



Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

Health and Safety Including General Statement of Intent

Health and Safety Policy – what this means to Beyond Limits

Beyond Limits is committed to ensuring the health, safety and wellbeing of its employees so far as reasonably practicable. Beyond Limits also fully accepts its responsibilities for other persons who may be affected by its activities and will take steps to ensure that statutory duties are met at all times.

Each employee will be given such information, instruction and training as necessary to enable the safe performance of work activities. It is the duty of management to ensure that all systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist Beyond Limits in meeting the statutory duties including, where appropriate, specialists from outside Beyond Limits.

Every employee must co-operate with Beyond Limits to enable all statutory duties to be complied with. Beyond Limits recognise that the successful implementation of this policy requires total commitment from all levels.

Each individual employee has a legal obligation to take reasonable care for their own health and safety and for the safety of other people who may be affected by their actions/omissions.

Beyond Limits reviews its Health and Safety Policy annually, however if legislation or any outcomes from inquiries dictate, we will respond and update the policy accordingly. Beyond Limits understands its obligation to have a current policy in place at all times.

Responsibilities:

Beyond Limits retains overall responsibility for the health, safety and welfare of employees and non-employees.

The Director is generally responsible for fulfilling the objectives of the health and safety policy on behalf of Beyond Limits and in particular:

- Providing, revising and approving (as is necessary) a health and safety policy statement for the organisation
- Maintaining the necessary organisational structure and arrangements for effective implementation of the policy
- Implementing health and safety legislation
- Ensuring that all office and support staff are suitably trained & competent for the roles they are employed to carry out
- Monitoring the overall health and safety performance of Beyond Limits



Signed:

Doreen Kelly, Director and Designated Health and Safety Competent Individual

Date: 7th January 2018

The Office Manager is responsible for implementing & maintaining the organisations health and safety policies and procedures within the main office.

Senior Service Leaders and Service Leaders are responsible for ensuring that the following reporting mechanisms function effectively:

- Identifying hazards to health and safety, assess their risk and record findings.

- Ensure the Keeping Yourself Safe Health and Safety folders are audited, monthly, quarterly and annually.
- Ensure all risk assessments are audited and findings implemented.
- Accident reporting (including statutory reports to the necessary authorities).
- Untoward incident reporting (including security incidents).
- Reporting of dangerous work situations.
- Reporting to the Director any actions taken by enforcement agencies, both formal and informal and monitoring progress made by the organisation in complying with statutory requirements.
- Taking, evaluating and acting upon advice received.
- Ensuring that all new developments and modifications comply with Health and Safety requirements.
- Setting up a process whereby health and safety information is provided to visitors.
- Identifying preventative and protective measures required to comply with health and safety legislation and arrange for their implementation.

- Establishing emergency procedures for serious and imminent dangers and danger areas and nominate competent people to complete them.
- Providing employees with comprehensive information about risks to health and safety and departmental preventative and protective measures/emergency procedures.
- Establishing and implementing mechanisms to ensure that all visitors are informed in respect of risks to health, preventative and protective measures and emergency procedures.
- Taking account of employees' health and safety capabilities when allocating work and provide adequate instruction, training and supervision in health and safety matters.
- Investigating reports of dangerous work situations and implementing remedial measures as necessary.
- Investigating recorded accidents in their projects, taking the responsibility to organise remedial works as appropriate.
- Ensuring that accident and untoward incident reporting systems operate effectively in their projects so that the relevant enforcing authority receives proper notification of reportable diseases/injuries.
- Ensuring that teams have up to date, written detailed health and safety procedures covering all activities within their projects.

Service Leaders also have responsibility for:

- Carrying out regular health and safety audits to ensure that procedures and policies are being followed.
- Reporting to the Director if safety procedures are not followed.

Employee Responsibility

All employees must:

- Take reasonable care of their own health and safety.
- Consider the safety of other persons who may be affected by their acts and omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in the environment or equipment or shortcomings in the existing safety arrangements to a responsible person without delay.
- Not undertake any tasks for which authorisation and/or training has not been given.
- Present themselves for medical examination (if under Health Surveillance).

Training

During the course of their induction, each new employee is required to attend mandatory training on health and safety and fire awareness before commencing work with the person requiring support. All new employees also receive training mandatory training on First Aid, Food Safety and Manual Handling.

In addition, all new employees, during the course of their induction are introduced to the Health and Safety Policy and to any safe working procedures that apply to their area of work. They also complete Standard 13 (Health and Safety) of the Care Certificate.

Throughout their employment each employee is given information and training as necessary to enable them to perform their duties safely with the person receiving support.

Specific training on the completion of safety assessments is provided for all staff within their 6-month probationary period.

All employee training records are kept on the organisations internal HR system and are updated as required and when training has been completed. Training records for any employee who no longer works for the organisation are kept securely, in accordance with the Data Protection Act 1998 and are archived in the person's specific file.

Risk Assessment

The activities carried out by the business will have all hazards identified and risk assessments are carried out to reduce the likelihood of harm or injury to as low a level as is reasonable and practicable. All risk assessments will be audited at monthly, quarterly & annually as part of the Keeping Yourself Safe Health and Safety folder audit checks.

- **Office** – The office manager will ensure that all office hazards are identified that may affect employees, contractors or visitors and risk assessments are carried out for all activities. Office staff are made aware of the hazards, risks and control measures determined by the risk assessments. Risk assessments are reviewed annually, if there are significant changes to the activity or an accident or incident occurs. Employees will sign to acknowledge their understanding of the hazards, risks & control measures of the assessed activity.
- **Support Services** – The senior service leaders & service leaders will ensure that support services have all hazards identified that may affect clients, employees or visitors. Risk assessments will be carried out and the findings implemented. Risk assessments will be carried out as soon as possible when new services come on board. Support staff and clients where appropriate will be made aware of the hazards, risk and control measures determined by the risk assessments. Risk assessments are reviewed annually, if there are significant changes to the activity or an accident & incident occurs. All support staff received risk assessment training on joining the organisation. Employees will sign to acknowledge their understanding of the hazards, risks & control measures of the assessed activity.

Medical Arrangements

Existing employees will be referred to the Occupational Health Service for health surveillance where appropriate. The provider for Beyond Limits is IMASS, further details on making a referral can be obtained from a senior service leader.

Any employee requiring Specific Medical Arrangements will meet regularly with their service leader and the senior service leader to discuss and review the ongoing arrangements. Records of these meetings will be held securely on the employee's folder with permissions access being granted on a 'needs to know' basis.

First Aid Arrangements

Suitable numbers of first aid personnel are maintained to deal with minor accidents and emergencies. These personnel have had sufficient training in accordance with statutory requirements.

Responsibility for ensuring the contents of the First Aid kits are replenished on a regular basis rests with the Administration team.

The identities of the First Aiders and the locations of the First Aid boxes are displayed throughout the work place.

Fire/Emergency Procedures

Emergency procedures are designed to give warning of imminent danger and to allow all personnel to move to a place of safety.

The Administration team are responsible for ensuring that all employees and visitors within the area are informed of, are fully conversant with the relevant emergency procedures, and informed of the findings of Fire Risk Assessments.

The fire procedures relevant to each place of work must be adhered to.

Compliance with Specific Regulations

Management of Health and Safety at Work Act 1992

Beyond Limits will prepare and document risk assessments as required by the regulations and working procedures will be devised as a result. These procedures will either eliminate or minimise the risk associated with the particular activity being assessed.

The current procedure for dealing with imminent danger, e.g. fire, will be kept under review and revised where deemed necessary. The emergency services will be revisited periodically to ensure that the latest guidance remains relevant and current.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Accident reporting forms will be kept accessible to all employees and all accidents (incidents/near misses) must be recorded as soon as possible after the event.

Completed forms must be passed to the Service Leaders who will ensure that the HSE is informed, via their online reporting system www.hse.gov.uk/riddor/report.htm

All reported accidents must be fully investigated with a view to preventing a recurrence.

Control of Substances Hazardous to Health (COSHH) Regulations 1999

This places a duty on Beyond Limits to ensure that potentially hazardous materials within the home are identified as hazards and treated accordingly:

- Potentially hazardous substances will be appropriately stored.
- A list of all substances will be maintained.

- Where necessary, protective clothing such as gloves and aprons will be used.

Electricity at Work Regulations 1989

An inventory will be drawn up of all the portable electrical equipment held at the various places of work to enable Portable Appliance Testing to be undertaken by a certified electrician.

Periodic testing of the electrical wiring will be undertaken every five years.

Manual Handling Operations Regulations 1992

All attempts will be made to eliminate manual handling activities wherever practicable.

Assessment will be undertaken of all generic manual handling tasks and a safe system of work will be introduced. One off manual handling activities will be assessed prior to being undertaken to establish a procedure that will not put employees at risk.

Where it is identified, as necessary, employees will be trained in safe lifting techniques in an attempt to eliminate the risk of injuries.

Specialist equipment will be used to minimise risk to employees providing support to individuals requiring assistance with their mobility. No employee is to use this equipment unless they have received the appropriate training and guidelines for the safe use of the equipment are to be followed at all times.

Display Screen Equipment Regulations 1992

Beyond Limits will fully comply with Display Screen Equipment Regulations. Work patterns will be structured so as to ensure frequent breaks in the use of display screens.

Personal Protective Equipment at Work Regulations 1992

Beyond Limits provides and supplies personal protective equipment (PPE) where necessary to all employees.

Workplace (Health, Safety and Welfare) Regulations 1992

Each workplace will be inspected regularly with defects being notified and recommendations being given for remedial action.

Waste materials must be disposed of safely in the receptacles provided. Safe entrance to and safe exit from the respective work areas must be maintained, with walkways kept free of obstructions to ensure the safe passage of any person who may be affected by work activities.

All employees are reminded of the requirement to maintain a place of work that is, so far as is reasonably practicable, without risk to the health or safety of any person.

Suitable and relevant information relating to health, safety and welfare at the work place will be disseminated to all employees.

Statutory notices will be displayed throughout the work place and consultation and communication over health and safety issues is to be encouraged at all levels within Beyond Limits and, in particular, at employees meetings, team briefings, clinical and reflective supervision etc.