

OAKWORTH MANOR RESIDENTIAL HOME LTD.	Issue Date: April 2017	Reviewed September 2023
	Next Review: 09/26	
HEALTH, SAFETY & WELFARE POLICY		

This policy has been produced in line with the requirements of the Health and Safety at Work Act 1974 and relevant health and safety legislation and outlines Oakworth Manor's duties and management responsibilities.

1.0 INTRODUCTION

1.1 Oakworth Manor is diverse in the activities that it carries out across its cultural, social, and geographical conditions. The purpose of this Policy is to provide a framework to enable Oakworth Manor to manage the nature of its health and safety risks in an effective, sensible, proportionate, and legal way. Its aim is to provide direction for continuous improvement of Oakworth Manor's Health and Safety Management System and its health and safety performance for the prevention of injury and ill health to all those who come into contact with Oakworth Manor, have activities at Oakworth Manor and who may therefore be exposed to occupational health and safety risks.

1.2 A safe and healthy working environment can be maintained by promoting good working practices regarding the health, safety, and welfare of all employees within Oakworth Manor, encouraging involvement and commitment to this policy at all levels of the organisation.

1.3 Oakworth Manor is committed to maintaining a safe and healthy environment for all service users, staff and visitors. Our procedures in order to achieve this commitment can be found in this policy.

1.4 Oakworth Manor aims to not only meet compliance with its legal and other requirements for health and safety but to go beyond compliance where needed to safeguard its staff and relevant others. All employees of Oakworth Manor should recognise their responsibilities and actively ensure that all Oakworth Manor Health and Safety Policies and Procedures are adhered to.

1.5 Oakworth Manor intends to meet the above by committing to the effective implementation of a Health and Safety Management System. Its aim is to ensure continual improvement in both the management and performance of health and safety within Oakworth Manor. Everyone who works for Oakworth Manor is responsible for ensuring its success.

2.0 POLICY PRINCIPLES

2.1 Oakworth Manor recognises its duties to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all its employees. The business of Oakworth Manor shall be conducted in such a way as to ensure that Service Users, their relatives, contractors, voluntary workers, visitors, and members of the public who may be affected by the activities of Oakworth Manor, are not exposed to risk and consulted appropriately.

2.2 Oakworth Manor accepts its obligation under the Health & Safety at Work etc. Act 1974 and all other Health & Safety Regulations to implement all reasonably practicable measures to reduce workplace risks. Progressive health and safety improvements will be actively sought by all Managers to ensure full compliance with applicable legal requirements and other requirements to which Oakworth Manor subscribes. This will play a key role in the continued improvement of the effectiveness of the organisation and the quality of service provided.

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2.3 Oakworth Manor accepts that to achieve a high standard of health and safety performance, there will be funding implications, which it will endeavour to adequately resource.

2.4 Oakworth Manor recognises that successful risk management is brought about through good management and effective communication with staff and relevant others.

2.5 Oakworth Manor considers that successful management of health and safety has the benefit of improving the overall operation of Oakworth Manor facilities by reducing injuries and ill health, protecting the environment, and reducing unnecessary losses and liability.

3.0 DUTIES

3.1 The Manager has overall day to day responsibility for implementing health and safety within Oakworth Manor and the Provider has overall responsibility. However, it is the duty of all employees to act responsibly regarding health, safety and welfare matters, to do everything practicable to prevent injury to themselves or others and to cooperate fully in implementing health, safety and welfare policies and procedures. Any health, safety and welfare concerns should be brought immediately to the attention of their immediate manager for action.

3.2 It is the responsibility of the managers to ensure that Health and Safety Procedures are formulated, implemented, and regularly reviewed considering legislative and organisational changes and the requirements of suitable consultation with employees.

3.3 It is the responsibility of Oakworth Manor managers to set and review objectives to monitor the performance and continual improvement of the Health and Safety Management.

3.4 Although the implementation of these instruments is a management responsibility, success will rely on the co-operation of all those who perform the day-to-day work of Oakworth Manor. Whilst the aim of Oakworth Manor Health and Safety Policies and Procedures is to promote a cooperative and constructive view of health, safety and welfare concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

3.5 Managers will ensure their staff are familiar with this and other Oakworth Manor Health and Safety Policies and Procedures.

3.6 Managers are responsible for ensuring that suitable and sufficient risk assessments and action plans are in place for all foreseeable significant hazards, taking note of specific risk issues such as, manual handling, control of hazardous substances, fire, slips, trips and falls, lone working and violence and aggression. Oakworth Manor Risk Assessment for Health and Safety Policy and Procedure will assist managers with the identification of medium / high risks and provides Oakworth Manor framework for managing health and safety.

3.7 Managers have a specific responsibility for determining, implementing, and documenting local health and safety operational procedures that may be required within their own areas of responsibility and to ensure these Procedures follow the principles of Oakworth Manor Core Health and Safety Policies and Procedures.

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3.8 Oakworth Manor managers will provide advice and guidance to employees to support them to undertake their duties as outlined in this and other Oakworth Manor Health and Safety Policies and Procedures.

3.9 Oakworth Manor Management will provide advice and guidance to employees on all aspects of fire safety; this will include prevention, control, and evacuation.

3.10 Oakworth Manor Manager, via appointed moving and handling champions, will provide advice and guidance to employees on all aspects of manual handling, ergonomics and posture.

3.11 Employees employed by Oakworth Manor are expected to read and comply with this, all other Oakworth Manor Health and Safety Policies and Procedures and other Oakworth Manor Policies and Procedures relevant to the area in which they are working.

3.12 It is the responsibility of Oakworth Manor to ensure that effective documentation with respect to Oakworth Manor Health and Safety Policies and Procedures is in place, ensuring compliance with health and safety legislation, other requirements to which the organisation subscribes and in meeting Oakworth Manor's Health and Safety Management System Requirements.

4.0 PROCEDURES

4.1 Fire Safety

4.1.1 All staff members are given fire safety training and receive a full fire safety walkaround the building during induction.

4.1.2 All senior staff and management have or will complete fire marshal training.

4.1.3 A weekly fire alarm test is completed in the building.

4.1.4 Regular fire alarm drills are completed with all staff members.

4.1.5 Fire extinguishers are located around the building. If staff members are trained and comfortable using them during a fire, they are available to them. **Please note: evacuation and personal safety always come first.**

4.1.6 Personal Emergency Evacuation Plans (PEEPS) for all residents can be found in the doorway of the Home and on the LogmyCare system.

4.1.7 In the event of a fire, our [Emergency Fire Action Plan Policy](#) must be followed.

4.2 Infection Control

4.2.1 All staff members are given infection prevention and control training when they begin working for Oakworth Manor.

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4.2.2 An infection control audit is completed monthly and reported back to the provider with any requirements.

4.2.3 Domestic staff receive COSHH training and have a daily cleaning regimen around the Home. This includes providing hand wash and PPE, where required.

4.2.4 Kitchen staff receive food hygiene training and have set protocols, as determined by the FSA.

4.2.5 The Infection Control Policy and isolation protocols can be found in our [Infection Control Policy](#).

4.3 Medications Management

4.3.1 Medications are administered by the senior care assistants, deputy manager and manager.

4.3.2 All staff involved in administering medication have received medications management training and have completed their competencies.

4.3.3 Medications are stored in locked cupboards in the Home, each service user has their own drawer for their medication.

4.3.4 Medication rounds are documented on LogmyCare, with a record of taken medication, refused medication and medication counts. All medications are dispensed as prescribed.

4.3.5 Medications are counted daily, checked by the Deputy Manager weekly and audited by the Manager Monthly.

4.3.6 Further information can be found in our [Medications Policy](#).

4.4 Emergency Preparedness

4.4.1 Oakworth Manor has a robust Business Continuity Plan, which can be used in case of emergency. This can be found in the Deputy Manager's office. All management staff and the provider have copies available to them.

4.4.2 The Business Continuity Plan details our response to the following emergencies: accommodation loss, catering disruption, communication disruption, electricity supply disruption, flood disruption, water supply disruption, gas supply failure, heating loss, data/information loss, laundry disruption and staff disruption.

4.5 Service User Well-being and Welfare

4.5.1 Service User well-being and welfare are paramount. We have numerous policies in place regarding service user well-being and welfare. They can be found in our policy list. They are:

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- Moving and Handling Policy
- Safeguarding Policy
- Management of Serious Accidents and Incidents Policy
- Duty of Candour Policy
- Falls Policy
- PREVENT Policy
- Whistleblowing Policy

4.5.2 Nutrition and hydration intake is monitored on LogmyCare by the Senior Care Assistants, Deputy Manager and Manager.

5.0 TRAINING

5.1 In order to effectively manage health and safety, Oakworth Manor will give high priority to ensure employees at all levels are provided with information, instruction and training commensurate with the levels of risk to which they may be exposed. Oakworth Manor is committed to make available the resources to support the training requirements of all employees in health and safety matters.

5.2 Managers will ensure that local training needs are identified in accordance with the Home's Risk Assessment in this Health and Safety Policy and findings from risk assessments and action plans.

5.3 All employees will complete Oakworth Manor Induction and managers will ensure that a Local Induction is undertaken for all staff and that all relevant mandatory training is completed with records being completed and held centrally for Oakworth Manor mandatory training or locally otherwise.

6.0 TARGET AUDIENCE

- 6.1 The target audience for this policy is all employees of Oakworth Manor.
- 6.2 External interested parties.

7.0 RELEVANT OAKWORTH MANOR POLICIES AND PROCEDURES

7.1 All relevant policies can be found on our Policy List. Some relevant policies are:

- Emergency Fire Action Plan Policy
- Infection Control Policy
- Management of Serious Accidents and Incidents Policy
- Medications Policy
- Duty of Candour Policy
- Safeguarding Policy
- Whistleblowing Policy
- Falls Policy
- Moving and Handling Policy
- PREVENT Policy

8.0 MONITORING COMPLIANCE

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8.1 This policy will be monitored for compliance and effectiveness at regular intervals by Oakworth Manor Management. Monitoring will include areas such as: incident analysis, risk assessments and action plans, accident investigations, audit as well as other areas as indicated in the Terms of Reference and Oakworth Manor Health and Safety Management System.

9.0 EQUALITY IMPACT ASSESSMENT

9.1 This policy has been assessed using the Equality Impact Assessment Screening Tool. The assessment concluded that the policy would have no adverse impact on, or result in the positive discrimination of, any of the diverse groups detailed. These include the strands of disability, ethnicity, gender, gender identity, age, sexual orientation, religion/belief, social inclusion, and community cohesion.

10.0 LEGISLATION COMPLIANCE

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Health and Safety (First-Aid) Regulations 1981

Electricity at Work Regulations 1989

Regulatory Reform (Fire Safety) Order 2005

11.0 CHAMPION

11.1 The Champion of this Policy is Rodney Hermon, Home Manager.

12.0 REFERENCES

12.1 Health & Safety at Work etc. Act 1974