



## **Health and Safety Training Policy**

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**Fair Deal**  
**Health and Safety Training Policy**

## **Aim**

Fair Deal aim at all times to ensure that staff are prepared for all eventualities that they may experience whilst carrying out their role within Fair Deal support services. To ensure this occurs Fair Deal have a robust training programme in place which consists of both core training and Health and Safety training courses which must be updated at regular intervals.

## **Health and Safety at Work: The Law**

As an employer and a provider of social care, Fair Deal Operations are covered by the Health and Safety at Work Act 1974 (HASAWA). This act imposes statutory duties on employers and employees, to ensure these duties are carried out it is the policy of Fair Deal so far as is reasonably practicable, to ensure that responsibilities for health and safety are assigned, accepted and fulfilled at all levels of the organisation. It is the intention of Fair Deal, so far as is reasonably practicable, to ensure that the correct training is in place so that staff are prepared and competent at all times for their role and are able to carry this out safely.

The following are training courses provided by Fair Deal to ensure that staff are trained to meet the requirements of their post and carry out their role out in a safe and professional manner:

- Health and Safety at work
- Food hygiene training
- Infection Control
- Fire Safety
- CALM Theory Training (for most services after 6 months)
- CALM Escapes or Physical Intervention Training (for some services only)
- Adult Support and Protection Training
- Moving and Handling Training
- Administration of Medication Training
- Epilepsy Awareness and rescue medication (service specific)
- First Aid training

## **Health and Safety Training**

This training is carried out in house and aims to improve awareness of common hazards within the workplace which can be at the office base, different venues or in people's own homes depending on the work people are doing. This training covers the importance of risk assessments when carrying out any activity. It focuses on the need for awareness around storing chemicals, dangerous substances, sharp objects and promotes the need for safe practices in moving and handling, food hygiene, infection control and fire safety. There is also an emphasis on personal safety and raising any issues or concerns with line management immediately to ensure any issues are dealt with promptly.

## **REHIS**

Royal Environmental health Institute Elementary Food Hygiene course is a well-recognised qualification that meets the high standards of Food hygiene training required for food handlers and ensuring all legislation is met. The course is covered over a full day and the candidates are required to sit an exam. The subjects covered in this course include:

- An Introduction to Food Hygiene

- Bacteria and its Prevention
- The Incidence of Food Poisoning and Its Prevention
- Bacteria and Their Characteristics
- Personal Hygiene and Working Habits of the Food Handler
- The Working Environment
- Cleaning Practices
- Common Food Pests and Their Control
- Food Legislation
- HACCP Implementation
- Allergy Awareness

## **Infection Control**

Infection Control workshop is a hands-on learning experience covered in half a day ensuring all aspects of preventing the spread of infection while working in the care industry are understood and met and have the responsibility of safe personal care for clients is the main objective of the subjects covered. The workshop meets Care Inspectorate requirements as well as legislative ones and covers the following subjects ensuring support staff can safely carry out personal care tasks.

- An Introduction to infections and disease
- Sources and routes of bacteria that cause illness
- Control measures and prevention of the spread of bacteria
- Control measures for outbreaks of illness and staff responsibility
- Legislative requirements and reporting of outbreaks
- Personal protective equipment
- Personal Hygiene
- Correct hand washing techniques and alcohol gels
- Correct disposal of waste
- Cleaning procedures

## **Fire Safety**

The Fire (Scotland) Act 2005 requires a risk assessment to be carried out to identify the fire risks present at all work premises. An assessment of the fire risks will be carried out for Fair Deal office by the Health & Safety Administrator or they will arrange for an external risk assessor to do this and in Fair Deal services by the Team Leaders. Risk assessments will be filed in the office Health & Safety folder and for services in each person's support folder. As fire safety is essential in any employment or social care environment, Fair Deal are required to ensure all relevant staff attend Fire Safety awareness session.

### **Fire Safety Training Course**

This training course is attended by employees nominated as fire wardens at Fair Deal and also for all support staff to ensure they are clear about their role and fire health and safety.

The training covers both emergency and non-emergency issues of this vital role and equips attendees with an appropriate level of understanding to perform the role safely in their workplace.

#### **Objectives**

By the end of the training session staff will have:

- A greater awareness of the dangers of fire and smoke
- The ability to identify individual classes of fire and select an appropriate extinguisher to tackle it, if it is safe to do so

- The ability to recognise potential fire hazards and the appropriate actions to rectify them
- An understanding of the importance of regular fire drills and recognition of fire service best practice
- An understanding of the various methods of evacuation and accounting and determine the best method for their workplace

## **Certification**

A Fire Marshall's certificate will be awarded on completion of the training to each person.

## **Programme**

- The nature of fire and smoke
- Fire extinguishers: Fire marshal and fire warden non-emergency duties
- Fire drills
- Fire hazard spotting
- Staff fire training
- Fire marshal and fire warden Emergency duties
- Evacuation systems and accounting methods

## **CALM Theory**

Fair Deal is committed to providing appropriate training for all employees. CALM training services LTD is Fair Deal's identified training provider for supporting staff to manage difficult or challenging situations. All employees will receive training in the following areas:

- Causes of aggressive and violent behaviour
- Identifying triggers for aggressive and violent behaviour
- De-escalation skills and techniques

## **CALM Physical Intervention and Escapes Techniques**

For staff teams supporting people who require physical intervention or escape techniques staff will be trained to:

- Develop skills in physical intervention
- Develop Escape techniques
- Develop underpinning knowledge of de-escalation techniques
- Follow agreed strategies in place for the person being supported

## **Adult Support and Protection Training**

This training is carried out in house and aims to highlight what harm is and when harm can occur, in addition to this the session focuses on Adult Support and Protection legislation and Fair Deal and workers responsibility to comply with Adult Support and Protection legislation at all times. These sessions are linked closely to Fair Deal's Adult Support and Protection Policy.

## **Moving and Assisting Training**

Moving and assisting training applies to the manual handling of people and is governed by the Health and Safety at work Act 1974 and Manual Handling Operations Regulations 1992. In line with this legislation Fair Deal have a responsibility to provide all employees involved in moving and assisting of people Fair Deal support with thorough training covering all key elements for safe moving and assisting processes.

Current training covers the following:

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- Relevant legislation
- Role and Responsibility of worker
- The spine and causes of back pain, typical injuries
- Biomechanics, Ergonomics, wheelchair manoeuvring, Fire evacuation
- Use of different pieces of small equipment - handling belts, one way slide sheet, sliding sheets, turning discs
- Practical use of hoist, slings, profile bed

## **Administration of Medication**

A stringent and effective medication policy and procedure are essential within Fair Deal Services to ensure health and safety requirements are met, in addition to adhering to Fair Deal's Medication Policy all staff will receive relevant training in Administration of Medication.

This training covers the following areas:

- Principles of Safe Handling of Medication
- Legislation
- Classification of medication
- Common types of medication used and to treat what symptoms
- Routes medication can enter the body
- Record Keeping
- Scenarios, discussions and practical tasks
- Knowledge quiz activity

## **Epilepsy Awareness and Rescue Medication**

It is imperative that staff are clear about people's support needs and any particular health need they may have, if someone we support has epilepsy there should be an epilepsy protocol in place which outlines the action to be taken should the person have a seizure. All staff will be trained in epilepsy awareness and rescue medication.

The current training course covers the following:

- Different Types seizures
- How the brain works
- How administer rectal diazepam, how to administer buccal midazolam
- How to support person before and after a seizure
- Emergency Routines, Record keeping

## Document Information

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## Amendment History

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17/11/2021	3	Fiona Dunwoodie	Amended Fire Risk assessment section to include external assessor and amended footer