



**HEALTH AND SAFETY
POLICY AND PROCEDURE**

ASPECTS CARE HEALTH AND SAFETY

POLICY AND PROCEDURE

This policy contains:

1. Statement of Intent
 - Aims and objectives
 - Signed and dated by Director responsible for H&S
2. Responsibilities for H&S
 - People and responsibilities; *whom* is responsible for *what* exactly
3. Arrangements for H&S
 - *whom* is responsible for systems and procedures; codes of practice, safe working practices, policies etc.

The Aspects Care Health & Safety Policy is a living document which will be constantly monitored and upgraded as required according to the real performance of the business. All involved will have easy access to the Policy and will be expected to fully understand and discharge their responsibilities with regard to it.

In-house training will be provided to support the adoption and launch of the Policy, plus repeat training as required with changes or revisions. All new staff will be made aware of the Policy and its implications upon induction.

Aspects Care Statement of Intent

Aspects Care places great importance on the health, safety and welfare of its employees and associates. The Company acknowledges its responsibility to provide safe systems of work, a safe and healthy workplace and safe working environments. The importance of extending that protection to contractors, self-employed persons, visitors and any others who may be affected by the activities of the Company is recognised and we aim also to ensure that our activities do not affect the health, safety and welfare of our clients. As a safety conscious organisation it should go without saying that we seek to operate an exemplar strategy of health & safety risk control.

The Company will ensure that an appropriate risk management structure exists for carrying out H&S related actions and for monitoring and improving H&S practice into the future.

The Company also recognises that its employees and associates take their attitude towards safety from the top. The promotion of good H&S practice is an essential element of good resource management and therefore is indistinguishable from the effective day to day operation of the Company and our mission to provide a quality service.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising out of our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of equipment
- To provide training, information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- Ensure that health and safety is adequately resourced
- Check that health and safety rules or guidelines are being followed, monitor their effectiveness and take appropriate corrective action when necessary
- To specify responsibilities for safety duties and ensure that these are both understood and practised
- To review and revise this policy as necessary at regular intervals

Signed: ...Paul Graham.....

Name: Mr. Paul Graham

Position: Director of Care

Date: December 2009.

Responsibilities

Overall and final responsibility for Health and Safety is that of:

Mr. Paul Graham – Director of Care

Day-to-day responsibility for ensuring this policy is put into practise is delegated to:

To ensure health and safety standards are maintained /improved, the following people have responsibility in the following areas:

Name	Responsibility
Miss Rebecca Gritton	All Head Office Locations, all Persons in the Head Office, all Projects and all Staff.
Miss Rebecca Gritton	Head Office Locations and all Persons in Head Office
Mrs. Dawn Brookes	Allocated Coordinators Projects and Staff
Ms. Lisa Singh	Allocated Coordinators Projects and Staff
Mr. Kal Virk	Allocated Coordinators Projects and Staff
Mr. Chris Simms	Allocated Coordinators Projects and Staff
Miss Anjum Manir	Allocated Coordinators Projects and Staff
Miss Sadif Javaid	Allocated Coordinators Projects and Staff
Miss. Daniella Rodriguez	Allocated Coordinators Projects and Staff
Mrs. Diane Price	Training Areas and Person Attending Training

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person as detailed in this policy statement.

Risk assessments will be undertaken by:

Mr. Paul Graham – Director of Care

The findings of the risk assessments will be reported to:

Mr. Raja Khan – Director of Operations

Action required to remove/control risks will be approved by:

Mr. Paul Graham – Director of Care

Monitoring to ensure that the implemented actions have removed/reduced the risks will be completed by:

Miss Rebecca Gritton –Human Resources Manager

Assessments will be reviewed (or when the work activity changes):

Annually from the date of implementation.

Arrangements

Employee representatives are:

Ms. Lisa Singh
Mr. Christopher Parton- Hawker
Miss Karen Summers

Consultation with employees is provided by:

Responsibility for identifying all equipment/plant needing maintenance:

Name	Responsibility
Miss Rebecca Gritton	All Head Office Locations, all Persons in the Head Office, all Projects and all Staff.
Miss Rebecca Gritton	Head Office Locations and all Persons in Head Office
Mrs. Dawn Brookes	Allocated Coordinators Projects and Staff
Mrs. Lisa Singh	Allocated Coordinators Projects and Staff
Mr. Kal Virk	Allocated Coordinators Projects and Staff
Mr. Philip Graves	Allocated Coordinators Projects and Staff
Miss. Anjum Manir	Allocated Coordinators Projects and Staff
Miss Sadif Javaid	Allocated Coordinators Projects and Staff
Miss Daniella Rodriguez	Allocated Coordinators Projects and Staff
Mrs. Diane Price	Training Areas and Person Attending Training

Responsible for ensuring effective maintenance procedures are drawn up:

Miss Rebecca Gritton – Human Resources Manager

Responsible for ensuring that all identified maintenance is implemented:

Miss Rebecca Gritton – Human Resources Manager

Any problems found with plant/equipment should be reported to:

Miss Rebecca Gritton – Human Resources Manager

Checks that all new plant and equipment meets health and safety standards before purchase, carried out by:

Miss Rebecca Gritton – Human Resources Manager

The Health and Safety Law poster is displayed at/leaflets are issued by:

The Health and Safety Law poster is displayed on the ground floor of Aspects Care Head Office wall and outside the canteen on the Aspects Care Head Office 1st floor.

All the projects have Health and Safety leaflets placed within the staff files and leaflets are available on request from Miss Rebecca Gritton – HR Assistant Manager.

Health and Safety advice is available from:

Miss Rebecca Gritton – Human Resources Manager

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Miss Rebecca Gritton – Human Resources Manager

Responsibility for ensuring that employees working at locations under the control of other employers are given relevant health and safety information, carried out by:

Miss Rebecca Gritton – Human Resources Manager

Induction training will be arranged for all employees by:

Miss Rebecca Gritton – Human Resources Manager

Job Specific training will be arranged by:

Miss Rebecca Gritton – Human Resources Manager

Training records are kept at/by:

On all staff personal files (both paper and electronic) and within a master record by Miss Lyndsay Summers – Human Resources Administration Officer

Training will be identified, arranged and monitored by:

Mrs. Diane Price – Training Officer

The First Aid boxes are kept at;

Head Office – Ground Floor: 1 x Receptionists Desk
First Floor : 1 x Canteen
Second Floor: 1 x Training Room

Client's Properties – 1 x Each Secure Medicine Cabinet x 2 where controlled drugs are taken

The appointed first aider is:

Mr Paul Graham – Director of Care
Mrs Dawn Brookes – Senior Care Coordinator

All accidents and cases of work-related ill health are to be recorded in the relevant accident book. The books are monitored and kept by:

Mr Paul Graham – Director of Care

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is held by:

Mr Paul Graham – Director of Care

To check the working conditions, and ensure the safe working practices are being followed Aspects Care by:

- Conducting active safety monitoring – e.g. spot checks, visits, inspections etc.
- Conducting reactive safety monitoring – e.g. investigation and review post incident etc.

Responsibility for investigating accidents is undertaken by:

Mr Paul Graham – Director of Care

Responsibility for investigating work-related causes of sickness absences held by:

Name	Responsibility
Miss Rebecca Gritton	All Head Office Locations, all Persons in the Head Office, all Projects and all Staff.
Miss Rebecca Gritton	Head Office Locations and all Persons in Head Office
Mrs. Dawn Brookes	Allocated Coordinators Projects and Staff
Mrs. Lisa Singh	Allocated Coordinators Projects and Staff
Mr. Kal Virk	Allocated Coordinators Projects and Staff
Mr. Philip Graves	Allocated Coordinators Projects and Staff
Miss. Anjum Manir	Allocated Coordinators Projects and Staff
Miss Sadif Javaid	Allocated Coordinators Projects and Staff
Miss Daniella Rodriguez	Allocated Coordinators Projects and Staff
Mrs. Diane Price	Training Areas and Person Attending Training

Responsibility for acting on investigation findings to prevent a recurrence held by:

Responsibility for ensuring fire risk assessment is undertaken and implemented is undertaken by:

Miss Rebecca Gritton – Human Resources Manager

Dated December 2010- Reviewed by Paul Graham – Registered Care Manager

Reviewed in line with Mental Capacity Act 2005

Next Latest Review Date – December 2011

Fire extinguishers are maintained and checked by:

Diamond Fire Extinguishers (Brindle & Sons) Ltd

Alarms are tested every week by:

Melissa Harris – Receptionist

Emergency evacuation will be tested every:

Month