

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 1 of 7</b>

### **General Statement of Policy**

It is the policy of Wellcome Care Homes to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Wellcome Care Homes health and safety objective is to reduce as practicably as possible the number of instances of occupational accidents and illnesses.

All employees are provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve stated objective.

Wellcome Care Homes Ltd will recognise and accept their duty to protect the health and safety of all staff, residents and visitors to the home, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management will do all that is within its powers to ensure the health and safety to employees, it is recognised the health and safety at work is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which could jeopardise themselves or any other person.

All injuries however small, sustained by a person at work must be reported to the person in charge. Accident record are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Wellcome Care Homes health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of the services provided occur. The policy will be reviewed annually.

The specific arrangements for the implementation of the policy is the Registered Manager.

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 2 of 7</b>

The person with the overall and final responsibility for the health and safety at Wellcome Care Homes is the Responsible Individual Mr Mazhar Ali.

The person responsible for overseeing, implementing and monitoring the policy is the Registered Manager. The Deputy Manager is responsible in the manager's absence.

### **Communication**

Wellcome Care Homes will communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the health and safety policy. Communication between workers at all levels as an essential part of effective health and safety management by means of, observation of work practice, supervisions, team meetings, training and written information.

### **Co-operation and Care**

All employees are expected to co-operate and accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people at Wellcome Care Homes.

### **Staff Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely.

### **Inspections of the Building**

It is the policy of Wellcome Care Homes to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 3 of 7</b>

Inspections of the building will be conducted by the Registered manager and maintenance staff. In addition, inspections will be conducted in the relevant areas whenever there are significant changes to the building or services provided.

Inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **Work Equipment**

It is policy of Wellcome Care Homes to comply with the law set out in the provision and use of Work Equipment Regulations 1992.

Wellcome Care Homes will endeavour to ensure that all equipment used in the home is safe and suitable for the purpose for which it is used.

All staff will be provided with information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the home will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All work equipment will be clearly marked with health and safety warnings where appropriate.

All faults or any damage to equipment must be reported immediately, and a sign put on the equipment stating it is not to be used. Power to the equipment should be turned off.

### **Personal Protective Equipment**

It is the policy of Wellcome Care Homes to comply with the law as set out in the Personal Protective Equipment Act 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable properly fitting and effective personal protective equipment.

All personal protective equipment provided by Wellcome Care Homes will be properly assessed prior to its provision.

All personal protective equipment provided by Wellcome Care Homes will be maintained in good working order.

All workers provided with personal protective equipment by Wellcome Care Homes will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

DL

05/20

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 4 of 7</b>

Wellcome Care Homes will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

### **Manal Handling Operations**

It is the policy of Wellcome Care Homes to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as reasonably practicable possible where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made, taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed regularly and updated as and when required, to ensure the moving and handling needs of the individual are being meet. All possible steps will be taken to reduce as much as practicable the risk of injury, to the individual and staff.

### **Display Screen Equipment (DSE)**

It is the policy of Wellcome Care Homes to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992

The procedures and guidelines in this policy are made in compliance with the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.

Wellcome Care Homes will conduct health and safety assessments of all work stations staffed by employees who use DSE screens as part of their usual work.

The risk to users of DSE will be reduced to the lowest extent reasonably practicable.

DSE users will be allowed periodic breaks in work.

All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### **Control of Hazardous Substances**

It is the policy of Wellcome Care Homes to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers 'and suppliers' health and safety guidelines and our own knowledge of work processes.

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 5 of 7</b>

Wellcome Care Homes will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessments may no longer be valid.

### **Fire Safety**

Wellcome Care Homes fire safety policy and procedures take account of special fire hazards in specific areas of the workplace, and where appropriate, have compiled been compiled with the assistance of the local fire service.

The fire alarm, emergency lights, smoke detectors and firefighting equipment located throughout the home is inspected and serviced by **h3group Tel 0800 3892288**.

The persons with the responsibility of testing of the fire alarms and emergency lights is The Maintenance person.

All staff within the home have a duty to report immediately any fire, smoke or potential fire hazards to the senior staff on duty.

All workers have a duty to carry out their duties in a way as to minimise the risk of fire. This involves taking care when smoking (in designated area), keeping combustible materials separate from sources of ignition and avoid unnecessary accumulation of combustible materials.

The Responsible Individual is responsible for the provision and maintenance of fire prevention and detection equipment and that staff are trained in fire prevention and emergency procedures.

All staff are responsible for keeping all areas within and outside the home.

DL

05/20

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 6 of 7</b>

### **Fire Detection Equipment**

Smoke detectors and manually operated fire alarms are located at strategic points throughout the home. If a smoke detector sounds the alarm it is the responsibility of the person in charge to implement the fire drill. The fire alarm is tested weekly

### **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the home. Staff can tackle a small fire themselves only if it would pose no threat to their or other people's personal safety to do so.

### **Fire Doors**

Fire doors are designed to slow the spread of fire and smoke throughout the home have been installed at strategic points. Fire doors are designed to close automatically and must never be blocked, jammed or tied open.

### **Fire Exits**

Fire exits are located at strategic points throughout the home. Exit doors and corridors must never be blocked or used as storage space.

### **Emergency Lighting**

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts also have emergency lighting installed although they MUST not be used if the fire alarm is activated or a fire has been located.

### **Smoking**

Staff, residents and visitors are prohibited from smoking in all areas of the home.

### **Emergency Fire Drill Evacuation Procedure**

In the event of fire alarm being activated, all staff must follow fire drill procedure, assembling at the fire control panel and follow instruction to horizontally evacuate the residents to an area two fire doors away from the fire.

Practice drills will be conducted so staff are familiarised with the evacuation procedure.

DL

05/20

<b>WELLCOME CARE HOMES Ltd</b>	<b>Reviewed May 2020</b>
<b>HEALTH AND SAFETY POLICY</b>	<b>Page 7 of 7</b>

### **Accident Investigation and Reporting**

It is the policy of Wellcome Care Homes to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Wellcome Care Homes sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be completed, detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained
- The time, date and location of the incident
- The date of the report.

All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be submitted and analysed by the manager or deputy manager who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence.

All accidents resulting in injury to residents will be reported to the Care Inspectorate Wales, the Local Authority Commissioning Team

All accidents and incidents will be audited monthly as part of the quality assurance monitoring of the home.

### **Infection Control**

It is the policy of Wellcome Care Homes to take preventative measures against infection, but in the event of an outbreak of infection, staff would follow guidelines set out in the infection control policy to contain and prevent further infection.

The infection control policy is continually assessed for effectiveness

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05/20