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## Health and Safety Policy



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This policy outlines CareTrade's approach to managing its duties to ensure the health, safety and welfare of all staff, volunteers, service users and visitors.

### 1. Policy

- 1.1 CareTrade believes that maintaining a healthy workforce within a safe working environment is a key priority. CareTrade believes that the effective management of risk contributes directly to a reduction in accidents and injuries to staff, service users, visitors and other individuals present at a CareTrade project site. This will lead to improved health for staff which will have a direct impact on the CareTrade's ability to provide high quality Training and support.
- 1.2 CareTrade recognises its statutory duty to ensure the health, safety and welfare of employees, students, volunteers and other visitors to the projects Sites, as specified in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 1.3 Resources are allocated by CareTrade to maintain and continue to improve standards of health and safety. In addition, every manager and member of staff is personally responsible for providing and safeguarding health and safety, in so far as they are reasonably able to do so.
- 1.4 The following Policy outlines CareTrade's approach to health and safety, which will be regularly monitored by the Trustees.

### 2. Rationale

- 2.1 This policy outlines how CareTrade discharges its duties under the Health and Safety at Work Act 1974. Under Section 2 of the Act, the responsibilities of CareTrade as an employer are to:
  - prevent accidents and cases of work-related ill health and to provide adequate control of health and safety risks arising from work activities by conducting comprehensive workplace risk assessments and to review these risk assessments on a regular basis and immediately after any incident
  - provide and maintain a safe and healthy working environment (with the provision of adequate welfare facilities) and to provide and maintain systems of work that are safe and without risks to health (i.e. make arrangements to ensure articles can be used, handled, stored and transported safely)
  - ensure safe means of access and exit and to have an evacuation plan in place for emergencies
  - provide information, instruction, training and supervision, to ensure the health, safety and welfare of employees
  - to engage and consult with employees on matters affecting their health and safety and take appropriate action accordingly
  - to review and revise this policy as necessary at regular intervals

- 2.2 CareTrade also recognises its responsibilities under Section 3 and 5 of the Health and Safety at Work Act 1974 to protect non-employed persons from being exposed to the risks of its activities, and its responsibility under Section 4 of the Act to other users of its premises.
- 2.3 CareTrade aims to ensure that all employees are made aware of and understand their duties under Sections 7 and 8 of the Health and Safety at work Act 1974 prior to commencing their normal working duties.
- 2.4 In addition to the Health and Safety at Work Act 1974, CareTrade recognises all legal and statutory health and safety requirements that apply to its activities and the need for these to be met at all times.
- 2.5 CareTrade recognises its responsibility for contracted staff whilst they are working on Project sites.

### 3. Scope

3.1 CareTrade's Health and Safety Policy applies to:

- All staff employed by CareTrade, working on CareTrade project sites
- All staff employed by CareTrade, in other organisation's premises
- All visitors to the CareTrade project sites including Service Users, Visitors, Contractors and Volunteers

### 4. Monitoring and assurance of this policy

- 4.1 The Trustees are responsible for demonstrating the commitment of CareTrade to all matters relating to health and safety and for driving the health and safety agenda.
- 4.2 The Trustees are responsible for ensuring the health, safety and welfare of employees, service users and other visitors.
- 4.3 The nominated competent person is the Development Director. This role will fulfil the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

<http://www.legislation.gov.uk/uksi/1999/3242/regulation/7/made>

7.—(1) Every employer shall, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

See Appendix 1 for more information

### 5. Arrangements for Application of Policy

5.1 The fundamental tool for ensuring compliance with Health and Safety Legislation will be the process of Risk Assessment.

#### 5.2 Risk Assessment

In order to comply with Health and Safety legislation it is essential that general risk assessments are carried out at least annually or earlier where organisational changes have taken place. A review of these risk assessments will always take place immediately after an accident or incident.

- Managing and maintaining risk management systems including those that record health and safety risk
- Provision of Health and Safety Risk Assessment training

- The provision of a Competent Person for Health and Safety as required under the Management of Health and Safety at Work Regulations.

### 5.3 Managers are responsible for:

- Ensuring all staff report all incidents/near misses occurring to staff, volunteers, students and visitors;
- Taking corrective action whenever this is required to prevent recurrence of incidents and absence from work;
- Ensure all staff attend mandatory training;
- Monitor that all Health and Safety Policies are being adhered to;
- Co-operating fully with all risk assessment programmes; directing competent risk assessors to conduct general risk assessment in accordance with Appendix 1
- Identifying to managers any areas where additional resources are needed to ensure Health and Safety is maintained or improved.

#### Competent Risk Assessors are expected to:

- Undertake Risk Assessment training, together with updates as required;
- Identify where a specialist risk assessment is required and seek the advice of the Health and Safety Advisor on how best to complete this task.
- Hold a position of managerial responsibility
- devote the necessary time and energy to the task

### 5.4 Employee Responsibilities

Employees have a duty under the health and Safety at Work Act 1974 to take reasonable care to ensure they do not endanger themselves or anyone else who might be affected by their work activities.

#### More specifically all employees must:

- Comply with all rules relating to the use of work equipment, dangerous substances, systems of work and safety devices
- Report to their Manager any health and safety concerns or shortcomings in safe systems of work co-operate with managers and co-ordinators on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- work to the highest possible standards of safety with regard to service users
- report to their line manager if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment
- Attend mandatory training when nominated
- Report all accidents, incidents and near misses to their Manager

**A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.**

### 5.5 Training and communication

All new members of CareTrade must undertake an Induction, which includes a session about risk management and health and safety.

All staff must be made aware of the health and safety procedures that apply within their own project site before they begin normal working duties. They must also receive 'refresher' training on health and safety on a regular basis.

Where the project site is that of a host employer the Health and Safety Policy and Procedures of that organisation will apply. CareTrade staff will need to attend an Induction with each host employer and ensure that service users attending that site have also completed these.

The importance of good communication about health and safety matters cannot be overstated. Whilst it is essential for certain information be recorded, there is no substitute for open discussion and relevant practical demonstrations. Information should be readily available, comprehensive and presented in a form that is easily understood by all staff.

### **5.7 Other parties**

Where members of CareTrade staff are working on premises which are owned/managed by a third party, The Trust will ensure that the other party understands and accepts the respective responsibilities of the Trust. To ensure this is carried out ALL risk assessments, whether in the environment, or the assessment of risk in working practices, will be carried out JOINTLY by CareTrade and the third party. The manager directly responsible for activity within the premises owned by a third party will therefore be responsible for acting on the findings of the joint risk assessors.

### **5.8 Contracts and contractor staff on CareTrade project sites**

Arrangements for contractors to work safely are in place, that the contractor performance is regularly checked and that arrangements for the exchange of all necessary health and safety information are specified and used.

### **5.9 Audit and Review**

As a minimum the Risk Assessment audit programme will be updated annually. The Health and Safety Policy will also be reviewed annually, or sooner, should any new legislation or organisational change make it a requirement to do so at an earlier stage.

## **6. Policy Distribution**

**6.1** CareTrade Health and Safety Policy and any local variations should be made available to all staff via briefings, noticeboards and on induction programmes.

**6.2** Health and Safety Law Leaflets are to be given to all staff and volunteers on appointment and at annual appraisals.

## **7.0 References**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Use of Display Screen Equipment Regulations 1992
- Control of Substances Hazardous to Health Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995