

Guidelines for Developing an Ancillary Safety Statement:



The short policies and guidelines which are set out in the Parent Safety Statement will form the opening text for each of these elements in your Ancillary S.S. These will be further developed to reflect the requirements for managing this element in your workplace. This should be based on a hazard identification and risk assessment of the tasks to be carried out and other relevant issues relating to that element.

Below is an example of what details should be set out in the ancillary S.S. and what details would be recorded in the Safety Management Folder (Moving and Handling).

Principle considerations when developing elements of the Ancillary S.S. are;

Example (Moving and Handling):

Who will manage this area of health and safety;

- Name person responsible for the management of Moving and Handling.

What is to be done, what is the task;

- For M+H relating to people who use Cheshire services, check that all service users have a current M+H plan. Where this is not the case arrange for an assessment to be done and a plan drawn up.
 - Ensure that the plans are reviewed at least annually and/or when there is a change in a service user's ability.
 - Check that all staff have the appropriate training in H+H. Staff should not be permitted to carry out M+H tasks without the appropriate training.
- For inanimate M+H tasks where there is the potential of injury, carry out a risk assessment. Communicate the findings of this assessment and the proposed control measures to all relevant persons.
 - Where there are inanimate M+H tasks which have the potential of injury and where risk assessments have been carried out, a 'safe working procedure' sheet should be drawn up and given to relevant staff e.g. (where a manual hoist or bed is being moved to or from a premises).

Keeping records;

Keep records of;

- The details of the initial audit/check on service users M+H plans and actions taken, file in the M+H folder.
- All training details, these should be filed in the training folder and cross referenced into the M+H folder. Refresher training should take place annually.
- The person responsible for M+H should arrange PEER group training sessions 3 times per year. A particular element of the M+H training is discussed at these events and any follow up actions are taken. These sessions should not take more than 1 hour.
- All Risk Assessments should be filed in the Risk Register Folder and cross referenced into the M+H folder.
 - Any adverse events relating to M+H must be recorded in the 'Adverse Event' book and cross referenced into the M+H folder.
 - All 'safe working procedure' sheets, should be copied and filed in the M+H folder and should be part of the Ancillary SS.

The same principles set out above can be applied to all of the elements of the Parent S.S.