

- Take reasonable care of their own and other team members health and safety.
- Co-operate with each other to enable everyone to comply to health and safety regulations.
- Make proper use of equipment provided as per manufacturers instructions.
- Avoid manual handling whenever possible.
- Assess hazardous activities.
- Always seek to reduce the risk of injury as is reasonably practicable.
- Advise manager if you feel unwell.
- Don't put others at risk.
- Complete training courses as deemed necessary.
- We have a no smoking policy.

Wrightchoicecare recognizes the following legislation and may refer to them for advice and guidance;

- 1 The Misuse of Drugs Act 1973
- 2 The Medicines Act 1968
- 3 The Intoxicating Substances (Supply) Act 1985
- 4 The Provision and Use of Work Equipment Regulations 1998
- 5 The Workplace Regulations 1992
- 6 The Lifting Operations and Lifting Equipment Regulations 1998
- 7 Children and Young Persons (Protection from Tobacco) Act 1991
- 8 Confiscation of alcohol Act 1997
- 9 Licensing Act 2003