



Health and Safety Policy

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5		

Hope Citadel Healthcare CIC is committed to ensuring the safety of its employees, customers and anyone else affected by The Company's activities.

The ultimate responsibility for health and safety in the business is that of: CEO

The day-to-day responsibility of health and safety is that of: Practice Managers

General Policy

The Health and Safety at Work Act 1974 requires every organisation to ensure, so far as reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities.

The Company's policy is not only to comply fully with the Health and Safety at Work Act as required by law, but to act positively to prevent injury, ill-health, damage and loss arising from our activities. Our aim is excellence in health and safety, by means of a continuous improvement of standards, systematically removing the causes of accidents and ill-health.

If there is a conflict between safety and another aim, then safety must not be sacrificed. If necessary, the CEO has the absolute authority to stop or suspend any dangerous activity or practice. The responsibilities set out in this document are to ensure that no activity must be pursued without prior consideration of the safety aspects, and an activity which cannot be carried out to an adequate safety standard should not be carried out.

The Exec Management Team (EMT) are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. People are Hope Citadel's most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs.

Health and safety are an integral part of the duties of all employees, for which they are held accountable at all levels. Those with such positions of responsibility must encourage a commitment to health and safety, and encourage everyone, employees and visitors, to regard good safety practice as the norm, and to help in establishing and observing high standards of health and safety.

Health and safety depends on co-operative efforts by all. The Company expects employees and visitors to recognise that they have a clear duty to:

- **Take care for the health and safety of themselves and others;**
- **Co-operate fully with the Health and Safety Arrangements of The Company**

Responsibility

Managers are responsible for ensuring, so far as reasonably practicable:

- a) That the health and safety of employees, visitors and the general public are not adversely affected by the activities of the practice;
- b) That risks to health and safety are assessed to a reasonable and consistent standard and that appropriate control measures and safe systems of work are used; specific risks should be assessed in writing.
- c) Offices only require inspection annually except when there have been problems in the recent past
- d) That proper fire precautions are observed, that written fire instructions are brought to the attention of every employee at the practice and that a named individual and a named deputy are responsible for overseeing fire precautions.

- e) That the arrangements exist for ensuring that all accidents where injury or damage might have occurred, are investigated with the aim of preventing recurrence and reported on the appropriate form.
- f) That safe machinery and equipment and, where appropriate, any necessary safety appliances or protective equipment are used, and the electrical safety of appliances is checked at least every two years.
- g) That safety training needs are identified and that employees are trained in safe practices relevant to their work; safety should be an element in induction training; in practical departments a safety training record should be kept.

Safety and the Individual

In particular, it is the duty of all individuals to:

- a) Co-operate with Management on health and safety matters
- b) Use safe working procedures at all times;
- c) Not interfere with anything provided to safeguard their health and safety
- d) Use protective equipment on all necessary occasions;
- e) Report accidents and potentially dangerous incidents to the Manager, and co-operate fully in investigations which are carried out to prevent recurrence;
- f) Report unsafe or unhealthy working conditions to their Manager.
- g) When working outside the practice, to pay attention to local safety precautions and ensure that those who may be affected by hazards arising from their work are kept informed.

Employment Health Screening

All new members of staff will be asked to fill out a Covid risk assessment to ensure adequate safeguards are in place for anyone with significant vulnerabilities. Clinical staff or non-clinical staff that may come in to contact with samples will be required to fill out a health questionnaire that includes details about Hep B and other mandatory vaccinations. If there are any gaps then the employees will be supported in having the appropriate vaccinations or other risk assessment measures will be taken.

Safety Guidelines

The list of safety rules set out below is not exhaustive and is intended for general guidance only. Some rules will be explained to you by your line manager or by an experienced employee. *If you are unsure about health and safety issues don't be afraid to ask.*

Do

- Look where you are going and proceed cautiously and carefully around the office and clinical environment
- Avoid running or rushing about - it's better to be safe than sorry
- Make sure that you really understand what to do before you operate any piece of equipment or machine, however simple, on your own
- Make sure that you use proper methods for lifting and handling: keep your back straight: if a base or tray is too heavy for you to lift on your own, ask someone to help you
- Clean up after you: your untidiness or carelessness may cause injury to someone else
- Wear special protective clothing, including goggles, aprons, gloves, when advised to do so

- Dispose of waste appropriately using the correct clinical waste bag or bin. Dispose of sharps immediately in the correct sharps bins. Do not leave sharps out on benches or trolleys. Never re-sheath a needle. In the event of a needle stick injury follow the needle stick policy.
- Take care at all times for the safety of yourself and others
- Report any injury, however slight, to your line manager
- Report hazards

Don't

- Run inside or outside the building
- Attempt to operate any machine or equipment without taking proper instructions
- Attempt to clean any machine or any moving part whilst it is in motion
- Interfere with any safety equipment or machine guards
- Tamper with any electrical wiring or equipment
- Leave things lying around on benches or in corridors
- Obstruct fire exits
- Smoke or vape on surgery premises, this includes the car parks or front of the buildings.

Accidents - first aid

Any injury requiring treatment should be dealt with by one of the company's trained first-aiders or doctors. Names of qualified first aiders are posted on all notice boards and first aid boxes.

If no first aider is available in your area report to your line manager.

Reporting accidents and incidents

You should report any accident, however minor to your line manager who will ensure that all reported accidents are entered in the Accident/Incident Book. In the event of a serious or reportable accident or dangerous occurrence, it is essential that the Manager is located and advised as soon as possible, in order that suitable action is taken.

Incidents are defined as near misses (in terms of accidents), vandalism, break-ins or other breaches of security, failure of equipment that caused or had the potential to cause injury; fire or burglar alarms, theft, violence and aggression and other such matters. Following such incidents, the appropriate manager should carry out a thorough investigation, complete the Accident/Incident book and keep it on file, including a log of any action taken to mitigate risk.

In case of fire

Please refer to the fire Procedure and Fire Evacuation Procedure in the Fire section of the notice board in the main office.

Risk Assessments:

Detailed risk assessment of the building using the risk assessment template should be carried out 6 monthly.

Weekly walk about should be carried out looking for hazards and wear and tear. This may be combined with the cleaning inspection weekly walk about.