

Harrow Shared Lives Scheme Policy & Procedure No. 26

Accidents and Dangerous Occurrences

The Harrow Shared Lives Scheme aims to promote the health, safety and welfare of people in Shared Lives (SL) arrangements and who work in the service. We do our best to prevent accidents and dangerous occurrences through our policies, procedures and practices, to deal with accidents promptly and effectively and to learn from any that happen.

How will this happen?

SL Workers and SL Carers are provided with training that gives them a good understanding of all relevant health and safety legislation, guidance, policies and procedures and their responsibilities in law. They are also trained to watch out for any hazards that might lead to a fall, slip or trip, etc and to take immediate action to remove the hazard.

SL Carers complete risk assessments on their homes in order to identify potential hazards and take action to reduce these. Their homes are maintained in good order and the safety of gas and electrical appliances are checked when required. SL workers will carry out a post risk assessment visit to ensure necessary actions have been taken.

The Scheme undertakes risk assessments of its premises and ensures these are maintained in good order and that all required safety checks are carried out.

SL Carers will record all accidents or dangerous occurrences involving you or other people in SL arrangements, or to themselves and their families if this is in connection with their work. They will also report them to the Scheme without delay. Accidents or dangerous occurrences involving SL Workers will be recorded by the Manager of the Scheme. The Manager of the Scheme will take responsibility for ensuring that all accidents and dangerous occurrences are reported to the necessary regulatory authorities (such as the Care Quality Commission, or the Health and Safety Executive), if required. The Manager is familiar with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The reason why accidents and dangerous occurrences are recorded and reported is not to find someone to blame but to ensure that a safe environment is provided and to minimise the risk of injury in the future. SL Carers and SL Workers are aware of this.

Each accident or dangerous occurrence will be reviewed by the SL Carer and/or SL Worker and/or Scheme Manager in order to learn from the episode and take preventative action where necessary. Any action taken will be recorded.

If you require first aid as a result of an accident in a SL arrangement, this will be provided by someone who has been appropriately trained. The same is true if the accident occurs at our office(s).

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

- First aid
- Handling medicines
- Risk assessment and risk management
- Health and safety
- Safe working practices (including moving and handling)
- Record keeping
- Restrictive physical intervention
- Aggression towards Shared Lives Carers and workers in the service
- Dealing with emergencies and crises
- Palliative care, death and dying
- Control of substances hazardous to health
- Training and development