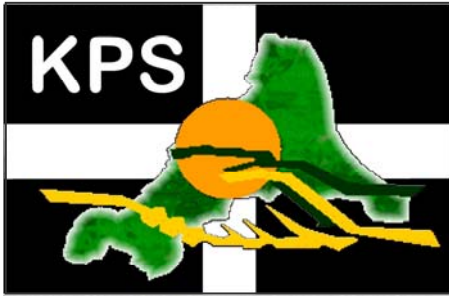


Health & Safety

Kernow Positive Support

SPECIALISED HIV INFORMATION,
SUPPORT, RESPITE & RETREAT



POLICY DOCUMENT 2011

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

Kernow Positive Support (KPS) recognises and accepts its statutory responsibilities as an employer and service provider and will strive to secure the health, safety and welfare of its employees, volunteers, service users and stakeholders affected by its activities (*for example, members of the public, school pupils, service users, visitors, contractors, etc*).

KPS will do this by assessing the possible risks and establishing suitable and adequate risk control measures. KPS is committed to complying with all relevant health and safety legislation.

KPS does, however, recognise that compliance with legislation is only a minimum requirement, and will therefore strive to improve and achieve higher standards.

The management of health and safety is regarded as an integral part of the KPS business and service provision activities with health and safety objectives regarded as being of equal importance to other corporate objectives. KPS is committed to continuous improvement in health and safety performance and to this end will develop a Corporate Health Safety and Wellbeing Strategy which include key targets and objectives for improvement in health and safety management and risk control. Progress against the strategy and plan will be monitored regularly by the KPS Board of Trustees.

KPS will monitor health and safety performance to verify that the KPS Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved. KPS is committed to the development of a climate in which a positive health safety and wellbeing culture is developed and maintained.

KPS will achieve this by:

- Maintaining effective systems of communication on health, safety and wellbeing matters;
- Ensuring that there is sufficient competency within the organisation in terms of health and safety support and advice and ensuring that all employees, volunteers, service users and elected members are provided with sufficient information, instruction and training to enable them to fulfil their responsibilities as defined by this policy and supporting documents;
- Establishing and maintaining control by setting clear health, safety and welfare objectives and providing strong leadership;
- Securing co-operation between individuals, trade unions, employee safety representatives and working groups.

**Kernow Positive Support (KPS)
Board of Trustees**

HEALTH AND SAFETY POLICY

APPLICATION

This Policy applies to all KPS operations and service provisions, operations, employees, volunteers, elected members and, where appropriate, contractors, service users, students and visitors.

REQUIREMENTS

KPS will, so far as is reasonably practicable;

1. ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health, safety and welfare of staff and others affected by KPS work activities;
2. ensure that a sufficient number of competent persons are available to advise KPS on its legal requirements for health and safety and on current best practice;
3. ensure that suitable and sufficient assessments of all significant risks to Staff, volunteers, service users, visitors and other third parties from its work activities are completed and recorded ;
4. ensure that all significant risks are either removed or adequately controlled;
5. provide and maintain plant and systems of work that are safe and without risks to health;
6. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
7. maintain any place of work under its control in a condition that is safe and without risks to health;
8. provide and maintain a working environment for its employees, volunteers, service users and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff and volunteers welfare at work;
9. provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its staff, volunteers, service users, elected members and employees including temporary staff and visitors;
10. provide information on risks for visitors and employees, volunteers of other organisations who are working in KPS premises;

11. report and investigate incidents and near misses to actively prevent further accidents and cases of work related ill health

12. consult employees, volunteers and service users in matters affecting their health and safety

13. make arrangements for the provision of a suitable occupational health service for staff and volunteers.

14. ensure that suitable disciplinary procedures are in place for employees and volunteers who fail to comply with this policy.

All people accessing Kernow Positive Support (KPS) have a right to work and visit KPS premises where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt or ill through working and/or visiting KPS premises. KPS is responsible for health and safety, but you must help.

What KPS must do for you

- Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- In a way you can understand, explain how risks will be controlled and tell you who is responsible for this. This information is available on the noticeboard within each KPS premises.
- Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace and at KPS premises.
- Free-of-charge, give you the health and safety training you need to do your job and explain fully about procedures when attending and/or visiting KPS premises.
- Free-of-charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first-aid facilities.
- Report injuries, diseases and dangerous incidents at KPS premises.
- Have insurance that covers you in case you get hurt at work or ill through work and/or attending/visiting KPS premises. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- Work with any other employers or contractors sharing the workplace/premises or providing employees (such as agency workers, volunteers), so that everyone's health and safety is protected.

What you must do

- Follow the training you have received when using any items KPS has given you.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with KPS on health and safety.
- Tell someone (*your employer, KPS staff, volunteer, supervisor, or health and safety representative*) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Health and Safety Law

What you need to know

Health and Safety Executive

Published by the Health and Safety Executive 04/09

If there's a problem

- If you are worried about health and safety in your workplace and/or a KPS premises, talk to KPS i.e. KPS staff, volunteer, supervisor, or health and safety representative.
- You can also ask for general information about health and safety at work and KPS premises.
- If, after talking with KPS, you are still worried, phone our office on 01872 262221. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

For further information contact: HSE Infoline: **0845 345 0055** HSE website: **www.hse.gov.uk**

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or the designated KPS fire officer.

Employment rights

Find out more about your employment rights at: **www.direct.gov.uk**

*Members of KPS in this document are; volunteers/trustees, employees, practitioners, clients (*service users*).

1. INTRODUCTION

Kernow Positive Support (KPS) (*hereinafter referred to as the Organisation*) regards the promotion of health, safety and welfare at work and our premises as a mutual objective for managers, employees and volunteers at all levels.

The Organisation recognises and accepts that this policy forms part of the Organisation's overall objective towards achieving a safe and healthy organisation and towards achieving the implementation of the risk strategy.

This policy will mirror and form the basis for other risk related policies for the Organisation. The risk strategy and risk structure outline the overall objectives of the Organisation with regard to risks and provides a framework on which the objectives can be implemented, monitored and reviewed.

2. BACKGROUND

In accordance with the legal requirements laid down under the current Health and Safety at Work Act (*see below*), the Policy outlines the Organisation's statement in relation to health and safety and describes how it will ensure that the Act is being adhered to. The policy will ensure all employees, contractors, clients and general public are safe when entering the Organisation's premises. The aforementioned Act places a duty on every employer to promote health, safety and welfare of staff at work. It is also every employee's responsibility to take reasonable care of the health and safety of her/himself and other persons who may be affected by her/his action.

Under the current Management of Health and Safety at Work Regulations and other EC Directives, the Organisation must also ensure all persons using its premises are protected from foreseeable hazards/risks and record these if the activities of KPS affects them and inform those affected.

3. POLICY STATEMENT

So far as is reasonably practicable and within the available resources, the Organisation will ensure the following performance standards are adhered to in order that it achieves compliance with the Act:

The following identifies the Organisation's aims and objectives:

- i. Ensure that management at all levels fulfils its obligations for health, safety and welfare in areas under its control.
- ii. Provide managers with support and resources where practicable to fulfil their respective duties.
- iii. Liaise with the Statutory agencies within the county of Cornwall and other organisations in so far as the activities of these employers affect the health, safety and welfare of the Organisation's staff, students and third parties.
- iv. Provide information on Organisation policies and procedures, training, instruction and supervision to enable employees to perform their work safely and effectively.
- v. Provide and maintain safe and healthy working conditions, taking into account of any statutory requirements.
- vi. Make available all necessary safety devices and protective equipment, to provide instruction in their use and ensure it is maintained/recorded.
- vii. Assess the risks to the health, safety and welfare of employees, visitors and third parties. Assess the risks to the health, safety and welfare of employees, whilst they are in the community. Records of its findings and control measures (*safe systems of work*) must be maintained by the managers.
- viii. Provide effective arrangements to monitor the health of its employees.
- ix. Provide safe use, handling, storage and transportation of articles and substances.
- x. Provide and maintain safe access and egress from the workplace.

4. SCOPE

This policy will be adhered to by all Organisation staff, agency staff, volunteers and contractors on site. For the latter it will be the Chair/General Secretary, who is appointed to manage a contract and the contractors, responsibility to ensure that contractors are given this policy. The contractor is then required to co-operate with the Organisation in ensuring a safe environment and safe systems of work where relevant. If youth training scheme personnel are to work on Organisation's premises, the relevant manager who has agreed to take on the person must ensure that the college or school has a copy of this policy.

5. ROLES AND RESPONSIBILITIES

To enable the Organisation in fulfilling its statutory obligations, staff, volunteers and clients need to be aware of the main responsibilities that managers and employees have.

5.1 KPS Board of Trustees

The KPS Board of Trustees are accountable for the administration of the Organisation's Health and Safety Statement Policy, has overall responsibility for the implementation of it and for monitoring its effectiveness. They will:

- i. Ensure that managers fulfil their responsibility for health, safety and welfare of staff and others.
- ii. Ensure that full commitment and support is provided and maintained in relation to health and safety.
- iii. Receive and consider reports and recommendations submitted by the KPS Board of Trustees, general managers and any such committee and ensure that there are agreed action plans in business cases.
- iv. Ensure that any problems/risks that cannot be actioned by the members of any appointed committee and other given responsibilities are dealt with or treated.

5.2 Service Development Officer (Development Officer for Risk)

In order that the responsibilities of the KPS Board of Trustees are followed the Chair/General Secretary will ensure that risk management are co-ordinated effectively. He/She will:

- i. Ensure that this policy and other Organisation policies and procedures relating to (*health and safety*) risks are updated and implemented.
- ii. Co-ordinate and monitor safety arrangements.
- iii. Act as the link to the executive directors and general managers for ensuring safety related issues are being communicated.
- iv. Bring to the attention to the KPS Board of Trustees in conjunction with any appointed committee details of any major accidents/incidents, matters of concern and levels of performance.
- v. Liaise with any appointed risk committee in providing a report to the KPS Board of Trustees in the implementation and monitoring of the risk strategy.

5.3 KPS Board of Trustees and Senior Staff

Members of the KPS Board of Trustees and senior staff are managerially responsible for organising health and safety matters within their area/locality. Buildings that have shared occupancy are the senior member of staff's responsibility of that locality. Buildings with one occupancy. They will:

- i. Ensure that areas of responsibility are adhering to this and other health and safety related policies and procedures.
- ii. Ensure that there is an effective communication of risk management within their area and that dissemination of safety related information is actioned.
- iii. Respond to reports and requests from their line managers to take appropriate remedial action to minimise risks.
- iv. Co-operate and liaise with the Service Development Officer, Manual Handling Adviser and other specialist advisory departments.
- v. Ensure local action plans are being implemented and monitored and that performance standards are being achieved.
- vi. Assist in the development and monitoring of action plans/strategies for eliminating/minimising risks.
- vii. Ensure all staff attend mandatory training sessions and other workshops that are offered to their area.
- viii. Nominate a co-ordinator for obtaining information in relation to an employer's or public liability claim.
- ix. Ensure nominated staff, who are appointed to undertake risk assessments and ensure risk management systems are being implemented, have adequate resources and time.

5.7 Safety and Employee Representatives

All employees must be represented by an appointed person to act as their representative for health and safety matters if they do not belong to a trade union. However, these employees may if agreement is made with the trade unions, be represented by the trade union and their safety representative (*The Consultation of Employees Regulations 1996*).

Appointed safety representatives have special duties which are defined in the current Safety Representatives and Safety Committee Regulations. They must be given time off from their normal employment to carry out safety duties and to reach an agreement with trade unions on this through joint consultation.

6. DEFINITIONS

6.1 Senior Staff

Any manager who is directly accountable to the KPS Board of Trustees.

6.2 Chair/General Secretary

An individual who has day to day responsibility for the management of a specific service and is accountable to the KPS Board of Trustees.

6.3 Line Manager

A person to whom the employee is directly responsible.

7. POLICIES/CODES OF PRACTICE

There are policies which will assist the Organisation and staff in fulfilling their responsibilities.

All policies will be approved by the KPS Board of Trustees and/or appointed Health and Safety Committee and then via the appointed Risk Committee before being distributed and implemented. Some policies will need to be taken to other committees or to the staff side and this decision will be made by the aforementioned group/committee.

It is important to stress that it is the managers responsibility to ensure staff (*existing and new*) are aware of all Organisation risk management policies and record that this is being done. It is also the employees responsibility to read and be aware of such policies. They should discuss any issues relating to these policies with their line manager if they are unsure of any points.

A list of policies which will be contained in the risk management manual are available upon request.

The Safe Handling Policy will be formulated alongside a safe handling risk assessment form by a steering group, which will be facilitated by the Manual Handling Adviser. (*The terms of reference for this steering group will be made separately from this policy document*).

8. MONITOR/REVIEW OF POLICY

This policy will be monitored for its effectiveness as part of the overall risk management system by the KPS Board of Trustees and/or any appointed committee (*Health and Safety Committee/officer*) at regular intervals. If it is amended accordingly by the aforementioned group it will be taken to the Risk Committee by the Risk Manager for approval.

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

GENERAL ORGANISATION FOR HEALTH AND SAFETY

This Section outlines the chain of responsibility for the successful implementation of health and safety management within Kernow Positive Support (KPS)

KPS TRUSTEES

Members of the KPS Board of Trustees and other elected members have a duty to:

- Comply with the requirements of this policy.
- Attend a Health and Safety briefing session as applicable.
- Ensure that suitable resources and strategic direction are available to discharge the KPS health and safety responsibilities.
- Monitor, via reports, the overall performance of the KPS health and safety management systems and ensure that any decision made is in line with KPS' own policies and procedures as they relate to health and safety. To this end the KPS Board of Trustees will nominate a member champion for health, safety and wellbeing.

CHIEF EXECUTIVE

The Chair of the KPS Board of Trustees is directly responsible for the overall development and implementation of the Corporate Health and Safety Policy and will carry out the duties outlined in the Health and Safety Commission and Institute of Directors Guidance 'Leading Health and Safety at Work – Leadership actions for Board members'.

The KPS Chair will:

- Ensure that the organisational structure of KPS is appropriate to ensure effective health and safety management.
- Ensure that KPS recognises health, safety and welfare as an integral element of its business, and is given equal status alongside other management functions.
- Provide visible and active leadership pertaining to good health and safety practice and leading by example.
- Ensure that a positive health and safety culture is encouraged, and a proactive approach to health and safety management is developed across the organization and throughout the services it provides.

- Specify and ensure that KPS is committed to the continuous improvement of health and safety performance, in particular by ensuring that a Corporate Health Safety and Wellbeing Strategy and Action Plan is developed which includes key priorities and areas for improvement in
 - health and safety management and risk control.
- Ensure that the process of systematic risk assessment is promoted throughout the organization.
- Ensure that health and safety is adequately resourced with both time and finances and that
- Responsible Persons make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Corporate Health and Safety Policies, and Performance Standards, etc.
- Ensure the objectives and content of the Health and Safety Policy are fully understood by all Responsible Persons and that they are aware of their individual health and safety responsibilities.
- Ensure that the responsibilities for health and safety are properly assigned and accepted at all levels.
- Ensure that a Health and Safety Champion at Senior Staff level and/or a KPS Board of Trustee member is appointed.
- Ensure that Responsible Persons fulfil their responsibilities for health and safety and comply with the Health and Safety Commission and Institute of Directors Guidance ‘Leading Health and Safety at Work – Leadership actions for Staff, volunteers and Board of Trustee members’.
- Ensure his/her own attendance at Safety training courses.
- Ensure that Staff and volunteers receive local health and safety induction training as applicable.
- Ensure that Staff and volunteers are adequately trained to manage health and safety within their Induction and training as applicable.
- Ensure that Staff job descriptions contain specific areas of responsibility for health and safety management relevant to their departmental function.
- Ensure that Staff and volunteers make adequate provision for consultation with employees, including union appointed (*if applicable*) safety representatives, on health safety and wellbeing matters, through the provision of departmental health and safety committees and by including ‘health safety and wellbeing’ as a standing item at all team meetings.
- Ensure all organizational and business decisions fully take into account health and safety considerations.
- Monitor and review the KPS Health and Safety performance annually, including monitoring progress with the Corporate Health Safety and Wellbeing Strategy and Action Plan.
- Ensure that KPS has implemented effective corporate contingency planning arrangements to control potentially serious hazards or situations of imminent danger.
- Ensure that this Policy is reviewed annually, or when significant changes occur to the business that affects health and safety.

KPS HEALTH & SAFETY OFFICER

The Health Safety Officer will:

- Promote good health and safety practice.
- Ensure that health and safety considerations are included in all corporate decisions
- Organise and lead the corporate Health, Safety and Wellbeing group as applicable.
- Monitor, via reports, the overall performance of the KPS health and safety management systems and ensure that any decision made is in line with KPS' policies and procedures as they relate to health and safety
- Receive and act upon issues escalated to them by the KPS Board of Trustees and intervene to resolve such issues.
- Ensure Health & Safety Procedures and responsibilities are indicated in a prominent place within each of the KPS premises.
- Ensure log books are kept.
- Ensure Accident Book(s) are kept within KPS premises.

The Health, Safety Officer will meet with the KPS Board of Trustees at regular intervals and issue reports and raise issues regarding any changes required to policy and keep the KPS Board of Trustees abreast of current legislation of all health and safety procedures as appropriate to the service KPS supplies including;

- Determine and formally approve the KPS health and safety policy in consultation with the KPS Board of Trustees;
- Adopt & keep under regular review the corporate health safety and wellbeing strategy and action plan;
- Set standards to be achieved and review performance;
- Report to the KPS Board of Trustees on key issues.
- Advise the KPS Board of Trustees through the Chair on all health safety and wellbeing matters arising;
- Promote effective co-operation among all employees, volunteers, service users and KPS on health safety and wellbeing;
- Advise on health and safety training needs;
- Advise on publicity to employees and volunteers regarding health and safety matters and to other persons who work on KPS premises or who are potentially liable to be adversely affected by such work.
- Ensure a health safety and wellbeing culture is evident and that a proactive approach to health and safety management is adopted within the organization at all levels
- Ensure all Departmental business decisions (*including the planning and design of new projects, procurement decisions, contractor selection, office moves etc.*) fully take into account health, safety and wellbeing considerations.
- Ensure the objectives and content of the Health and Safety Policy are fully understood by everyone within the organization.
- Specify and ensure that KPS is committed to the continuous improvement of health and safety performance, in particular by identifying key priorities and areas for improvement

in health and safety management and risk control and developing an annual Health Safety and Wellbeing Action Plan, and monitoring progress against this plan at regular intervals.

- Ensure that Staff, volunteers and responsible persons are individually accountable for their health and safety performance and that they have received adequate training.
- Ensure that his/her own attendance at Health and Safety training.
- Ensure that the process of systematic risk assessment is promoted throughout KPS and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work activities of KPS are properly assessed, recorded and adequately controlled.
- Ensure that there are adequate arrangements in place to effectively monitor and review health and safety performance within KPS including reactive (*e.g. incident reporting and investigation*) and pro-active monitoring systems (*e.g. workplace inspections*) and ensure that achievement of key health safety and wellbeing objectives, as detailed in the KPS Health Safety and Wellbeing Action Plan, are monitored.
- Ensure that this Policy is brought to the attention of all employees, volunteers and service users.
- Ensure that the job descriptions of Staff, volunteers and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area.
- ! Ensure that an appropriate number of suitable persons are nominated to undertake key health and safety functions within the Service Area, such as risk assessors, (*to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments*), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- Ensure that staff directly under their control (*including agency / relief employees, part time employees and all those undergoing training*) are provided with adequate health and safety induction on joining KPS.
- Ensure his/her own attendance at training identified in management competencies.
- Ensure that all new employees receive local health and safety induction on their first day of employment.
- Ensure that all employees have adequate health and safety training, information and instruction, training and supervision provided for specific health and safety related responsibilities, tasks, projects or equipment and that appropriate training records are maintained.
- Ensure that adequate training records are kept.
- Ensure that employees and volunteers are provided with adequate health and safety information about the health and safety risks from their work activities (*via local procedures, guidance or, specific written safe working procedures or local rules, etc*) and that this information is regularly
- reviewed to ensure it is up-to-date.
- Ensure that the process of systematic risk assessment is promoted
- throughout the Service Area and that suitable arrangements are in place to ensure that all significant health and safety risks arising from work activities are properly assessed, recorded and reviewed periodically and that risks are reduced or controlled as far as is

reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.

- Identify key priorities and areas for improvement in health safety and wellbeing management and risk control and contributing to the KPS Health Safety and Wellbeing Action Plan, against which progress should be monitored at regular intervals.
- Ensure that health and safety inspections of workplaces and work activities within their Service Area or are undertaken at regular intervals suitable inspection records are kept and the findings of these inspections are actioned within reasonable timescales, prioritised according to risk.
- Ensure that there are adequate arrangements in place for the recording, reporting and investigation of accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health, and that suitable local incident records are kept and that incidents are reported promptly to the KPS Board of Trustees, following the requirements of the reporting procedure.
- Ensure that incidents are properly investigated by the relevant Staff member/Volunteer to establish causal factors, and preventive action required to address any deficiencies identified.
- Ensure that all employees, staff and volunteers report accidents, near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware during their local induction, of the reporting procedure.
- Monitor and review the effectiveness of Service Areas and safety management systems at least annually and monitoring achievement of key health safety and wellbeing targets and objectives, as detailed in the KPS Health Safety and Wellbeing Action Plan.
- Ensure that employees to whom health and safety responsibilities have been delegated are adequately undertaking their role and are being fully supported in their duties.
- Ensure that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
- Ensure that adequate health and safety records are kept to satisfy legal and KPS Health and Safety Policy requirements and ensure that legal compliance can be readily demonstrated.
- Ensure that adequate welfare facilities are provided for staff and volunteers and are maintained to a satisfactory standard.
- Ensure that safe access and egress to and from work is maintained.
- Ensure that the workplace is maintained in a clean and tidy condition with effective cleaning schedules implemented.
- Ensure that adequate provisions are made with respect to heating, lighting and ventilation.
- Ensure that an adequate supply of wholesome drinking water is provided for all persons at work in the workplace together with suitable drinking vessels.
- Ensure that sufficient workspace is made available to allow work activities to be undertaken safely.
- Ensure that workstations, including display screen equipment (DSE), and seating are safe, suitable and fit for their purpose and that DSE assessments are undertaken.

- Ensure that all plant and equipment is maintained in a safe condition by a competent person on a programmed basis.
- Ensure that no building or alteration work is undertaken which disturbs the fabric of the building without first consulting the relevant asbestos register, and appropriate staff within KPS.
- Ensure that their own Service Area has implemented effective contingency planning arrangements to control potentially serious hazards or situations of imminent danger.
- Ensure the day-to-day health, safety and welfare of KPS Staff, volunteers and that the KPS health and safety policies and procedures are implemented at local level.
- Recognise the extent of their own personal liabilities under health and safety law and ensuring they are fully conversant with their own health and safety responsibilities.
- Ensure that the objectives and content of the Health and Safety Policy are fully understood, implemented and observed by employees and volunteers directly under their control.
- Ensure that all employees and volunteers under their control are made aware of their duties and responsibilities in line with the KPS Health and Safety Policy.
- Ensure that KPS employees and volunteers are individually accountable for their health and safety performance.
- Ensure that a positive health safety and wellbeing culture is evident and that a proactive approach to health and safety management has been adopted within their team. Also demonstrating personal commitment to health and safety by leading by example.
- Ensure that their team recognises health safety and wellbeing as an integral element of their work, and that health and safety is given equal status alongside other operational needs.
- Ensure that KPS employees' and volunteer job descriptions, contain specific areas of responsibility for health and safety management relevant to their function.
- Ensure that staff are adequately consulted on matters that affect their health and safety. As a minimum, 'health and safety' should be included as a standing item at team/management meetings. Also ensuring that recognised trade union safety representatives (*if applicable*) and other employee representatives within their team are properly consulted regarding health and safety and in good time.
- Co-operate and work in close liaison with the KPS Board of Trustees and Health and Safety Officer to achieve a safe working environment.
- Ensure staff directly under their control (*including agency/relief employees, part time employees and volunteers undergoing training*) are provided with adequate health and safety induction on joining KPS.
- Ensure adequate health and safety training, information, supervision and instruction should be provided for specific health and safety related responsibilities, tasks, projects or equipment. Refresher training must also be provided periodically as appropriate.
- Ensure his/her own attendance at KPS health and safety induction programme, and receive local health and safety induction.
- Ensure that all new employees directly under their control attend KPS Health and Safety Induction.
- Ensure that adequate training records are kept.

- Ensure that employees and volunteers are provided with comprehensible and adequate information about the health and safety risks from their work activities (*via corporate policy and guidance and local manuals, specific written safe working procedures or local rules, etc*) and that this information is regularly reviewed to ensure it is up-to-date.
- Ensure that all significant health and safety risks arising from work activities of their team are properly assessed, recorded and reviewed and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.
- Ensure that the findings of risk assessments including revisions, are effectively communicated to the relevant employees and volunteers.
- Identify key priorities and areas for improvement in health and safety management and risk control and contributing to the KPS Health Safety and Wellbeing Action Plan.
- Ensure that all accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health are reported promptly following the requirements of the corporate incident reporting procedure.
- Ensure that suitable local incident records are kept.
- Ensure that incidents are properly investigated to establish causal factors and any preventive action required.
- Ensure that all employees and volunteers report accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware, during their induction, of the reporting procedure.
- Ensure that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.
- Ensure that safe systems of work pertaining to the work activities of their team are developed, implemented, controlled and monitored.
- Ensure that all employees and volunteers under their control are made aware of the first aid and fire / emergency evacuation arrangements for their place of work.
- Ensure that adequate welfare facilities are provided for staff, volunteers and are maintained to a satisfactory standard.
- Ensure that adequate health and safety records are kept to satisfy legal and the KPS Health and Safety Policy requirements and ensure that legal compliance can be readily demonstrated.

All health and safety policies and procedures, as appropriate to the service which KPS supplies, should meet the requirements of the following legislation: *(Up to date as at February 2009)*

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Consumer Protection Act 1987
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1993)
- Electricity at Work Regulations 1989
- Management of Houses in Multiple Occupation Regulations 1990 (as amended 2006) and local HMO regulations
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets etc. (Safety) Regulations 1994
- Disability Discrimination Act 1995 (as amended 2005)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Food Safety (General Food Hygiene) Regulations 1995 (as amended 2005 and 2006)
- Health and Safety (Consultation with Employees) Regulations 1996
- Gas Safety (Installation and Use) Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Employers' Liability (Compulsory Insurance) Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health 2002
- Regulatory Reform (Fire Safety) Order 2005
- Smoke-free (Premises and Enforcement) Regulations 2006
- Smoke-free (Exemptions and Vehicles) Regulations 2007
- Smoke-free (Signs) Regulations 2007
- Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
- Construction (Design & Management) Regulations 2007

REVIEW

This policy also includes the identification of risks posed to both clients and staff during lone working. KPS recognises that a significant proportion of the support provided will be through one to one contact in a variety of settings and the risks to clients, staff and volunteers need to be identified. Staff and volunteer training and induction procedures will highlight the potential risks to staff and volunteers, and the risk to clients will be identified in the client handbook. As part of the overall service provision staff and volunteers are required to draw to the attention of perspective clients the relevant section of the client handbook which deals with these potential risks.

Information covering these potential risks and how staff, volunteers and clients deal with the possible risks which can arise from one to one working are contained in several policy documents including:

- KPS Risk Assessment
- KPS Lone Worker Policy
- KPS Whistleblowing Policy
- KPS Safeguarding Policy Children/Adults
- KPS Harassment Policy
- KPS Ethics and Practices Policy
- KPS Disciplinary Procedure Policy
- KPS Conflict of Interest Policy
- KPS Confidentially Policy
- KPS Complaints Policy
- KPS Health & Safety Policy

Including the KPS Client Handbook, and the KPS Staff and Volunteer Handbook.

This policy will also be reviewed annually and immediately when significant changes occur in the nature of the business or in relevant legislation. A copy of the policy and of any revisions will be brought to the attention of all employees, volunteers and to any other parties, such as contractors, thought to require such information.

Ref: HASSP2011/12.

KPS Health & Safety Log

Practice Guidance & Instruction

All records should be:

- **Timely** - Records should be made as soon as possible.
- **Accurate** - If mistakes in information have been recorded, they are unlikely to be questioned by a new worker (*Staff/Volunteer*). The inaccurate information will be perpetuated inadvertently. At times, information may be gathered in a stressful situation. However, every effort must be made to ensure accuracy. It may be advisable to check the information recorded at a later date.
- **Factual** - It is essential to record the nature and the source of the information.
 - What is said and by whom regarding Health and Safety issues.
 - What was observed and by whom.
 - Hearsay and third party information must be clearly recorded as such.
 - All KPS staff and volunteers should be made aware of Health and Safety law within their Induction and training.
 - Details of Health and Safety checks and timetable.
 - The person responsible (*KPS Health and Safety Officer*) and their contact details.

The importance of good record keeping is essential for all agencies and not just Local Authorities.

“Good record keeping is essential for Local Authorities so that when they are challenged – as is increasingly likely – they are able to demonstrate that decisions were not taken unlawfully or with maladministration...Defensive record keeping can easily become poor record keeping...This renders decision making opaque and difficult to defend against challenge.”

(Mandelstam, M., 1998, page 163)

Record keeping is an integral part of the professional practice and should assist the process. It is not separate from the process and not an optional extra to be fitted in if time and circumstances allow.

KPS Practitioners must be aware of the KPS Health and Safety Policy and if they feel that they are possibly contravening such, they must refer to this in written records, including a justification.

Procedure

Whenever a Health and Safety check is made KPS should keep clear and accurate records into a file to record all actions taken. This detail should be entered in a 'Health and Safety Log Book' located and adjacent to the official Health and Safety Office Rules Poster that should be displayed in a prominent position in each of the KPS Premises.

When Should Information be recorded?

- Regular Risk Assessment for the premises (*Monthly*) by the designated Health and Safety Officer.
- Regular electrical equipment (PAP) testing in accordance with Health and Safety electrical procedures should be undertaken by the KPS Health and Safety Officer..
- Regular Fire Safety checks; Fire Extinguishers and Fire/Smoke Alarms (*where fitted*).
- Any Accidents should be entered in the KPS Accident Book (*full details of the incident*).
- The name of the person recording the information must be written in full.
Do not use initials.

What to Record

- All entries must provide factual information, for example, times, dates and action taken.
- All consultation with a Manager and/or Senior Manager must be recorded.
- The decisions taken regarding an accident must be recorded.
- It is essential to demonstrate how an assessment of risk, responsibility, rights, Autonomy and protection of the person involved was undertaken.
- If no investigation is to take place, the reasons why and on whose authority this Decision was taken must be recorded.

How to Record Information

- All records should be typed.
- If this is not possible, they **must** be written in black ink.
- Any alteration to records must be made by drawing a single line through the word(s).
- Correction fluid must not be used.

Other Documentation

- Any rough notes made during the checks and/or accident must be kept with the record.
- All Safeguarding plans and reviews must be kept with the record.

Legal Requirements

- Records should not breach a person's legal rights
- All agencies should identify arrangements, consistent with principles of fairness, for making records available to those affected by and subject to the accident.

Storing of Information

All records must be stored in accordance with your own agency's policies with regard to the Data Protection Act 1998.

Standards of Recording

Best practice in recording is based on key principles of partnership, openness and accuracy..

This KPS Health and Safety Log (including Accident Reporting is reviewed by the KPS Board of Trustees annually (1st April of each) and will be subject to review after each recorded incident to ensure the guidelines, procedure and instructions are working in accordance with KPS Policy.