

## Personal Safety Management Standard

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### Scope

This policy applies to everybody working for the NAS.

### Policy Summary

This policy describes the “common sense” behaviours and actions required to reduce the risk of accidents in the NAS.

### General Precautions

The following points must be followed by all those working for the NAS, regardless of department or status:

- Running up or down steps is not permitted, and handrails should be used. Care should always be taken when passing doors or walking round blind corners. Never read or text while walking.
- Do not leave items or equipment on floors where they could cause someone to trip. Never leave lower furniture drawers open, e.g. filing cabinet, as these can cause trips and falls. If trailing leads must be used then they should be routed around walls or, as a temporary solution, may be covered by ramped rubber cover strip.
- Ensure that floor areas are well lit and kept clear of obstructions. Any spillages whatsoever are to be cleared up immediately.
- Replace or repair torn or otherwise damaged floor coverings,

- Ensure that workstations are adjusted to suit individual requirements, provide adequate workspace and ventilation, and have suitable lighting.
- Pointed objects such as pencils, scissors and letter openers must be used carefully and stowed away after use to avoid puncture wounds. These sorts of items, along with any others that could be used by the people supported by the NAS, must be kept out of reach.
- Any monies transported must be kept to a minimum, any banking being carried out should be risk assessed prior to taking place
- Any lone working carried out must be carried out in relation to the lone working policy
- Practical jokes that have the potential to cause injury, damage or ill-health to employees or others will be considered by the NAS to be unacceptable behaviour and will be dealt with under the Disciplinary Procedures, which could include gross misconduct leading to dismissal.

## Safe Systems of Work

The NAS takes people we support and worker safety seriously and apart from the general “common-sense” requirements for all workers shown above it has additional specific rules which must be followed. These are usually developed through the risk assessment process, which is an important feature of health and safety in the NAS. Managers must make workers aware of the risks that have been identified where workers could be at risk. The measures employed to reduce the risks, to a tolerable level, must also be made known to workers. Sometimes the methods used to reduce risk will be written as a safe system of work but they may also be shown as control measures on the risk assessment forms. Whatever means is used to make sure that workers are reasonably safe, workers (employees, volunteers, etc) must make themselves aware of what is required and must adhere to any requirements of the safe system of work or risk assessment. For example, systems put in place to protect lone workers must be used as directed.

## Personal Protective Equipment (PPE)

PPE must be worn where the need for it has been identified by the manager. Individuals cannot choose not to use it. The requirement for an individual to use PPE is often identified through the risk assessment process and usually is a control measure that is used alongside other measures. For example, disposable gloves will be required when dealing with clinical waste but their use will be shown as an additional precautionary measure, where hand washing is the prime means of preventing cross infection. PPE should never be seen as the best means of reducing risk.

The provision of Personal Protective Equipment (PPE) should always be seen as a last resort since it fails to address the real problem i.e. the need for this kind of protection in the first place. It should be provided only where other, more effective measures cannot adequately control the risk or where such measures would not be practicable.

Line Managers requiring the use of PPE for activities under their control are responsible for identifying training needs and for the provision/maintenance of such instruction/training for users.

Line Managers requiring the use of PPE for activities under their control are responsible for ensuring the provision of adequate storage, maintenance, cleaning, disposal and replacement regimes.

Line managers must ensure that:

- An inventory of all non-disposable PPE in use is kept and maintained. Records of issue/replacement are kept;
- Records of maintenance and inspection checks for non-disposable PPE are kept by the person or group appointed to undertake the checks;
- Records of any PPE training or instruction undertaken in respect of use and/or maintenance are maintained.
- Any PPE required for work activities is always provided free of charge to the user.