# Health and Safety

**Introduction**

My Support and Care Services (West Country) Ltd undertakes to ensure a safe working environment for its employees, and a safe living place for its Customers. To this end a Health and Safety Policy has been produced which is specific to the requirements of this company and based upon the guidance to be found in the Health and Safety at Work Act 1974.

**Policy**

Health and Safety is considered to be the responsibility of all employees’ and customers, and it is expected that any potentially hazardous situation would be dealt with without delay.

Health and Safety training forms part of the company’s core training programme and staff will receive this training as soon as sufficient numbers make a course viable and in any case within six months of employment. Staff are also given guidance in Health and Safety as part of their in-house induction training.

The Health and Safety at Work Act is available for employees and Customers to peruse at any reasonable time. If necessary, Customers will be given assistance to access this information.

* There is access to the full version online. (Anyone who is unable to navigate the Internet should speak to his or her manager, who will arrange the necessary training).
* There is access to the full version, in hard copy format, at the company office in Honiton

Employees are reminded that they have a duty of support to customers and this includes making themselves aware of the correct procedures and policy as detailed in the specific documents.

Customers will be supported to (or completed on their behalf if not appropriate for them do so) undertake basic health and safety and maintenance checks on their homes at least monthly. Any hazardous or potentially hazardous situations must be resolved immediately.

A record of these checks and any actions required will be kept.

Maintenance requirements are to be recorded and assessed regularly by the service manager and any actions addressed with the landlord if necessary.

***Procedures***

Each month:

* Staff will support customers to undertake basic checks of their home covering health, safety and any maintenance issues – see ‘*Guidance’*
* Staff will record the outcomes of the checks on the form ‘*Health and Safety Checklist’,* this will be passed directly on to the service manager.

***Service Manager***

* Contact the appropriate person/s and report any Health, Safety or maintenance issues and record in the maintenance book.

Wilful transgression of Health and Safety policy may be considered as serious misconduct under the company’s disciplinary procedures.