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| <p><b>TITLE</b></p>  | <p><b>HEALTH AND SAFETY AT WORK: GENERAL<br/>POLICY STATEMENT AND ALLOCATION OF DUTIES<br/><br/>ABBNEYFIELD OXFORD SOCIETY</b></p>  |
| <p><b>1. Policy statement</b></p>                          | <p>Our policy is to provide and maintain a safe and healthy working and living environment for residents, staff and volunteers in and around the house. We undertake to provide such information, training and supervision as may reasonably be needed for this purpose. We also accept responsibility for <b>taking all reasonable care for</b> the health and safety of others who may be affected by our activities.</p> <p>The allocation of duties and particular arrangements we will make to implement the policy are set out on the following pages.</p> <p>This policy and the way it operates will be reviewed annually and updated to reflect any changes in the nature and extent of the society's activities.</p> <p>Signed _____ Date _____</p> <p>(Chair, Executive Committee)<br/>For and on behalf of, the Abbeyfield Oxford Society Ltd</p> |
| <p><b>2. Allocation of duties and responsibilities</b></p> | <p>Overall and final responsibility for Health and Safety in the Abbeyfield Oxford Society Ltd lies with the Executive Committee and its Chair. The Executive Committee has appointed a trustee as Health and Safety Officer to oversee work on this.</p> <p>The Executive Committee is responsible for:</p> <ul style="list-style-type: none"> <li>• Assessing risks to employees, residents, volunteers and visitors on an annual basis</li> <li>• Implementing measures to minimise any identified risk</li> <li>• Maintaining safe and healthy working conditions</li> <li>• Providing training and instruction to enable employees and volunteers to perform their work safely <b>and without risk to health</b></li> <li>• Making available all necessary safety devices and supervising their use.</li> </ul>  |

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|                                       | <p>The following people are responsible for specific aspects of Health and Safety:</p> <ul style="list-style-type: none"> <li>• First aid House Manager</li> <li>• Reporting and investigating accidents House Manager</li> <li>• Fire safety House Manager</li> <li>• Safety in the Kitchen House Manager</li> <li>• Health and Safety (Staff representative) Jayne Hoadley</li> <li>• Electrical safety House Manager</li> <li>• Lift checks House Manager</li> <li>• Hazardous substances House Manager</li> <li>• Checking hazards in the house House Manager</li> <li>• Risk assessments House Manager</li> </ul>   |
| <p><b>3. Principal guidelines</b></p> | <p>(a) All employees and volunteers are expected to co-operate with the committee to achieve a healthy and safe workplace, <b>to comply with any code of practice or guidance which may apply to their work</b>, and to take reasonable care of themselves and others in their work.</p> <p>(b) If an employee or committee member notices a health or safety problem which he or she is unable to put right, it must be reported immediately to the appropriate person.</p> <p>(c) Programmed proactive monitoring of the premises and a prompt corrective response to any incident will be carried out, so as to ensure that premises, plant and equipment are safe, and health and safety arrangements are adequate.</p> <p>(d) Contractors are required to co-operate with the Society in fulfilling all health and safety policy and procedures. They must ensure they carry out their work, so far as is reasonably practicable, without risk to themselves or others.</p> |
| <p><b>4. Infection Control</b></p>    | <p>In September 2012 the Abbeyfield Oxford Society Board approved the attached Infection Prevention and Control Policy Statement and agreed that it should form an Appendix to this policy.</p>  |
| <p><b>5. Review</b></p>               | <p>Policy last reviewed: February 2014<br/>Next review date: February 2015</p>   |

## **APPENDIX**

### **ABBNEYFIELD OXFORD SOCIETY**

#### **INFECTION PREVENTION AND CONTROL POLICY STATEMENT**

AOS is committed to providing the highest standards of care and ensuring that all reasonable steps are taken to protect residents, staff, volunteers and visitors from acquiring infections.

We implement management systems and procedures to ensure that we comply with current legislation and regulations.

Effective preventative and control measures are identified and assessed through a risk management process to reduce the risk of exposure to infection and its spread within Brian Lewis House.

Information, training and supervision is considered fundamental to support staff, Trustees and volunteers in implementing control procedures as an integral part of normal working systems and to promote good practice.

Routine monitoring includes regular reporting procedures for any new infections or outbreaks together with frequent and regular (weekly, monthly, quarterly and annual) checks, audits and reviews on the maintenance of the environment and the equipment being used. These help to ensure that preventative and control procedures are being followed and standards maintained, supported by evidence-based practice.

Everyone is responsible and is expected to follow good practice procedures to minimise exposure to the risk of and spread of infection. AOS promotes a positive infection control culture and works with health and social care professionals to reduce and control the risk of infection.

AOS is aware that infections can cause considerable alarm for residents, relatives, supporters, staff, volunteers and visitors. We will continually endeavour to promote confidence that the services provided are done so within a clean and safe environment.

**September 2012**