


Viking Care - CT9 2NJ

Health & Safety Action Plan

Main Person seen:	Lian Palmer
Person seen:	Ashley Palmer
Visit date:	Thursday 03 September 2020
Premises Description & Areas Visited:	Office, classroom, client bathrooms, staff toilet, storage, music room, sensory room, COSHH cupboard, reception, kitchen & dining, garden, bedroom, kitchen and living room.
Areas Not Visited:or Access Restricted	I was advised that all areas were seen.
Address:	Ashmount, CT9 2NJ




Ref.	Non-compliance and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
5.23	Exposure to radon gas. Using the UK radon map, it was observed that the premises is located in a radon area.	Employers have a duty to ensure the health and safety of employees and others who have access to their premises. Specific regulations require that action is taken by employers whenever radon levels are above the workplace exposure level. In high radon areas building regulations require that measures to reduce the ingress of radon into buildings are designed and built into new buildings and extensions. This can be achieved by obtaining a detector from Public Health England, who will analyse the detector and send you the results and any advice required. Further details can be found on their website https://www.ukradon.org/information/ukmaps .	5-13	Six Weeks		Lian Palmer	

Health & Safety Site Compliance Review

Details


Main Person seen:	Lian Palmer
Person seen:	Ashley Palmer
Visit date:	Thursday 03 September 2020
Areas visited:	Office, classroom, client bathrooms, staff toilet, storage, music room, sensory room, COSHH cupboard, reception, kitchen & dining, garden, bedroom, kitchen and living room.
Areas not visited:	I was advised that all areas were seen.
Address:	Ashmount, CT9 2NJ

Summary of Findings












0		Immediate and urgent action required. Detailed on Action Plan.
1		Further action is required to improve safety management. Detailed on Action Plan.
76		Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, working practices, and safety arrangements considered by me are to be found in the following pages.

Overview Of Areas Relating To Documentation

	Documentation	Status	Supporting evidence - Action required
1.1	Is a current copy of the Employers' Liability Insurance Certificate available to employees or displayed in a suitable location?		Certificate available, in date and is available to employees.






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1.2	Is a copy of the Health and Safety 'What you need to Know' poster on display?		The Health and Safety law poster “What you need to know” is prominently displayed within the premises where employees have access to the information.
1.3	Is a health & safety policy in place (updated to meet current health & safety legislation) with the signed statement of intent, signed and dated by the overall person responsible for health & safety?		There is a health & safety policy in place and it had been signed and dated by the person with overall health & safety responsibility. Documentary Evidence Seen - Next Due Date - 03/09/2021
1.4	Have employees received a copy of the Employee Safety Handbook and provided a signature verifying their understanding and receipt of the booklet?		Employee Safety Handbooks have been issued, ensuring that employees are aware of the rules surrounding health and safety within the organisation. A signature has then been provided to confirm their understanding of the document.
1.5	Are there any enforcement actions by health and safety Enforcing Authorities, still open in connection with your business, at this site?		No visits from the Enforcing Authority have taken place so no formal enforcement actions are open.
1.6	Is the management process clear if actions are required by Enforcing Authorities?		Senior Management are aware of the need to take early action and notify Peninsula in regard to Enforcing Authority reports.
1.7	Do persons who drive on the public highway as part of their work activities, using their own transport, have adequate business insurance cover, and where applicable a current vehicle examination certificate?		All road vehicle users business insurance, vehicle examination and tax details are checked on an annual basis. Are checked and recorded on People Planner a care software.
1.8	Is a suitable Data Protection legislation compliant accident recording system in place with investigation of accidents carried out?		Accidents are reported and recorded accordingly via a Data Protection Act compliant accident book and accident investigations are conducted as required to identify root causes and prevent similar occurrences.
1.9	Is a suitable hazard or handover book actively in place?		A suitable documented hazard reporting system is in place in form of an online notification in place and a diary is also in use. All employees are actively encouraged to report potential hazards, unsafe conditions and near misses.
1.10	Are driving licence checks undertaken for persons who drive on the highway as part of work activities?		All workplace road vehicle users licences are checked on an annual basis, ensuring the continued eligibility to drive upon the public highways.
	Documentation	Status	Supporting evidence - Action required
1.12	Is a suitable system in place to monitor the actions of persons with assigned health and safety responsibilities? or areas of concern being identified and addressed as required.		Periodic Checklists are being utilised with non-conformities health and safety responsibilities.
			



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- 1.13 Are Contractors assessed for suitability with submission of relevant Contractors assessed for suitability with documentation requested, such as documentation? copies of risk assessments, method statements, insurance certificates etc.
- 1.14 Where necessary, has a health assessment been conducted for members of staff who undertake night work, with records kept? Night working health assessment is undertaken with records retained.
- 1.15 Are arrangements in place to consult with employees on health and safety Health and safety consultation is conducted and documented accordingly via issues and provide relevant information? Are records of consultation retained? scheduled meetings, supervisions / appraisals.







Overview Of Areas Relating To Equipment

	Equipment	Status	Supporting evidence - Action required
2.1	Is a documented planned preventative maintenance schedule in place for relevant work equipment ?		Maintenance is conducted in accordance with the manufacturer's recommendations and documented records are available.
2.3	Are adequate arrangements in place to service and maintain workplace transport (road going vehicles)?		Works vehicles are suitably maintained in accordance with the manufacturer's / suppliers OR Driver and Vehicle Standards Agency (DVSA) recommendations and requirements.
2.5	Are work vehicles subject to periodic safety checks by drivers / operators?		Work vehicle checks are conducted on a regular basis.
2.6	Has portable electrical equipment been subject to a periodic inspection and testing?		Portable electrical appliances are tested for electrical safety within suitable timescales by PAT Test Specialist. Documentary Evidence Seen - Next Due Date - 14/11/2020
2.8	Are arrangements in connection with office equipment suitable?		Office equipment including chairs and desks appear suitable for the use of display screen equipment. Other equipment appears to be satisfactory.






Overview Of Areas Relating To Fire

	Fire	Status	Supporting evidence - Action required
3.1	Is the fire alarm and / or automatic fire detection system in working order and tested at weekly intervals with a record kept?		The fire alarm and / or automatic fire detection system appears to be in working order and is tested weekly from a scheduled rotation of call points on Mondays at 8 am. Documentary Evidence Seen - Next Due Date - 07/09/2020
3.2	Is the fire alarm and / or automatic fire detection system subject to six monthly servicing arrangements?		The fire alarm and / or automatic fire detection system is serviced at six monthly intervals with records retained in accordance with the current standards. Zensor 28-08-2020 Documentary Evidence Seen - Next Due Date - 28/03/2021








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3.3	Are arrangements in place for all staff to undertake fire evacuation drills at least every 6 months and to record the results?		<p>Fire emergency evacuation drills are conducted within the recommended timescales.</p> <p>Documentary Evidence Seen - Next Due Date - 21/12/2020</p>
3.4	Are emergency lighting units subject to a suitable servicing regime?		<p>Emergency lighting is serviced at the required intervals with documents retained in accordance with current standards.</p>
3.5	Are fire assembly point(s) clearly indicated in suitable locations?		<p>The fire assembly point is clearly identified via the fire procedure / signage. Front of the building.</p>
3.7	Are all the fire alarm operating points easily accessible?		<p>Automatic fire alarm operating points are all easily accessible throughout the building.</p>
3.8	Have Personal Emergency Evacuation Plans (PEEPs) been devised for all persons who have recognised disabilities?		<p>Personal Emergency Evacuation Plans have been formulated for vulnerable individuals, and the plans have been communicated to the relevant employees.</p>
3.9	Based on the evidence seen, has a competent person prepared / reviewed a suitable premises fire risk assessment?		<p>A Fire Risk Assessment has been completed by NSUK Ltd. The assessment clearly identified potential fire hazards, people at significant risk the fire safety measures in place, such as how ignition and fuel sources are controlled, fire detection and warning, means of escape, fire fighting equipment, maintenance and testing of fire precautions along with fire safety training of employees.</p> <p>Documentary Evidence Seen - Next Due Date - 27/08/2021</p>



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	Fire	Status	Supporting evidence - Action required
3.10	Has the current premises fire risk assessment been subject to review within the last year?		The assessment has been reviewed within the last year. Documentary Evidence Seen - Next Due Date 27/07/2020
3.12	Are emergency evacuation routes and doors out of the building suitable, clear of obstructions at all times, maintained and checked periodically?		All fire exit points and routes are readily accessible.
3.13	Are arrangements in place to provide suitable fire fighting equipment and service it at least every 12 months? (fire extinguishers; hose reels; fire blankets etc.)		Fire fighting equipment is subject to periodic checks and annual maintenance by a recognised fire safety engineer Kent Safety. Documentary Evidence Seen - Next Due Date 01/10/2020
3.14	Are emergency lighting units subject to a suitable testing regime?		Emergency light testing is being conducted on a monthly basis.
3.17	Is suitable fire exit signage and evacuation instruction on display in appropriate places on fire exit routes?		Suitable fire exit signage is in place.












Overview Of Areas Relating To People Management

	People Management	Status	Supporting evidence - Action required
4.1	Do all employees receive health and safety awareness training as part of their induction, with records kept?		All employees undergo a formal induction procedure with records retained.
4.2	Are suitably stocked first aid kits available?		An adequate provision of first aid equipment is readily available and checked periodically.
4.5	Where considered necessary are sufficient persons suitably trained in first aid with arrangements for refresher training?		There are 4 first aid trained / appointed personnel. Every member of staff has received basic life support training.
4.6	Where workers may be exposed to threatening and challenging behaviour as part of their work, are arrangements in place to investigate and resolve the issues concerned?		Suitable arrangements regarding threatening and challenging behaviour are in place, and instruction and training provided to relevant staff.
4.7	Are management arrangements concerning substance and alcohol abuse adequate?		Suitable arrangements concerning substance and alcohol abuse are in place.
4.8	Where persons undertake lone working activities, are suitable communication and other necessary arrangements in place?		Where lone working takes place, the organisation has suitable policy and procedures in place and relevant staff have received instruction and training.
4.9	Are employees trained in general and job specific health and safety with suitable records maintained?		All employees undergo training and instruction which includes job specific health and safety and emergency evacuation.

Overview Of Areas Relating To Premises Management

	Premises Management	Status	Supporting evidence - Action required
5.1	Has it been determined whether the fabric of the premises includes any asbestos containing materials (ACMs)?		No asbestos containing materials are present, as far as is known. An asbestos survey has been conducted by NSUK Ltd on 27-07-2020
5.2	Are arrangements in place to undertake planned testing / treatment of water tanks and descaling and disinfection of shower units to minimise risks from legionellosis and are suitable records retained?		Adequate arrangements are in place which include water testing, disinfection, cleaning, de-scaling of shower heads and flushing of infrequently used water outlets done weekly and monthly by the Administration Officer.









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5.5	Have fixed hard-wired electric circuits been subject to periodic inspection within recommended timescales?		The hard wired electrical system test and inspection has been conducted by County Electric Ltd and the periodic "Condition Report" is held on file. Documentary Evidence Seen - Next Due Date - 03/09/2025
5.6	Has mains gas equipment been subject to inspection by a suitably qualified and registered engineer within the last 12 months with provision of a Gas Safety Certificate?		Gas safety appliance certificates have been issued within the required timescales by a Gas Safe registered engineer. Frost Plumbing and Heating. Documentary Evidence Seen - Next Due Date - 27/08/2021
5.8	Is the building in good condition?		The building appeared to be in a reasonably well maintained condition.
5.9	Are staff rest rooms limited to employee use only?		Rest rooms limited to employees only.
5.10	Are windows in bedrooms and other relevant common parts of the building fitted with restriction devices?		Suitable restrictive devices are fitted to all rooms above ground level.
5.11	Is adequate safety signage in place and conspicuously displayed?		Suitable signage is in place.
5.14	Is there adequate workspace for the work activities taking place?		Workspace is adequate.
5.18	Are slip, trip and fall hazards (spillages, cables and stock) avoided with arrangements in place to keep floors free from such hazards?		Floors free from slip, trip and fall hazards.
5.19	Are adequate welfare facilities, including toilet and washing facilities that include warm water and hand drying facilities provided and maintained in a clean condition?		Welfare, washing and toilet facilities are adequate.
5.20	Are external areas maintained so as to be suitable for the work activities taking place?		External areas suitably maintained.
5.21	Is there adequate access to and egress from the workplace?		Adequate access and egress routes are available and appear to be in a reasonable condition.


Overview Of Areas Relating To Risk Assessments

	Risk Assessments	Status	Supporting evidence - Action required
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6.1	Have risk assessments been carried out for display screen equipment with suitable control measures implemented?		Display screen equipment risk assessments have been completed for the use of work stations based on the outcomes of completed self-assessment questionnaires. Following a significant change to a user's workstation assessments are reviewed.
6.2	Is suitable documentation (including specialist risk assessment) in place relating to the prevention of Legionellosis?		A legionella survey and assessment has been conducted. Subsequently a legionella management plan has been prepared and implemented.
6.3	Have risk assessments been carried out for manual handling with suitable control measures implemented?		Manual handling risk assessments have been conducted. The assessments contained an adequate amount of detail with regard to the task, the load, the individual, the environment and of the controls to be implemented.
6.4	Have risk assessments been carried out for hazardous substances with suitable control measures implemented?		An inventory of hazardous substances has been documented with supporting Safety Data Sheets. Hazardous Substance risk assessments have been prepared for the relevant products. Hazardous substance risk assessments have been conducted. The substance assessments have been produced in conjunction with the relevant information from the safety data sheet. The assessments clearly identified the control measures to be implemented for the substance use.
6.6	Are there risk assessments in place covering employees who may have to work alone?		Suitable assessments are in place covering work activities involving lone working.
6.7	Have risk assessments been carried out for occupational driving with suitable control measures implemented?		Suitable assessments are in place and up to date.
6.8	Have risk assessments been carried out for general tasks with suitable control measures implemented and reviewed within the last twelve months.?		General task based Risk Assessments have been conducted. The assessments covered the following activities such as Lone working, garden maintenance, food preparation, gym equipment, office risk assessment etc. The assessments contained a reasonable amount of detail with regard to the hazards involved and of the control measures implemented. Documentary Evidence Seen - Next Due Date - 28/09/2021
6.10	Have risk assessments been carried out for new and expectant mothers with suitable control measures implemented?		New and expectant mother's risk assessment and questionnaire are completed as required. The records are then kept under continual review to ensure the wellbeing of the unborn child and of the new mother on her return to work. The assessments clearly identified the scope and restrictions of work, along with the relevant controls.











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	Risk Assessments	Status	Supporting evidence - Action required
6.11	Have the findings of risk assessments been communicated to relevant individuals e.g. employees, with suitable records retained?		Risk assessment findings are communicated to employees.



Overview Of Areas Relating To Safety Arrangements

	Safety Arrangements	Status	Supporting evidence - Action required
7.1	Are there arrangements in place to ensure that hot water outlet temperatures are lower than 40C for shower outlets and 43C for other hot water outlets with testing records retained?		Temperatures are monitored periodically with records retained.
7.2	Are suitable arrangements in place to deal with incidents of workplace stress?		Suitable arrangements are in place. EAP
7.3	In relation to confined spaces, are adequate methods of communication identified within the safe system of work?		Adequate methods of communication are identified regarding confined spaces within the safe system of work and emergency rescue plan.

Overview Of Areas Relating To Other Subjects

	Other Subjects	Status	Supporting evidence - Action required
8.1	Are radiator & pipe covers installed, as necessary, to avoid the risk of persons incurring injury through contact with hot surfaces?		Protective covers are fitted to radiators to prevent vulnerable persons coming in to contact with hot surfaces.
8.2	Is housekeeping in all workplaces to a good standard?		Housekeeping was to an acceptable standard on the day of the visit.
8.3	Is there adequate provision of Personal Protective Equipment (PPE) with suitable storage?		PPE provision and storage is satisfactory with clear confirmation of PPE receipt.
8.4	Are adequate spillage procedures in place where appropriate?		Spillage procedures are in place.
8.5	COVID-19 - Is a documented social distancing process in place and working effectively?		A documented social distancing process is in place and working efficiently, this includes: floor demarcations at 2 metre intervals, positioning of workstations 2 metres apart. These measures have been documented and communicated to all employees.
8.6	COVID-19 - Are there sufficient signs & notices clearly outlining the social distancing measures?		There were sufficient signs, notices and floor markings clearly indicating the social distancing measures in place.
8.7	COVID-19 - Are there sufficient hand washing facilities and clear instruction on how to wash hands effectively?		A sufficient number of hand washing facilities were in place throughout the workplace. Clear signage giving instruction on effective hand washing was in place.
8.8	COVID-19 - Are there suitable hygiene and social distancing arrangements in place in communal food and drink facilities?		Suitable hygiene and social distancing measures are in place in communal food and drink facilities. These include: One or two persons at a time preparing food or drink, all utensils used to prepare the food and drink are washed or placed in a dishwasher immediately after use & plates and ensure all surfaces are wiped clean after use.
8.9	COVID-19 - Has suitable Personal Protective Equipment (PPE) to protect employees from the spread of COVID-19 been identified, provided and staff been instructed in its use?		Suitable Personal Protective Equipment (PPE) for protection against COVID19 had been identified and provided to the appropriate employees. Training and instruction had been provided to all users.
8.10	COVID-19 - Is there a clear procedure and response plan for employees reporting the recognised COVID-19 symptoms?		A clear procedure and response plan outlining how to recognise the symptoms of COVID-19 and what to do should an employee presents or reports with these symptoms.

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8.11	COVID-19 - Are work surfaces (desks, keyboards, telephones etc.) and work equipment subject to a robust and effective cleaning regime?		A clear process is in place for the regular cleaning of work surfaces (desks, keyboards, telephones etc.) and work equipment. Cleaning materials have been made available to all areas.
Other Subjects		Status	Supporting evidence - Action required
8.12	COVID-19 - Is hand sanitiser available and located in convenient locations throughout the workplace?		Suitable and effective hand sanitiser is provided and located at convenient locations throughout the workplace.