



Induction Health and Safety Handout

INTRODUCTION

Sept 2009

The aim of this handout is to help you, as an employee of Julia's House, to understand your role in preventing work-related harm to yourself and those who work in, or visit your usual place of work.

Although under Employment Law volunteers have a different legal status from employees, **under H&S Law volunteers are considered to be employees**. They have the same rights to protection and training, etc. as paid staff.

For the purposes of this handout whenever the terms "employee" or "staff" are used it refers to volunteers as well as paid personnel.

HEALTH & SAFETY LAW

In the UK there are 2 types of Law.

Common (or Civil) Law derives from precedents set by decisions in court cases.

Statute (or Criminal) Law stems from Acts of Parliament and Regulations.

Breaches of **Common Law** may lead to a claim for **compensation or damages** from one person to another, or to an organisation.

Breaches of **Statute Law** may lead to **prosecution**, resulting in fines or imprisonment.

Duty of Care

Under Common Law all individuals including Julia's House have a **Duty of Care** towards others to ensure that "no reasonably foreseeable loss" is caused by acts or omissions of that individual.

Therefore Julia's house has a duty to take "reasonable care" to protect its employees. In particular we have to provide:

- a safe place of work, including a safe means of getting in and out of the premises
- safe systems of work
- safe equipment
- safe and competent employees

Under Common Law, Julia's House is responsible for the actions of any employee while in the course of their work so, if any employee causes injury to another person by neglect or through lack of competence Julia's House may be liable for the injury.

For a brief guide to H&S Law please refer to the poster "Health and Safety Law" that is on display in your usual place of work.

MANUAL HANDLING

Manual Handling means any transporting or supporting of a load by hand or by bodily force. This includes lifting, putting down, pushing, pulling, carrying or moving of a load.

- manual handling is the biggest single cause of ill health and accident-related absenteeism at work
- the recommended weight limits for lifting a load from the floor are 10 kilos for men and 7 kilos for women (That's 22lbs and 15lbs respectively.)

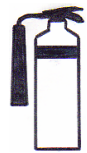
Manual handling injuries can be reduced significantly if the 5 main points below are remembered when lifting alone:

1. Check that you can lift the load on your own
2. Check that you have somewhere to put the load
3. Check that your way is clear of obstructions
4. Bend your knees, not your back
5. Don't twist your back during the manoeuvre

FIRE SAFETY

Different extinguishers are designed to fight different types of fire.

The 2 most common types used by Julia's House are:



CARBON DIOXIDE (CO₂) black band

For use on: flammable liquids and live electrical equipment.

Do not use on: wood, paper and textiles.



WATER (blue band)

For use on: wood, paper and textiles.

Do not use on: live electrical equipment, flammable liquids.

All fire extinguishers should be easily accessible – either wall-mounted or on a stand on the floor. Training in Fire Awareness and the use of Fire Extinguishers is provided.

Evacuation Procedures

Julia's House is required by law to set up emergency procedures for your workplace to ensure you know what to do in the event of a fire.

Notices describing the Fire Emergency procedures, including the Fire Assembly Point are on display and your Lead Nurse / Manager will brief you during your induction and remind you of these procedures regularly.

Please remember:

Personal safety is more important than the building, its contents or personal possessions!

Fire Drills

Julia's House is required by law to carry out a fire evacuation drill **at least every six months**.

One of the challenges is ensuring that our whole team practices a fire drill, as a result fire evacuation drills will be held on varying days of the week to make sure you are included.

Fire Prevention

Preventative measures are as important as fire fighting or evacuation procedures.

Please remember the following points

- store combustible materials safely
- keep combustible stock a safe distance from heaters
- do not allow rubbish or other materials that are flammable to accumulate (inside or out)

HAZARDOUS and DANGEROUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations (COSHH) covers the use of hazardous substances at work. The presence of an **orange warning label** on products will generally indicate whether they are hazardous.

The most commonly used cleaning agent that carries an **orange warning label** is **Bleach**, if mixed with certain other chemicals, it can create chlorine, a toxic gas or if drunk, it can cause serious ill health and even death.

Since there are other proprietary cleaning products available that do the same job it is advisable use these, however if you are required to use bleach please follow the safety instructions.

Hazards

Hazards are defined as any event or circumstance arising that could have or did lead to unintended or unexpected harm, loss or damage

If you see something you feel could cause an accident or could lead to somebody being harmed you must report it to the Lead Nurse / Manager or the person in charge immediately. The hazard must be dealt with to make it safe and a hazard report completed.

ACCIDENTS

First Aid

The Health and Safety (First Aid) Regulations 1981 require all employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

This means that depending on your place of work there does not have to be fully qualified first aiders on site, but there does always have to be an **Appointed Person**.

Appointed Persons must:

- **look after the first aid equipment, such as restocking the First Aid box**
- **take charge when someone is injured or falls ill, calling an ambulance if needed.**

First aid provision is available at all times people are at work, because of this we aim to have an Appointed Person or qualified First Aider on duty at all times.

Appointed Persons are not first aiders and so **should not attempt to give first aid** for which they have not been trained.

Accident Records

If you injure yourself or someone else while you are at work you must report the incident however small to the Lead Nurse / your manager or the person in charge straight away so that it can be treated and the details recorded in the accident book provided.

GOOD HOUSEKEEPING

Julia's House must ensure that each workplace is safe to work in and that provisions are made for your welfare.

We endeavour to ensure ventilation, temperature, and lighting are adequate and that sanitary, washing and rest facilities are provided.

It is everybody's responsibility to maintain a high standard of housekeeping to help keep your place of work clean and free from hazards

The risk of slips, trips and falls is considered to be high if good housekeeping is not adhered to, the accumulation of boxes, merchandise etc. can create hazards if it is not stored safely or if fixtures and fittings such as shelves are overloaded.

All routes to fire exits must be kept clear and unobstructed at all times. The accumulation of boxes or general clutter can pose a fire risk and create an obstruction or tripping hazard.

Remember: the majority of reported accidents are due to slips, trips and falls.

Kitchen, WCs and Rest Area

Julia's House may not be able to provide a rest area separate from the work area however, a suitable kitchen area and adequate sanitary /washing facilities are available.

Waste Management

Adequate waste bins are available for the different types of waste and should be used in line with Julia's House policies and procedures on waste management

The disposal of broken glass and other sharp objects is a common cause of injury, it is important that you carefully wrap broken items in suitable wrapping before placing them in bins.

It should also be remembered that you owe a duty of care towards the refuse collectors who could injure themselves on sharp objects protruding from sacks.

Housekeeping Standards

In order for Julia's House to comply with Health and Safety law, it is not enough to provide facilities at your workplace, it is necessary for these to be maintained to an acceptable standard.

Any issues regarding any facilities at your place of work must be reported to the Lead Nurse / your manager or the person in charge as soon as possible

Equipment

All equipment must be suitable for its intended use and be adequately maintained.

Stepladders and Kick stools (where provided)

These **must** be used to store items above head height.

You must never stand on a chair to store any items on shelves, this means if you have to lift an item over shoulder high you must use either a step ladder or kick stool.

Sack Trucks and Trolleys (where provided)

These are provided to reduce the risk of manual handling injuries.

Personal Protective Equipment (PPE)

Julia's House provides protective equipment for all staff where risks cannot be adequately controlled by other means.

A supply of PPE (gloves, aprons etc) is available at all times, alternatives are available for hypersensitivity.

PERSONAL SAFETY

Vulnerable Staff

Julia's House has a duty of care to each individual employee, this means that the needs of any particularly susceptible worker are taken into consideration especially if you are a pregnant woman, a nursing mother or suffer from a physical impairment. If you are under 18 and may not be familiar with a work environment and may lack knowledge of potential risks, you may need extra induction training and instruction about safety precautions.

Security

All staff working in areas where you have contact with members of the public are potentially at risk from violence or abuse.

Please ensure all personal possessions are stored in a locked area or are kept with you, any unsecured items may be at risk of being stolen if not (Julia's House does not have insurance for the loss of personal possessions).

Working Alone

All the risks associated with normal work activities are multiplied if you are working alone therefore it is our policy not to promote lone working unless there are extenuating circumstances, you will be required to abide by the safety systems that are in place to reduce the risks involved if you are working alone.

TRAINING

Julia's House provides its employees with the information, instruction, training and supervision necessary for your health and safety. We also have a legal duty to consult our employees on matters relating to health and safety at work.

Induction Training

Your induction training will include the following:

Fire

Location of Fire Exits

Location and use of extinguishers

Evacuation drill and Fire Assembly Point

Fire prevention – clear stairs, walkways and fire exits, storage of combustible materials

First Aid

Location of First Aid box

Location of Accident Book/Form

Names of Appointed Persons

Contact details of nearest Doctor/Casualty Department

Safe Practices

Control of hazardous and dangerous substances
Hazards and Reporting
Manual Handling techniques
Good housekeeping standards
Use of electrical appliances
Use of equipment
Use of Personal Protective Equipment
Working Alone policy
Security/Personal Safety policies

Notices and Records

H&S Law poster
H&S Policy Statement
Other H&S posters and notices
Location of H&S Manual and files

An induction checklist covering these topics needs to be completed during your first day.

Refresher Training

Julia's House will provide refresher training to bring your skills up to date, you will be reminded of the safe way of doing tasks you do quite frequently if the risks of injury are significant, it is easy to slip into bad habits with common tasks like Manual Handling.

Training Records

Julia's House is required to keep a record of the training provided. These records not only provide evidence that we have discharged our duty of care, but are also used to monitor to see when refresher training may be needed.

SAFETY, THE LAW AND YOU

REMEMBER!

Safety is not a subject that should be learnt and then forgotten. It is a whole way of working that not only helps to prevent accidents, but also aids team morale. It is a continuous learning process, which needs to be reviewed and updated constantly.