



Health and Safety Policy

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Purpose of the document

To ensure that Portland Medical (PM) fulfils its statutory duties under the Health and Safety at Work Act 1974 and regulation to its staff costumers.

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Partners	1/5/2019	1.0
Links to Related documents or references providing additional information		
Health and Safety at work act 1974		

1.0 Introduction

PM has a duty under the Health and Safety at Work Act 1974. The Act places specific responsibilities on an employer to provide a safe working environment for not only its staff, but any other individual who is affected by the work of the organisation. Further legislation complements the Health and Safety at Work Act, in the form of Regulations.

The organisation recognises the importance of providing a safe working environment to its staff, clients and other members of the public who come into contact with the organisation. PM will ensure that specific responsibilities are fulfilled by carrying out risk assessments of the organisation's activities, controlling identified hazards, providing information, training and instruction to allow staff to carry out their duties safely, and auditing systems to ensure policies and procedures have been implemented. PM recognises the importance of providing a safe working environment to its staff, patients and other members of the public who come into contact with the organisation.

2.0 Objectives

2.1 To carry out assessments of all the risks known to the organisation and minimise those risks to an acceptable level.

2.2 To ensure adequate information, training, instruction and supervision are provided to staff, to enable them to be competent and able to carry out their duties safely.

2.3 To ensure systems are in place for consultation on Health and Safety issues between managers and staff representatives.

2.4 To ensure that staff at all levels are encouraged to contribute to Health and safety Policy and Procedures and provide input to the relevant Health and Safety Groups.

2.5 To ensure incidents are thoroughly investigated and reported through or to the appropriate (procedure) authority.

2.6 To ensure the provision of a safe working environment and equipment that is suitable and fit for the intended purpose.

3.0 Responsibilities

3.1 Partners

The Partners are ultimately accountable for the effective implementation of this policy under the Health and Safety at Work Act 1974. However, all part and full time

employees, managers and visitors are accountable for Health and Safety within their own areas or responsibility.

- Promote a positive and proactive culture of Health and Safety awareness
- Support staff following an industrial injury or incident
- Complete and interpret a yearly risk assessment of the premises
- Undertake and follow up quarterly premises inspections, signing them off and resolving any identified issues
- Interpret any identified trends from the quarterly Health and Safety statistics and take action as required
- Adopt a lead risk assessment role for all proposed projects
- Report and record any unsafe practices, or workplace hazards
- Monitor incident reporting trends and appropriate investigation and follow up
- Report incidents to RIDDOR as appropriate
- Responsible for completing quarterly Health and safety reviews
- Monitor records of Health and Safety Training courses attended by staff
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3.2 Permanent and temporary employees must;

- Take care of their own Health and Safety and that of any other person who may be affected by their acts or omissions. This includes mentors supervising students at all times in respect to preventing and managing slips trips and falls.
- Comply with the safe systems of work and the Health and Safety information, instruction, training and supervision provided by PM
- Attend, as required, Health and Safety training sessions
- Use, as required, all provided personal protective equipment and clothing, specified safe systems of work, specific safety equipment, identified control measures etc. provided by the organisation
- Report and record any unsafe practices, or workplace hazards (including slips, trips and falling hazards).
- Ensure all incidents are promptly recorded in accordance with the organisation's incident reporting policy
- Promote and encourage health and safe working within the organisation

4.0 Planning and Implementation

In order to achieve this aim PM will identify, eliminate or control any identified hazards and risks

5.0 Risk Assessment

It is a statutory requirement for the PM to undertake assessments of all foreseeable risks that may affect the organisation. Risk assessments will be undertaken by a

combination of identified management Heads/leads and staff side representatives with the results of those assessments made known to staff across the organisation.

5.1 Risks that will be assessed

- Manual Handling
- Equipment
- Workstations
- Fire Precautions
- Hazardous materials
- Slips, trips and falls
- Sharps
- Stress

5.2 Risk Management

As a result of undertaken risk assessments, appropriate control measures will be put in place to manage the risk. This may include:

- Providing further training, instruction and supervision to ensure that the procedure/equipment can be used without foreseeable risk of injury
- Redesigning the procedure or equipment
- Introducing a new piece of equipment to reduce the risk
- Where appropriate, identified risks will be entered onto the organisation's Risk Register in accordance with the Risk Management framework.

6.0 Training

PM may make provision for all staff to receive instruction and training to allow them to carry out their duties without risk of injury. Specifically, Health and Safety induction training will be provided to staff on joining the Organisation and ongoing training will be provided for all staff which outlines the way that Health and Safety is organised in PM.

6.1 External support

PM may appoint and train competent persons to advise the organisation on its statutory duties and best practice. From time to time the organisation may also utilise external consultants for obtaining specialist advice.

7.0 Performance Monitoring

In order to measure Health and Safety performance PM will implement auditing systems.

7.1 Audit

Issues to be addressed in Health and Safety Audits will include;

- Issues reported as Health and Safety issues
- Annual numbers and types of Health and Safety investigations
- RIDDOR reportable incidents

8.0 Review

8.1 Staff involvement

The organisation will encourage staffs' involvement in the monitoring process. This may take the form of staff surveys and ride outs with crews, to discussions with staff on Health and Safety concerns.

8.2 Policy review

The ongoing appraisal and review of policy arrangements will take place, to ensure the continual improvements in Health and Safety performance within the organisation.

9.0 Implementation

Implementation	
Audience	PM part time and permanent staff Any non-employee entering the premises.
Availability	PM Intranet
Training	Yearly Web based health and safety learning
Review	1/5/2020