

HEALTH & SAFETY POLICY

Introduction

Parish Nurses are registered nurses who are employed or appointed by a local church to lead whole person health ministry. North Blackwater Parish Nursing Ministry (NBPNM) partners with and is accredited by Parish Nursing Ministries UK (PNMUK), a charity providing training, coordination and resources to help and support good practice. Locally, North Blackwater Parish Nursing Ministry is governed by North Blackwater Parishes.

Policy Aims

NBPNM will take all reasonable precautions to ensure that the conditions in which its staff, volunteers and clients operate, satisfy the standards of health and safety required under The Health and Safety at Work Act 1974.

Scope

- People – staff, volunteers and clients.
- Work Places – building and homes of clients and others.
- Work systems – provision of training, mentoring and supervision, professional and volunteering activities, engagement in meetings and administrative systems all of which satisfy health and safety requirements.

Principles

- All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves and others affected by their actions or omissions at work.
- NBPNM will regularly assess any risk to staff, volunteers and clients and, so far as is reasonably practicable, will:
 - Provide or arrange the provision of equipment which is safe and well maintained.
 - Provide, or arrange the provision of safe working environments.
 - Ensure systems of work take account of the health and safety of all relevant personnel.
 - Provide information, instruction, training and supervision of members, staff and volunteers to ensure health and safety of themselves and clients.
 - Investigate any accident, incident or report concerning risk to health and safety of relevant personnel and take necessary action to minimise the risk.

Health and Safety Procedures

Responsibilities of Organisation

- All relevant personnel will be made aware of The Health and Safety Policy at the earliest convenience.
- Information specific to their role will be provided to staff and volunteers as soon as possible after appointment.
- Training will be provided to ensure staff and volunteers are able to work in a safe and healthy way.
- Essential safety equipment and protective clothing will be provided.
- Risk assessments and safety audits will be undertaken of all relevant environments, including client's homes where appropriate and any necessary precautions taken.
- NBPNM will keep up to date on safety matters relevant to the organisation.
- NBPNM will investigate any injury and take necessary action to prevent its recurrence.

Responsibilities of Relevant Personnel

- All relevant personnel must ensure they understand implications for their work and roles within the organisation and comply with the policy.
- Staff and volunteers must comply with specific precautions related to their role.
- Staff and volunteers must undertake necessary training.
- Any safety clothing and equipment provided must be used, in accordance with training and instruction received, at all relevant times.

- All relevant personnel must be vigilant to any risk in their work environment and report any concerns to the appropriate leader.
- All relevant personnel must respond to any adjustments in health and safety policy.
- All relevant personnel must report any accidents/incidents which have or could have led to injury or damage.

Dealing with Incidents/Accidents

- In the event of exposure to serious, imminent and unavoidable danger, all relevant personnel must stop work immediately and move to a place of safety. If this presents a conflict between the demands of safety and the requirements of the job, staff should raise this at the earliest opportunity with their supervisor.
- In the event of an accident causing injury, the relevant manager must ensure that the injured person is being cared for and send immediately for a first-aider/ambulance and inform named officer or committee. They must not move the injured person except where it is essential to remove them from further danger.
- All incidents/accidents should be recorded in the accident/serious incident book, which will be kept at the NBPNNM office. The accident will be reported to the inspecting authority as and when necessary.
- NBPNNM will require the relevant manager to investigate all accidents and take the necessary action to minimise risks.

First Aid

- First aid boxes will be made available and accessible in all relevant venues.
- Staff and volunteers should find out if and where first aid equipment is kept in client's homes and other venues. For staff and volunteers providing regular home support, first aid kits will be supplied.
- Opportunities to undertake first aid training will be offered to all relevant personnel and one member of staff with appropriate training will be assigned as the official first-aider.

Fire

- All fire exits must be kept clear of obstruction and relevant leaders should identify the most appropriate escape routes in all working venues.
- Staff and volunteers must take note of and comply with relevant fire instructions and the location of fire extinguishers.

Fire Instructions when working in a client's home

On suspecting, discovering or being warned of a fire staff must:

- Dial 999 to contact the Fire & Rescue Service.
- If there is a fire appliance available, try and put out the fire without taking personal risks.
- Ensure clients and colleagues and other persons on the premises are warned and assisted to a place of safety.
- Leave the building by the nearest available exit, without stopping for personal belongings.
- Assemble in nearest safe place to await arrival of the Fire & Rescue Service.
- Provide information requested and comply with any instructions of the Fire & Rescue Service.
- Do not re-enter the building until instructed by the fire officer.
- At the earliest convenient time contact their supervisor for advice and assistance.

The Working Environment

- The workplace must be kept at a reasonable temperature and be well ventilated and lit. Furniture, fittings and equipment must be kept in good repair and where appropriate, regularly maintained. The work place should be kept clean and tidy. Offices must not be cluttered. Wires and cords should not lie uncovered on floors. Cupboards and filing cabinets should be closed when not in use
- Work Stations and VDU's – these must be suitable for the work and the worker. Seating must be suitable with adequate support for the back and foot and wrist rests where necessary. Regular VDU users should have planned breaks or changes of activity.

Client's Homes

- Clients homes will be assessed to check that it provides a safe place for carers to work. Any hazards noted by carers should be reported.
- Carers should be aware of the hazards they and their work can cause to clients. Particularly where they are confused, or have impaired sight or hearing and take precautions to avoid risk to clients.

Electrical and Gas Devices

- Any concerns about the safety of electricity or gas supplies or appliances should be reported to the supervisor.
- Staff and volunteers should not attempt any repair themselves, unless qualified to do so and instructed as part of an agreed work plan.
- Home Support workers will be supplied with circuit breakers, which must be used with all electrical equipment.

Mechanical Equipment

- Any equipment and machinery should be used in accordance with the manufacturer's instructions and should be checked to ensure that it is not worn or faulty. Staff should not undertake any repairs.

Chemicals:

- All chemicals e.g. household cleaners should be used in accordance with the instructions of the package.
- Care should be taken to avoid contamination of eyes and where appropriate protective gloves should be worn.
- Hands should be washed with soap and water after using any chemical.

Infection

- Basic hygiene procedures should be used at all times.
- This includes wearing gloves when cleaning areas where there may be organic waste and wearing disposable gloves when dealing with aspects of personal care.
- Hands should be washed with soap and water and dried thoroughly after any work has been completed.

Moving and Handling

- Moving and handling of heavy items or of clients must not be undertaken without appropriate training in the relevant techniques and use of appropriate equipment.
- Lifting should be avoided wherever possible.

Working at Heights

- Staff should not attempt to obtain items or work beyond their reach.
- Ladders or stepping stools may be used if they are in a safe condition and can be placed on a stable base.

Threats or Attacks to the Person

- Staff and volunteers must keep their supervisor aware of their whereabouts and planned journeys at all times. This will be recorded in an appointment diary.
- If staff or volunteers are concerned at any time about their personal safety whilst with a client or other persons present in the client's home or are subject to harassment or abuse of any type they should not enter, or may leave the premises. They must inform their supervisor as soon as possible. Any such incidents will be investigated and appropriate action taken. This may include withdrawal of service from a client and a report will be made as required

Disciplinary Action

- Failure of staff or volunteers to comply with the provisions of this policy will result in a disciplinary investigation and possible disciplinary action including, if necessary, dismissal whether or not anyone is placed at risk as a result of the contravention.

PNMUK base document last reviewed: July 2017

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