

## CONTENT OF THE HANDBOOK

First, we need to understand just what is meant by “Health & Safety”, and then see how these principles apply to the Domiciliary Care environment. This approach makes up the structure and content of this Handbook which is set out on this and the following page. An “Introduction to Health & Safety” is covered in a preliminary section and following this the actual Health & Safety issues are summarised within a 5-part structure. Each of these 5 parts is then sub-divided into sections as may be appropriate to the topic concerned and are directly cross-referable to the sections of Module 4 of the Self-Assessment Manual.

Starting at the beginning we shall look at what Health & Safety is all about, who is responsible for it within the Organisation, and what the law requires. This is the “Introduction to Health & Safety”, and is divided into three sections:

- 1.1 What is Health & Safety?
- 1.2 Who is responsible for Health & Safety?
- 1.3 Health & Safety and the Law

Following this, the 5 parts of Domiciliary Care Health & Safety are as follows:

### **Part 1            STAFF OCCUPATIONAL HEALTH & SAFETY:**

- 1.1 Staff Working Time & Work Allocation
- 1.2 Uniforms & Protective Clothing
- 1.3 Staff Health & Welfare
- 1.4 Environmental Tobacco Smoke
- 1.5 Stress at Work
- 1.6 Manual Handling Tasks
- 1.7 Computers & VDUs
- 1.8 Review of Accidents & Injuries involving Staff
- 1.9 Safety of the Organisation’s Facilities

### **Part 2            STAFF VULNERABILITY:**

- 2.1 Handling Abuse, Aggression, Harassment & Actual Violence
- 2.2 Use of Restraint
- 2.3 Working Late or Alone
- 2.4 Staff Out-of-hours Communication with Base