group policies and procedures

# health & safety policy

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| Category | Health & Safety |
| Author | Castleman Healthcare Ltd |
| Responsible Director | Dr Christina Hawkins |
| Date of issue | September 2016 |
| Next review date | September 2025 |
| Document ref & version | Health & Safety Policy V1 |

**Related policies and guidance**

**Document revision and approval history**

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Approved by | Comments |
| V1 | Apr 2018 |  |  | Reviewed by JL |
|  | Aug 2019 |  |  | Reviewed by JL |
|  | Nov 2021 |  |  | Reviewed by JL |
|  | Sep 2023 |  |  | Reviewed by CH |
|  | Nov 2023 |  |  | Updated JL |

# policy statement

It is the policy of Castleman Healthcare Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees whilst they are at work and of others who may be affected by their undertakings. Furthermore, to comply with the Health and Safety at Work Act 1974 and all other allied relevant legislation as appropriate.

In order to achieve this, Castleman Healthcare Ltd aims to:

1. Maintain the highest standards for health, safety and the protection of the environment at the premises and sites it uses.
2. Identify risks and set in place programmes to remove or reduce these risks;
3. Ensure that these standards are communicated to all employees, contract staff, temporary workers, contractors, members of the public, patients as appropriate;
4. Ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe and competent manner;
5. Ensure the dissemination and discussion of relevant information on safety, health and environmental issues;
6. Develop promotional campaigns to encourage safety, health and environmental awareness;
7. Monitor its operation at each site where services are being delivered on behalf of Castleman Healthcare Ltd.

# Introduction

The maintenance of a safe place of work and safe working environment is critical to the continued success of the company and accordingly, we view our responsibilities for health and safety equally with our other organisational responsibilities. We require all employees to equally accept their responsibilities as part of the development of a true safety culture.

The nature of our activities mean that a wide range of risks exist but through the implementation of this policy, directors, managers and employees will ensure that all risks to health are addressed and maintained as low as is reasonably practicable. This policy provides the format for organisational requirements around Health and Safety, other specific Health and Safety related policies and procedures exist and should be read in conjunction with this policy.

# Responsibilities

**Castleman Healthcare Ltd (the employer):**

The Board has established the overall Health and Safety Policy of the Company. They have the responsibility for allocating adequate resources to implement the Health & Safety policy and ensure that Health & Safety performance is reviewed at Board level.

**Responsible Director:**

The Director delegated with responsibility for the Health & Safety Policy is Dr Christina Hawkins. She is responsible for:

1. Monitoring the implementation of the Health and Safety policy
2. Setting targets or objectives where appropriate
3. Ensuring that the effectiveness of the policy is regularly reviewed and revised as and when necessary
4. Reporting on progress to the Board

**Operations/Practice Managers** (from here on described as operations managers with responsibility for any activity/programme of work delivered on behalf of Castleman Healthcare Ltd)

The operations managers are responsible for:

1. The implementation of the Health and Safety Policy within their unit
2. Ensuring compliance with relevant legislation, approved codes of practice and other safety instructions
3. Ensure appropriate procedures and arrangements are established and maintained, including for the reporting and investigation of significant incidents
4. Ensure appropriate audit programmes are carried out
5. Ensure the Health and Safety Law poster is displayed at their sites
6. Ensure staff attend training as required
7. Carry out risk assessments as required
8. Ensure effective maintenance procedures are in place and are carried out
9. Preparing, implementing, monitoring and revising action plans to reduce any risks to the lowest possible level
10. Implementing and maintaining safe systems of work within their department
11. Consult with their staff on any changes, which may affect their Health and Safety
12. Ensure that accident and incidents occurring within their department are recorded and investigated in line with the reporting policy
13. Escalate any high risk Health and Safety concerns to their line manager and the Governance lead in a timely manner

**Castleman Healthcare Ltd Board**

1. Support the Responsible Director in achieving the above objectives by regularly reviewing polices, audit findings, regulatory reports etc. and proposing actions to ensure compliance with all legislation.
2. Evaluating implications of these issues to the company, and their prioritisation with regard to resources and implementation.

**Governance lead/Vice Chair**

1. Seeks advice from the Competent Person on health, safety and fire safety matters.
2. Monitors compliance to Health and Safety policy and procedures.
3. Undertakes audit and inspection of Health and Safety practice and produces reports as required.
4. Reviews training provision and attendance.

**All staff**

1. Because of the constantly changing environment in a workplace it is not possible to have in place rules for all aspects of Health and Safety at Work.
2. This and other health and safety policies will help in complying with your legal duty and also contributing to the safe running of the workplace.
3. If you do not understand what is expected of you or if you are unsure in any way about safety rules, please make contact with your Manager or as soon as is possible.
4. Cooperate in implementation of any health and safety legislation, initiative or activity.
5. Attend training as identified.
6. Take responsibility for your actions.
7. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
8. Report to the manager any work situation, which may be considered to represent a serious and immediate danger to Health and Safety.
9. Report to the manager any matter, which may be considered to represent a shortcoming in the protection arrangements for Health and Safety.
10. Participate and support the process to identify and assess risks in the workplace.
11. The Workplace
    1. Ensure that all means of access and egress from the workplace remain free from obstructions at all times, and from slipping and tripping hazards;
    2. Refrain from leaving cables trailing across floors;
    3. Leave your work area clean and tidy paying particular attention to the general housekeeping by regularly removing rubbish and waste materials;
    4. Ensure that all spillages are cleared up as soon as possible.
12. Machinery and Equipment
    1. Do not operate any machinery or use equipment unless you have been trained and authorised to do so
    2. Do not use machinery that you know to be unserviceable until it is safe to use
    3. Report any fault or defect in the machinery.
13. Protective Clothing and Equipment
    1. Always use protective clothing and equipment provided for your personal protection
    2. Report immediately any defects
    3. Use, store and maintain all protective clothing and equipment in accordance with local instruction.
14. Accidents and Health
    1. All injuries, accidents, dangerous occurrences and near miss incidents caused by or affecting your health should be reported to your line manager immediately and reporting using the correct documentation.
    2. You should report any medical condition or medication you are taking which could affect your ability, especially if you operate machinery, drive a vehicle or work in a dangerous environment.
    3. If you see a situation in which a potential accident or an injury could be sustained, you should report it to your line manager or supervisor and report it using the correct documentation.
    4. Report any accident or incident, using the correct documentation, whether or not it has an adverse outcome.
15. Fire Notices
    1. Make sure that you are familiar with the fire procedure for your workplace.
    2. Details of your evacuation procedure and designated assembly points will be displayed at various points around the workplace (refer to local policy for clear directives).
16. Evacuation Routes
    1. In the event of fire and you are instructed to do so, you should evacuate the building by the prescribed route(s) and proceed to your assembly point.
17. Fire Equipment
    1. Do not prop open fire doors with fire extinguishers.
    2. Do not misuse any items of firefighting equipment.
    3. Report immediately any damaged or defective fire doors, fire exit doors and firefighting equipment.

**Contractors**

Adhere to the health and safety policies at each site they attend and, when requested, provide a copy of their company’s health and safety policy to the senior member of staff on site.

**Competent Person**

The Company shall seek to contract the services of a Competent Person to provide Health and Safety advice to ensure the organisation is kept informed of statutory and legislative requirements. Provide training and practical assistance in support of health & safety activities throughout the organisation.

**Specialist Advisors**

Specialist advice and assistance shall be available for occupational health, infection prevention and control and radiation protection requirements via service level agreements to support the safety and wellbeing of staff, patient, contractors and the public.

# Procedure

**Castleman Healthcare Ltd Board Management**

1. Assess the risks to health and safety of employees, including those from serious and imminent danger, and to anyone else who may be affected by the work activity thereby enabling the necessary preventive and protective steps to be identified. Specific risk assessments are required for new and expectant mothers, young persons and for fire. Significant findings will need to be documented and brought to the attention of all persons.
2. Make arrangements for the application and implementation of the preventive and protective measures identified from the risk assessment. These should cover planning, organisation, control, monitoring and review.
3. Co-operate and co-ordinate with other employers and where premises or sites are shared.
4. Appoint competent persons to provide health and safety assistance.
5. Provide employees with comprehensible and relevant information on the risks to their health and safety identified by the risk assessment and the preventative and protective measures implemented to control such risks.

**Employees**

1. All employees are required to make full and proper use of any arrangements established for health and safety at work.
2. All employees are required to report any hazardous circumstances or details of work activities, which might represent a serious and imminent danger.

# Monitoring/Audit Process

Adherence to the Health and Safety policy, procedures, and legislation will be determined by any risks as advised by staff, managers, directors, contractors etc.

# Review

This policy will be reviewed every two years unless changes in legislation require a more timely review.