

Merton Mencap

**Health & Safety
Policy**

August 2017



Merton Mencap

Health & Safety POLICY

This policy and procedure has been adopted by Merton Mencap through its Executive Committee which remains responsible for its review.

Original signed version is kept at the Merton Mencap office.

Signed: _____ Date: _____

Name: _____

Chair of Executive Committee

Signed: _____ Date: _____

Name: _____

Chief Executive

Record of adoption and review of this policy and procedure:-

Adopted:	16 September 2009
Reviewed:	28 June 2011
Reviewed:	17 April 2012
Reviewed:	9 September 2014
Reviewed:	21 July 2015
Reviewed:	3 August 2017

Merton Mencap

HEALTH AND SAFETY POLICY

Where referred to, *staff* and *staff member* refers to employees, bank workers and volunteers (including Trustees).

1. The Health & Safety Executive (HSE)

Merton Mencap recognises the *Health & Safety Executive (HSE)* as the independent body providing health and safety information and instruction to employers. *The Health and Safety at Work etc Act 1974* places a statutory duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of all its staff and other people who may be affected by its activities, e.g. service users, visitors.

The HSE requires employers to display a *Health and Safety Law Poster* at its premises. The *Health and Safety Law Poster* is displayed at the Merton Mencap office.

2. Responsibilities

As the employer, the Executive Committee (Trustees) has overall and final responsibility for health and safety matters at Merton Mencap and for ensuring health and safety legislation is complied with. The Executive Committee may delegate responsibility to a member of staff at Merton Mencap for day-to-day tasks in relation to health and safety.

The Executive Committee has delegated day-to-day responsibility for health and safety tasks and for ensuring this policy is put into practice to:-

Andrew Whittington, Chief Executive
(Delegated Health & Safety Officer)

The contact details of the *Delegated Health & Safety Officer* are:-

Merton Mencap
The Wilson Hospital
Cranmer Road
Mitcham
CR4 4TP

T: 020 8687 4676

M: 07767 670 134

E: chief.executive@swlondonmencap.nhs.uk

All staff must:-

- co-operate with instructions from the *Delegated Health & Safety Officer*, or other authorised persons, in relation to health and safety
- take reasonable care of their own health and safety
- report all near-misses, accidents and incidents to the appropriate person, eg their line manager or the *Delegated Health & Safety Officer*

3. General policy statements

Merton Mencap's general policy is to:-

- ensure its staff know how to contact the *Delegated Health & Safety Officer*
- provide health and safety training/information to its staff, appropriate to their role
- ensure any equipment used by Merton Mencap is safe and appropriately maintained
- conduct risk assessments of its services and activities, which are made available to relevant staff, in order to identify and manage any hazards, prevent incidents and accidents and avoid work-related ill-health
- ensure any near-misses, accidents and incidents are recorded, investigated and reported to the Executive Committee
- ensure any reportable occurrences are reported to the Health & Safety Executive, as required

The Executive Committee will ensure that health and safety is a regular agenda item at all Executive Committee Meetings, and that the *Delegated Health & Safety Officer* provides an update at these meetings in relation to the status of health and safety training for staff, any near-misses, accidents or reportable occurrences (see 11, below).

4. General premises arrangements

Merton Mencap will ensure the premises it uses for its services, activities and general business are kept clean, hygienic and safe.

In the case of premises which Merton Mencap regularly hires for its services and activities, Merton Mencap will put in place an agreement with the premises owner which shows the arrangements for the following:-

- access to the building
- ensuring security of staff, service users and equipment
- the whereabouts and management of any Asbestos
- adequate heating, lighting (inside and outside, as appropriate) and ventilation
- access to clean drinking water
- toilet facilities
- managing cleaning and hygiene
- waste disposal (including clinical waste)
- storage (for Merton Mencap items and equipment)
- the owner's agreement to maintain their items and equipment for Merton Mencap use

5. Risk Assessments

Risk assessments will be conducted by a member of staff who is competent to carry out the task and recorded on the relevant Merton Mencap risk assessment form.

Projects and activities

Risk assessments will be carried out for each of Merton Mencap's projects. Risk assessments for any additional activities will also be completed (e.g. swimming; open days; sponsored walks)

A copy of the risk assessment will be made available to the relevant staff involved with the project or activity.

Individuals in our care

In cases where Merton Mencap is responsible for the care needs of services users attending our activities, an assessment of need (including risk) will be carried out for each service user attending. This may be informed by information obtained from the person, their parent or responsible carer, school or other agency (with the appropriate permissions).

Reference should be made to *MM Risk Assessment Policy & Procedure*.

6. Fire procedures and drills

Procedures for managing fire will be recorded on a separate risk assessment titled 'Fire Risk Assessment & Evacuation Plan'. This Plan will include details of the location of fire exits, the whereabouts of fire safety equipment (eg break glass points and fire extinguishers) and assembly points. This information will be made available to all relevant staff and service users.

Merton Mencap will maintain records of fire drills conducted at its services and activities, which are also recorded within the Plan.

All staff must comply with the relevant fire procedures relating to the service or activity they are working on.

The Plan also includes details of which party is responsible for ensuring fire safety equipment (eg fire extinguishers, fire alarms) are maintained and are safe to use. In cases where Merton Mencap hire premises to run a project for people with a learning disability, the responsibilities for maintaining fire safety equipment will also be made clear within the premises hire agreement.

7. Control of Substances Hazardous to Health (COSHH)

In accordance with the 1992 COSHH Regulations (Control of Substances Hazardous to Health), Merton Mencap recognises its duty to conduct risk assessments related to hazardous substances, eg cleaning chemicals.

Following a COSHH risk assessment, the following action will be taken:-

- in the first instance, action is taken to remove the need for the hazardous substance
- if this is not possible, action is taken to find a replacement for the hazardous substance, with a substance which does not have any hazardous properties
- if this is not possible, a further risk assessment of the hazardous substance will show instructions for safe use and storage, and any personal protective equipment (PPE) required (eg safety spectacles, gloves) which the charity will provide.

8. Safe use of equipment & Portable Appliance Testing (PAT)

Merton Mencap will maintain an inventory of all items and equipment (over £50) owned by the charity in relation to its services and activities, for insurance purposes, showing their approximate value.

All staff must comply with all relevant instructions on the use of any items or equipment in relation to any of Merton Mencap's services and activities.

Merton Mencap will ensure all portable electrical items used during its services and activities undergo Portable Appliance Testing (PAT). Merton Mencap will maintain records to show PAT has been carried out for electrical items owned by the charity. In the case of electrical items not owned by the charity, an agreement with the owner of the items will be established by Merton Mencap to ensure PAT is carried out.

Adequate supervision will also be provided to service users accessing equipment (see risk assessment for each project)

Staff should report any problems found with items or equipment to the relevant person, eg the Projects Manager or *Delegated Health & Safety Officer*.

9. Staff ratios

Risk assessments are completed to determine the precise staffing ratios needed to deliver an activity involving people with a learning disability.

The minimum ratio for a service or session will be clearly recorded on the session staffing list, risk assessment or other session record. The date of the event or session should be clearly documented so that there is no doubt about the minimum levels of supervision at any service. Some attendees need 1:1 or nursing support. This will be recorded on individual care plans. 1:1 support needs will not be included in the calculation of an overall service staffing ratio.

10. First Aid

Merton Mencap will ensure that at least one member of staff working on its projects or activities has received first aid training. A first aid box will be provided at all premise-based projects and activities. For projects and activities which are community-based, a portable first aid box is provided.

Reference should also be made to Merton Mencap's *First Aid & Administration of Medication Policy & Procedure*.

11. Accidents and Reportable Occurrences

Any incident or accident relating to health and safety occurring in relation to any activity of Merton Mencap and any action taken in respect of it will be recorded on an Incident/Accident report form relating to that activity, and a copy of it must be passed as soon as practicable to the relevant person, eg the Projects Manager.

The Projects Manager will review the incident or accident record as appropriate to determine if follow-up action is necessary to reduce or minimise any risk of re-occurrence.

The Chief Executive is responsible for reporting relevant matters under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). RIDDOR covers the following incidents:-

- fatal accidents
- major injury accidents/conditions
- dangerous occurrences
- accidents causing 3 days or more incapacity from work
- certain work-related diseases

Records of all accidents/incidents are maintained at the Merton Mencap office, by the *Delegated Health & Safety Officer*.

12. Audit

Health and safety practice, as reflected in the risk assessments, will be checked through audits. The Chief Executive is responsible for ensuring audits are completed and actions undertaken. Audit findings will be reported and reviewed by the Executive Committee.

Health & Safety audits of each project will take place regularly.

Reference should also be made to Merton Mencap's *Audit Policy and Procedure*.

13. Regular review and assessment

Health & Safety features as a standard agenda item at all:

- team meetings of office/senior staff
- Executive Committee Meetings (with trustees)
- supervisions and appraisals

14. Communicating matters of health and safety to service users

Merton Mencap will ensure any relevant matters of health and safety are communicated to people with a learning disability using our services in an accessible way.

15. Concerns about Health and Safety

If any staff has any concern about any aspect of health and safety in relation to any of Merton Mencap's activities they should report it immediately to the *Delegated Health & Safety Officer*.

Internal Audit Guidance

Check	Evidence
Do staff know who the designated Health & Safety Officer is for the charity, who they can raise concerns with?	Ask staff and volunteers
All staff have received Health & Safety training?	Check the Training Records to see whether all staff and volunteers have completed training
Are Incident Forms available on site?	Check the project file on-site. Check that blank Incident Forms are in the file and that staff know they are there
Do staff know the procedure to record any incidents/accidents/near misses?	Ask staff and volunteers what they would do to record an incident/accident/near miss
Incident Forms are being completed accurately and passed to the Projects Manager and any follow ups completed	Check the Incident Form file at the office and check whether Incident Forms have been completed appropriately
Risk Assessment Form is in the file at the project and is being followed by staff and volunteers	Check file Ask staff whether they have read the Risk Assessment – check their knowledge of it
Fire Evacuation Procedure is in place and a copy at the project	Check that a Fire Evacuation Procedure Form is in place and is at the project. Ask Staff what they would do in the event of the fire Check that fire drills are being done
Safe staff ratios are being adhered to	Check that the staffing ratios (as referenced at 9, above) are in place
A qualified First Aider is on duty	Check that there is a First Aider on duty Check that the training is up to date
Check that service users know about Health and Safety procedures (e.g. fire evacuation point)	Ask service users (where appropriate)