



Health and Safety Policy

1.0 Introduction

Juniper Tree Therapy recognises and accepts its Health and Safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its staff, associate therapists and personal care service providers, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, relevant Safeguarding regulations, the Care Act and any other relevant legislation and common-law duties of care.

This policy and procedures are to be reviewed annually.

For the purposes of this document, the term "workers" will be used to refer to anyone providing services to clients on the instruction of Juniper Tree Therapy, including self-employed support workers, care providers and associate therapists or other healthcare specialists.

It is the policy of Juniper Tree Therapy to promote the Health and Safety of all workers, whether working in our offices, out in the community or in client's homes, as well as promoting the safety of our clients when they are receiving care/support services from our workers.

In particular, Juniper Tree Therapy will:

- Put in place procedures to be aware of and assess the risks to Health and Safety of its workers and clients.
- Make arrangements for implementing the Health and Safety measures identified as necessary by these assessments.
- Record the significant findings of all risk assessments and the arrangements for Health and Safety measures as a result of these.
- Ensure workers are aware of or put in place emergency procedures and first-aid protocols.
- Make sure that the workplace (including client's homes) satisfies health, safety and welfare requirements, e.g. For ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that equipment is suitable for its intended use as far as Health and Safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Report certain injuries, diseases and dangerous occurrences to the appropriate Health and Safety enforcing authority.

Responsibilities of workers:

- To take reasonable care for their own Health and Safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with Juniper Tree Therapy on Health and Safety.
- To use any items provided by Juniper Tree Therapy, or by the client to whom they are providing care/treatment, correctly, including personal protective equipment, in accordance with training or instructions given.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.

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- To report, at the earliest opportunity, injuries, accidents or dangerous occurrences at work, including those involving the client or members of the public, as per the details provided below.

Workers are asked to inform Juniper Tree Therapy if there are any circumstances which may give rise to increased risk to them carrying out their role, such as female workers who are pregnant or have given birth in the past six months or are breastfeeding, or where the worker has a pre-existing condition or injury. This information will be kept in the strictest confidence and will only be used to ensure extra precautions are put in place to ensure the workers safety and wellbeing.

2.0 First Aid and Procedures in the Event of an Accident or Incident

In the event of an injury or illness, to either yourself, a client, or another person on the premises, workers should administer first aid only when appropriate training has been undertaken.

Where the worker deems that the injury/illness is serious, they must call for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”. After the appropriate emergency services have been called and the immediate threat has passed, workers should inform Juniper Tree Therapy Directors about the incident via telephone.

All incidents/accidents must be formally reported in writing, as per below, within 24 hours of the incident occurring.

All Juniper Tree Therapy staff should have training in First Aid as appropriate for their role and in accordance with legal requirement.

3.0 Recording Accidents and Incidents

All injuries or illnesses sustained in the workplace, or those which arise ‘out of or in connection with work’, however slight, must be reported to Juniper Tree Therapy Directors. Reports will be retained by Juniper Tree Therapy and the client’s Care Plan will be reviewed, and any necessary actions undertaken, as required.

Juniper Tree Therapy have a legal obligation to keep a written record of any accidents or injuries that result in a worker being incapacitated for more than 3 consecutive days.

4.0 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR

Juniper Tree Therapy further has a responsibility to report certain incidents to the Health and Safety Executive (HSE). This is the case when the incident involves:

- the death of any person, whether or not they are at work;
- accidents which result in an employee or a self-employed person dying, suffering a specified injury, being absent from work or unable to do their normal duties for more than 7 days (note that if an employee dies as a result of an incident after some delay, but within 1 year of the occurrence, the HSE must be informed of the death in writing, regardless of whether the original incident was reported or not);
- incidents which result in a major injury/illness, a dangerous occurrence or a disease (see more details below);
- accidents which result in a person who is not at work (e.g. client, visitor) suffering an injury and being taken directly, by any means, to a hospital for treatment (*this situation applies when the*



circumstance is directly relatable to action or in-action by a worker), or if the accident happens at a hospital, if they suffer a specified injury;

- a client or service-user has a fall that has arisen because of or in connection with a work activity, including as a result of equipment or the environment where these are being managed/monitored by the worker;
- an employee or self-employed person has one of the occupational diseases specified below, or is exposed to carcinogens, mutagens and biological agents;
- dangerous occurrences, which may not result in a reportable injury, but have the potential to do significant harm;
- sharps injuries when an employee is injured by a sharp known to be contaminated with a blood-borne virus (BBV), e.g. hepatitis, HIV, or when an employee acquires a BBV by such an incident and it sero-converts. Any disease developed as a result of a sharps injury (and confirmed attributable to it), even if it develops later, must be reported. **Note that Juniper Tree Therapy will not report the name of the infected individual to HSE unless it is a repeat incident to the same person or if HSE request the information in order to carry out an investigation.**

Reportable Major Injuries

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by a head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Dangerous Occurrences

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness (a hazard group 3 or 4 pathogen);
- the accidental release or escape of any substance which may cause a major injury or damage to health;
- an electrical short circuit or overload causing fire or explosion;
- the explosion, collapse or bursting of any closed vessel or associated pipework forming a pressure system;
- an explosion or fire causing suspension of normal work for over 24 hours.

Reportable Diseases, Infections and Ill Health

*(These must be reported where a registered medical practitioner informs you in writing that an employee is suffering from any of the following and they undertake work linked with the condition. **Note that Self-employed contractors should report these to HSE directly themselves:***

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;



- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent;
- a suspected case of Legionnaires disease (this applies to both workers and clients and must additionally be reported to Public Health England within 3 days of the date of suspicion).

All reportable incidents must be reported to HSE as soon as possible, but in any event within 10 days of the incident occurring (or 15 days in the event of over 7-day injuries). In the case of diseases, these should be reported as soon as a registered medical practitioner notifies in writing that the worker is suffering from a reportable disease.

Reports to HSE can be made online (except for fatalities, which should be reported by telephone). Juniper Tree Therapy will retain their own record of such reportable injuries, including:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- the injury;
- a brief description of the nature of the event or disease.

Exceptions to the RIDDOR reporting requirements:

There is no requirement for Juniper Tree Therapy to report incidents if any of the following apply:

- the incident results in the death of a self-employed person in premises of which they are the owner/occupier;
- an employee dies as a result of a reportable accident/incident greater than one year after the accident/incident occurs;
- a client/service user commits suicide or self-harms;
- a client/service user contracts Legionnaires disease and dies whilst as an in-patient in a hospital;
- a client/service user is injured as a result of an accident arising from the conduct of any operation/examination/medical treatment being administered by a registered medical practitioner (RMP) or dentist (or where the procedure was requested by a RMP) *(if there is concern about the conduct of a professional, this should be reported to the appropriate professional body, e.g. General Medical Council);*
- a physical injury sustained in the workplace if inflicted on a worker by another worker over a dispute about a personal matter, or by a family member or friend of the worker as a result of a domestic matter;
- an infection/reportable disease that could have been acquired as easily in the community as in work, unless the infection was definitely acquired at work;
- sharps injuries where the sharp is not contaminated by a BBV, or where the source of the sharps injury cannot be traced (unless the injury itself causes a 7 day plus injury);
- a worker is experiencing stress, even when the stress is accompanied by a medical certificate stating it is work-related.

Where an act is not reportable under RIDDOR, the Health & Safety at Work regulations still apply, therefore action/review may still be required, or the enforcing authority may still determine that an investigation is warranted.



5.0 Supplementary Elements for the Health and Safety Policy

In addition to the procedures and legal obligations surrounding serious incidents, there are several areas in which workers should undertake actions and exercise due diligence, in order to mitigate risk to themselves and clients. Please see;

- Lone Working Policy
- Safeguarding Policy
- Equipment Safety Policy
- Fire Safety Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Manual Handling Policy
- Alcohol, Drugs and Tobacco Policy
- Food Hygiene Policy
- Infection Control Policy
- Care Planning Policy
- Sickness Absence (Prevention and Management) Policy
- First Aid Policy
- Dealing with Challenging Behaviour Policy
- Slips and Trips Policy