

Health and Safety Policy

Charity Name: Churches in Croxley Green CIO

Introduction

Parish Nurses are registered nurses who are employed or appointed by the local church to lead whole person health ministry. Parish Nursing Ministries UK is a charity that provides training, coordination and resources to help and support this practice.

Policy Aims

Regardless of the setting in which services are provided, Churches in Croxley Green CIO will take all reasonable precautions to ensure that the conditions in which its staff, volunteers and clients operate, satisfy the standards of health and safety required under The Health and Safety at Work Act 1974.

Scope

People

Staff, volunteers and clients

Work Places

The churches of Croxley Green in which its staff and volunteers work

Work systems

Churches in Croxley Green CIO provides training, mentoring and supervision, undertakes professional and volunteering activities, engages in meetings and has administrative systems all of which need to satisfy health and safety requirements.

Principles

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves and others affected by their actions or omissions at work.

All nursing and midwifery staff, including, nursing associates, and healthcare support workers, must familiarise themselves with their local policies on emergency planning, infection prevention and control. They should also keep up to date with national guidance issued by the UK governments and relevant UK Public Health agencies.

This information is updated regularly to reflect the changing situation. It is important that members look on the web sites and check the links to ensure they are looking at the most up to date information.

Churches in Croxley Green CIO will regularly assess any risk to staff, volunteers and clients and, so far as is reasonably practicable, will:

- Provide or arrange the provision of equipment which is safe and well maintained
- Provide, or arrange the provision of safe working environments
- Ensure systems of work take account of the health and safety of all relevant personnel
- Provide information, instruction, training and supervision of members, staff and volunteers to ensure health and safety of themselves and clients
- Investigate any accident, incident or report concerning risk to health and safety of relevant personnel and take necessary action to minimise the risk.

Health and Safety Procedures

Responsibilities of Organisation	Responsibilities of relevant personnel
<ul style="list-style-type: none"> • All relevant personnel will be made aware of The Health and Safety Policy at the earliest convenience and during the induction process 	<ul style="list-style-type: none"> • All relevant personnel must ensure they understand implications for their work and roles within the organisation and comply with the policy
<ul style="list-style-type: none"> • Information specific to their role will be provided to staff and volunteers as soon as possible after appointment 	<ul style="list-style-type: none"> • Staff and volunteers must comply with specific precautions related to their role
<ul style="list-style-type: none"> • Training will be provided to ensure staff and volunteers are able to work in a safe and healthy way 	<ul style="list-style-type: none"> • Staff and volunteers must undertake necessary training
<ul style="list-style-type: none"> • Essential safety equipment and protective clothing will be provided 	<ul style="list-style-type: none"> • Any safety clothing and equipment provided must be used, in accordance with training and instruction received, at all relevant times
<ul style="list-style-type: none"> • Risk Assessments and safety audits will be undertaken of all relevant environments, including client's homes where appropriate and any necessary precautions taken 	<ul style="list-style-type: none"> • All relevant personnel must be vigilant to any risk in their work environment and report any concerns to the appropriate leader
<ul style="list-style-type: none"> • Churches in Croxley Green CIO will keep up to date on safety matters relevant to the organisation 	<ul style="list-style-type: none"> • All relevant personnel must respond to any adjustments in health and safety policy
<ul style="list-style-type: none"> • Churches in Croxley Green CIO will investigate any injury and take necessary action to prevent its recurrence 	<ul style="list-style-type: none"> • All relevant personnel must report any accidents/incidents which have or could have led to injury or damage

Dealing with Incidents/Accidents

In the event of exposure to serious, imminent and unavoidable danger, all relevant personnel must stop work immediately and move to a place of safety. If this presents a conflict between the demands of safety and the requirements of the job, staff should raise this at the earliest opportunity with their supervisor.

In the event of an accident causing injury, the relevant manager must ensure that the injured person is being cared for and send immediately for a first-aider/ambulance and inform Churches in Croxley Green CIO. They must not move the injured person except where it is essential to remove them from further danger and it is safe to do so.

All incidents/accidents should be recorded in the accident book, which will be kept at the Churches in Croxley Green CIO. The accident will be reported to the inspecting authority as and when necessary. This record must be kept secure for a minimum of three years.

Churches in Croxley Green CIO will require the relevant Manager to investigate all accidents and take the necessary action to minimise risks.

First Aid

First aid boxes will be made available and accessible in all relevant venues.

Fire

All fire exits must be kept clear of obstruction and relevant leaders should identify the most appropriate escape routes in all working venues.

Staff and volunteers must take note of and comply with relevant fire instructions and the location of fire extinguishers.

Fire Instructions when working in a client's home

On suspecting, discovering or being warned a fire staff must:

Dial 999 to contact the Fire Brigade.

- If there is a fire appliance available, try and put out the fire **without taking personal risks.**
- Ensure clients and colleagues and other persons on the premises are warned and assisted to a place of safety.
- Leave the building by the nearest available exit, **without stopping for personal belongings.**
- Assemble in nearest safe place to await arrival of the fire brigade.
- Provide information requested and comply with any instructions of the fire brigade.
- Do not re-enter the building until instructed by the fire officer.
- *At the earliest convenient time contact their supervisor for advice and assistance.*

The Working Environment

The churches of Croxley Green

The workplace must be kept at a reasonable temperature and be well ventilated and lit. Furniture, fittings and equipment must be kept in good repair and where appropriate, regularly maintained. The work place should be kept clean and tidy. Offices must not be cluttered. Wires and cords should not lie uncovered on floors. Cupboards and filing cabinets should be closed when not in use.

Work Stations and VDU's

These must be suitable for the work and the worker. Seating must be suitable with adequate support for the back and foot and wrist rests where necessary. Regular VDU users should have planned breaks or changes of activity.

Client's Homes

Clients homes will be assessed as part of the general assessment of the client's needs. Any hazards should be highlighted in the risk assessment.

Carers should be aware of the hazards they and their work can cause to clients. Particularly where they are confused, or have impaired sight or hearing and take precautions to avoid risk to clients.

Mechanical Equipment

Any equipment and machinery should be used in accordance with the manufacturer's instructions and should be checked to ensure that it is not worn or faulty. Staff should not undertake any repairs.

Chemicals

All chemicals e.g. household cleaners should be used in accordance with the instructions of the package. Care should be taken to avoid contamination of eyes and where appropriate protective gloves should be worn. Hands should be washed with soap and water after using any chemical.

Infection

Basic hygiene procedures should be used at all times. This includes wearing gloves when cleaning areas where there may be organic waste and wearing disposable gloves when dealing with aspects of personal care. Hands should be washed with soap and water and dried thoroughly after any work has been completed.

Moving and Handling

Moving and Handling of heavy items or of clients must not be undertaken without appropriate training in the relevant techniques and use of appropriate equipment. Lifting should be avoided wherever possible.

Working at Heights

Staff should not attempt to obtain items or work beyond their reach. Ladders or stepping stools may be used if they are in a safe condition and can be placed on a stable base

Threats or Attacks to the Person

Staff and volunteers must keep their supervisor aware of their whereabouts and planned journeys at all times. If staff or volunteers are concerned at any time about their personal safety whilst with a client or other persons present in the client's home or are subject to harassment or abuse of any type they should not enter, or may leave the premises. They must inform their supervisor as soon as possible. Any such incidents will be investigated and appropriate action taken. This may include withdrawal of service from a client and a report will be made as required to other authorities e.g. the police.

Disciplinary Action

Failure of staff or volunteers to comply with the provisions of this policy may result in a disciplinary investigation and possible disciplinary action.

Methods of distribution.

Copies should be made available to all those working in any capacity on behalf of the charity

Review dates: July 2017, July 2018, October 2020