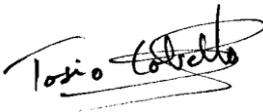


AUKKC Health & Safety Policy

Document Control Information

Version History			
Version	Date	Detail	Author
2.0	Oct 2015	Policy added to MDI. Full review of content scheduled	Richard Brine
2.1	Feb 2018	Review of content	Tasio Cabello

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Service Unit	All
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2.1	Feb 2018	Tasio Cabello	

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CONSULTATION TRACKING SHEET

This document must be completed and accompany the document through the final ratification and authorisation process. A copy of this sheet should be included at the front of the final published policy.

Name of Document: AUKKC Health & Safety Policy

Name of person / team / committee asked to provide feedback	Date feedback request sent	Feedback received (Y/N)	Feedback incorporated into Policy (Y/N)

Document History and Change Record

The following are registered holders of controlled copies of this document:

Position	Version
Business Manager (Management Representative)	2.0

Amendment History			
Version	Date	Amendment	Approved By
2.0	Oct 2015	Document control information added	Richard Brine

AUKKC Health & Safety Policy**Health & Safety Policy****STATEMENT OF INTENT**

Age UK Kensington & Chelsea aims to provide a safe and healthy working environment and to introduce safe work systems for its employees, users and volunteers. All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and Regulations made under this legislation.

The Quality, Performance and Development subcommittee is responsible to the Board of Trustees for the monitoring and implementation of this policy and nominates a member/s of staff to report to senior managers and the board on issues of Health and Safety. The Business Manager, The nominated person is responsible for implementing the Health and Safety Policy.

As an employer, Age UK Kensington and Chelsea recognises its obligation under this policy to provide suitable equipment, training, information and supervision on health and safety issues. Age UK Kensington and Chelsea employees and volunteers are expected to co-operate with the Management Committee and the designated member/s of staff in the operation of this policy and the achievement of its aims.

The health and safety training needs of employees will be identified and its delivery is intended to ensure that everyone is aware of their responsibilities for health and safety at work. Employees and volunteers have a duty to take reasonable care not to harm others and to safeguard themselves. This obligation extends to the reporting of relevant information on health and safety matters to the relevant member of staff.

An accident record book will be kept in the office and all incidents happening on the premises or arising in the course of work outside of the office, which involve actual or potential injury to self or others should be recorded as soon as possible following the incident.

The Quality, Performance & Development Committee meets regularly to review incidents and will present a health and safety report, including a record of incidents, to the Board of Trustees twice yearly.

AUKKC Health & Safety Policy

PROCEDURES

Accidents and potentially violent incidents

A first-aid box, properly equipped, will be kept on the premises. A member of staff will be designated to handle first aid requirements.

A set of emergency numbers will be prominently displayed.

Violence or the threat of violence is always unacceptable. Certain circumstances may lead to the police being called.

Illness

Staff will be expected to maintain Age UK Kensington & Chelsea premises as clean and safe places to work by following good hygiene practice and by following medical advice in the case of infectious diseases.

Procedures to be followed in the case of illness and its notification are detailed in the contract of employment.

Fire

Age UK Kensington & Chelsea will follow the fire regulations and comply with any drills arranged by the landlords/managing agents of any premises which they occupy. The designated member of staff has a duty to identify and minimise risk, and ensure that all staff are aware of fire safety procedures.

Hazardous Substances

The Health and Safety Representative will ensure that any handling, use, storage and transport of hazardous substances is as safe as possible by substitution, setting and layout (including isolation), personal protection, training, information, supervision, personal hygiene and good housekeeping.

Office Conditions and Staff Welfare

All equipment acquired by Age UK Kensington & Chelsea for use by its staff or volunteers should be bought with due regard for its intrinsic safety and all equipment will be kept in a good state of repair.

In the use of VDU equipment, for example, due attention should also be paid to safe working practice by adequate respite (ten minutes of different activity after every hour's work before a VDU screen), and by the monitoring and control of harmful emissions.

Age UK Kensington & Chelsea will provide an acceptable working environment by ensuring adequate ventilation, heating, lighting, access and working space and by limiting the amount of noise to which the premises are subjected.

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Lifting and Wheelchair Use

Due care should be exercised in the lifting of heavy weights by using proper lifting methods and wearing appropriate protective clothing. Lifting people is not appropriate except in emergencies or as approved of during training.

Training in wheelchair pushing will be offered to staff and volunteers.

Home Visiting

Due sensitivity must be exercised. Nevertheless information about the person's diet (at least one hot meal a day), how adequately the room is heated, and whether there is damp or draughts may be gathered easily in the course of a normal visit or two.

Risk assessment should be carried out to identify those risks that potentially could cause harm. Conditions in the home that may be dangerous and that visitors should be aware of:

Uneven or slippery floors	Worn or torn lino/carpets
Bad lighting	Absence of bedside lights
Lack of grips in toilets and bathrooms	Power meter out of reach
Unsafe window sashes and catches	Shelves out of reach
Beds/chairs too low	

Unguarded fires	Candles beside the bed
Careless or bedtime smoking	Smoking chimneys
Inappropriate fire lighting	Mirrors over open fires
Airers near source of flame	Old hot water bottles
Smoking or smelly oil heaters	
Unsafe storage of combustible materials	
Cooking on inappropriate installations or appliances	
Oil heaters in draughts or places where they may be overturned	
Unsafe projection of pot handles	
Kettles/saucepans with heat conducting handles	

Medicines in unlabelled/wrongly labelled containers
Incorrect dosage
Unsafe storage of household chemicals
Storage of unwanted medication

Loose gas taps	Blocked gas fires
Smell of gas	Rubber gas pipes
No ventilation	

Worn or frayed flex	Cracked plugs
Overloaded plugs	Wrong fuses
Old electric blankets	Electric appliances in bathrooms
Unsafe flex joins	Crackling power points

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The user should be encouraged to control visitors to their home by promoting the doorstoppers campaign.

Pensions, private papers, and valuables should not be left in sight.

AUKKC Health & Safety Policy**Age UK Kensington & Chelsea**
Practical Help and Gardening**Health & Safety Guidelines**

This is a supplement to Age UK Kensington and Chelsea's Health & Safety Policy.

We recommend that all volunteers and staff involved in gardening activities ask their GPs about a tetanus injection as a precaution against infection in case of injury.

Equipment

- First Aid kit carried on all tasks and knowledge of how to use the items.
- Always wear the protective clothing and safety equipment required, for example, gloves, goggles provided (available in the office).
- Use only the correct tools required to do the job.
- Do not use equipment for work for which it is not intended, or if you are not trained or experienced in using it.
- Do not use power tools apart from electric drills or other simple electric tools like screwdrivers or basic mowers. These tools should only be used if you are an experienced user, the manufacturer's instructions are followed and the tools well maintained.
- Electric tools should only be used in the right environment, for example, not in the rain.
- Use a circuit breaker (available in the office) when using electric tools.
- Always use a pipe and cable detector before drilling into a wall.
- Ensure your tools are well maintained, and report any faults/repairs needed on tools borrowed from the office.
- Do not leave your tools lying around where others may trip over them.

Stepladders

- For any task that requires climbing, ONLY use stepladders. You are not insured to use other types of ladders. Do not use chairs, tables or other means.
- Always check stepladders for faults, missing or damaged feet or broken treads.
- Ensure that the stepladder is properly opened and clipped into position before use. Follow the manufacturer's instructions.
- Always ensure that someone else is around while you are using a ladder in case of a fall.
- Never overstretch from a ladder.
- Never climb on chairs to do a job.

AUKKC Health & Safety Policy**General**

- Always inform someone of your whereabouts and give a time that you expect to return.
- Work in a safe manner at all times; do not take risks which could endanger yourself or others. If possible remove site hazards yourself, for example, remove or flatten nails sticking out of timber.
- Special care should be taken when gardening in relation to dog excrement which is a health hazard. Wear gloves and always wash your hands after gardening.
- Warn other volunteers/staff of particular known hazards.
- No work is to be carried out above stepladder height.
- If liquid is spilt it must be cleared up immediately. Use standard safety precautions if dealing with blood or hazardous materials.
- Any material used on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations.
- When work is finished, always clear up the area and remove all waste materials.
- Always report any problems with the work or accidents/near misses (however minor) to the office immediately.
- Never do any work whilst under the influence of drugs or alcohol.

If you have any doubts about the task to be carried out -

DO NOT ATTEMPT TO DO IT