



## HEALTH AND SAEFTY POLICY

**Approved by: Finance & Facilities sub committee**

**Lead Director(s):** Debbie Abrams

**Originator(s): Date of Approval: 8<sup>th</sup> March 2017**

**Version:** Final

**Review Interval: 3 years**

**Review due by:** 2020

**Appended Documents:**

**Responsibility for Dissemination and Implementation:** Leadership Team

**Implementation date:** March 2017

### POLICY STATEMENT

Beaumont House recognises and accepts its responsibilities under the Health and Safety at Work Act 1974. Beaumont House recognises that the maintenance of a safe place to work and a safe working environment is critical to the continued success of the Hospice.

### CONTENTS

Section		page
1	Introduction	2
2	Associated policies, procedures and guidance	2
3	Aims and objectives	2
4	Scope of policy	2-3
5	Accountabilities and responsibilities	3
6	Method	3-4
7	Equality impact assessment	4-5
8	Monitoring compliance	5-6
9	References	6
10	Policy review	6

## **1. Introduction**

The nature of activities as a health care provider means that a wide range of risks exist and compliance with this policy will ensure that sufficient resources are available to set in place and maintain high standards in relation to health and safety.

In particular managers will ensure that other business pressures are not allowed to interfere with this approach. This integral part of their role requires them to comply with the standards set out in the Management of Health and Safety regulations 1999 which state the need for hazard identification, risk assessment and implementation of control strategies aimed at reducing incidents, accidents, injuries and ill health.

## **2. Associated Policies, Procedures and Guidance**

This policy should be read in accordance with the following Beaumont House Community Hospice policies, procedures and guidance:

- a) Risk Management Policy
- b) Complaints Policy
- c) Manual Handling Policy
- d) Fire Safety Policy
- e) Infection Control Policy
- f) COSHH Policy
- g) Waste Management Policy
- h) HACCP
- i) RIDDOR
- j) Management of Drugs Policy

## **3. Aims and Objectives**

This policy is required to ensure that employees have an understanding of Health and Safety and Health and Safety procedures in the workplace and to enable employees to work with others and be effective and safe at work.

This policy describes the methods to which a safe place of work and environment will be maintained by compliance with the various statutory requirements and internal policies.

## **4. Scope of the policy**

All Beaumont House employees including those on temporary contracts and bank staff who are developing policy, procedural and guidance documents must follow the process set out in this document.

Independent contractors are responsible for the development and management of their own documents and for ensuring compliance with relevant legislation and best practice guidelines. Beaumont House will provide such advice and support as required.

## **5. Accountabilities and Responsibilities**

The ultimate responsibility rests with the board of directors. The Heads of Care are responsible to ensure all requirements are complied with.

The Health and Safety officer will undertake responsibility to ensure that measures are in place to ensure the safety of all persons. This role will be underpinned by the support of the remaining members of the management team as part of the development of a true safety culture. One member of the board of directors will have particular responsibility for Health and Safety as a point of contact in a case of serious incident.

It is also the duty of all employees to accept responsibility and be continually vigilant in order to promote and maintain a safe working environment for themselves and other at all times. Through the implementation of this policy, all risks to health and safety will be addressed and maintained at the lowest levels reasonably practicable.

## **5. Method**

In order to implement this policy, Beaumont House will ensure that there is the provision of;

- a) A safe working environment. Beaumont House has a duty to carry out risk assessments to implement controls as far as is reasonably practicable. All staff should bring any health and safety issues to the attention of their manager as soon as possible after their identification, so that an early resolution to the issues can be sought. Risk assessments will be carried out on all new or re-designed workplace environments and working practices.
- b) Safe entry and exit to all workplaces
- c) Adequate welfare facilities
- d) Safe systems of work. Beaumont House has a duty to provide safe systems of work and a responsibility to carry out inspections, provide instruction, training and supervision. This includes co-operating in procedures that have been introduced in the interests of health and safety and not interfering with, omitting to use, or misusing anything provided in terms of health and safety. Only with the co-operation and involvement of every employee can the requirements of this policy be met.
- e) Safe equipment. Beaumont House has a duty to periodically review all new and existing equipment with reference to mechanical and operational safety, and to

review the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.

- f) Adequate training, instruction, information and supervision for employees and volunteers while at work. Training on Health and Safety related matters will be undertaken on induction and annually thereafter at mandatory training. Individuals are responsible to;
- 1) Read and sign all relevant policies and training instructions
  - 2) Report any defective equipment to the appropriate manager and ensure it is removed from service, clearly labelled out of use.
  - 3) Report any hazards or hazardous practices to your manager as soon as possible. Take action yourself if necessary.
  - 4) Use any health and safety protective equipment provided in accordance with training and instructions received.
  - 5) Report any incident, accident or near miss by using appropriate forms. Accident and incident forms located in-patient office. Managers to report serious injury to RIDDOR and serious incidents to HSE.
  - 6) Co-operate with any internal or external conducted investigations.
  - 7) Ensure all new equipment and new procedures are used in line with a risk assessment.
  - 8) Adhere to Beaumont Houses procedures relating to health and safety at work and to observe health and safety regulations at all times.

**6. Equality Impact Assessment must be carried out on Policy and considered for all other documents**

**Equality Impact Assessment Tool**

	<b>Insert Name of Policy / Procedure</b>		
		Yes/No	Comments
<b>1</b>	<b>Does the policy / guidance affect one group less or more favourably than another on the basis of:</b>	No	
	<input type="checkbox"/> Race		
	<input type="checkbox"/> Ethnic Origin		
	<input type="checkbox"/> Nationality		
	<input type="checkbox"/> Gender		
	<input type="checkbox"/> Culture		
	<input type="checkbox"/> Religion or Belief		

	<input type="checkbox"/> Sexual orientation, including lesbian, gay or bisexual		
	<input type="checkbox"/> Age		
	<input type="checkbox"/> Disability - learning disabilities, physical disability, sensory impairment and mental health problems etc...		
<b>2</b>	Is there any evident that some groups are affected differently?	No	
<b>3</b>	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
<b>4</b>	Is the impact of the policy/guidance likely to be negative?	No	
<b>5</b>	If so, can the impact be avoided?	N/A	
<b>6</b>	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
<b>7</b>	Can we reduce the impact by taking different action?	N/A	
	<b>Name of Assessor (please print)</b>		<b>Signed</b>
	Zoe Appleyard		

## 7. Training Needs Analysis -Staff Training requirements

The Heads of Care will ensure that the Health and Safety policy and procedures are relayed to all staff, both on induction and at mandatory training.

Beaumont House will ensure that all staff and where applicable, volunteers, are competent to maintain high standards of health and safety in all of the varying activities undertaken by or on behalf of the organisation.

Training must be provided for all new equipment before team member can proceed to use.

As with any changes to procedures of daily tasks it is responsibility of management to ensure staff are competently trained.

## **8. Monitoring Compliance with the policy / procedure**

Audits are carried out in different areas by managers.

Any health and safety issues brought up through the directors' monthly inspection report will be dealt with according to priority.

The Property and Estates sub-committee directors' are responsible for carrying out quarterly health and safety unit checks.

The Property and Estates sub-committee manager representative will be responsible for carrying out annual Health and Safety audits.

## **9. References**

CQC  
Health and Safety Executive Website  
Environmental Health

## **10. Policy Review**

Three yearly unless change in legislation or procedures.

## 12 -Sign off sheet regarding dissemination of procedural documents

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

<b>Title of document:</b>	<b>Complete and sign</b>
<b>Lead Director:</b>	
<b>Sub Committee:</b>	
<b>Date Approved:</b>	
<b>Ratified by Board:</b>	
<b>Dissemination Lead:</b>	
<b>All relevant staff informed of changes, training plan in place to allow for full implantation.</b>	
<b>Date placed in policy files:</b>	
<b>Review Date:</b>	