



BEYOND LIMITS

Beyond the limits of conventional support

Health and Safety Policy Including General Statement of Intent

This policy sets out the commitments of Beyond Limits in ensuring the health, safety and wellbeing of its employees, so far as is reasonably practicable.



INTRODUCTION

Beyond Limits will ensure that it complies with all current health and safety legislation including the Health and Safety at Work Act 1974. Beyond Limits fully accepts its responsibilities for other persons who may be affected by our activities and will take steps to ensure that statutory duties are met at all times.

Each employee will be given such information, instruction and training as necessary to enable the safe performance of work activities. It is the duty of management to ensure that all systems of work are designed to take account of health and safety and are supervised appropriately.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist Beyond Limits in meeting the statutory duties including, where appropriate, specialists and external consultants from outside Beyond Limits.

Every employee must co-operate with Beyond Limits to enable all statutory duties to be complied with. Beyond Limits recognise that the successful implementation of this policy requires total commitment from all levels.

Each individual employee has a legal obligation to take reasonable care for their own health and safety and for the safety of other people who may be affected by their actions/omissions.

Beyond Limits reviews its Health and Safety policy annually, however if legislation or any outcomes from inquiries dictate, we will respond and update the policy accordingly. Beyond Limits understands its obligations to have a current policy in place at all times.

RESPONSIBILITIES

Beyond Limits retains overall responsibility for the health, safety and welfare of employees and non-employees.

The Director is generally responsible for fulfilling the objectives of the health and safety policy on behalf of Beyond Limits and in particular:

- **Providing, revising and approving (as is necessary) a health and safety policy statement for the organisation**
- **Maintaining the necessary organisational structure and arrangements for effective implementation of the policy**
- **Implementing health and safety legislation**
- **Ensuring that all office and support staff are suitable trained and competent for the roles they are employed to carry out**
- **Monitoring the overall health and safety performance of Beyond Limits**

Signed:

Date:

The Office Manager is responsible for implementing and maintaining the organisations health and safety policies and procedures within the main office including:

- Establishing and implementing mechanisms to ensure that all visitors are informed in respect of risks to health, preventative and protective measures and emergency procedures.

Office-based employees will:

- Receive an office related health and safety induction upon joining the organisation. The induction will include fire system procedures, first aid arrangements, accident/incident procedure, office hours and welfare facilities
- Be provided with a copy of the office evacuation plan
- Be provided with access to the organisations health and safety policy and any other policies and procedures that are appropriate to their role in the organisation
- Be supported to carry out a workstation risk assessment using the HSE Display Screen Equipment Guidance
- Be provided with appropriate health and safety training including the safe use of steps and ladders and manual handling
- Take part in a fire drill at least twice per year

For staff who will be working alone or working off site (remote working) you should refer to our lone working policy.

Senior Service Leaders and Service Leaders (including assistants) are responsible for ensuring that the following reporting mechanisms function effectively:

- Identifying hazards to health and safety, assess their risk and record findings
- Ensuring that teams have up-to-date detailed health and safety procedures covering all activities within their support teams
- Ensure the health and safety folders are prepared for audit
- Review the audit reports to ensure that any areas requiring improvement are being actioned
- Report to the Director if safety procedures are not followed
- Ensure all risk/safety assessments are audited and findings implemented
- Accident reporting (including statutory reports (RIDDOR) as required to the necessary authorities
- Untoward incident reporting (including security incidents)
- Reporting of dangerous work situations

- Reporting to the Director any actions taken by enforcement agencies, both formal and informal and monitoring progress made by the organisation in complying with statutory requirements
- Taking, evaluating and acting upon advice received
- Ensuring that all new developments and modifications comply with health and safety requirements
- Identifying all preventative and protective measures required to comply with health and safety legislation and arrange for their implementation
- Establishing emergency procedures for serious and imminent dangers and danger areas and nominate competent people to complete them
- Providing employees with comprehensive information about risks to health and safety and departmental preventative and protective measures/emergency procedures
- Taking account of employees' health and safety capabilities when allocating work and provide adequate instruction, training and supervision in health and safety matters
- Investigate recorded accidents in their support teams, taking responsibility to organise remedial measures as necessary
- Ensure that accident and untoward incident reporting systems operate effectively in their support teams so that the relevant enforcing authority receives proper notification of reportable diseases/injuries
- Ensure that teams have up-to-date, detailed health and safety procedures covering all activities within their support teams

EMPLOYEE RESPONSIBILITY

ALL EMPLOYEES MUST:

- **Take reasonable care of their own health and safety**
- **Consider the safety of other persons who may be affected by their acts and omissions**
- **Work in accordance with information and training provided**
- **Complete all training required for their role and keep it up to date**
- **Notify their line manager of any additional training they require for their role**
- **Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons**
- **Report any hazardous defects in the environment or equipment or shortcomings in the existing safety arrangements to their line manager or service leader without delay**
- **Not undertake any tasks for which authorisation and/or training has not been given**
- **Present themselves for medical examination (if under Health Surveillance)**



TRAINING

During their induction, each new employee is required to attend mandatory training on Emergency First Aid at Work, Health and Safety, Fire Awareness and Infection Control before commencing work with the person requiring support. All new employees will be signed up to an e-learning platform to complete a range of mandatory courses during their induction and probationary period. These courses will be updated to be compliant with the Care Quality Commission (CQC) and recommendations and/or requirements from Skills for Care.

During their induction and probation all new employees are introduced to the Health and Safety Policy and safe working procedures that apply to their area of work. Further training and support will also take place during their probationary period with workplace observations and regular reviews.

Throughout their employment each employee is given information and training as necessary to enable them to perform their duties safely with the person receiving support.

All employee training records are kept on the organisations internal HR system and are updated as required and when training has been completed. Training records for any employee who no longer works for the organisation are kept securely, in accordance with the Data Protection Act 2018 and are archived in the person's specific file.

RISK/SAFETY ASSESSMENTS

The activities carried out by the business will have all hazards identified and risk assessments are carried out to reduce the likelihood of harm or injury to as low a level as is reasonable and practicable. All risk assessments will be audited on a quarterly basis as part of the organisation's internal quality audits. Employees must read and sign all assessments in relation to what has been assessed. Employees must read and sign all assessments in relation to their role to acknowledge their understanding of the hazards, risk and control measures of the assessed activity.

The office manager will ensure that all office hazards are identified that may affect employees, contractors or visitors and risk assessments are carried out for all activities. Office staff are made aware of the hazards, risks and control measures determined by the risk assessments. Risk assessments are reviewed as annually, if there are significant changes to the activity or an accident or incident occurs. Employees will sign to acknowledge their understanding of the hazards, risks and control measures of the assessed activity.

The senior service leaders and service leaders will ensure that support services have all hazards identified that may affect the people we support, employees or visitors. Risk assessments will be carried out and the findings implemented. Risk assessments will be carried out as soon as possible when new services come on board. Support staff and the people we support, where appropriate will be made aware of the hazards, risk and control measures determined by the risk assessments.

MEDICAL ARRANGEMENTS

Existing employees may be referred to an Occupational Health Service for health surveillance where appropriate. Any referral must first be discussed with the HR manager, Edyta Piekarska.

Any employee requiring specific medical arrangements will meet regularly with their service leader and a senior service leader to discuss and review the ongoing arrangements. Records of these meetings will be held securely within the employee's personnel folder with permissions access being granted on a 'needs to know' basis.

FIRST AID ARRANGEMENTS

Suitable numbers of first aid personnel are in place across the organisation to deal with minor accidents and emergencies. These personnel have had sufficient training in accordance with statutory requirements. All support staff must complete the Emergency First Aid at Work course before they can lone work and this training must be kept up to date with the required 3 yearly refreshers.

The identities of the First Aiders and the locations of the First Aid boxes are displayed throughout the office. First Aid kits must be checked, and items replenished on a regular basis. The admin team will carry this task out around the office and order supplies as necessary. Individual support teams must ensure they check the contents of the First Aid box at their location of work and if necessary, order supplies through admin as required.

FIRE/EMERGENCY PROCEDURES

Fire risk assessments are carried out annually for all the premises owned by Beyond Limits. Emergency procedures are in place and are designed to give warning of imminent danger and to allow all personnel to move to a place of safety.

The admin team are responsible for ensuring that all employees and visitors within the area are informed of, are fully conversant with the relevant emergency procedures, and informed of the findings of all fire risk assessments.

The fire procedures relevant to each place of work must be adhered to.

HEALTH AND WELLBEING IN THE WORKPLACE

As an organisation we are committed to promoting positive physical and mental health and wellbeing in the workplace. A fitter, healthier, happier workforce can impact positively on the business.

Beyond Limits operates an open-door policy to encourage employees to speak in absolute confidence with their line manager.

COMPLIANCE WITH SPECIFIC REGULATIONS

- **Management of Health and Safety at Work Act 1999**

Beyond Limits will prepare and document risk assessments as required by the regulations and working procedures will be devised as a result. These procedures will either eliminate or minimise the risk associated with the particular activity being assessed.

The current procedure for dealing with imminent danger, e.g. fire, will be kept under review and revised when deemed necessary. The emergency services will be revisited periodically to ensure that the latest guidance remains relevant and current.

Beyond Limits works in partnership with CR Business Compliance Services for access to competent health and safety advice.

- **Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Accident reporting forms will be kept accessible to all employees and all accidents (incident/near misses) must be recorded as soon as possible after the event. Completed forms must be passed to the Senior Service Leaders who will ensure that the Health and Safety Executive (HSE) is informed via their online reporting system www.hse.gov.uk/riddor/report.htm

All reported accidents must be fully investigated with a view to preventing a recurrence. Any near misses should also be debriefed with a view to learning any lessons and preventing a recurrence.

- **Control of Substances Hazardous to Health (COSHH Regulations 1999)**

This places a duty on Beyond Limits to ensure that potentially hazardous materials within the home are identified as hazards and treated accordingly:

- **All hazardous substances have been assessed under the COSHH regulations**
- **Potentially hazardous substances will be appropriately stored**
- **A list of all substances will be maintained and kept up to date**
- **Where necessary, protective clothing such as gloves and aprons will be used**
- **All COSHH assessments will be reviewed at least annually**

- **Electricity at Work Regulations 1989**

An inventory will be drawn up of all the portable electrical equipment held at the various places of work to enable Portable Appliance Testing (PAT) to be undertaken in accordance with the HSE guidance.

Periodic testing of electrical wiring will be undertaken every five years.

- **Manual Handling Operations Regulations 1992**

All attempts will be made to eliminate manual handling activities wherever practicable.

Assessment will be undertaken of all generic manual handling tasks and a safe system of work will be introduced. One off manual handling activities will be assessed prior to being undertaken to establish a procedure that will not put employees at risk.

Where it is identified, as necessary, employees will be trained in safe lifting techniques in an attempt to eliminate the risk of injuries.

Specialist equipment will be used to minimise risk to employees providing support to individuals requiring assistance with their mobility. No employee is to use this equipment unless they received the appropriate training and guidelines for the safe use of the equipment are to be followed at all times.

- **Display Screen Equipment Regulations 1992**

Beyond Limits will fully comply with Display Screen Equipment Regulations. Work patterns will be structured so as to ensure frequent breaks in the use of display screens. Display

screen assessments will be carried out for computer users who use a computer for more than one hour a day.

- **Personal Protective Equipment at Work Regulations 1992**

Beyond Limits provides and supplies personal protective equipment (PPE) where necessary to all employees.

- **Workplace (Health, Safety and Welfare) Regulations 1992**

Each workplace will be inspected regularly, and any defects will be noted along with recommendations for resolving any remedial actions.

Waste materials must be disposed of safely in the appropriate receptacles provided. Safe entrance to and safe exit from the respective work areas must be maintained, with walkways kept free of obstructions to ensure the safe passage of any person who may be affected by work activities.

Suitable and relevant information relating to health, safety and welfare at the workplace will be disseminated to all employees.

Statutory notices will be displayed throughout the workplace and consultation and communication over health and safety issues is to be encouraged at all levels within Beyond Limits and, in particular, at employee meetings, team briefings, clinical and reflective supervision etc.

