

Health & Safety Policy

1.3

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CONTENTS

1. Introduction.....	4
2. THIS SCOPE AND AIMS OF THIS POLICY.....	5
3. Applicability	6
4. The Policy.....	6
5. Responsibilities	4
Chief Operating Officer	4
Operations Managers	4
Business & HR Service Manager	5
6. Individual Responsibilities	5
7. Safety consultation with employees	7
8. Up to date advice and guidance on Health and Safety at Work	7

1. INTRODUCTION

The Southern Hampshire Primary Care Alliance's policy (SHPCA) on health and safety is set by the SHPCA Board of Directors. Corporate responsibility for health and safety is non-delegable and held by the registered SHPCA Company Directors as the SHPCA employing body.

This policy document supplements our Health and Safety Policy Statement and outlines the corporate responsibilities throughout our organisation for implementation of standards and procedures to meet legislation and good practice.

2. RESPONSIBILITIES

Chief Operating Officer is delegated to hold operational responsibility for ensuring the implementation of this policy.

The Chief Operating Officer has overall responsibility for ensuring that the organisation has processes and arrangements in place to keep service-users, colleagues and others "affected by our work" safe from harm. They are also responsible for ensuring that sufficient resources are available to meet these responsibilities and to monitor safety culture and performance.

Operations Managers hold specific responsibility to ensure workplace risk assessments are carried out and implemented.

- The practical implementation of the Health and Safety policy and procedures within their Business Unit or functional area.
- Ensuring that the operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and audits.
- Ensuring that all accidents, incidents and near misses within their area of responsibility, are reported, reviewing all such reports, and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.
- Ensuring that the working environments of staff, visitors and contractors are safe and within the organisation's policies and standards
- Ensuring their staff are suitably trained and informed on safe working practices to meet the organisation's policies and standards.
- Operations and/or Service Managers ensure that visitors are made aware of hazards and emergency information (a pictorial representation of the relevant building may be used for this purpose – see list below)
- Line and Operations Managers ensure new employees and locums are made aware of and given training on health and safety matters which affect them.

Business & HR Service Manager is responsible for

- Coordinating and submissions of RIDDOR and other accident reporting
- The requirement for periodic refresher training for staff on health and safety matters

3. INDIVIDUAL RESPONSIBILITIES

All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and policies;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill-health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with legal and SHPCA guidance;
- Not interfere with any equipment which is provided for safety purposes;
- Complete all statutory and mandatory training within the timescales.

4. THIS SCOPE AND AIMS OF THIS POLICY

- To ensure SHPCA's compliance with the Health and Safety at Work etc. Act 1974 (The Act) including:
- The provision and maintenance of safe and healthy working conditions, equipment and systems of work for all employees and locum clinicians working in SHPCA services
- The provision of information, training and supervision on health and safety
- The acknowledgement of SHPCA's duty of care for the health and safety of others, including locums, patients and visitors, who are affected by the Alliance's activities
- A framework for consultation with employees on matters affecting their health and safety
- To require collaborative approaches between SHPCA, stakeholders and landlords who are responsible for the operation of premises in which SHPCA provides clinical services
- To set systems for the identification of hazards and prevention of accidents and cases of work-related ill health

- To put in place subordinate and specific matter policies that come under the Statutory and Regulatory framework of The Act and recommended (HSE) Good Practice:
 - Accident and injury reporting (RIDDOR)
 - Accident and Incident Reporting
 - Risk assessment – risk assessment template including premises hazards & emergency information (pictorial)
 - Lone working
 - Violence and aggression, bullying and harassment
 - Security of premises
 - Control of substances hazardous to health (COSHH) including Infection control, Hygiene and handwashing, HIV awareness, Needlestick injuries, Sharps use & disposal, Waste management
 - The Lifting and Handling Regulations
 - Fire safety, Evacuation procedures
 - Display Screen Equipment Regulations
 - Electrical equipment safety
 - Handling and storage of gas cylinders –
 - Oxygen handling & storage
 - Liquid nitrogen handling
 - First aid and resuscitation
- To review and revise matters concerning health and safety policy as necessary at regular intervals
- To appoint a Clinical Director to hold lead responsibility for the oversight of H&S policy implementation.

5. APPLICABILITY

The policy applies to:

- All SHPCA employees, directors, locums, self-employed staff, temporary staff and contractors
- Patients and visitors to Alliance controlled premises

6. THE POLICY

All those to whom this Policy applies have responsibility for health and safety and should:

- Report any areas of concern to the appropriate person
- Be mindful of colleagues and patients' safety when working
- Adhere to any policies, training received or instructions on any health and safety topics
- Use the appropriate Personal Protection Equipment
- Ensure they are trained and competent in any duties they do before carrying out anything that could harm the health and safety of themselves, a colleague or a member of public/third party

7. SAFETY CONSULTATION WITH EMPLOYEES

The organisation does not typically have Safety Representatives. However, the organisation recognises the responsibility to consult with workers on safety matters and this is achieved through a range of measures to consult with workers generally.

8. UP TO DATE ADVICE AND GUIDANCE ON HEALTH AND SAFETY AT WORK

This can be found on the Health and Safety Executive website at www.hse.gov.uk.

The Toolbox Link below is a useful first point for looking for specific areas:

<https://www.hse.gov.uk/toolbox/index.htm>

Specific links to areas of HSE policy and guidance adopted and followed by SHPCA:

<https://www.hse.gov.uk/msd/dse/index.htm>

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

9. REFERENCES

- Health and Safety at Work Act 1974
- The Management of Health and Safety at work Regulations 1999
- CQC Standard Outcome 10 (Safety and Suitability of Premises)
- CQC Standard Outcome 12 (Requirements relating to Workers)
- CQC Standard Outcome 13 (Staffing)