

1. Health and Safety

Betheny Nursing Care Services is committed to operating the business in accordance with Health and Safety Act 1974 and all applicable regulations made under the Act. This policy requires the full collaboration and cooperation of all employees and everybody is asked to read this policy and accept their own personal responsibility for their health and safety at work.

The purpose of this policy, as far as it is reasonably practicable, is to ensure the health, safety and welfare of all our Employees, Clients, Service Users and Members of the Public, accepting the Company's statutory responsibilities in this area. This involves working in partnership with the Clients who provide the physical setting for the work undertaken by the Betheny Nursing Care Services Employees.

Betheny Nursing Care Services seek to ensure the following in relation to Health & Safety:

- The Clients provide and maintain adequate facilities, equipment and systems of work that are safe and without risks for the Staff when they are completing assignments.
- That all Staff are given sufficient information, instruction and training to ensure their own Health & Safety in the Client's location before assignment.
- That all staff have the necessary qualifications, experience, skills and capability to carry out the assignments that they are expected to undertake.
- That any risks to health, in connection to the use, storage and handling of substances hazardous to health, should be identified by staff through an assessment of their potential effects, as required by the latest edition of the Control of Substances Hazardous to Health (COSHH) Regulations, and that necessary control measures are implemented.
- That consideration is given to Health & Safety factors when equipment is procured or new services obtained, or when changing procedures or work patterns, that all necessary safety precautions are taken and that necessary safety instructions have been understood.

All staff are responsible for their own personal Health & Safety and they have a duty of care to the Client's Service Users and colleagues. The Staff responsibilities include:

- Always familiarise themselves with the Health & Safety policies and procedures for the environment in which they are working and pay particular attention to fire and emergency procedures in that particular location.
- The duty to comply with all safety instructions and directions laid down.
- The duty to use the means and facilities provided in a proper manner.
- The duty to refrain from the misuse of, or interference with, anything provided in the interests of health, safety and welfare and any action that may be classed as dangerous.
- The duty to report any potential hazards or dangerous occurrences that may cause risk or harm to others.
- Never attempt a task without first ensuring that they understand the instructions and can carry the task out safely.
- Always maintain a tidy, clean and safe work area.
- If staff see, or believe they see, an unsafe act or condition, they must report it to the Client and their branch as soon as possible, taking immediate steps to correct it or ask their branch to rectify it. The Staff may be assumed to have agreed to unsafe conditions if they do not report them and continue working.
- Certain jobs require to wear protective clothing or to use equipment. If the Staff are unsure, they must ask for advice before they start working.
- Staff must ensure that all cleaning materials or other potentially hazardous substances are correctly stored, labelled and are used in compliance with the manufacturer's instructions while they are on assignment in order to reduce the risk of injury or danger to health. All waste or by-products must be disposed of appropriately.
- Only use, adjust, alter or repair equipment if staff are authorized to do so.
- If staff, or the equipment they operate, are involved in an accident - regardless of how minor – they must report it immediately to the Client and the Company. If necessary, they must get First Aid attention immediately. Staff should also report near misses to their branch.
- Obey all health & safety rules, signs and instructions. If the Staff are unsure about something, they must seek advice from the Client or the Company.

Although within the Client's establishments a Risk Assessment will have been carried out by a designated competent person, all Betheny Nursing Care Services employees need to look out for hazards at the establishment where they have accepted an assignment and report them back to the Client and their local branch verbally or following the complaints procedure. That includes anything they feel may present a risk to an individual's health and safety.

Betheny Nursing Care Services' staff are responsible for ensuring that all incidents or accidents that relate to the provision, control and maintenance of Health & Safety in the workplace are reported to the Client in a timely manner. It is also important that the internal reporting procedure of the establishment is carried out correctly following the Client's policies and procedures e.g. recording the accident in the accident report book. If staff accept assignments within the community setting and are working in a client's home, a written record must be kept of any accident or occurrence that happens in the workplace, however minor. In addition to internal reporting, the Client should also ensure that the following are reported to the appropriate enforcing authority:

- Fatal accidents.
- Major injury accidents/conditions.
- Dangerous occurrences.
- Accidents causing more than three day's incapacity for work.
- Certain work-related diseases.
- Certain gas incidents.

If Staff suffer a needle stick injury they must attend for treatment immediately and report the incident. If possible, they must take a note of the patient's details in order to help identify potential risks.

Staff have legal duties under RIDDOR that require to report and record other work related accidents. These include for example, deaths, major injuries, fractures, amputations, dislocations, loss of sight. Also:

- Over-seven-day injuries that lead to an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but

including weekends and rest days) are reportable. The report must be made within 15 days of the accident.

- For over three day injuries a record of the accident must be kept if a worker has been incapacitated for more than three consecutive days. Staff are legally required to inform the Company of any over three day injuries so that they may keep an accident book and fulfil their legal responsibilities under the Social Security (Claims and Payments) Regulations 1979.
- Occupational diseases – the Employers and the self-employed must report the following listed occupational diseases:

<http://www.legislation.gov.uk/ukxi/1995/3163/schedule/3> - made when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions and the sufferer has been doing the work activities listed.

Reportable major injuries are:

- Fracture, other than to fingers, thumbs and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this has resulted from exposure to a biological agent or its toxins or infected material.

COSHH is the main piece of legislation covering control of the risks to people from exposure to harmful substances generated out of or in connection with any work activity. As with all other regulations affecting Health & Safety at work, legal duties under COSHH are laid primarily on the establishment in which staff are working and it is their duty to see that proper systems of work and management are in place.

Betheny Nursing Care Services employees should:

- make proper use of any control measures;
- follow safe systems of work;
- abide by local rules and policies;
- report defects in safety equipment as appropriate.

Health surveillance must be carried out, where assessment has shown that a substance is known to cause occupational asthma or severe dermatitis and COSHH requires that employers provide suitable information, instruction and training about:

- the nature of the substances that workers work with or are exposed to and the risks created by exposure to those substances and the precautions workers should take;
- control measures and how to use them;
- the use of any personal protective equipment and clothing;
- results of any exposure monitoring or health surveillance; and
- emergency procedures.

All employees are encouraged to inform their immediate superior of any areas of the Health & Safety policy that they feel are inadequate to ensure that the safety is ensured at all times.