



HEALTH AND SAFETY POLICY

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Written by	Ian McKechnie
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CONTENTS:

GENERAL STATEMENT OF INTENT	3
ORGANISATION	5
EMPLOYEE DUTIES	6
ARRANGEMENTS FOR IMPLEMENTATION	7
INFORMATION, INSTRUCTION & SUPERVISION	8
TRAINING & SUPERVISION	8
ACCIDENT & INCIDENT REPORTING AND RECORDING	10
RIDDOR	11

GENERAL STATEMENT OF INTENT

The Health and Safety at Work Etc Act 1974 requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health and safety at work of Employees.

The Company acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its Employees and others affected by our undertakings. This statement will be brought to the attention of all Employees and formally reviewed at least once every twelve months. Any revisions or new legislation/regulations will be effectively communicated to all relevant persons.

The company recognises that a key element of this is ensuring that high standards of safety and health are maintained that its staff, patients and visitors are not placed at risk of injury or ill health. The company has an excellent safety record and wishes to retain this. We believe a safe workplace is conducive in being a productive workplace. The company is committed to complying with all relevant health and safety legislation and where reasonably practicable to do so will aim to go beyond the requirements of legislation. On an ongoing basis the company will monitor and review its practices and processes so that continual improvement in the management of its business and health and safety specifically is achieved. The company's general intentions are: -

- To prevent accidents and cases of work-related ill health. To provide adequate control of work-related health and safety risks arising out of work activities.
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day to day health and safety issues and to provide adequate instruction, advice and supervision on occupational health
- To identify and implement any necessary emergency procedures to in the case of fire or other significant event.
- To maintain safe and healthy working conditions, provide and maintain safe plant and equipment, and to ensure the safe storage and use of substances.
- The provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to our work activities.

- The provision of sufficient information, instruction, training and supervision to enable the Company's Employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision and maintenance of a healthy working environment including the adequacy of welfare facilities.
- The inclusion of health and safety into the planning, organisation, controlling, monitoring and review arrangements of our management systems.
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to our Employees and others who may be affected by our work activities.

Signed:

TO BE ADDED

Position: Chief Executive

Health and Safety matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore be with:

Jim Barwick, Chief Executive

In practice, certain duties must be delegated for daily running of the business, and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated responsibility for health and safety to individual members of staff to ensure that we are managing health and safety effectively. We have also identified the responsibilities that we all hold as Employees and the rules that we must adhere to.

<u>NAME</u>	<u>RESPONSIBILITY</u>
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Mark Gulliver	Operational Lead
Tracy Lindsey	Operational Lead
Jane Kennard	Operational Lead
Lauren Park	Operational Lead

Employee Duties:

All Employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following the Company's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

All Employees of the Leeds GP Confederation as a term of their Contract of Employment must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any Employee and/or an attitude of non-co-operation may lead to disciplinary action.

Health and Safety breaches, which endanger the life of any person, or which create a risk of injury will be classified as gross misconduct making the Employee liable to dismissal.

All employees are required to:

- Co-operate with the company, its managers and supervisors to ensure that the company can fulfil its obligations.
- Not interfere with anything provided to safeguard their health and safety.

- Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.
- Report all health and safety concerns to a responsible person (as highlighted in this policy) and assist in overcoming those concerns.

ARRANGEMENTS FOR IMPLEMENTATION

Risk Assessment

The company will carry out risk assessments of all activities that present a risk to staff or others who may be affected by those activities in accordance with its legal obligations. Risk assessments will be reviewed annually or sooner if working habits or conditions change. Risk Assessments will be undertaken by the Centre Managers. Approval for the required action to remove or control risks will be given by the Chief Executive

Consultation with Employees

Consultation with employees will take place through scheduled meetings, verbally and in writing. It will be managed in this way across all Leeds GP Confederation Centres.

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risk to health or safety. A system is in place where all medical equipment for each centre is tested and calibrated annually. PAT testing for all portable appliances is carried out annually for each centre. This will be coordinated and organised through Head Office.

Centre managers should make the facilities team aware of any maintenance requirements. Building maintenance work for all centres is supported by the head office. Responsibility for ensuring that effective maintenance procedures are drawn up is that of the Integrated Governance Committee.

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of Buildings Manager.

Safe Handling and Use of Substances

The company will assess risks and control exposure to Hazardous substances in accordance with its legal obligations.

Responsibility for identifying all substances that need a COSHH assessment is that of each Centre Manager.

COSHH assessments will be carried out by the centre manager.

Information, Instruction and Supervision

Health and Safety Law posters are prominently displayed in the reception areas.

Ian McKechnie CertIOSH FCMI MIFSM, of Lighthouse Risk Services LLP is the responsible competent person for all Health & Safety related matters across the Leeds GP Confederation.

Responsibility for ensuring that relevant health and safety information is given to our employees who work at locations under the control of another employer is that of the Centre Managers.

Training and Competency

Ensuring induction and job specific training is carried out is the responsibility of Centre Managers for the new member of staff at each centre and for relevant line Managers.

Training needs will be monitored and authorised by the HR Manager. Training needs to be identified by line managers, such as through the appraisal process, need to be approved by the Head of HR.

Accidents, Ill Health and First Aid at Work

Health surveillance records will be kept by the centre manager.

First Aid Boxes are stored in the reception areas.

Appointed Persons / First Aiders are allocated at each site. The nominated list is to be kept up to date by each Centre Manager. These lists will be displayed in prominent locations in each centre. Accident books are kept at each site. It is the responsibility of each Centre Manager to ensure

these are completed appropriately and copies retained locally. Copies of any accident reports are to be forwarded on to Head Office for monitoring purposes.

The reporting of incidents, diseases and dangerous occurrences as required by the legislation is the responsibility of Centre Managers. Managers are to take advice from head office or the health and safety advice line of our nominated external consultant out of normal hours on whether reporting is required and how this should be done.

Accident/Incident reporting and recording

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have established this policy to assist us in the Management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which are referred to in this policy.

It is our policy to:

- Record all injuries in the approved Accident Book and instruct Employees on the procedure to be followed.
- Seek advice from our Health and Safety Consultant on any situation reportable under RIDDOR and any serious 'near miss incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents (including those involving non-Employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss incidents, to prevent recurrence.

ACCIDENT INVESTIGATION

All accidents will be investigated by the Company. The degree of investigation may well vary with the degree of injury, damage and circumstances. However, as a matter of course it should always include the following points:

- The chain of events leading to the accident.
- The cause(s) of the accident and of the injury.
- Recommendations for action to prevent a reoccurrence.

The Investigation should also consider:

- Breaches of statutory duty or Company rules.
- Other hazards or weaknesses in procedures which, though not contributory may have been revealed during the investigation; □
- Existing accident statistics.

The objective of the accident investigation is never to apportion blame on any individual(s) but should only seek to report on the facts and causes of what occurred. Where the facts are unclear this should be stated and likely causes established.

If human error is believed to be a significant cause, the reasons for this must be investigated. Lack of knowledge, training or unsuitability for the job are Management and not Employee failings. Only when these have been considered, as well as the possibility of genuine mistakes being considered, can the conclusion of wilful and intentional acts or omissions be concluded. Accident investigations will be undertaken using the appropriate accident report form. On conclusion, any remedial actions should be implemented where reasonably practicable, to prevent reoccurrence so improving workplace standards, procedures and training requirements.

ACTIONS TO TAKE IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT

- Preserve the scene (but make safe).
- Take photographs.
- Prepare a sketch plan with measurements.
- Take names and details of all witnesses.
- Obtain all relevant documentation.
- Notify H&S consultant & insurance brokers.
- Notify solicitors.
- Commence internal investigation.
- Complete RIDDOR report.
- Appoint a designated person to speak to the investigating authority on the Company's behalf.
- Inform Employees not to speak on behalf of the Company without consent.
- Consider how to deal with media.

RIDDOR

RIDDOR requires certain incidents be reported to the enforcement authorities. The four categories of incidents that need to be reported are defined below along with the appropriate reporting procedures.

DEATH OR SPECIFIED INJURY

If there is an accident connected with work and:

- ☐ an Employee, or a self-employed person working on the premises is killed or suffers a specified injury (including as a result of physical violence); or
- ☐ a member of the public is killed or taken to hospital.

then the enforcing authority must be notified without delay (e.g. telephone) and within ten days an accident report form completed online (F2508) must be sent to the enforcement authority (See 'WAYS TO REPORT' below).

OVER-SEVEN-DAY INJURY

From 6 April 2012, the over-three-day reporting requirement for people at work changed to the over-seven-day reporting period. You only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

If there is an accident connected with work (including an act of physical violence) and an Employee, or a self-employed person working on the premises, suffers an over-seven-day injury, an 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See 'WAYS TO REPORT' below).

DISEASE

If a doctor notifies the Company that an Employee suffers from a reportable work-related disease, then an 'F2508a' disease report form must be completed online and sent to the enforcing authority (See 'WAYS TO REPORT' below).

DANGEROUS OCCURRENCE

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An 'F2508'

report form must be completed online and sent to the enforcing authority within ten days (See 'WAYS TO REPORT' below).

WAYS TO REPORT

It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods: -

By web to: www.hse.gov.uk/riddor/report.htm
By telephone to 0845 300 9923 (fatal and specified injuries only)

Monitoring

It is the responsibility of Service Co-Ordinators to ensure that daily informal inspections are carried out at each centre.

Investigations of work-related accidents or ill health is that of the Property Support Executive supported by the Centre Managers. Centre Managers in conjunction with Head Office are responsible for acting on any investigation findings.

Health and Safety at Work etc. 1974 can also be found on the Health and Safety Executive website at www.hse.gov.uk