

Your Home, My Workplace

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Owner:	Brian Gunn	Job Title:	H&S Adviser
To be issued to:		Board of Management ARK Management All Staff (Delete as appropriate)	
Method of Delivery:		Email Policy LearnPro Policy Briefing Sheet	

Version Control

Date	Owner	Version	Reason for Change
May 2021	Brian Gunn	V4.0	Cyclical review / information on legionella and infection control / checklist

Summary of Changes

Section	Change
4	Information added on how to manage legionella in supported people homes if taps / outlets not used weekly.
4	Infection control information added to overview.
4	Quarterly Inspection checklist added with details on how to manage safety in tenancies where we are commissioned to support individuals in their home.



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1.0 Introduction

Ark recognises that the supported person`s residence is their home but it is also a workplace for our employees. Ark has a legal responsibility to ensure a safe working environment for employees and by complying with this responsibility there is the additional advantage of making the home safer for the supported person.

This level of responsibility will be assessed by the local manager, will depend on the level of support we are commissioned to provide, will take into account the amount of time and type of support given e.g. from visiting to support over 24 hours, 7 days a week and from social activities to the use of kitchen appliances etc.

2.0 Roles, Responsibilities and Duties

2.1 Directors and Senior Managers

All workplaces should have access to this procedure and that these are shared appropriately through workplace communication channels with all staff:

- There are suitable arrangements to provide information, instruction, training and supervision to all employees;
- There is a risk assessment policy and procedure for identifying employees whose work tasks may pose a risk to themselves or to others;
- Ark`s Extra Duty of Care risk assessment is used for staff who have short of long term health problems;
- There are suitable arrangements for the supply of personal protective equipment; and.
- ARK Senior Leadership Team made aware of health and safety issues via the quarterly health and safety report.

2.2 Ark Manager`s

Ark Manager`s to ensure that staff are familiar with and understand the following organisational requirements:

- Generic risk assessments are available and in place for support work tasks;
- There are arrangements / departmental checklists for monitoring and reviewing the control measures identified by risk assessment;
- Personal protective equipment and hygiene materials are available;
- All safe working practices are implemented and followed in this policy & procedure.
- Any breaches of procedure are handled in accordance with Organisational Development policies.

2.3 Employees

All employees including agency, relief and volunteers have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, with relation to the home environment, employees should:

- Be observant and take note of any area which may pose a risk to themselves or the supported person;
- Advise their manager if they think there is something in the home which poses a significant risk to themselves or the supported person e.g. faults or damage to equipment;
- Not use and report to a manager if equipment is faulty or damaged.
- Attend any Health and Safety training arranged for them.
- Where given the responsibility to monitor the home environment, carry this out at regular intervals as agreed with the supported person.
- Consult with their manager on any health and safety queries they may have about their work tasks.

3.0 Health and Safety Monitoring

If Health and Safety monitoring is part of the commissioned service, the supported person will be asked as part of their Good Life Plan, how they would like Ark to monitor their home

environment. This will include visual checks, content and frequency.

The arrangements will depend on the level of support Ark is commissioned to provide and will be recorded on a Your Home, My Workplace Quarterly Inspection Recording Sheet (Appendix 1). This arrangement can be reviewed regularly, there will be an opportunity for the supported person to make any changes if they wish to do so.

The Your Home, My Workplace Quarterly Inspection Recording Sheet can be used as a guide To record information quarterly and monitor H&S at supported living workplaces.

If a problem has been identified and the supported person wishes it to be rectified or repaired, Ark staff can support the person with this and assist them in finding information about organising repairs or access to grants etc.

4.0 Hazards in the Workplace

4.1 Areas of the Home

These are the areas of the home to be considered within the home environment for health and safety monitoring. In each of the areas the type of hazard may be the same, with the risk changing in relation to the use of the area:

- Kitchen;
- Bathroom;
- Lounge / dining room;
- Staircases and steps;
- Hallways;
- Bedrooms; and
- Garden / outside spaces.

4.2 Hazard Identification Examples

Subject	Hazards to note
Flooring	Loose carpets / floor tiles. Staircase treads and flooring are damaged.
Gardens / Paths	Paving is not secure and is causing trip hazards. Bushes and shrubbery is overgrowing onto paths. Manhole covers not secure. Rock salt not available for winter period.

Fire Safety	<p>Detectors faulty / detectors not checked regularly.</p> <p>Build-up of paper / cardboard /other flammable items.</p> <p>Use of candles / naked flames / smoking.</p> <p>Use of emollients / air mattresses if person is a smoker.</p> <p>Escape routes blocked.</p>
Infection Control	<p>Not wearing PPE appropriate to infection hazard.</p> <p>Poor hand cleaning hygiene.</p> <p>Not cleaning surfaces that are touched regularly.</p>
Lighting	Poor lighting internally /externally.
Ventilation	Windows / balconies unsafe / no controls available for passive smoking
Gas	CO2 monitor faulty / gas appliances not serviced annually
Water / Legionella Control	<p>Hot water temperatures not checked if scalding risk identified.</p> <p>Infrequently used taps / outlets not flushed for 5 minutes once a week.</p> <p>Location not known of stop cocks / not accessible.</p>
Electricity	Damaged wires and cables / overloading of sockets.
Pets	Behaviour of animals / safe removal of animal waste
Equipment	<p>Lifting aids / mobility aids / handrails</p> <ul style="list-style-type: none"> - in poor condition for use. - how it is used, instructions not available. - inspection of lifting and mobility aids not completed prior to use.
Medication Storage	<p>Vulnerable persons have access to medication.</p> <p>Medication cupboards / safe not locked.</p>

4.3 Legionella

If Ark are commissioned to support a person to live at home and assist with health and safety, Ark staff will have to monitor all hot and cold taps / showers in the person's home to ensure they are used weekly.

If the hot or cold tap / shower is not used at least weekly, we can support the resident by doing a weekly flush of the outlet for 5 minutes and recording that this has been completed.

Consider removing any taps or showers that are not used regularly to reduce the risk of legionella contamination in pipework.

5.0 Implementation and Review

5.1 Implementation

The Chief Executive is responsible for ensuring that this procedure is followed by all employees and board members.

5.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

Appendix 1



Your Home, My Workplace – Quarterly Inspection Recording Sheet

Location – Date started – D/M/Y	Yes – No – N/A			
	Jan	Apr	Jul	Oct
Smoke alarm tested regularly and escape routes clear				
Co2 alarm tested / Gas appliances serviced in last 12 months				
Electrical / other equipment in good condition				
Internal flooring in good condition				
Staircase flooring and handrails in good condition				
Bedrooms / cupboards in good condition.				
Wardrobes are secure / stable				
Bathroom area is in good condition				
Windows / Balconies / Doors are secure.				
Temperatures of hot water for bathing and showering recorded.				
Flush through hot & cold taps / showers for 5 minutes if not used weekly.				
Medication stored safely				
First Aid box checked				
Animal behaviour and waste managed				
External areas such as paths / gardens are in good condition				
Other -				
Inspection completed by (ARK staff signature)				
Comments / Actions required / date of completion of any actions January- April – July – October –				

