

## Harrow Shared Lives Scheme Policy & Procedure No. 23

### Health and Safety (The Health and Safety at Work Act 1974)

The Harrow Shared Lives Scheme has a responsibility to safeguard the health and safety of everyone connected with it i.e. people who are using the Shared Lives (SL) service, SL Carers and others in their households, the workers in the service (whether employed or volunteers) and any contractors or members of the public who come on its premises.

#### How would this happen?

There are many different laws relating to health and safety and one of the most important is The Health and Safety At Work Act 1974. Broadly speaking, this means that everyone involved in supporting you needs to try to reduce the risk of the following things happening to you, or to the general public:

- physical harm and injury
- illness
- trauma and mental health problems
- abuse or neglect
- damage to relationships and personal reputations
- damage to property, or loss of this (including theft)
- death

In addition, employers and managers have responsibility to make sure that workers are safe from the same kind of harms as listed above and that your support is organised in a way that minimises any unnecessary and harmful risks.

People who are supporting you have personal responsibility for:

- working safely and efficiently
- following instructions for using any special equipment that you need, so that you and they stay safe
- using protective clothing and other protective equipment where necessary

- reporting any accidents or dangerous occurrences that have led to injury or damage, or which could do so
- assisting in any investigations of accidents, in order to prevent the same thing happening in the future
- following agreed procedures for safe working

SL Workers and SL Carers are provided with training and information so that they understand the importance of health and safety issues, the relevant legislation, their own responsibilities and the safe working practices that apply to them. Their continuing training needs are identified through supervision and regular review of their work and through visits to Shared Lives arrangements.

**See these other policies and procedures and documents for further information on:**

- Accidents and dangerous occurrences
- Aggression towards SL Carers / workers
- Communicable diseases and infection control
- Control of substances hazardous to health
- Fire safety
- First aid
- Food safety and nutrition
- Handling medicines
- Making choices and decisions
- Managing people's money, valuables or financial affairs
- Restrictive physical intervention
- Restriction of liberty
- Risk assessment and risk management
- Safeguarding against abuse and neglect
- Safe working practices (including moving and handling)
- Working with and responding positively to people who challenge services
- Lone workers
- Supporting and reviewing SL Carers
- Training and development