

Work-Safe!

Your personal safety is important to us! For full relevant information please see your Staff Handbook. This is intended as a quick reference guide only. Health & Safety at Work is very important and all employees are encouraged to take a keen interest in their working environment.

When working away from our Office:

- ✓ Please familiarise yourself with the H&S Statements, Evacuation Procedures, Accident and Critical Incident Policies on site. Highlight any concerns to your contact in this establishment, and bring D.U. up to speed on any perceived H&S shortcomings.
- ✓ Always sign in the Visitors Book or obtain the relevant Visitors Pass when attending your bookings.
- ✓ Report anything which could be source of danger.
- ✓ If you are involved in an incident, ensure the matter is reported to an appropriate member of staff and entered into the appropriate Accident Book.
- ✓ Where appropriate, ask for an ambulance to be called. **Never go with your client to a hospital or GP.**
- ✓ REMEMBER – never move a seriously injured person. Never give an injured person food or drink of any kind.



Never forget to sign out when you leave!



Your safety is paramount to us – remember never to place yourself in danger when assisting others.

Private address assignments:

It is the duty of the client to ensure health and safety whilst on their premises. It is your duty however to be aware of what is 'best practice'.

Best practice

Ensure the:

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- ✓ Client is appropriately dressed for the interaction.
- ✓ Client has provided an appropriate area in which to work.
- ✓ Animals are kept under control.
- ✓ Client is aware that you are not a child-carer; you will not interact with a child which could be deemed inappropriate.
- ✓ Electrical equipment is safe to use.
- ✓ Client is aware that you are entitled to breaks every 20 mins for 5 mins and a one hour lunch break off the premises.
- ✓ Client will abide by the no smoking policy held by the company and that you yourself will abide by it.
- ✓ Client will provide appropriately maintained washroom facilities should you be required to stay more than two hours.
- ✓ Client is aware that you are prohibited to consume food or drinks provided by the client or use their facilities to prepare your own food and drink.
- ✓ Client knows that any additional persons at the address must be aware of the health and safety guidelines.
- ✓ Client will not offer any additional remuneration whilst on assignment.
- ✓ All meetings with third parties should be made outside of the premises. At no time should you enter the premises alone.



It is your responsibility to discuss with the third party these points and to devise between yourself a code to indicate an uncomfortable situation in which you need to remove yourself from i.e you "have received an urgent text and need to sort it out outside" hence being able to remove yourself from that situation.

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