

Policy Name	Health and Safety Policy
Applies To	Directors, Staff, Volunteers and General Public
Policy Area	Business Standard Policy's
Approved by Directors	January 2023
Live Date	January 2023
Review Schedule	Biennial
Staff Notified of Policy	January 2023
Version	V1.2
<p>This policy will be reviewed in accordance with the designated review schedule. It will remain Live and Active until such time as the review prompts necessary changes.</p> <p>Team members of Support Medical Group will be informed when any such changes are made and the policy reuploaded to replace the current policy.</p>	

Policy Statement

Support Medical Group CIC (SMG) (“The Company”) has statutory duties 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 (including patients) who is affected by the work of the organisation.

The Company is committed to doing all that is reasonably practicable to ensure the health, safety and welfare of all employees, contractors and for anyone with SMG interactions.

Scope of the Policy

The Company has produced this policy and various related policies which apply to all workplaces and activities of the Company.

Aims and Objectives

The Company will fulfil its responsibilities by taking steps to work in accordance with all relevant health and safety legislation, approved codes of practice and good working practices. This will be achieved by:

- I. Ensuring that employees know of the potential hazards connected with the various activities undertaken by the Company and awareness of how to avoid the associated risks.
- II. Providing comprehensive information, instruction, training, and supervision to enable employees to perform their work in the safest and most efficient manner.
- III. Promoting the maximum individual attention and effort on the part of employees always to avoid and prevent accidents from occurring.
- IV. Making adequate provision for employees to raise issues and participate in the

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development of safety measures.

- V. Providing all that is necessary in respect of first aid, fire safety, and personal protective equipment etc.
- VI. Ensuring incidents are thoroughly investigated and reported through or to the appropriate authority.

Organisation – Responsibilities and Authority

The organisation and reporting structure for the management of health and safety is the same as for all other aspects of business. The company directors will be responsible for the effective implementation of this policy, core responsibilities are broken down as follows:

Company Directors

- I. Ultimate authority for approval of policies relating to health and safety. Responsibility for reviewing the results of any audit.
- II. Overall responsibility for policy implementation, monitoring of performance and reporting to the Directors on this policy's effectiveness at monthly QA meetings.
- III. To liaise with staff and enforcing authorities, as necessary, to ensure that adequate resources are allocated to health and safety in the workplace.
- IV. To bring this policy to the notice of employees and contractors, monitor safety performance and receive reports from staff / incident reporting on all matters relevant to health and safety that cannot be resolved.
- V. Will ensure that the implementation of this policy (including training) receives financial support appropriate to the resources of the Company.
- VI. Will have a good working knowledge of and be responsible for the effective implementation of this policy within their areas including responding to issues raised by staff.
- VII. To investigate accidents/incidents in their area and report to the Operations Manager with suggestions of what action is required to make safe and/or prevent a reoccurrence.
- VIII. To inform employees of any hazards to health and safety that may be encountered in the course of their work and the precautions to be taken.

Employees and Contractors

Employees and contractors should cooperate fully on all matters relating to health and safety. It is vital that employees pay due regard to undertaking all work activities in a way which is safe and does not present risks to their own safety or that of other persons, including fellow employees.

Arrangements

Various arrangements and procedures have been developed and implemented to eliminate or control any identified hazards and risks.

Risk Assessment

It is a statutory requirement to undertake assessments of all foreseeable risks that may affect the Company. Risk assessments will be undertaken by a combination of managers and staff representatives, with the results of those assessments being made known to all staff throughout the Company.

Amongst the risks that will be assessed are:

- Manual Handling
- Violence
- Hazardous Substances
- Display Screen Equipment/Users
- Work Equipment
- Work Places
- Personal Protective Equipment (PPE)
- Fire Precautions
- Stress Management
- Slips, trips and falls (patient's, staff and others)

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

These control measures 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.
- Ceasing the procedure or system of work

Staff Training

The Company will make provision for all staff to receive instruction and training to allow them to carry out their duties without risk of injury. Specifically, training will be provided to staff on joining the Company and ongoing training will be provided for all staff.

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

Communication and Publicity

To ensure all employees are kept informed of policies and procedures and are able to comment upon them, it is important to ensure that they are accessible to all staff. The Company will ensure that there is:

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- Effective publicity of new or substantially changed policies and procedures
- Adequate opportunity for all staff to offer feedback on health and safety matters
- Performance Monitoring
- To measure performance, the Company will implement auditing systems. Issues to be addressed in such audits may include:
 - Numbers and types of accidents/incidents and any trends
 - Issues raised by staff relating to health and safety
 - Lost time incidents (staff absence due to work related accidents/incidents)
 - RIDDOR reportable accidents/incidents
 - Premises inspections
 - Correct use of PPE
 - Vehicle accidents (RTCs)
 - Clinical risk and infection control

The Company will encourage the involvement of staff in the monitoring process. This may take the form of staff surveys and ride outs with crews, to discussions with staff about any health and safety concerns.

Audit and Review

The ongoing appraisal and review of policies and procedures will take place, to ensure the continual improvements in performance throughout the Company. The Board of Directors will receive the results of any audits and ensure that this policy is reviewed on an annual basis.