



<b>Policy No:</b> SJD/HS/01	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 2nd November 2023
<b>Policy Date:</b> 12 <sup>th</sup> April 2021		<b>Date of Next Review:</b> 1 <sup>st</sup> November 2024
<b>HEALTH AND SAFETY</b>		

**Aims** (include the intended impact on the young people)

- To provide and maintain insofar as is reasonably possible, safe, and healthy working conditions, equipment, and systems of work for all our staff and young people.
- To provide information, instruction, and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To comply with the Health & Safety at Work Act 1974 and its associated legislation.
- To review and revise this policy as necessary at regular intervals.

### **Procedure**

#### **Inspections**

- All areas of the SJD Homes will be inspected by senior members of staff and management.
- Management will make an un-announced visit monthly and will check that Risk Assessments are in place.

#### **Risk Assessment - Reporting of Hazards**

- Hazards are things in the workplace that have the potential to cause harm to young adults, workers, or other people, if unrecognised or not dealt with. Identification of hazards permits their management by either rectification or minimisation of risk (i.e., the likelihood of serious harm occurring).
- Hazards can be variously what we do, the way we do it, the context /environment in which we do so. In order to deal with any hazard and avoid/reduce any risk, all staff members are responsible for bringing to the attention of Senior Management any activity, practice, or aspect of the physical or living environment which could/does constitute a hazard.
- A report should be made on the maintenance site on the intranet and with line managers immediately on completion and raised at morning meeting in order that the matter can be dealt with as quickly as possible.
- While all entries should be important (i.e., not trivial) some will require urgent attention because of the high-risk level. These must be brought to the attention of the Director verbally (or in his absence, a senior member of staff). In this way, adequate action can be taken without undue delay.
- Procedures for dealing with accidents or incidents involving young adults, staff and visitors are supplied as Appendix 4.2 of this document.

#### **Accident & Incident Monitoring**

- The frequency and seriousness of accidents and incidents are overseen by the Head of Education and Head of Group Living who meet weekly.
- A summary report of all recorded incidents will be made to the Board of Advisory Panel Members.
- All accidents and incidents will be reported via the Record Sheets held in each house and in the Education office.
- On completion, these forms must be given to the Senior Administrator for a central file.

## **Health and Welfare of Staff**

- The Advisory Panel Members will check on the number of staff sickness and absence forms during their monthly unannounced visits.
- Absence levels are also monitored through the HR meeting.
- The Conducting Management Group will monitor stress levels amongst staff, recommend appropriate action where necessary, and report back to the Board of Advisory Panel Members.

## **Home Workers**

Occasions when staff are working alone, either at SJD Homes or away from it, will be identified and suitable measures taken to control risk.

## **Fire & Emergency Procedure**

- Procedures for the evacuation of the building in the case of fire or other serious events which warrant such actions are available in the offices of each house, and each classroom.
- These procedures detail the process and routes of evacuations at various periods of the day.
- All staff should familiarise themselves with these procedures.
- The Head of Group Living, Head of Education and the Director are responsible for ensuring:
  - a) that the procedures are updated/reviewed regularly.
  - b) that staff are informed through induction and training of procedures.
  - c) that young adults & adults are taken through practice drills at appropriate intervals.

## **Role of the Advisory Board**

The Board of Advisory Panel Members holds overall responsibility for Health & Safety and receives regular reports from the management team. Health and Safety is a standing item on all agendas.

## **Role of the Management Team**

The day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director.

## **Role of Staff**

All employees must:

- Co-operate with supervisors and managers on health & safety matters.
- Not interfere with anything provided to safeguard their health & safety.
- Take reasonable care of their own health & safety.
- Report all health and safety concerns to the appropriate person (as detailed in this policy statement).

## **Role of Parents / Carers**

They receive the Welcome Booklet stating the Semi-independent's policy and are encouraged to share any concerns or risks in their work with the Semi-independent.

## **Other Specific Policy Detail**

### **Competency for Tasks and Training**

Induction training will be provided for all employees to include general Health & Safety awareness. All staff will be trained in making Risk Assessments.

All regular users of display screen equipment will be trained.

All staff regularly handling food will be trained in food hygiene.

Training records are kept by the Training Department and by individual staff.  
Training will be identified, arranged, and monitored by the Training Officer.

### **First Aid**

- The names of appointed first aiders are displayed on the door in reception.
- First aid boxes can be found in: Reception, the Group Living Managers' office and the office of each house.

### **Raising Awareness of this Policy** (those responsible)

All members of staff will be given a copy of this policy and made aware of all revisions.

### **Monitoring the Effectiveness of the Policy**

The Conducting Management Group will check working conditions to ensure that safe working practices are being followed and will review this policy biennially.

**Appendices:** Appendix 4.2.

### **GUIDELINES/ PROCEDURES IN CASE OF AN ACCIDENT / MAJOR INCIDENT REQUIRING ATTENTION BY A NURSE OR THE EMERGENCY SERVICES**

These guidelines and procedures apply to any major incident occurring at SJD Homes Semi- independent, including serious accident to/illness/death of a young adult or an adult. Guidelines and procedures apply to any major incident occurring at SJD Homes, including serious accident to/illness/death of a young adult or an adult.

1. If a staff member observes or has an accident reported to him/her, attend immediately, assess the young adult and situation. If First Aid is required either provide it, if qualified, checking the young adult's breathing and for any breaks, or hand the task over to a competent First Aider. It is best not to move the young adult. Encourage all onlookers to move or to be taken away.
2. The person in attendance, or another at that person's request, should inform a senior member of staff who will act as coordinator.
3. Using professional judgement, the coordinator will arrange:
  - a. Depending on availability and severity of the incident. A staff member will have been delegated to phone ahead.
  - b. If injuries are serious or there is the risk that they may be, contact Emergency Services to summon an ambulance via 999 Service. Other essential emergency numbers are:  
**ADDRESS:**  
**UNIVERSITY Lewisham Hospital**  
**High Street London**  
**SE13 6LH**  
**TEL: 020 8333 3000**
  - c. The SJD Homes Address is:  
**SJD Homes**  
**20 Wiverton Road**  
**SE26 5HY**  
**TEL: 0203 560 42 62**

For the attendance of a staff member with the young adult on the journey and at hospital. Take along the young adult's medical card and the envelope in the medical records box with the phone card and money inside it.

4. Inform Parents and Social Services if young adult is in care, as soon as appropriate.
5. Further contacts with parents and others to keep them informed or make arrangements for the parents to

- come down to be with their young adult.
6. Ensure that details of the accident are written up as soon as possible after the event occurs and update report as often as necessary.
  7. Young adults and other staff are kept informed by coordinator about the young adult's condition, because of the natural concerns/possible shock and the likely anxiety they will have.
  8. Opportunity for groups to talk about the event with adults will be made with the guidance of the coordinator.
  9. If it is clear that additional staff are needed for coverage, those on duty and due to go off duty may be asked to remain, while those off duty may be contacted and asked to come in as additional support. The senior member of staff coordinating will take these decisions, often in consultation with colleagues. In certain very serious circumstances Advisory Panel Members will be contacted (Telephone numbers for all staff are held in the office, in on call bags and on the intranet)
  10. If the Director is not on site, he is to be contacted and informed of the event as soon as possible.
  11. The member of staff with the young adult at the hospital should phone the SJD Homes regularly to relay any further information.
  12. In emergencies or life-threatening circumstances, permission to treat can be given by the member of staff in attendance, acting for the senior member of staff coordinating the situation.
  13. When the accident has been treated and the situation stabilised, a risk assessment will be undertaken by the Head of Group Living/Director. Any recommendation resulting from the assessment which requires immediate attention will be dealt with promptly. Any longer-term issues will be discussed by the Conducting Management Group internally and by the Board of Advisory Panel Members.
  14. A final report of the accident will be sent to the Referring Authority. In cases of very serious accidents, or one involving the death of a young adult, the Department for Education and the Department of Health will be informed as well as required by Law, as will be Ofsted, telephone number: 08456 404040.

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