

KENT SHARED LIVES

Policies & Procedures

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(32) Safe Working Practices

Kent Shared Lives regards the promotion of health and safety as a key objective for managers, staff, Shared Lives hosts and volunteers. Shared Lives recognises that, while each individual has a personal responsibility for health and safety, it has an over all responsibility for ensuring that its health and safety policy is implemented and maintained.

The managers of Shared Lives shall: -

- Take account of all relevant legislation in providing and maintaining safe and healthy working conditions and ensuring a safe and healthy environment for individuals.
- Ensure that Shared Lives activities are planned and managed to minimise risks to employees, Shared Lives hosts, volunteers, individuals and the general public.
- Provide training/information and instruction to enable all employees, Shared Lives hosts and volunteers to carry out their work safely and efficiently and to protect the health and safety of themselves and individuals.
- Regularly review health and safety procedures/practices and instructions to ensure their compliance with legislation and their continuing suitability and effectiveness.

Shared Lives employees, Shared Lives hosts and volunteers shall: -

- Work safely and in a manner that will minimise health and safety risks.
- Report incidents that have led to or may lead to injury or damage.
- Follow Shared Lives procedures to ensure healthy and safe working conditions.
- Assist management in the execution of their health and safety duties.

Organisation

The director of the directorate has overall responsibility for health and safety performance and will monitor implementation of this policy. S/he will be supported in this by the Shared Lives managers who will ensure that health and safety procedures are effectively applied and regularly monitored.

The Shared Lives host is responsible for the safety and well being of the person placed with them and for the safety of their own home. The Shared Lives worker will monitor the work of the Shared Lives host in ensuring the health and safety of the person in the placement.

Where necessary, safe systems of work will be set down in writing by the Shared Lives manager and communicated to the people that they affect.

Risk assessments will be carried out to evaluate potential hazards and risks and to advise on necessary controls. These will be periodically reviewed.

1. Each new employee, and prospective Shared Lives host will receive, as part of their induction, training in health and safety:

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- The Shared Lives health and safety policy
 - Procedure for reporting and recording accidents
 - Personal safety
 - Dealing with harassment
 - Control of substances hazardous to health (COSHH)
 - Moving and handling
 - First aid
 - Fire prevention and emergency procedures
 - Universal precautions
 - Food preparation, storage and hygiene
 - Storage and administration of medication
2. The Shared Lives manager will ensure that staff and Shared Lives hosts receive in addition any specific training needed to enable them to carry out any tasks specific to their role safely. This may include training in use of lifting equipment, risk management strategies associated with the individual placed with them etc
 3. The Shared Lives manager will ensure that staff and Shared Lives hosts keep their knowledge and skills up to date.

Electrical/mechanical equipment

1. All portable electrical equipment within the Shared Lives office will be subject to an electrical safety check and will be subject to an annual inspection. Within hosts own home all electrical equipment will be checked regularly and only used if it is in a good and safe condition.
2. Electrical isolation procedures and the repair of faults on electrical and mechanical equipment will be carried out by authorised/competent persons.

Moving and Handling

If staff, Shared Lives hosts or volunteers are required to help with any moving and handling task, Shared Lives will ensure that:

1. A moving and handling risk assessment is first carried out by a competent person from the funding social care team.
2. A comprehensive plan is drawn up in consultation with the individual and their representatives to manage the risk, involving specialist advice where necessary.
3. Any provision of aids, adaptations and equipment follows assessment by an occupational therapist or other suitably qualified specialist and meets their recommendations.
4. Workers and hosts have received training from a competent person before using aids or equipment.

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5. There is a satisfactory arrangement in place for the repair and maintenance of equipment in general or individual use, to ensure its continued safety.

Communication

Shared Lives recognises the importance of good communication at all levels in ensuring safe working practice.

1. Shared Lives has a clear procedure for reporting accidents and dangerous occurrences by staff, Shared Lives hosts.
 - Accidents should be recorded on the appropriate accident report form
 - A copy of the accident report form should be sent to the Shared Lives manager as soon as possible after the incident
 - The Shared Lives manager must record the details and, where necessary, investigate in order to ensure that the risk of future similar accidents is minimised.
 - The Shared Lives manager is responsible for meeting the reporting requirements set down in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)