



## Health, Safety & Welfare Policy

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Date</b>                | <b>6<sup>th</sup> April 2017</b> |
| <b>Reviewed</b>            | <b>April 2021</b>                |
| <b>Date of next review</b> | <b>July 2022</b>                 |

## Contents

|   |   |
|---|---|
| Health, Safety & Welfare Policy .....                     | 1 |
| Statement of Intent .....                                 | 1 |
| Autism Bedfordshire's Duties Include: .....               | 2 |
| The Staff and Volunteers' Duties Include: .....           | 2 |
| Risk Assessments .....                                    | 2 |
| Safety Checks in the Work Place, On-Site & Off-Site ..... | 3 |
| Training.....   | 4 |
| Supervision of Individuals in Our Care .....              | 4 |
| Safety of Adults with Autism Accessing Our Services ....  | 4 |
| Prescription and Non-Prescription Medication .....        | 4 |
| Alcohol and Illicit Drugs .....                           | 5 |
| Hot Beverages.....  | 5 |
| Hazards.....  | 5 |
| Management .....  | 5 |
| Regulations.....  | 6 |
| Manual Handling.....                                      | 7 |

## Health, Safety & Welfare Policy

### Statement of Intent

Autism Bedfordshire will continually strive to ensure that all its health and safety procedures are carried out to ensure the health safety and well-being of all individuals in our care, staff and volunteers, and members of the public at all times. We will not condone any behaviour that falls short of these procedures.

All members of the organisation have a responsibility for putting these principles into practice and for reporting any breaches they discover.

Autism Bedfordshire are aware that in most cases accidents and incidents can be remedied reasonably quickly with minimal intervention.

In some cases it is necessary to source additional support from outside agencies including the Emergency Services.

Autism Bedfordshire require that ALL illnesses, accidents, incidents, dangerous occurrences and hazards are reported in line with Autism Bedfordshire's policies.

Autism Bedfordshire has a duty under the law to ensure, so far as is reasonably practical, your health, safety and welfare at work.

### **Autism Bedfordshire's Duties Include:**

- Providing health and safety training for all staff and volunteers.
- Making your workplace safe and without risk to health.
- Ensuring that safe systems of work are set and followed.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving you the information, instruction, training and supervision necessary for your health and safety.

Staff and volunteers have a legal obligation to the employer to cooperate with the charity with all health, safety and welfare matters.

### **The Staff and Volunteers Duties Include:**

- Attending health and safety training provided by Autism Bedfordshire.
- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with Autism Bedfordshire on health and safety matters.
- Correctly using work items provided by the charity, including personal protective equipment in accordance with training or instructions.
- Not interfering with or misusing anything provided for your health and safety.

### **Risk Assessments**

- Risk assessments will be carried out for activities provided, delivered or accessed by Autism Bedfordshire.
- Risk assessments are carried out by managers, Development Officers, Senior Team Leaders and Team Leaders.
- Managers, Development Officers, Senior Team Leaders and Team Leaders are responsible for ensuring that the information contained in risk assessments is accurate,

current, and representative of the health, safety and welfare of all involved in the delivering and accessing of Autism Bedfordshire's services.

- Managers, Development Officers, Senior Team Leaders and Team Leader are responsible for ensuring that all activities provided delivered or accessed by Autism Bedfordshire are carried out in conjunction with information provided in risk assessments.
- It is the duty of Managers, Development Officers, Senior Team Leaders and Team Leaders to ensure that all activities that are provided, delivered or accessed by Autism Bedfordshire are fully risk assessed.
- Autism Bedfordshire will provide information, instruction, training and supervision as required in order to carry out risk assessments.
- Autism Bedfordshire risk assessments are kept in secure storage at our postal address with copies in on-site and off-site files.

### **Safety Checks in the Work Place, On-Site & Off-Site**

- All staff and volunteers working for Autism Bedfordshire will be made aware of the Health & Safety Policy and given training as required.
- All staff and volunteers will be responsible for carrying out safety checks as required for on-site and off-site activities and equipment provided, delivered or accessed by Autism Bedfordshire.
- Adequate systems and equipment for the detection and control of fire will be in place.
- All staff, volunteers and individuals accessing our services will be made aware of the fire procedures and fire safety plans relevant to sites provided, delivered or accessed by Autism Bedfordshire.
- Fire exits/fire extinguishers will be clearly signposted, remain free from obstruction and will be checked as required by Managers, Development Officers, Senior Team Leaders and Team Leaders.
- Fires/heaters/electrical points will have adequate safety guards.
- Dangerous materials, chemicals, and equipment will be stored securely out of the reach of individuals in our care.
- Electrical equipment used by Autism Bedfordshire is to be checked annually in conjunction with the Code of Practice for In-service Inspection and Testing of Electrical Equipment. This is the responsibility of the Development Officers to oversee (off-site).
- Information detailing certificates of conformity for In-service Inspection and Testing of Electrical Equipment for venues not owned and controlled by Autism Bedfordshire will be recorded and made available as required.
- Equipment provided or accessed by individuals in our care will be risk assessed and checked for hazards to ensure it is fit for purpose prior to use.
- Equipment requiring assembly will be assembled and disassembled with care and in conjunction with guidelines established by the risk assessment process.

- Equipment provided or accessed by individuals in our care will be subject to a regular safety assessment program.
- Public space used for outdoor play will be risk assessed prior to use.

### Training

- This will cover all aspects of health and safety and all procedures as set out in this policy.
- Formal training is delivered annually to all staff and volunteers as part of their induction.
- Informal training and reminders are provided during briefing and debriefing sessions as part of our daily process of delivering services. This will include going through and implementing the risk assessments for each activity.

### Supervision of Individuals in Our Care

- All individuals in our care will be supervised at all times.
- All illnesses, accidents, incidents, dangerous occurrences and hazards must be reported in line with Autism Bedfordshire's policies.
- Staff and volunteer supervision ratios will be judged on individual and group requirements.
- Individuals in our care will only leave the group with authorised adults.
- Individuals in our care who are sleeping will be checked regularly.
- Individuals in our care will not have unsupervised access to kitchens, cookers, or any cupboards storing hazardous materials such as matches.

### Safety of Adults with Autism Accessing Our Services

- Adults in the group must be aware of and comply with Autism Bedfordshire's Health & Safety Policy.
- Adults in the group will have training on health and safety as required.

### Prescription and Non-Prescription Medication

- Staff and volunteers requiring the use of prescription or non-prescription medication must inform the Development Officers, Senior Team Leaders and Team Leaders of their individual requirements prior to attendance at services provided or accessed by Autism Bedfordshire.
- The Development Officers, Senior Team Leaders and Team Leaders will assess the requirements of each individual case and sanction the use of prescription or non-prescription medication.
- All sanctioned prescription or non-prescription medication must be contained in the secure site storage area.

- Unsanctioned prescription or non-prescription medication is not allowed on site at any time.
- It is considered gross misconduct for staff and volunteers to use or to be in the possession of unsanctioned prescription or non-prescription medication whilst on site or while working in a paid or voluntary capacity for Autism Bedfordshire.

### Alcohol and Illicit Drugs

It is considered gross misconduct for staff and/or volunteers to be in the possession, or under the influence of alcohol and/or illicit drugs whilst on site or while working in a paid or voluntary capacity for Autism Bedfordshire.

### Hot Beverages

- All staff, volunteers and individuals providing, delivering or accessing our services will be made aware of the risks involved with the preparation and consumption of hot beverages when supervising individuals in our care.
- All staff, volunteers and individuals providing, delivering or accessing our services will restrict the preparation and consumption of hot beverages to allocated welfare areas.

It is considered gross misconduct for staff, volunteers and individuals accessing our services not to restrict the preparation and consumption of hot beverages to allocated welfare areas.

### Hazards

In the course of your duties with Autism Bedfordshire should you observe a hazard you must report this as soon as is safe to do so to the Development Officers, Senior Team Leaders and Team Leaders:

- The Development Officers, Senior Team Leaders and Team Leaders will ensure that steps are taken to reduce or remove the hazard.
- The hazard will be recorded in the Hazard Log for safety evaluation.
- Unless it is reasonably safe to do so, do not attempt to address the hazard.
- Take precautions to ensure the health, safety and welfare of all involved.

### Management -this only applies to off site

- Autism Bedfordshire has a nominated Health and Safety Co-ordinator.
- Any accidents will be reported immediately to the most senior person present, such as the Senior Team Leader.
- All accidents will be recorded with accident/incident forms which will then be submitted to a Development Officer for processing.

- Completed accident/incident forms are to be kept in secure storage.
- All staff and volunteers working for Autism Bedfordshire will be made aware of the Health & Safety Policy and given training as required.
- All staff and volunteers working for Autism Bedfordshire will be made aware of the risk assessment process and given training as required.
- A fire register will be completed for all staff, volunteers and individuals providing or accessing our services for fire safety purposes.
- Fire safety equipment must be tested and conform to Health and Safety Regulations.
- A suitable first-aid box must be readily available at all times.
- Trained first-aiders must be present on site during the operation of Autism Bedfordshire's services.
- Copies of first-aid certification to be held at Autism Bedfordshire's registered address.
- Autism Bedfordshire value all who work with and access our services. We are committed to providing the best service available and are constantly looking for ways to improve this.

If there are any health, safety and welfare matters that you feel Autism Bedfordshire are not addressing as required please contact the Autism Bedfordshire Office on 01234 214871.

If you wish to remain anonymous please write to Autism Bedfordshire at the following address:  
Autism Bedfordshire, Suite B1, 1 Hammond Road, Elms Farm, Bedford MK41 0UD

### Regulations – needed?

- Health and Safety at Work Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2006
- Work at Height Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Construction (Design and Management) Regulations 2007
- Control of Major Accident Hazards Regulations 1999
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- The Radiation (Emergency Preparedness and Public Information) Regulations 2001
- Display Screen Equipment Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Manual Handling Operations Regulations 1992
- The Smoke-free (Premises and Enforcement) Regulations 2006

- The Smoke-free (Exemptions and Vehicles) Regulations 2007
- The Electricity at Work Regulations 1989
- The Code of Practice for In-service Inspection and Testing of Electrical Equipment
- The Regulatory Reform (Fire Safety) Order 2005

**Manual Handling** – Please refer to Autism Bedfordshire’s Manual Handling, Toileting & Changing Policy