

<b>SHANNON COURT CARE HOME LTD.</b>	<b>Issue Date:</b> <b>April 2015</b>	<b>Reviewed July 2024</b>
	<b>Next Review: 07/27</b>	
<b>HEALTH, SAFETY &amp; WELFARE POLICY</b>		

This policy has been produced in line with the requirements of the Health, Safety and Welfare at Work regulations and outlines Shannon Court's duties and management responsibilities.

## **1.0 INTRODUCTION**

1.1 Shannon Court is diverse in the activities that it carries out across its cultural, social and geographical conditions. The purpose of this Policy is to provide a framework to enable Shannon Court to manage the nature of its health and safety risks in an effective, sensible, proportionate and legal way. Its aim is to provide direction for continuous improvement of Shannon Courts Health and Safety Management System and its health and safety performance for the prevention of injury and ill health to all those who come into contact with Shannon Court activities and who may therefore be exposed to occupational health and safety risks.

1.2 A safe and healthy working environment can be maintained by promoting good working practices with regard to the health, safety and welfare of all employees within Shannon Court, encouraging involvement and commitment to this Policy at all levels of the organisation.

1.3 Shannon Court aims to not only meet compliance with its legal and other requirements for health and safety but to go beyond compliance where needed to safeguard its staff and relevant others. All employees of Shannon Court should recognise their responsibilities and actively ensure that all Shannon Court Health and Safety Policies and Procedures are adhered to.

1.4 Shannon Court intends to meet the above by committing to the effective implementation of a Health and Safety Management System. Its aim is to ensure continual improvement in both the management and performance of health and safety within Shannon Court. Everyone who works for Shannon Court is responsible for ensuring its success.

## **2.0 POLICY PRINCIPLES**

2.1 Shannon Court recognises its duties to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. The business of Shannon Court shall be conducted in such a way as to ensure that Service Users, their relatives, contractors, voluntary workers, visitors and members of the public who may be affected by the activities of Shannon Court, are not exposed to risk and consulted with appropriately.

2.2 Shannon Court accepts its obligation under the Health & Safety at Work etc. Act 1974 and all other Health & Safety Regulations to implement all reasonably practicable

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measures to reduce workplace risks. Progressive health and safety improvements will be actively sought by all Managers to ensure full compliance with applicable legal requirements and other requirements to which Shannon Court subscribes. This will play a key role in the continued improvement of the effectiveness of the organisation and the quality of service provided.

2.3 Shannon Court will endeavour to learn from performance management measures, setting benchmarks against historical data to ensure that continual improvement can be demonstrated.

2.4 Shannon Court also accepts that in order to achieve a high standard of health and safety performance, there will be funding implications, which it will endeavour to adequately resource.

2.5 Shannon Court recognises that successful risk management is brought about through good management and effective communication with staff and relevant others.

Shannon Court considers that successful management of health and safety has the benefit of improving the overall operation of Shannon Court facilities by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liability.

### **3.0 DUTIES**

3.1 The Manager has overall responsibility for health and safety within Shannon Court. However, it is the duty of all employees to act responsibly with regard to health, safety and welfare matters, to do everything practicable to prevent injury to themselves or others and to co-operate fully in implementing health, safety and welfare policies and procedures. Any health, safety and welfare concerns should be brought immediately to the attention of their immediate manager for action.

3.2 It is the responsibility of the managers to ensure that Health and Safety Policies and Procedures are formulated, implemented and regularly reviewed in light of legislative and organisational changes and the requirements of suitable consultation with employees.

3.3 It is the responsibility of Shannon Court managers to set and review objectives to monitor the performance and continual improvement of the Health and Safety Management.

3.4 Although the implementation of these instruments is a management responsibility, success will rely on the co-operation of all those who perform the day to day work of Shannon Court. Whilst the aim of Shannon Court Health and Safety Policies and Procedures is to promote a co-operative and constructive view of health, safety and welfare concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

3.5 Managers will ensure their staff are familiar with this and all other Shannon Court Health and Safety Policies and Procedures.

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3.6 Managers are responsible for ensuring that suitable and sufficient risk assessments and action plans are in place for all foreseeable significant hazards, taking note of specific risk issues such as, manual handling, control of hazardous substances, fire, slips, trips and falls, lone working and violence & aggression. Shannon Court Risk Assessment for Health and Safety Policy and Procedure will assist managers with the identification of medium / high risks and provides Shannon Court framework for managing health and safety.

3.7 Managers have a specific responsibility for both determining, implementing and documenting local health and safety operational procedures that may be required within their own areas of responsibility and to ensure these Procedures follow the Principles of Shannon Court Core Health and Safety Policies and Procedures

3.8 Shannon Court managers will provide advice and guidance to employees to support them to undertake their duties as outlined in this and other Shannon Court Health and Safety Policies and Procedures.

3.9 Shannon Court Managers will provide advice and guidance to employees on all aspects of fire safety; this will include prevention, control and evacuation.

3.10 Shannon Court moving & handling champions will provide advice and guidance to employees on all aspects of manual handling, ergonomics and posture.

3.11 Employees employed by Shannon Court are expected to read and comply with this, all other Shannon Court Health and Safety Policies and Procedures and other Shannon Court Policies and Procedures relevant to the area in which they are working.

3.12 It is the responsibility of Shannon Court to ensure that effective documentation with respect to Shannon Court Health and Safety Policies and Procedures is in place, ensuring compliance with health and safety legislation, other requirements to which the organisation subscribes and in meeting Shannon Courts Health and Safety Requirements.

3.13 All employees are to be aware of how to report accidents and incidents and recognise their duty to do so. If asked a reflective account of any accident or incident should be provided so lessons can be learnt

3.14 Any fault in equipment, hazards noticed around the building should be reported to maintenance department and management

3.15 Working Time Regulations are enforced at Shannon Court. These regulations set a maximum of 48 hours of work per week for each employee. If an employee wants to work over and above 48 hours per week, they must opt-out of these regulations, in writing, to the Deputy Manager. We encourage staff to stay within 48 working hours per week for their own health and wellbeing.

3.15.1 If an employee opts out of the Working Time Regulations, Shannon Court has implemented their own specific working time regulations:

- No more than 72 hours of work per week, for each employee (calculated

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- between Monday and Sunday)
- A maximum of 2 periods of 18 continuous hours of work per week, with a mandated 11 hour rest period after each 18 hour shift (calculated between Monday and Sunday)
- A maximum of 1 period of 24 continuous hours of work per week, with a mandated 24 hour rest period after the end of this shift.

**4.0 IMPLEMENTATION**

4.1 This policy will be implemented in line with the requirements set out within Shannon Court Health and Safety Management System.

**5.0 TRAINING**

5.1 In order to effectively manage health and safety, Shannon Court will give high priority to ensure employees at all levels are provided with information, instruction and training commensurate with the levels of risk to which they may be exposed. Shannon Court is committed to make available the resources to support the training requirements of all employees in health and safety matters.

5.2 Managers will ensure that local training needs are identified in accordance with Shannon Court Risk Assessment in Health and Safety Policy and Procedure requirements and findings from risk assessments and action plans.

5.3 All employees will complete Shannon Court Induction and managers will ensure that a Local Induction is undertaken for all staff and that all relevant mandatory training is completed with records being completed and held centrally for Shannon Court mandatory training or locally otherwise.

**6.0 TARGET AUDIENCE**

6.1 The target audience for this policy is all employees of Shannon Court.

6.2 External interested parties.

**7.0 REVIEW DATE**

7.1 This policy will be reviewed in 3 years or in light of organisational or legislative changes to ensure it remains relevant and appropriate to the organisation.

**8.0 RELEVANT SHANNON COURT POLICIES AND PROCEDURES**

8.1 All Shannon Court Health and Safety Policies and Procedures as identified by Shannon Court Health and Safety Management System.

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## **9.0 MONITORING COMPLIANCE**

9.1 This policy will be monitored for compliance and effectiveness at regular intervals by Shannon Court Health and Safety Managers. Monitoring will include areas such as: incident analysis, risk assessments and action plans, accident investigations, audit as well as other areas as indicated in the Terms of Reference and Shannon Court Health and Safety Management System.

## **10.0 EQUALITY IMPACT ASSESSMENT**

10.1 This policy has been assessed using the Equality Impact Assessment Screening Tool. The assessment concluded that the policy would have no adverse impact on, or result in the positive discrimination of, any of the diverse groups detailed. These include the strands of disability, ethnicity, gender, gender identity, age, sexual orientation, religion/belief, social inclusion and community cohesion.

## **11.0 LEGISLATION COMPLIANCE**

- 11.1 Health & Safety at Work etc. Act 1974.
- 11.2 All other Health & Safety Regulations.
- 11.3 Workplace health, safety and welfare.
- 11.4 Workplace (Health, Safety and Welfare) Regulations 1992.
- 11.5 Approved Code of practice L24 HSE Books 1992 ISBN978071760413
- 11.6 Working Time Regulations 1998.

## **12.0 CHAMPION**

12.1 The Champion of this Policy is Ms Maria Williams, Registered Home Manager.

## **13.0 REFERENCES**

- 13.1 Health & Safety at Work etc. Act 1974