



# APOLLO RECRUIT

## **Policy Statement**

Apollo Recruit recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice, including the statutory duty for employers to conduct regular health and safety risk assessments.

Apollo Recruit is committed to ensuring the health, safety and welfare of its workers, so far as is reasonably practicable, and of all other persons who may be affected by our activities including service users, clients, their relatives and visitors.

This organisation is committed to incorporating Positive Risk taking into its assessments and plans of care. We recognise that service users have a right to take decisions about their lives and there is a balance to be found between participation in everyday activities, the duty of care to both workers and service users and our legal responsibilities.

## **The Policy**

This policy is intended to set out the values, principles and ethos underpinning this organisation's approach to risk assessment and health and safety.

## **Risk Assessment Policy**

The following points constitute the policy of this organisation:

- A risk assessment will be undertaken, by a trained and qualified person, of the potential risks to service users and workers associated with delivering any agreed package of care before commencement; where appropriate, this should include risks associated with assisting with medication and other health-related activities, and it should be updated annually or more frequently, if necessary;
- The risk assessment should also determine the risks entailed by individuals maintaining their independence and daily living within the home;
- The manner in which the risk assessment is undertaken should be appropriate to the needs of the individual; their views, and those of their relatives or advocates, should be taken into account;
- A separate moving and handling risk assessment should be undertaken, whenever workers are required to help a service user with any manual handling task, as required under the Manual Handling Operations Regulations 1992;
- A comprehensive plan to manage risks (including manual handling and risks to service users) should be drawn up, in consultation with the individual, their relatives or representatives. This should be included in the care plan and kept in the home of the service user for workers to refer to; a copy should also be placed on the personal file kept in the company office. This risk management plan should be implemented and reviewed annually or more frequently, if necessary;
- Any new risks that arise (including defective appliances, equipment, fixtures or security of the premises) should be reported by workers to their line managers or supervisors, or otherwise identified during regular reviews of the care plan;

## Risk Assessment

- Only staff who are both trained to undertake risk assessments and competent to provide the care should be assigned to emergency situations, and in situations where pressure of time does not allow a risk assessment to be undertaken prior to provision of the care or support;
- Two people fully trained in safe handling techniques and the equipment to be used should always be involved in the provision of care when the need is identified from the manual handling risk assessment;
- Any manual handling equipment provided should be maintained in a safe working condition and be subject to regular inspections by the manufacturers; records of all such equipment and their maintenance schedules are kept in the central office;
- A responsible and competent person will be on call and contactable at all times when workers are on duty; workers should comply with the organisation's staff travelling policy.

Apollo Recruit recognises that risk assessments are a legal requirement under Regulation 3 of the Management of Health and Safety at Work Regulations 1999(MHSWR). The organisation believes that risk assessments should identify hazards and resulting risks to employees and other persons who may be affected by work activities. The organisation understands a hazard to be the potential for harm, with risk being the likelihood of that harm actually occurring and the severity of the harm (e.g. slight injury, major injury, death)

Apollo Recruit will fully implement Regulation 3 of MHSWR which requires employers to:

- Make an assessment of risks to employees
- Make an assessment of risks to others who might be affected by work activities such as patients, contractors, visitors and the public
- Clearly identify the measures needed to protect the persons in points 1 and 2 above

- Review the assessment and make necessary changes if:
  - There is any significant change that affects risk (e.g. a new employee, machine or patient)
  - There is reason to believe it is no longer valid.
- Where there are five or more employees, keep records of: The significant findings of the assessment
  - Any group of employees identified by it as being particularly vulnerable

Apollo Recruit will include the following as areas of potential hazard or risk in the office premises or service delivery premises:

- Hazardous substances within the scope of the Control of Substances Hazardous to Health Regulations 2002(COSHH) (e.g. chemical hazards, drugs, sharps, body fluids, hazardous waste) and others not currently covered by COSHH (e.g. lead, asbestos and substances which are hazardous for reasons other than their toxicity, i.e. those which are flammable, or which enhance combustion, react violently, etc.)
- Manual handling and the moving of service users
- Use of display screen equipment (e.g. computers)
- Electrical hazards
- Work equipment and machinery
- Workplace hazards (e.g. space, clutter, lighting, heating, ventilation, tripping hazards, safe access and egress, and inadequate sanitary facilities, e.g. toilets, drinking water)
- Emergencies (e.g. fire, injuries requiring first aid, dangerous spillages)
- Violence or threats and abuse4Worker or Service User Property
- Falls
- Medication
- Pressure areas
- Nutrition
- Lone working

This is not an exhaustive list and any other potential hazard risk relating to the specific individual or situation will be assessed.

## **Training Statement**

All staff as part of their induction cover fire safety and risk assessments as part of the core topics in their training. This is regularly updated and where there is any incident or accident or error record this too is covered in the training.