



## Health and Safety Policy

### Safety Policy

- Baskervilles will take all reasonable steps to ensure the health and safety at work of all employees and to take all necessary steps to implement such a policy.
- Employees have a duty to co-operate with Baskervilles to ensure that this policy is effective and to offer all necessary assistance to ensure the health and safety at work of all employees.
- Employees should be aware of the safety rules and procedures. Disciplinary action will be taken against any employee who violates these rules and procedures.
- Baskervilles will take such measures as may be necessary to ensure proper training, supervision and instructions of all employees in matters pertaining to their health and safety and to provide any necessary information.
- Baskervilles ensures the health and safety of others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed.
- Baskervilles will consult with the employees periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

### Personnel Responsible for Health and Safety

- The person having overall responsibility for health and safety is Emma Baskerville.
- Medical assistance will be provided at each location of work, for this purpose a mobile first aid kit is available. The names of those qualified in first aid will be notified to the employees from time to time. A list is available at the front of every Centre folder with information of the above.

### Arrangements for Health and Safety

- The details and procedures for health and safety are logged and filed and must be observed at all times by all employees. Any issues or queries please speak to Katherine Law, Welfare Officer.

## HEALTH AND SAFETY RULES

### Workplaces

- Work areas must be kept clean and tidy (remove rubbish, food and utensils).
- Proper attention must be paid to hygiene.
- All materials must be used properly and when not in use stored safely.
- Care must be taken to ensure that the work place is not hazardous either to employees or to third parties.

### Fire

- Employees should be familiar with the position of the nearest fire-fighting equipment, alarms and emergency exits.
- Understand how to operate such equipment.
- Emergency exits, stairs, corridors and doorways should not be obstructed.
- Fire doors should always be kept closed, unless using an approved fire dorgard.
- Employees should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly points.
- A copy of the fire drill should be posted on your staff notice board.
- Employees should leave the building quickly and in an orderly fashion following the correct route.



## **Electrical Equipment**

- Any equipment in a dangerous or worn condition must be reported to the Line Manager / Centre Manager.
- All electrical equipment that does not require continuous operation should be switched off when not in use and plugs removed from socket outlets.
- Employees should never use equipment that is suspected to be faulty, or where the cable or flex is damaged or connections are loose. Any faults should be immediately reported to the Line Manager / Centre Manager.
- Employees should not attempt to repair or interfere with electrical equipment or wiring themselves, and should not use dual or other socket outlets.

## **Floors**

- Cables and wires should not trail across the floor where people may be passing, unless a covering is provided.
- Employees should take extra care on newly polished or wet floors.
- Any liquid spilt on the floor should be wiped up immediately.
- Damaged floor covering or surfaces should be treated with care and reported immediately.

## **Ladders, Steps and Stairs**

- Where ladders or steps are used to reach above normal height, employees should ensure that they are firmly based and secure.
- Where necessary, assistance should be sought to prevent them slipping.

## **Access**

- Means of access to and exit from the work place must only be used for the purpose for which they are provided.
- No employee must tamper with any means of access to or exit from the work place which is in a dangerous or unsuitable condition for use.
- Any such means of access or exit must be reported to the Line Manager / Centre Manager.

## **Carrying Heavy Items**

- Employees should ask for assistance if there is any danger of strain.
- Heavy objects should be lifted in the correct manner without bending the back.

## **First Aid/Accident or Illness at Work**

- Any accident or illness occurring on Baskervilles' premises should be reported to the Line Manager / Centre Manager,
- Any accidents must be entered in the accident report book. It is important that all injuries, however slight, should be reported.
- If a client is involved the employee must not in any way admit liability on behalf of himself, other employees or Baskervilles.
- The person designated to take charge of the First Aid Kit is Liz Clark.
- There will be a qualified first aider on the premises at all times.
- In the event of a minor injury to yourself or a colleague, contact the first aider who will administer the necessary treatment.
- In the event of a more serious injury, do not attempt to move the injured person, but contact the first aider, who will identify the seriousness of the injury and decide what action is required.
- In an emergency an ambulance should be called.



## **General**

- Employees must not engage in any horseplay or misuse any equipment or misuse anything provided in the interest of health and safety.
- Any employee who fails to follow this rule will be subject to disciplinary action under Baskervilles' disciplinary procedure.
- Employees should remain alert and report any incidences which could be a hazard to themselves or others.
- Where additional rules are issued to employees in relation to equipment, these additional rules must be carefully complied with.
- Employees should take particular care when visiting or working temporarily in other work places where they may not be conversant with the health and safety rules.
- Employees should make every effort to familiarise themselves with the local health and safety rules applicable to the site they are working on.