



Kare

Promoting Inclusion for People with Intellectual Disabilities

Kare Safety Statement.

Kare Policy Document.

Policy Owner: *Quality, Risk and Safety Manager.*

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Section 1 Introduction

Kare is an organisation which provides services to people with intellectual disabilities and their families in mid and south Kildare, east Offaly, west Wicklow and northeast Carlow.

Kare works with each individual who uses the service to support them to develop their skills and abilities so that they can live the life of their choice.

[Appendix 1](#) gives a description of Kare's Services and Supports (Strategic Plan).

[Appendix 2](#) gives a list of the locations of Kare's Services and Supports

[Appendix 3](#) refers to Kare's Open Disclosure Policy

[Appendix 4](#) shows the Organisation Structure

Kare recognises that safety, health, and welfare must be managed, and that the co-operation of everybody involved with the organisation is essential for the successful implementation of the Health & Safety policies and procedures in Kare.

Kare's Safety Statement is underpinned by Assisted Decision Making, regulations and national policies:

- Safety, Health, and Welfare at Work Act 2005
- Safety, Health, and Welfare (General Application) Regulations 2007
- Code of Governance for State Bodies
- Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (children and adults) with Disabilities Regulations 2013.
- HIQA National Standards for Residential Services for Children and Adults with Disabilities.
- New Directions Interim Standards for Adult Day Services
- Health and Safety at Work in Residential Care Facilities 2012 (HSA)
- Health and Safety Authority Guidance Document for the Healthcare Sector (2006)
- Health and Safety Authority Guidance on Lone Working in the Healthcare Sector
- HSE Lone worker policy 2022
- HSE risk enterprise framework 2023

- HSE Incident Management Framework
- HIQA Infection Prevention Control Standards

Kare's Safety Statement is supported by all of Kare's policies, processes, and procedures.

Kare's Health and Safety Framework includes this Safety Statement and the following:

- Risk Management Policy which describes how risks should be managed and therefore should be referred to in conjunction to this policy.
- Unit/Department Risk Registers include detailed Risk Assessments with regard to identified safety, health, and welfare risks.
- Fire Safety Policy which outlines how fire safety is managed
- Unit/Department Emergency Response Plan which details the procedures for managing emergencies.

The Health and Safety Oversight Committee will ensure that Kare's Safety Statement is reviewed each year, updated as appropriate and communicated to all staff through the Heads of Units.

Section 2 Mission and Aim of Kare's Safety Statement

Kare is committed to ensuring, in so far as is reasonably practicable, the safety, health and welfare of its staff, people who use the service and all other persons who may be affected by its activities. It will do this by creating a culture where safety, health and welfare are an integral part of all Kare's policies, procedures, and practices.

The aim of Safety Statement is to outline the systems and procedures that are in place within Kare to manage the safety, health and welfare of staff, people who use the service and all other persons who may be affected by the activities of the organisation.

Section 3 Statement of Intent

Kare is committed to ensuring, in so far as is reasonably practicable, the health, safety and welfare of its employees, people who use the service and all other persons who may be affected by its activities, based on the requirements of the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare (General Application) Regulations 2007.

In Kare we strive, in so far as is reasonably practicable to ensure:

- a safe place of work
- safe means of access and egress
- safe equipment
- safe systems of work
- appropriate information, instruction, training and supervision
- suitable protective clothing and equipment, where risks cannot be eliminated
- continuous improvement of processes and procedures so that risk to health, safety and welfare is minimised
- the prevention of risk to health from any article or substance including equipment
- the preparation and revision of Emergency Response Plans
- provision, where necessary, of a competent person to advise and assist in securing the safety, health, and welfare of employees

It is important that every employee understands their individual responsibility in the area of health and safety. It is only when each person takes ownership for their own area of responsibility that safety will be managed satisfactorily.

I hereby give my full support to the implementation of the policy and procedures outlined in this statement and re-iterate Kare's commitment to the provision of a safe and healthy environment for all.



Deirdre Murphy
Chief Executive Officer

November 2023

Section 4 Safety Organisation Chart for Kare

Managing Health and Safety				
	Communication and information	Training	Managing Risk	Managing Health & Safety Performance
Employee	Be familiar with KARE's Safety Statement Keep up to date with KARE's policies, processes and procedures	Identify Health and Safety training needs in conjunction with Line Manager and attend training	Adhere to policies, processes and procedures Implement controls in Risk Assessments	
Line Manager	Facilitate communication regarding Health and Safety at monthly staff meeting	Identify Health and Safety training needs in conjunction with staff and facilitate attendance at training and implementation of skills learnt	Ensure policies, processes and procedures are adhered to. Request improvements to policies, processes and procedures as relevant to minimise risk	Monitor Health and Safety measures, report results as required; initiate corrective action where necessary
Health & Safety Rep	Consult with staff and report to and from Health and Safety reps meetings at monthly staff meeting		Assist the Line Manager in carrying out Location risk assessments when required	Make recommendations to the Health and Safety Committee on common issues.
Health & Safety Oversight Committee	Keep up to date with Health and Safety legislation and best practice and communicate to the organisation as relevant	Liaise with Training Dept regarding planning and delivery of Health and Safety training	Review organisation risk assessment 'managing the Health and Safety of people associated with KARE' Review findings of Health & Safety audits	Identify and monitor Health and Safety performance indicators; initiate corrective action where necessary
Health & Safety Officer	Report on Health and Safety at bi-monthly Heads of Units meeting		Organise annual Health and Safety audits and Risk assessments. Respond to requests and concerns regarding Health & safety matters and initiate corrective action as relevant	Report on Health and Safety at bi-monthly Heads of Units meeting on behalf of the Health & safety committee
Process Owners			Improve policy, process and procedures as required to minimise risk	Identify and monitor Health and Safety performance indicators related to the process
Stakeholders /Service Users			Adhere to KARE's Health and Safety Policies and Procedures	

Section 5 Roles and Responsibilities of the Board of Directors and Chief Executive Officer

Kare's Board of Directors:

Kare's Board of Directors, in conjunction with the CEO, will take overall responsibility for ensuring that appropriate resources are provided and that health and safety is managed in accordance with the duties prescribed in the Safety, Health and Welfare at Work Act 2005.

Kare's Chief Executive Officer (CEO) will:

- Ensure all pre agreed Kare policies regarding health and safety are brought to the Board of Directors for approval.
- Ensure that all Kare's activities are safe and conducted without risk to employees, people who use the service and others' health, and are carried out in accordance with current statutory requirements, approved codes of practice and policies.
- Ensure Kare's health and safety performance is reviewed on an annual basis and that the required competencies are developed and maintained at all levels of the organisation.
- Liaise with regulatory bodies such as the Health and Safety Authority.
- Ensure that there are available, sufficient funds and facilities to enable the implementation of Kare's Safety Statement.

Section 6 Roles and Responsibilities of Line Managers

Kare's Line Managers will:

- Manage the implementation of the organisation's Safety Statement and related policies and procedures within their area of responsibility.
- Ensure that their staff are familiar with and adhere to the organisation's Health and Safety policies and procedures.
- Ensure new employees are briefed on Kare's Safety Statement as part of their Unit/Department Induction
- Co-ordinate health, safety and risk management activities e.g. risk

register and emergency response plan review, within their area of responsibility

- Ensure staff are familiar with the Unit/Department Risk Register and associated Risk Assessments
- Monitor health and safety performance and report results as required.
- Initiate corrective action to improve health and safety standards within their area of responsibility.
- Communicate with contractors and visitors, as appropriate, on health and safety issues.
- Work with staff to identify improvement and training needs regarding Health & Safety.
- Facilitate staff to attend training and to implement the knowledge and skills learnt.
- Ensure Health and Safety incidents that occur in their area are reported
- Follow up on incidents/near misses in their area to identify any actions required to prevent a reoccurrence
- Communicate with staff on health and safety issues and allow time for discussion of health and safety matters at Staff/Team meetings
- Facilitate the representation of staff in relation to Health and Safety issues through the health and safety representatives' system
- Ensure that weekly Health and Safety checklists for their Unit / Department are completed and actions identified are followed through.

Section 7 Roles and Responsibilities of Employees

All employees have a legal responsibility under Section 13 and 14 of The Safety, Health and Welfare at Work Act, 2005, to ensure that they safeguard their own health and safety and the health and safety of their fellow employees.

Kare employees will:

- Keep up to date with and adhere to Kare's Safety Statement and related policies and procedures.
- Take responsibility for their own safety, health and welfare and that of

any other person who may be affected by their behaviours while at work.

- Be familiar with the Risk Register and associated Risk Assessments in their area of work.
- Implement control measures outlined in Risk Assessments, both individual and Unit/Department, as appropriate.
- Attend training as required and undergo such assessment as may reasonably be required by Kare.
- Use any appropriate protective clothing and/or equipment to secure their safety, health and welfare while at work.
- Ensure they are not under the influence of an intoxicant (drugs and/or alcohol) while at work.
- Report immediately all incidents/near misses, using the appropriate reporting procedure.
- Ensure all equipment is in safe working order prior to using it.
- Report to a Line Manager, any defects in equipment, place of work or system of work which might endanger safety, health, or welfare.

Breaches of Kare's Health and Safety policy, processes, procedures and guidelines as outlined in this Safety Statement will be considered as serious misconduct and could result in disciplinary action up to and including dismissal.

Section 8 Roles and Responsibilities of the Health and Safety Officer

Kare will appoint a Health and Safety Officer whose responsibility will be to:

- Ensure that Risk Assessments in relation to the safety, health and welfare of people using Kare locations are carried out, documented and control measures are identified and adhered to.
- Monitor health and safety performance
- Investigate accidents, incidents and near misses
- Recommend improvements required to prevent reoccurrences of accidents, incidents and near misses

- Ensure that regular Health and Safety Oversight committee meetings and Health and Safety representative meetings are held, that minutes are documented and circulated as appropriate and that all outstanding actions are followed through to completion.
- Liaise with Line Mangers with regard to Health and Safety matters as required.
- Ensure that all contractors are compliant with Kare's Safety Statement.
- Liaise as appropriate with the Health and Safety Authority on relevant health and safety matters.
- Ensure that Kare's policies, processes and procedures support the safety, health and welfare of people associated with its activities.

Section 9 Roles and Responsibilities of the Health and Safety Oversight Committee

Kare will appoint a Health and Safety Oversight Committee to support the Health and Safety Officer to coordinate the development and management of health and safety practices at work.

The Health and Safety Oversight Committee will include employee representatives from across the organisation.

The functions of the Health and Safety Oversight Committee will be to:

- Review and update the organisation's Safety Statement on an annual basis.
- Ensure each Unit / Department has a Risk Register which is reviewed annually.
- Define the organisations health and safety at work performance measures including targets and benchmarks each year
- Monitor the performance of the organisation with regard to safety, health and welfare of employees
- Examine adverse event reports in relation the Health Safety and Welfare at Work Act and make recommendations to overcome

unhealthy or unsafe conditions or work practices

- Monitor Kare's policies, processes and procedures to ensure they address safety, health and welfare issues and make recommendations for improvements as relevant
- Keep up to date with relevant legislation, regulation, codes of practice and guidelines and advise the organisation of any changes required to its policies, processes, and procedures to ensure compliance
- Analyse HSA Inspectors' reports and make recommendations.
- Review specific items submitted by Health and Safety representatives and agree actions required.
- Coordinate the communication of safety, health, and welfare issues throughout the organisation.
- Undertake the training, where relevant, in order to be effective in their role as committee members
- Develop, maintain, and monitor Health and Safety Plan for the oversight group for the year.

The Health and Safety Oversight Committee will meet every quarter and will record minutes of these meetings.

Section 10 Roles and Responsibilities of Health and Safety Representatives

Each Location in Kare will appoint a Health and Safety Representative to represent them with regard to safety, health and welfare matters. Their function, which does not impose any duty of care, will be to:

- represent the employees in consultations with the employer.
- assist the line manager to investigate potential hazards and dangerous occurrences in the workplace.
- assist in the investigation of complaints by any employee they represent relating to that employee's health, safety, and welfare at work.
- make representations to the employer on matters arising from

potential hazards, dangerous occurrences or complaints related to employees' health, safety, and welfare at work.

- assist the Line Manager in carrying out inspections of the workplace at regular intervals especially following accidents, dangerous occurrences

Note: *dangerous occurrence' means an occurrence arising from work activities in a place of work that causes or results in –*

(a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,

(b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,

(c) the uncontrolled or accidental release, the escape or the ignition of any substance,

(d) a fire involving any substance, or

(e) any unintentional ignition or explosion of explosives

- represent employees in consultations at the workplace with inspectors of the Health and Safety Authority and any other enforcing authority.
- attend meetings of the Health and Safety Representatives.
- undertake the necessary training in order to be effective in their role as Health and Safety representative.

- In Kare the Health & Safety Representative will act as Worker Representative, the role includes:
 - Undertake the required training – HSA Lead Worker Representative ([Click Here](#))
 - Work collaboratively with line management to ensure, so far as is reasonably practicable, the safety, health, and welfare of everyone in relation to COVID-19
 - Assist the line manager to update and review the location risk register and individual risk assessments where relevant
 - Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social

- distancing in accordance with public health advice
- Assist in keeping fellow employees up to date with the latest COVID-19 advice and promote good hygiene practices, good respiratory etiquette, and social distancing in accordance with public health advice
- Escalate areas of non-conformity to the Line Manager
- Consult with fellow employees, raise their concerns, and provide timely feedback
- IPC is added as a standing agenda item to the staff team monthly meeting agenda and include:
 - Periodic Infection Prevention and Control Audit report
 - Location Risk Register Infection Control and any other relevant risks
 - Issues arising specific to the location/department
- Meet with the line manager Monthly to discuss
 - issues arising - likely adding additional control measures to location risk register
 - cleaning checklists
 - review the Location Risk register and date the review.
 - update controls / identify actions as relevant.
 - Discuss Infection prevention and control audit report
 - In the absence of a Leader the Operations Manager is the next point of contact

The Health and Safety Reps Group will meet quarterly and will record minutes of these meetings. The minutes of the Health and Safety Reps Group will be published on Kare connect for access by staff.

Section 11 Contractors and Visitors

Contractors

A contractor is any person who is not a Kare employee and who comes into the premises for the purpose of providing a service e.g., maintenance, building works, contract, IT equipment. By definition, this includes sub-contractors.

- All contractors will be issued with the Kare Contractor Rulebook
- All contractors must adhere to the Kare Contractor Rulebook
- All contractors must sign in when entering a Kare Unit / Department and sign out when leaving
- Follow relevant health and safety guidance as advised by Kare

Visitors

A Visitor is any person who is not a Kare employee or contractor who comes into the premises for the purpose of visiting or meeting somebody.

Visitors may also be a Kare employee who do not normally work in the location.

- A record will be kept of visitors to a Kare location. All locations other than Community and Short Breaks houses will use a Visitor book while the House diary will be used to record the date, time and name of visitors to houses.
- All visitors should treat people they meet in Kare with respect
- All visitors should follow any instructions given in the event of an emergency
- Follow relevant health and safety guidance as advised by Kare

Note: Visitors book for Curragh Grange Preschool will include the following details in accordance with the requirements of the Early Years

Inspectorate:

Date, visitors name and contact number, time in and time out, reason for entry, name of person who approved entry.

Access to Kare Buildings

- All visits and contract work must be pre-arranged and agreed in advance.
- Visitors to Kare buildings will be recorded as follows:
 - Short Breaks and Community Houses through the house diary
 - Local Services through the visitors sign in book
 - Preschool through the visitors sign in book
 - Administration Buildings through the visitors' book logged by the person on reception / accessible at the entrance to the building.
- Visitors should only go to Kare buildings with a scheduled appointment or for the purpose of collection / delivery.

Refer to document:	Contractor Rule Book Visitors to People Living in Kare houses
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Section 12 Safety Advisor

Kare will engage the services of a Health and Safety consultant as required, to advise the organisation on the development and implementation of effective safety, health and welfare policies, processes, and procedures throughout the organisation.

Section 13 Communication and Consultation

Kare will inform all stakeholders, including staff, people who use the service, family members, contractors and members of the public of its safety, health and welfare policies and procedures through relevant communication and induction activities.

Health and Safety will be an agenda item on the Heads of Units/Departments meeting, which is chaired by the Chief Executive Officer, to facilitate the communication of safety, health and welfare matters throughout the organisation.

Health and Safety will be an agenda item on each Units/Departments monthly staff meeting to facilitate the communication, consultation, and discussion with regard to safety, health and welfare matters and will include:

- updates on the Safety Statement
- updates/ review of the Unit / Department Risk Register and Emergency Response Plan
- feedback from the Health and Safety Representatives meetings
- results of audits and inspections
- health and safety incidents and associated controls where relevant

The Risk, Quality and Safety Sub Committee of the Board will receive quarterly reports on health and safety matters.

Section 14 Health and Safety Training

Kare is committed to providing ongoing and continuous information, instruction, training and supervision to ensure health, safety and welfare at work in, so far as is reasonably practicable, as outlined in Section 9 and 10 of the Safety Health and Welfare at Work Act 2005.

Kare will provide:

- Individuals who use Kare's service will be given support, information and training with regard to their health safety and welfare as relevant to their individual needs
- Ongoing support to line managers to enable them to manage risks effectively so that the health, safety and welfare of all is managed in a safe and responsible manner
- Training to staff with regard to Kare's processes, policies and procedures as relevant to their job role, this will include information on associated hazards and risks and their role and responsibilities as employees.
- Performance Management for individual staff members through which they can identify their training requirements with regard to health and safety matters in conjunction with their Line Manager, including

identification of mandatory training applicable to their role.

- New employees with the appropriate mandatory Health and Safety training as part of their Induction.
- Members of the Health and Safety Oversight committee with on-going support on their role and responsibilities as relevant
- Health and Safety representatives with training on their role and responsibilities.

Kare will schedule and provide required training such as outlined in the Staff Training & Development Policy

Refer to documents:	Kare’s Staff Training and Development Policy Kare’s Training Plan Health and Safety Training – Kare Leap
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Section 15 Fire and Emergency Response Plan

Kare’s Fire Safety Policy outlines the organisation’s approach to managing fire safety

Each Kare Unit / Department has an Emergency Response Plan which outlines the actions to be taken in the event of particular emergency events

Each Unit/Department Leader will ensure that the Location Emergency Response Plan is kept Up-to-date and reviewed at least annually.

Refer to document:	Fire Safety Policy Unit / Department Emergency Response Plan Unit / Department Risk Register Individual Personal Emergency Evacuation Plans (PEEP)
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Section 16 Managing Risk

Kare’s Risk Management policy outlines how risks associated with the activities of Kare should be managed to minimise the potential for adversity–

Refer to document:	Risk Management Policy Unit/Department Risk Register Individual Risk Assessments Risk Management training module – Kare Leap Incident Management Policy
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Section 17 Incident Management

Kare recognises the importance of reporting health and safety incidents so that

- any adverse outcomes can be minimised
- action can be taken to prevent reoccurrence
- related Risk Assessments can be updated to ensure relevant controls are in place
- accidents can be reported on to regulatory authorities as required
- statistics can be compiled to inform learning and continuous improvement activities

Refer to document:	Incident Management Policy Risk Management Policy Unit Department Risk Register Individual Risk Assessments
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Section 18 Protecting People who use Kare’s Services and Supports

It is the policy of Kare to ensure people who use the service are treated with dignity and respect at all times and are protected from any form of mistreatment or abuse. Kare has a number of policies which outline its approach to this.

<p>Refer to documents:</p>	<p>Child Protection and Welfare Policy Safeguarding of Vulnerable Persons at Risk of Abuse Policy Trust in Care Policy Protected Disclosure / Good Faith Reporting Policy Unit/Department Risk Register Individual Risk Assessments Risk Management policy Child Safeguarding Statement Staff Training & Development Policy</p>
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Section 19 Dignity at Work

It is the policy of Kare that all employees have the right to be treated with dignity and respect and that freedom from harassment or bullying is a condition of work to which every employee is entitled.

Kare have a Dignity at Work policy to promote awareness among employees of the steps they can take if they feel they are being bullied or harassed.

All staff have access to an Employee Assist Programme.

All staff must complete Dignity at Work training – HSELand

<p>Refer to document:</p>	<p>Dignity at Work Policy Unit / Department Risk Assessment as relevant</p>
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Section 20 First Aid

Kare is committed to ensuring all efforts are made to adhere to the regulatory requirements in relation to First Aid as outlined in the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 7: First Aid.

Kare will ensure it meets its regulatory requirements with regard to on site first aid. Kare will provide First Aid training to staff as relevant to their role and the requirements of their work location. Kare recognise that it is not possible to have a first aider available on site at all times, in the event of a person being injured or becoming ill, staff should seek the appropriate assistance e.g., call an ambulance.

Staff will follow infection prevention and control precautions while performing any First Aid Treatment. Staff will wear PPE as appropriate and follow good Hand Hygiene.

Each Kare Unit / Department will have a First Aid Box, recommended stock for a First Aid Box is as follows:

Stock	Recommended Quantity
Surgical Mask	3
Large First Aid Dressings	2
Medium First Aid Dressings	2
Extra Large First Aid Dressing	1
Eye Pad with Bandage	1
Triangular Bandage	2
Conforming Bandage 6cm	1
Conforming Bandage 8cm	1
Elastic Bandage 6cm	1
Fabric Tape 2.5m x 5m	1
Wash proof Plasters	20
Blue Plasters (where food is being prepared)	50
Antiseptic Wipes	10
Cotton Wool 25g	1
Savlon Spray	1
Antiseptic Cream	1
Eye Wash 500ml	1
Latex Gloves (Per Pair)	2
Safety Pins	6
Standard Scissors	1

Note: Quantities can vary depending on the size of the location/ frequency of use.

The Line Manager/designate will ensure the First Aid Box is appropriately stocked for the Unit / Department and that it is checked monthly using the First Aid Checklist form

Refer to document:	Infection Control Policy
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Section 21 Personal Protective Equipment

Kare will supply employees with personal protective equipment as appropriate to ensure their health and safety.

Line Managers should ensure that Risk Assessments in the location/s for which they are responsible include the use of Personal Protective Equipment as a control measure as appropriate.

It is the responsibility of each employee to use the personal protective equipment/clothing supplied by Kare as appropriate in carrying out their role.

Staff using PPE- personal protective equipment need to complete relevant training on HSELand.

Line Managers will ensure there is a sufficient supplies of cleaning products and PPE available in the location.

Section 22 Moving and Handling

Kare have a Moving and Handling Policy which promotes a culture of safe moving and handling practices, and to reduce, in as far as is reasonably practicable, the risks associated with such activities.

All staff must complete Moving and Handling training.

Refer to document:	Unit / Department Risk Register Individual People Moving and Handling Plans Moving and Handling Policy
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Section 23 Maintenance of Buildings and Equipment

Kare recognises the importance of maintaining its buildings and equipment to the highest possible standard.

Buildings

All Kare buildings will be kept in good condition and have adequate light and good floor surfaces

Line Managers will ensure any maintenance needs with regard to buildings, are reported to the Facilities Manager using the agreed Maintenance Request System (Track plan)

The Facilities Manager will prioritise, schedule and monitor the completion of maintenance works.

Equipment

All equipment used in Kare will be in good working condition and maintained according to the manufacturer's instructions.

Line Managers will ensure equipment used in their area is serviced as required and maintenance needs are reported as appropriate.

It is the responsibility of the Line Managers to ensure that a Risk Assessment is in place for Equipment as necessary and that it is kept up to date and control measures are implemented as appropriate.

It is the responsibility of staff to use all equipment in accordance with instructions.

Refer to document:	Managing Properties Policy Unit/Department Risk Register
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Section 24 Vehicles and Driving

Kare provides transport to people who use the service both through its own fleet of vehicles and through contractors. Many of Kare’s employees are required to drive in the course of their work.

Kare recognises the hazards and risks associated with the provision of transport and driving for work and is committed to managing these risks.

Vehicles

All Kare’s vehicles will be kept in a roadworthy condition and will have an up-to-date DOE/ NCT certificate

It is the responsibility of Line Managers in locations that use Kare vehicles to ensure that a Unit/Department Vehicles/Transport Risk Assessment is in place and that it is kept up to date and control measures are implemented as appropriate.

Line Managers will report any maintenance needs with regard to vehicles to the Facilities office who will in turn organise for the appropriate work to be undertaken.

Driving for work

Employees may be required to drive in the course of carrying out their duties, (excluding driving to and from work), this may involve driving a Kare vehicle or their own vehicle.

It is the responsibility of Line Managers to ensure that employees driving Kare vehicles with a capacity of over 8 passengers will have the appropriate licence and have completed CPC training.

Kare will offer Driver Awareness training to staff who regularly drive as part of their role.

It is the responsibility of each employee to hold the appropriate driving licence, undertake any driving training required of them and to drive in accordance with the Rules of the Road.

Refer to document:	Managing Transport Policy Unit / Department Risk Assessment Weekly/Daily Vehicle Checklist as relevant Cleaning Checklist
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Section 25 Housekeeping

Kare recognises the importance of good housekeeping in supporting the management of the health and safety of people using its buildings. Line Managers will ensure the buildings for which they are responsible are maintained and kept clean and tidy at all times.

Refer to document:	Unit / Department Risk Register Infection Control Policy Daily / weekly household Cleaning Checklist Staff Training & Development Policy
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Section 26 Infection Control

Kare’s Infection Prevention and Control policy aims to prevent the spread of infection and to manage and control situations in Kare where infection and infectious diseases are present.

It is the responsibility of each employee to complete all identified training in relation to Infection Prevention and Control in order to safeguard themselves and others.

Refer to document:	Infection Control Policy Unit / Department Risk Register Staff Training & Development Policy
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Section 27 Pest Control

Kare recognises the importance of good Pest Control in supporting the management of the health and safety of people using its buildings

Pest Control programme in place in all properties to manage the control of possible infestations

Refer to document:	Managing Properties Policy Unit / Department Risk Register
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Section 28 Safety Signage

Kare will provide appropriate safety signs where relevant – (Local Services / Admin buildings) to be used to indicate hazard or danger such as Caution Wet Floor Signs. Safety signage may not always be appropriate for use in Kare Community Houses – Floors area should be washed when Individuals are not present in these areas. In the event of unplanned spillages – Individuals should be made aware of these dangers and advised to avoid these areas until it is safe to do so
Kare will install Exit signs where appropriate to indicate exits in the event of an emergency.

Section 29 Security

Kare will fit its properties with security systems such as key pads and monitored alarms as appropriate. CCTV may be installed in Kare premises for security purposes and to deter crime and vandalism where it is deemed necessary.

It is the responsibility of Line Managers to ensure that a Risk Assessment is in place for the locations they are responsible for and that it is kept up to date as relevant. They will also ensure there is a protocol in place for managing the security of the buildings for which they are responsible including:

- key holders
- setting the alarm
- use of CCTV

The Line Manager will ensure that every effort is made to ensure security systems do not restrict people who use the service from entering and exiting the building during regular opening hours. Where a person who uses the service is restricted by a security system from freely entering and exiting a building – Kare’s Restrictive practice policy should be followed.

Refer to document:	Use of CCTV and Monitors Policy Unit / Department Risk Register Restraint/Restrictive Practices Policy
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Section 30 Restrictive practices

Kare acknowledges that the use of restrictive practices is an imposition on an individual’s rights and dignity and should only be used in exceptional circumstances when it is considered there is a significant risk of injury or harm to the individual and/or others.

Refer to document:	Restraint/Restrictive Practices Policy Human rights training – HSE Land
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Section 31 Smoking

Kare’s Smoke Free Workplace Policy has been developed to protect all employees, people who use the service, contractors, and visitors from exposure to second hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Refer to document:	Kare Smoke Free Work Place Policy
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Section 32 Illegal Substance Abuse

It is the responsibility of each employee or anyone working on behalf of Kare to ensure they are not under the influence of an intoxicant (drugs and/or alcohol) while at work.

A staff member being at work while under the influence of an intoxicant will be considered as serious misconduct and could result in disciplinary action up to and including dismissal.

Kare recognises that people who use its services and supports may be vulnerable to social influence and the misuse of drugs and alcohol. In a situation where an individual using Kare’s service and supports is misusing drugs and/or alcohol, the health and safety of the individual themselves, staff and other service users will

inform the response to be taken. The response taken will aim to ensure the health and safety of all concerned while at the same time respecting the person's individual needs.

In the event of finding a substance that is thought to be illegal on a Kare premises a staff member should:

- lock the substance away immediately
- inform their Line Manager immediately of the find, if the Line Manager is not available they should inform another staff member to witness and confirm substance found
- inform the Garda Siochana of the find and request procedures to be followed.
- follow the advice of the Garda Siochana
- under no circumstances should a staff member take any suspicious substance in any of their own personal vehicles, any Kare vehicles, or on their person without notifying a member of An Garda Siochana

Section 33 Mobile Phone Use

Kare recognises many staff are required to use a mobile phone in the course of their work.

It is the responsibility of staff members to ensure they use mobile phones in a safe way and that they do not use a mobile phone while driving.

Refer to document:	Managing Transport Policy Data Protection & Records Management Policy IT Policy
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Section 34 Workplace Stress

Kare recognises that many aspects of personal, family and work life can cause stress, in that there are pressures embedded within all of these areas of an employee’s life, and that each person has different coping abilities and a different tolerance for stress.

In order to assist employees to manage stress associated with their job Kare will:

- support staff to manage the work load associated with their role
- match the skills and abilities of employees to the demands of job roles
- provide employees with training and support to carry out their job
- implement a performance management system which supports employees to carry out their job to the best of their ability
- support employees to address any concerns they have about their work environment
- provide access to support and counselling through the Employee Assistance Programme

Refer to document:	Performance Management Policy Dignity at Work Policy Grievance Procedure Employee Assistance Programme
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Section 35 Lone Working

Lone workers are those employees who work by themselves without close or direct supervision (HSA, 2011). Lone workers are employees who are physically isolated from colleagues and without access to immediate assistance such as

- staff working in a house on their own
- staff working in a location on their own or out of hours occupancy
- staff working away from their base e.g., supporting an individual in the community or home visits.

Kare recognises that due to the nature of work within Kare and the facilities, some staff are required to work by themselves without close or direct supervision in a diverse range of environments. In this regard, it is the policy of Kare to ensure the safety of lone workers by minimising the related risk and putting in place appropriate measures to improve their safety.

Kare recognises that Lone workers may be exposed to hazards such as violence and aggression (including physical and verbal abuse) and difficult work environments and may be at greater risk in the event of an emergency or if involved in a work-related accident.

It is the responsibility of Line Managers in locations where there are Lone Workers to ensure that a Unit / Department Lone Worker Risk Assessment is in place and that the appropriate controls are implemented and to:

- Ensure that the hazards and risks associated with Lone Working are identified and assessed, and appropriate measures are put in place to eliminate, control or minimize the risk
- Ensure that risk assessments are undertaken in a written format and form part of the service/site specific Safety Statement.
- Ensure there is a process in place for the Line Manager to escalate risks that cannot be managed locally onto the appropriate location risk register while managing the risk as far as is reasonably practicable
- Ensure that employees are provided with appropriate information, instruction and training
- Ensure that incidents involving Lone workers are reported and managed in accordance with HSE Safety Incident Management Policy, 2014 Policy
- ensure that remedial measures identified through incident reviews are promptly implemented
- Monitor and review the effectiveness or preventative procedures and measures

Identifying risks

Some of the risks which lone workers may face include:

- Threats, aggression and violence
- Inadequate hygiene and welfare facilities
- Effects of social isolation
- Sudden illness/emergencies
- Lack of immediate support and assistance
- Risks related to driving such as vehicle breakdown
- Fire

Things to consider when completing a lone working risk assessment:

Work Location

- Does the workplace present a risk to the lone worker?
- Is the work carried out in a rural or isolated area?
- Is the lone worker going into someone else's home or premises?
- Is the work carried out in an activity room / personal care room / reception area which is out of sight or earshot of a colleague?

Work Activity

- Can one person do the job safely?
- Is there a potential risk of aggression violence?
- Is there a history of previous incidents/near misses?

Work Equipment

- Can the equipment/substance involved in the work activity be safely handled and operated by one person?

- Does the lone worker have access to adequate and reliable means of communication/a way to call for help?

Lone Worker (specific risk factors)

- Has the person received appropriate training based on a training needs assessment (TNA)?
- Are young workers, pregnant employees or persons with disabilities particularly at risk if they work alone?
- Is the person medically fit to work alone?
- Is the lone worker aware of any potential cultural factors?
- Is there an enhanced potential for discrimination for staff who are lone working and represent one or more of the diversity grounds?

In addition to conducting formal Risk Assessments, Lone Worker employees are required to conduct dynamic risk assessments. These are informal on-the-spot undocumented risk assessments, the purpose of which is to minimise known or suspected risk factors by early intervention.

Any concerns must be reported to the line manager at the earliest opportunity and the lone working risk assessment reviewed and updated as appropriate.

It is the responsibility of employees to participate in monitoring their own personal safety by their joint involvement in the identification, assessment and control of identified hazards and risks and in adhering to the safety measures put in place by the Kare to protect them.

Refer to document:	Unit / Department Risk Register. Risk Management policy Safety, Health and Welfare at Work Act, 2005 Regulation 2(3) of the Safety, Health and Welfare at Work (General Application) Regulations, 2007
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Section 36 Safe Administration & Management of Medication

Kare recognises that where medication is prescribed for people who use the services, every effort should be made to ensure the safe and proper use and management of such medication. Kare's policy Safe Administration & Management of Medication sets out how staff should manage and administer medication.

Refer to document:	Safe Administration & Management of Medication policy Unit / Department Risk Register Individual Medication Management Plans Staff Training & Development Policy
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Section 37 Health and Wellbeing of Individuals who use Kare Services

Kare recognises that some individuals have specific health and wellbeing support needs. It is the responsibility of the Unit/Department Manager to ensure that these individuals have relevant support plans in place and that staff supporting them avail of appropriate awareness training.

Refer to document:	Unit/Department Risk Register
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Section 38 Positive Behaviour Support

Kare recognises that some of the people it supports may have behaviours that challenge, such behaviour may at times put the person themselves and others at risk of harm or injury. Kare’s policy on Positive Behaviour Support outlines Kare’s approach to Supporting Behaviour that challenge

Refer to document:	Positive Behaviour Support Policy Restraint/Restrictive Practices Policy Unit / Department Risk Register Serious Physical Assault Policy
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Section 39 Pregnant Employees

Pregnancy is a part of normal everyday life; it is not an illness. Many women work during pregnancy and many return to work while they are breastfeeding. Because there are some hazards in the workplace which may affect either the health of the woman or her developing child, an employer has specific responsibilities as set out in Chapter 2 of Part 6 of the Safety, Health, and Welfare at Work (General Application) Regulations 2007. Kare takes these responsibilities seriously and will make every effort to protect the safety, health, and welfare of its pregnant employees.

It is the responsibility of employees to inform Kare if they are pregnant and to provide a medical certificate to confirm this.

It is the responsibility of Line Managers, on being advised by an employee that she is pregnant, to carry out an individual Risk Assessment to identify any potential risks and the controls that need to be put in place. Controls may include adjusting the working conditions and/or hours of work, providing suitable alternative work or if that is not possible arranging health and safety leave in accordance with Section 18 of the Maternity Protection Act 1994. Line Managers should forward a copy of the completed risk assessment to the HR Department for inclusion in the staff’s personnel file.

Refer to document:	Unit / Department Risk Register Employee Handbook
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Section 40 Working at Heights

Kare recognises that at times it may be necessary to work at heights for maintenance purposes. In such situations a risk assessment should be carried out and appropriate control measures put in place to mitigate against an accident.

It is the responsibility of employees and contractors who may need to work at heights to adhere to the control measures set out in the risk assessment.

Refer to document:	Unit / Department Risk Register
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Section 41 Chemical and Hazardous Substances/Materials

Kare recognises that chemicals and hazardous substances/materials can cause serious illness and even death if exposure is not prevented or properly controlled. Every effort should be made to avoid the use of chemicals and potentially hazardous substances/materials where possible, however it is recognised that substances and materials in common use throughout the organisation which fall into this category includes cleaning detergents, bleach, medications, and sharps (needle sticks).

Kare will adhere to all relevant legislation, regulation, and best practice guidelines in relation to the purchase, storage and use of chemicals and potentially hazardous substances/materials.

It is the responsibility of Line Managers to ensure that a Unit / Department Risk Assessment is in place as relevant and that it is kept up to date and control measures are implemented as appropriate.

It is the responsibility of employees to adhere to any specific control measures, procedures and protocols that are in place with regard to chemicals and hazardous substances/materials in the Unit / Department in which they are working.

Refer to document:	Unit / Department Risk Assessment Chemicals and Hazardous Substances
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Section 42 Computers, Workstations and Display Screens

Kare will ensure that all employees who use computers as part of their work practice will complete HSE Land Display Screen Equipment training. If there is a concern identified through this training, the relevant Line Manager will carry out a risk assessment and appropriate control measures will be implemented.

It is the responsibility of employees to adhere to any specific control measures that are in place with regard to computers, workstations and display screens including attendance at training as required.

Line Managers will ensure that a Unit / Department Risk Assessment is in place, as appropriate, that it is kept up to date and control measures are implemented as appropriate.

Refer to document:	Staff Training & Development Policy Remote Working Policy
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Section 43 Electricity and Electrical Equipment

Kare recognises that electricity and electrical equipment can cause electric shock and burns if not properly maintained and used correctly. In order to minimise any such occurrences electrical equipment will:

- be purchased from a recognised retailer
- be operated according to the manufacturer’s instructions
- be serviced by an approved contractor

Line Managers should ensure that a Unit / Department Risk Assessment is in place, as relevant, that it is kept up to date and control measures are implemented as appropriate.

It is the responsibility of employees to adhere to any specific control measures that are in place with regard to electricity and electrical equipment including the immediate reporting of any faults.

Refer to document:	Unit / Department Risk Register Emergency Response Plan
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Section 44 Safe Administration, Storage and Transportation of Oxygen

Kare recognises that there may be times when an individual using its services and supports is prescribed therapeutic oxygen. – Guidance for Safe Administration, Storage and Transportation of Oxygen is outlined in the Safe Administration and Management of Medication policy

Refer to document:	Unit/ Department Risk Assessment Oxygen Administration, Safe Administration & Management of Medication policy
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Section 45 Remote Working

Line Managers will ensure staff working remotely will follow Policy and Procedure as outlined in the Remote Working Policy.

Refer to document:	Remote Working Policy
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Section 46 Adverse Weather

Kare will arrange to have salt/grit distributed as required to minimise the risk of ice build-up on main access route to entrance of building.
Specific weather event action plan will be put in place in the event of adverse weather if required in individual locations as appropriate.

Refer to document:	Emergency Response Plan Location Risk Register
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Section 47 Carbon Monoxide

Kare will arrange to have carbon monoxide monitors where relevant e.g. any premises with a gas appliance, internal boiler, open fire and/or any heat producing appliance that requires an outlet for emissions.

See Emergency Response Plan - Appendix 2 - What to Do When A Carbon Monoxide Detector Goes Off

Refer to document:	Emergency Response Plan Risk register
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Appendices:

Appendix 1: [Strategic Plan 2021 - 2025](#)

Appendix 2: [List of Kare's Locations](#)

Appendix 3: [Link to Open Disclosure Policy](#)

Appendix 4: [Kare Organisational Chart](#)

Revision History.

Rev. No.	Approved by the OMT	Approved by Kare Board	Launched at Heads of Units	Operational Period
Rev. 1	N/A	N/A	N/A	1995- Sept 2005
Rev. 2	Kare Safety Statement Kare Health and Safety Policy			Oct 2005 – Dec 2014 June 2008 – Dec 2014
Rev. 3	Approved by External Consultant Dec 2014	November 2014	-	Jan 2015 – May 2015
Rev. 3.1	May 2015	N/a Minor revisions to update references	June 2015	June 2015 – March 2016
Rev. 3.2	Jan 2016	March 2016	April 2016	April 2016 – Jan 2017
Rev. 3.3	Jan 2017	Jan 2017	Jan 2017	March 2017 – Oct 2017
Rev. 4	September 2017	October 2017	Nov 2017	Nov 2017– Nov 2018
Rev. 5	September 2018	October 2018	Nov 2018	Nov 2018 – Feb 2020
Rev. 6	December 2019	February 2020	March 2020	March 2020- May 2020
Rev. 6.1	June 2020	Minor Revisions approved by SPG June 2020	June 2020	June 2020 – Dec 2020
Rev. 7	December 2020	December 2020	December 2020	Dec 2020 -Aug 21
Rev 7.1	Aug 2021	N/A	Sept 2021	August 2021- Nov 2021
Rev 8	November 2021	N/A	Dec 2021	Jan 2021 onwards