

# Health and safety policy

This is the statement of general policy and arrangements for:		Jana Helps*
David See (Director)		has overall and final responsibility for health and safety
<b>A. Domestic services - delegated to each Service Providers</b> <b>B. Commercial &amp; Community services - delegated to contract lead/SLA</b>		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	David See (Director)	All workers briefed on personal H&S
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	David See (Director)	Written brief provided to all workers
Engage and consult with employees on day-to-day health and safety conditions	David See (Director)	all workers are invited to feedback issues open discussion
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	David See (Director)	A. Service Providers to refer to personal guidance provided B. Operators aware of client's or site-specific policy & provide SLA H&S extract
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	David See (Director)	A. Provide clients with guidance & liaise as appropriate including feedback B. Refer to local arrangements on SLA
Signed: <i>David See</i>	for & on behalf Jana Helps	Date: 12/05/20

Health and safety law poster is displayed at refer to SLA	B. Refer to local arrangements on SLA
First-aid box is located: refer to SLA	B. Refer to local arrangements on SLA
Accident book is located: refer to SLA	A. Reported by email to <a href="mailto:david@janahelps.co.uk">david@janahelps.co.uk</a> B. Refer to local arrangements on SLA

(a) *Jana Helps* is operated by The Company, and hereinafter referred to as *Jana Helps* or the Company.

The Company means the legal entity whose name and registered number appear on your either your Service Level

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

# Risk assessment

Company name: Jana Helps\*

Date of risk assessment: 12/05/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<b>Coronavirus – Covid-19 SPECIFIC HAZARDS</b>						
Catching the virus  Or  Passing the virus to others	<p>All humans, potentially animals.</p> <p>Symptoms range from mild to serious and potential death.</p> <p><b>Extreme care</b> should be observed when working with groups who are:</p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable</li> <li>• Clinically vulnerable</li> <li>• Shielding</li> <li>• Older age groups</li> <li>• Morbidly obese</li> <li>• Diabetic</li> <li>• BME (Black and minority ethnic)</li> </ul>	<p>Updating our procedures and guidance in accord with Government &amp; other guidance.</p> <p><b>Clients:</b> ensuring clients are aware of the actions we have taken, our own procedures &amp; guidance. Promoting the need to advise each other in the event of a perceived risk.</p> <p><b>Service Providers, Employees &amp; Contractors:</b></p> <ol style="list-style-type: none"> <li>i. Awareness of all the risks associated with Covid-19</li> <li>ii. Progressive updates on thinking relating to Covid-19 risk management</li> <li>iii. Only workers that are well and have no symptoms can work</li> <li>iv. Work should be carried out in any household which is isolating or where an individual is being shielded in accord with procedures agreed between the client &amp; Jana Helps</li> <li>v. Commitment to advise us if there is a family or household risk</li> <li>vi. Satisfactory completion of company Social Distance Training prior to attending clients.</li> <li>vii. Mandatory use of personal protectives gloves</li> <li>viii. Where mutually agreed face masks may be worn.</li> </ol>	<p>Continuously monitor all Government communications/guidance and adjust procedures accordingly. Promulgate changes and advise new clients &amp; team members of latest guidance</p> <p>Sources include: <a href="http://www.gov.uk/corona">www.gov.uk/corona</a></p>	David See (lead) All parties	Continuous UFN	

<b>Site hazards, prevention &amp; mitigation reminders:</b>						
Poor outdoor lighting at some premises	any person on site	Risk identified on Service Provider & Employee guidance notes  Make client aware	Remind at commencement of season	DJS	Late October annually	
wet autumn leaves or snow on outside of pathways & steps	any person on site	Risk identified on Service Provider & Employee guidance notes	Remind at commencement of season	DJS	Late October annually	
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out.  All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways.  Local arrangements per SLA	Better housekeeping needed.  Local arrangements per SLA	All staff, supervisor to monitor Manager	From now on	
Chemical & General Cleaning Materials	A. Domestic properties  B. Nondomestic locations	A. domestic locations only domestic 'grade' products to be used preferably in accord with product list provided to clients and SPs. List provided to clients and SPs.  B. Site Specific Products agreed with client per SLA, either site, distributor, or manufacturer specific training.		A householder  B Team Leader & Client		

<b>Roving hazards, prevention &amp; mitigation reminders:</b>						
Trip hazard: hoover cables		Verbally warn visitors of hazard		A householder B Team Leader & Client		
Trip hazard: Slippery wet floors		Exercise caution, use signage if provided, verbally warn visitors of hazard		A householder B Team Leader & Client		
Fire hazard: fire doors		Self-brief onsite exits available in the event of a fire.  Ensure all fire doors are all operational and used correctly		A SP  B Team Leader, operators & Client		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

Combined risk assessment and policy template published by the Health and Safety Executive 08/14