

Harrow Shared Lives Scheme Policy & Procedure No. 25

Safe Working Practices (Including Moving and Handling)

The Harrow Shared Lives Scheme promotes and safeguards the health, safety and welfare of everyone working in or using it, through its safe working practices. It is recognised that each individual has personal responsibilities for their health and safety, but the service has an overall responsibility for ensuring that its health and safety policies are understood and acted on.

How would this happen?

Training

All new workers (including volunteers) and all new Shared Lives (SL) Carers will receive training and information about health and safety as part of their induction. This will enable them to understand:

- their legal duty to take care of their own health and safety and the health and safety of others affected by their actions
- the service's policies and procedures for health and safety
- their own responsibilities within those policies and procedures

They will also receive specific training related to their role, such as moving and handling, risk assessment, etc. Appropriately qualified people will carry out all training.

Working practices and ongoing training needs will be monitored through supervision and reviews of their work and visits to Shared Lives arrangements.

Risk assessments

Risk assessments are carried out when necessary, and recorded. They form the basis for procedures and decisions about safe working practices. Additional risk assessments will be carried out for particular "one off" activities as necessary, for example when maintenance or repair work is being undertaken on a property.

Moving and handling

Anyone whose work involves moving people or objects will be trained in techniques for avoiding injury.

SL Carers who are likely to be helping people to move will be provided with training before any SL arrangements begin. They will not use any special aids or equipment until an appropriately qualified person has shown them how to do this properly.

Service User Plans will contain information about how the individual likes to be moved and what equipment they need for this. A risk management plan will also be included so that both the individual and SL Carer can avoid injury.

Lifting equipment will be in a safe condition to use and regularly inspected and maintained by the manufacturer.

Safety checks for gas and electrical appliances

The SL Worker will ensure that gas appliances and electrical supplies and appliances at the office(s) are checked at least once a year and maintained as necessary. SL Carers are also required to have their gas systems checked every year by a Corgi registered fitter and to hold the necessary safety certificate for this and to check electrical appliances in their homes on a regular basis / at least once a year.

Welfare facilities at offices

The Manager will ensure there are adequate facilities at the office(s), including washing and toilet facilities and rest / eating-places for workers.

Other issues relating to offices

Materials will be stored in ways that minimise risks and racking will be suitable for the purpose and loads. Ladders and steps will be in good condition and inspected before being used. Users of computers and VDUs will have a 5-10 minute break after each hour of continuous use and careful attention will be paid to their seating arrangements. The Manager will regularly check workstations so that risks can be identified and managed. Regular maintenance checks are undertaken to identify possible hazards and any necessary remedial action and good housekeeping routines mean that trip hazards are dealt with promptly.

Contractors and visitors to offices

Contractors will be required to have insurance cover and to take full responsibility for complying with health and safety legislation. Visitors will be provided with any information necessary to stay safe during their visit.

Communication

Good communication is essential for safe working practices.

The service has clear procedures for reporting accidents and dangerous occurrences and for learning from these. These and other events which adversely affect the well being and safety of people in Shared Lives arrangements will be reported to the Care Quality Commission and other regulatory bodies when required.

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

- Accidents and dangerous occurrences
- Aggression towards SL Carers and workers in the service
- Communicable diseases and infection control
- Control of substances hazardous to health
- Fire safety
- First aid
- Food safety and nutrition
- Handling medicines
- Health and safety
- Lone workers
- Making choices and decisions
- Restrictive physical intervention
- Restriction of liberty
- Risk assessment and risk management
- Safeguarding against abuse and neglect
- Working with and responding positively to people who challenge services
- Supporting and reviewing SL Carers
- Training and development