



**QUALITY SELF-ASSESSMENT PROGRAMME**

**4 HEALTH & SAFETY MANAGEMENT**

**4.1 OCCUPATIONAL HEALTH & SAFETY**

**CARE HOMES - DRUG & ALCOHOL MISUSE**

*Elements addressed:*

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**OUTCOMES TO BE ACHIEVED:**

*Staff are not exposed to undue hazards in the workplace environment and maintain a level of personal health that does not compromise the safety or well-being of service users, visitors or fellow staff members.*

- Staff Working Time
- Protective Clothing
- Health Screening & Surveillance
- Environmental Tobacco Smoke
- Staff Alcohol Policies
- Management of Stress
- Handling Abuse, Aggression & Violence
- Lifting, Handling, Moving & Assisting
- Review of Accidents & Injuries Involving Staff
- Use of VDUs

#	Performance Indicator / Standard	SCORE	Evidence
18	All staff are asked to complete a simple medical questionnaire as part of the Job Application process. The Home retains the right to ask for a medical examination as deemed fit.		
19	Care Staff are asked to complete a Return-to-Work Questionnaire upon return from holidays or prolonged periods of absence from work.		
20	There is a specific Policy regarding smoking in the Home.		
21	This Policy addresses staff smoking when on duty, when and where this may be permitted, and appropriate restrictions.		
22	This Policy addresses the rights of the service user to smoke against the rights of those who do not.		
23	There are separate areas in the Home which are clearly designated as "non-smoking".		
24	The wishes and views of service users, visitors and staff have been sought and considered when drawing up the Smoking Policy, and this is supported by documentary evidence.		
25	There is a clear Policy concerning the consumption of alcohol by staff when on duty.		
26	There are clear procedures to be followed in the event that the Staff Alcohol Policy is violated. This links to the Home's Disciplinary & Grievance Procedure.		
27	There is a separate Policy which addresses the management and handling of staff who have become alcohol-dependent.		
28	There is a Policy for the specific identification and management of substance (alcohol / drugs etc) abuse in a member of staff.		
29	All staff receive training in the identification of the symptoms of potential substance abuse.		
30	There is a Policy for the management of workplace stress among staff at the Home.		
31	This Policy is supported by a Risk Assessment Schedule for vulnerable staff members.		
32	There is a Policy for the management of abuse / aggression / violence towards staff members within the Home.		
33	This abuse / aggression / violence Policy addresses possible flashpoints so that preventive measures can be taken, and staffing levels are adequate enough to cope.		

34	Staff receive training in the management of abuse / aggression / violence, and this training is recorded.		
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