

Health and Safety Policy

SECTION A

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision, as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements that we make to implement the policy are set out below.

It is essential that the health and safety procedures are kept up to date and to ensure this, the way in which it is operated under constant review.

All staff will be informed about and trained in the requirements of this policy at induction and as part of ongoing mandatory/statutory training.

RESPONSIBILITIES

1 All employees and contractors have a responsibility to co-operate with the management of Insource Select in order to maintain a healthy and safe workplace and to take reasonable care of themselves and others.

Section 7 of the Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee whilst at work to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work and to co-operate with their organisation’s management in all health and safety matters” by :

- Completing all mandatory health and safety training;
- Following all health and safety procedures and applying good practices learned from training;
- Reporting any hazards or defects.
- Reporting all accidents, incidents and near misses in line with the organisation's policies and co-operating with any subsequent investigation.

4 Whenever a member of staff notices a health and safety problem, which they are not able to put right, they must straightaway tell the appropriate person named above.

5 The Manager responsible for Health & Safety is responsible for ensuring:

- Safety training
- Carrying out safety inspections
- Investigating accidents
- Ensuring that risk assessments have been undertaken in the premises.
- Checking that staff are competent to undertake suitable and sufficient risk assessments as and when the need arises;
- Ensure that staff are aware that they need to abide by the health and safety policies.
- That a rolling programmed of portable appliance testing (PAT) is performed;

6. This policy ensures compliance with a range of health and safety legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Homicide Act 2008
- NHS Fire code Suite of Documents
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First Aid) Regulations 1981
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (as amended in 2012)

7. Definitions

Competent Person. – Is an individual who has the necessary skills, knowledge and experience to manage health and safety. This role is defined by the Management of Health and Safety at Work Regulations 1999.

Risk assessment - this is a systematic examination of what could cause harm and whether sufficient measures have been put in place to mitigate these risks.

Near miss – Is any unexpected event that could have caused harm but did not do so on this particular occasion.

Hazard - anything with the potential to cause harm

Risk - the possibility that something unpleasant or dangerous might happen.

Adverse Incident - any event which gives rise to or has the potential to produce unexpected or unwanted effects involving the safety of patients, staff or other persons or which results in harm, loss or damage to property.

Serious Incident (SI) - formerly known as a serious untoward incident (SUI), these are defined by the National Service user Safety Agency (NPSA) as “an incident that occurred in relation services and care resulting in unexpected or avoidable death of one or more patients, staff, visitors or members of the public, serious harm to one or more patients, staff, visitors or members of the public, a scenario that threatens the ability of a provider to deliver healthcare services, allegations of abuse, adverse media coverage or public concern about a particular organization.”

MONITORING AND TRAINING

The Manager responsible for Health & Safety has strategic responsibility for monitoring health and safety and security matters and for scrutinizing reports on all areas of the health and safety responsibilities. This policy will be reviewed on a regular basis.

Insource Select will procure or deliver other health and safety training in line with needs identified through the risk assessment process, through analysis of adverse incidents and consultation with trade unions and other stakeholders. This training could include areas such as conflict resolution, stress management and health and safety for managers. The organisation will also procure first aid training and fire marshal training to ensure that the relevant regulations are complied with at all times, working in accordance with any Landlord and main users of premises.

SECTION B

GENERAL ARRANGEMENTS

ACCIDENTS

Person responsible for reporting Incidents/Accidents:

Any accident to a member of staff, service user or visitor must be reported to the Manager responsible for Health and Safety and the appropriate Accident/Incident Form completed (see “Serious Incident Management And Reporting Policy”). All accidents, however trivial, must be reported.

Some incidents are also reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995 and the Care Quality Commission. This law requires employers and other people who are in control of work premises to report and keep records of:

- Work-related deaths;
- Serious injuries;
- Cases of diagnosed industrial disease;
- Certain dangerous occurrences (near misses)
- Any accidents or incidents which lead to absence from work of 7 days or more.

GENERAL FIRE SAFETY

The Manager responsible for Health and Safety is responsible for working with the Landlord(s)/Owners of the premises(s) concerned as follows:

Escape routes:	To ensure that they are kept clear and free from obstructions on a weekly basis
Fire extinguishers:	To ensure that they are in position and maintained annually.
Fire alarms:	To ensure that they are maintained in good working order and serviced regularly.
Portable electrical equipment:	To carry out a regular visual check of cables, plugs and the equipment itself.

GENERAL SAFETY

Equipment is to be regularly checked for safety and any faults are to be reported immediately to the Manager.

NOTE:

All staff are reminded to check ALL equipment prior to use. Staff must not use any equipment they are not familiar with or trained to use. Staff must always follow manufacturers' instructions. Equipment must not be modified or used for purposes other than its proper and specified use.

ADVICE AND CONSULTANCY

Health and Safety Executive:

<http://www.hse.gov.uk/>

HEALTH AND SAFETY INFORMATION

The Manager will be responsible for ensuring that all staff are aware of:

- Location of the first aid box.
- How to summon first-aid.

TRAINING

Health and Safety forms part of the staff induction arrangements, and also part of ongoing mandatory/statutory training.

INFECTION PREVENTION AND CONTROL

The organisation has a comprehensive Infection Prevention and Control policy. This will be adhered to strictly at all times as part of the overall health and safety arrangements within the organisation.

COSHH - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

“Substances hazardous to health” include any material, mixture or compound used at work or arising from work activities, which is harmful to people's health in the form in which it occurs in the work activity (e.g. solid, liquid, dust, fume, vapour, gas or micro-organism).

The Regulations apply to all substances from the time of receipt to their internal transportation, storage, use and disposal, and also those substances transported by or on behalf of the organisation (such as hazardous or infected waste).

It is the policy of the organisation to encourage the individual responsibility of every member

of staff to participate in the prevention and control of infection and to comply with Health & Safety, COSHH and other legislation and Regulations applying to the safe provision of health care

The Regulations require the employer to identify ALL hazardous / potentially hazardous substances which may be used in the workplace or that may be produced by a process e.g. end product, by-product etc. or that may be emitted during any process e.g. dust, fumes etc. The employer must then conduct an assessment of these substances, evaluating the risk of exposure of people and, where necessary, take the appropriate precautions to prevent or control that exposure.

RISK ASSESSMENTS

The Manager will ensure that regular risk assessments are carried out in order to promote a proactive health and safety culture within the organisation

Risk assessments will include

- Lack of training
- Workload
- Access under the Disability Discrimination Act/ Equality Act 2010
- Information management
- Incident Reporting & Risk
- Working with other organisations

SERIOUS INCIDENT REPORTING

Serious incidents and near-misses will be recorded and reported externally in line with the Insource Select Serious Incident Reporting policy.

Any staff member requiring assistance, including for reporting incidents including those under the RIDDOR regulations, should contact the Manager, who will take advice as appropriate.

Monitoring incidents and near-misses will enable the organisation to take any remedial action required to ensure that the risks to all those affected by the organization's activities are properly managed.

MANUAL HANDLING

The organisation recognises that work related musculo-skeletal injuries from manual handling can affect all staff. It will take all reasonable steps to reduce, and has the aim of eliminating, these injuries and will make diligent attempts to avoid putting staff at risk.

Work activities which involve hazardous manual handling will have been identified by the procedures involved in hazard identification and risk assessment. Staff should adhere to the training and instruction provided at all times.

SECTION C

HAZARDS

Keeping clear gangways/exits etc.

All gangways and exits must be kept clear at all times. All obstructions must be reported to the Manager.

Electrical equipment

All electrical equipment should be checked before use. Any loose, damaged or trailing wires or cables should be reported immediately. The equipment must not be used until it has been checked.