

## Health & Safety Policy

It is the intention of Home Healthcare to provide so far as is reasonably practical a safe and healthy working environment in accordance with all the relevant health and safety legislation, which remains effective and relevant.

Home Healthcare regards the promotion of health & safety as a key element in operating a business. It forms a key part of assessing client needs and environment.

To achieve this policy and ensure it is effective, the maintenance of a high standard in health & safety will be the objective for ALL employees.

Home Healthcare recognises that it has a responsibility to ensure that the health, safety and welfare of its employees full time, part time and is maintained whilst carrying out work for Home Healthcare on any location.

### **RESPONSIBILITIES**

In order to ensure that these objectives are met we will

- 1 Implement all reasonably practicable measures to comply with relevant health & safety legislation.
- 2 Provide adequate resources to enable health and safety objectives to be developed and delivered.
- 3 Take appropriate steps to prevent accidents or injury.
- 4 Protect the health & safety of other persons who may be affected by our business activities.

### **Contractors and suppliers**

- 1 Must comply with their own policy's and that of Home Healthcare
- 2 Take reasonably practicable steps and care to reduce health and safety risks from their activities
- 3 Ensure that all plant and equipment used is suitable and maintained in a safe condition
- 4 Co-operate fully with nominated company representatives
- 5 Be proactive and look to develop and implement safer solutions for their activities, where appropriate
- 6 Promptly reporting all accidents to a Home Healthcare representative

### **Employees (including part time and self employed)**

Employees must recognise that they have an important part to play in the success of this policy by:

- 1 Taking reasonable care of themselves, their colleagues and clients
- 2 Comply with this policy

- 3 Only carry out activities which they have been trained to undertake
- 4 Never interfering with, damage, or misuse any equipment, safety device, material or facilities provided for their work activities
- 5 Co-operate with Home Healthcare in all aspect of health & safety and help to develop safer working practices
- 6 Ensure that any health and safety hazards are promptly reported to the company also reported to the office or Manager where they are working and document such sending a copy to Home Healthcare(see Appendix I)
- 7 Ensure that any accident is reported the same
- 8 Ensure that they familiarise themselves with any health & safety procures and at the locations where they carry out work

### **SAFE, AUDIT AND MONITORING**

It is the responsibility of the Manager to:

1. monitor all incidents or accidents
2. what action was taken to rectify the situation
3. to review reports
4. inspect accident book and reports

## **Appendix I - Hazard Reporting Procedure**

It is necessary to identify, and where possible, to eliminate any potential health or safety hazards that exist at the client's house to ensure the safety of both the client and Home Healthcare employees.

Health and Safety hazard assessment will take place in conjunction with the client assessment. However, hazards can develop over time and staff must act accordingly and respond as necessary.

Any and all identified risk must be recorded on the Health & Safety Hazard reporting documentation.

Any and all action taken to reduce or eliminate risks must be recorded, or where this is not possible, the actions that are required but cannot be effected immediately should be recorded.

Management must be informed at the earliest opportunity.