


Sunbeam House Services Policy Document	Title: Safety Policy	
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Document Control

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1.0	Quality, Compliance & Training Manager	Review	SMT

Policy No.032	Revision: 1.0
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Full Policy ID Number : 012.032.1.0	



1.0 POLICY:

Purpose

To ensure that measures are in place to provide a safe and healthy environment for all staff, clients, contractors and members of the public who may visit Sunbeam House Services, and to enlist the active support all staff in achieving such conditions.

To ensure that all activities within the Sunbeam House Services are carried out in accordance with the Safety, Health and Welfare at Work Act, 2005, and the various regulations written under the act in particular the Safety, Health and Welfare at Work (General Application) Regulations 2007.

2.0 SCOPE:

All staff, clients, contractors and members of the public who may visit Sunbeam House Services

3.0 ROLES & RESPONSIBILITIES:

1. All staff are responsible for their own safety, health and welfare at work and the safety, health and welfare of the clients in their care. All staff are also responsible for the safety, health, and welfare of anyone who may be affected by their acts or omissions when at work.
2. A Safety Statement is available at each service location and all staff must be familiar with its contents. Each service location's Safety Statement is specific to the location and contains the Safety Policy, detailed health and safety responsibilities allocation, consultation provisions, hazard identification, risk assessments, and welfare provisions.
3. All staff must be familiar with and follow procedures to minimise the risk of fire. Staff must be familiar with the procedures to follow in the event of an outbreak of fire in any location.
4. On appointment to a location within the service, staff are obliged to become familiar with all fire exits, the position, and use of fire safety equipment, and the evacuation procedures for the location. Each service location will undertake to carry out a fire drill once a month unless otherwise agreed with the Safety Office.
5. All staff will report accidents in accordance with the *Adverse Events Policy* and the Safety Statement.

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6. All staff must be familiar with, and use as required, the risk assessment forms and templates in use in the organisation. These include the following (this list is not exhaustive):
- The location specific Risk Assessments contained in each location's Safety Statement
 - [*Individual Safety Plans / Safety Assessments*](#)
 - [*Moving & Handling Charts*](#)
 - [*Positive Intervention Plans*](#)
 - [*Home Access Risk Assessments*](#)
 - [*Self Medication Assessment Form*](#)
 - [*Pregnant Employees Risk Assessment*](#)
 - [*Risk Assessment Form & Risk Rating Table*](#)