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|  A white background with black text  Description automatically generated      **Health and Safety Policy** Version: 1 Name of originator / author: Karen Hewinson MSc ACP (SHU), PG Dip SCPHN (ARU), PG Cert HCL (Open)Date issued: September 2023 Review date: September 2024 Available on website    |

**Corporate Health and Safety Policy**

**Version Control Sheet**

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# HEALTH AND SAFETY – STATEMENT OF INTENT

This policy is relevant to everyone who works for and visits SSACLtd.

**DEFINITIONS**

**Hazard -** A hazard can be defined as anything with the potential to cause harm, loss or suffering and can relate to all kinds of situations including clinical treatments and the financial position as well as the traditional health and safety issues.

**Risk** – The threat or possibility that an action or event will adversely or beneficially affect the Trust’s ability to achieve its objectives. It is measured in terms of likelihood and consequence..

**Risk Register** – The tool for recording identified risks and monitoring actions and plans to mitigate and reduce risks.

**Risk Management** - ‘All the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate and anticipate them, and monitoring and reviewing progress’.

**ORGANISATIONAL RESPONSIBILITIES**

Health and Safety is a management function and the responsibilities for it are delegated down through any management structure.

**Risk Assessment and Risk Management**

SSACLtd will apply systematic risk management processes to identify and understand Health and Safety hazards encountered through our activities and introduce procedures to mitigate or reduce the associated risks.

This is achieved by:

1. reviewing activities, completing risk assessments and actioning the control measures identified

1. Adhering to legislation, regulation and adopting good clinical practice.

1. Undertaking dynamic risk assessments and adapting working practices to best safeguard and suit the needs of the patient.

Managers will ensure that:

1. Anyone working within SSACLtd will follow Safe Working Practices, Identifying and removing hazards, assessing risks and taking steps to safeguard themselves as a routine integral part of their daily activities.

1. Where new tasks or a change in working methods require a more methodical and detailed approach then they will undertake a risk assessment using the risk assessment process and form.

1. Where possible they will implement any actions to remove or control the risks identified through the assessment.
2. The controls are reasonable and the remaining risk is low

1. Take responsibility for themselves and others around them, adopting working practices that identify and remove hazards or put into place actions to minimise risks.

**Health and Safety Inspections**

Health and safety inspections will be carried out to identify potential workplace hazards before they cause a health and safety problem.

The health and safety checklist can also be used to assist with the hazard identification as part of the risk assessment process.

Avoid working at height where possible

 **Prevention of Blood Borne Virus Infection**

Individuals whose work involves potential contact with the blood or body fluids are at risk of being infected with blood borne viruses (BBVs). The commonest BBVs of relevance are Human Immunodeficiency Virus (HIV), Hepatitis -B (HBV) and Hepatitis -C (HCV).

Blood and body fluids of ALL people should be considered to be potentially hazardous; Urine, faeces, saliva, sputum, tears, sweat and vomit present minimal risk of blood borne infections, unless contaminated with blood, although there may be other hazardous components present.

Staff must take precautions to protect themselves and others from blood or body fluid contact. In particular prevention of needle stick or similar injuries i.e. injuries with needles or sharp objects that have had contact with blood, splashing onto eyes, nose, mouth or when a human bite breaks the skin: when the dermal layer is breached.

##

## Fire Prevention and Management

SSACLtd occupy a rented building and are responsible for fire safety and evacuation within our own rooms. The Landlords have a duty to complete maintenance checks on the fire alarm system, communal area extinguishers, fire doors/signage etc.

**SSACLtd director will ensure that:**

* A Fire Risk Assessment has been carried out for their premises
* The Fire Safety arrangements identified are implemented
* Fire procedures have been drawn up and notices are displayed in convenient positions where persons can read them.
* Employees are familiar with the fire procedure
* Sufficient employees are nominated and trained as fire marshals
* Corridors and stairwells are kept clear and not used for storage
* Waste materials are prevented from accumulating and removed regularly.

  **SSACLtd will ensure that:**

* files, paper and other combustibles will not be allowed to accumulate around electrical equipment

* particular attention is paid to checking work areas before leaving to ensure nothing has been left which could lead to a fire developing

* Ensure that all electrical equipment that need not be left on (such as, desk fans, computers, photocopiers and kettles) is switched off at the socket outlet

* Keep electrical equipment that must be left on, clear of combustible materials

* Keep corridors and stairwells clear and not use them for the storage of equipment and waste materials

* Follow the procedures in the event of discovering a fire or hearing the fire alarm.

## Manual Handling / Musculoskeletal Disorders (MSDs)

Manual handling will not be carried out within the clinical environment

## Slips, Trips and Falls

Slips and trips resulting in falls are the most common cause of major injuries in all workplaces. Most slips occur in wet or contaminated conditions and most trips are due to poor housekeeping. Slip, trip, fall incidents can be cut dramatically through good planning, positive management and good housekeeping.

SSACLtd is responsible in ensuring their work areas are kept tidy and pedestrian routes and stairs are unobstructed with no items protruding into the walkways and to ensure all spillages are cleaned up using appropriate methods for the contaminant

##  Vibration

Hand Arm Vibration is a form of vibration that is transmitted into the hands and arms as a result of carrying out work tasks with hand held mechanical equipment. Regular and frequent exposure to HAV can lead to two forms of permanent ill health known as:

* Hand-Arm Vibration Syndrome (HAVS)
* Carpal Tunnel Syndrome

Symptoms of both may come and go, but with continued exposure to vibration they may become prolonged or permanent and cause pain, distress and sleep disturbance. This can happen after only a few months of exposure, but in most cases it will happen over a few years.

**Noise**

Noise at work can cause hearing damage that is permanent and disabling. The equipment used within SSACLtd is unlikely to be detrimental to hearing

**Work Equipment**

Any equipment used at work is work equipment.

SSACLTd will provide safe and suitable equipment. It will achieve this by:

1. Only purchasing quality items, with relevant conformity approval from quality suppliers

1. Undertaking adequate research and development (R&D) on new equipment.
2. The Trust will maintain that equipment in efficient working order and good repair.

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It will achieve this by:

1. Recording significant items and monitoring lifecycle through its asset management system

1. Making pre use visual checks and ensuring necessary maintenance is carried out

1. Statutory inspections and actions eg PAT testing
2. Contracted service and maintenance on medical devices

## Electrical Safety

All reasonable steps will be taken to secure the health and safety of those who use, operate or maintain electrical equipment.

All electrical items will be subject to a visual inspection prior to each use. Items that are defective will not be used and the defect reported immediately for repair.

## Display Screen Equipment

SSACLtd acknowledges that work at incorrectly adjusted workstations over long periods without regular breaks will present a risk to health. It will take steps to ensure that:

1. All personnel that use DSE are made aware of the hazards and risks involved in DSE work

1. Managers are responsible for ensuring that Users complete a DSE assessment for their workstation and for reviewing that assessment.

1. Users are entitled to free eye tests

##

## Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demand placed on them.

Appointments will be suitably spaced to ensure both staff and patient safety. Anyone working in SSACLtd are responsible for their own diaries to control this.

## Security, Violence and Aggression

We will not tolerate violence towards its employees at work. Anyone showing violence or aggression towards staff will be asked to leave and if appropriate, be reported to the police.

**Lone Working**

It is possible that being within the clinic will involve lone working. Whilst there are other businesses in the building, occasionally you will be the only person. The main entrance/exit doors can be locked as can the clinic room doors. There is an intercom system for alerting that a patient has arrived.

## First Aid Arrangements

SSACLtd will take steps to meet the requirements of the Health and Safety (First Aid) Regulations and provides appropriate equipment to enable First Aid to be administered

through:

1. Providing First Aid Kits

1. Stock recording to ensure adequate supplies available
2. Informing location of first aid kit via stickers

## Food Safety

Food must only be prepared in preparation areas. There is a communal kitchen in the building. This includes a kettle, fridge and microwave. Perishable items should not be stored in the pharmaceutical fridge.

## Contractors

All parties have a legal responsibility under health and safety regulations in dealing with specific hazards. All Contractors are expected to adhere to the relevant legislation, which includes, but not restricted to, the Health and Safety Policy

## Visitors

Visitors may not be aware of the hazards and the controls to manage them. Therefore in the event of an evacuation visitors will need to be escorted from the building and staff are to be aware of visitors’ safety and not allow them to enter any restricted areas.

## Smoking, Alcohol & Drugs

SSACLtd and the premises at Enterprise House are a smoke free zone so no employee, patient or visitor may smoke, which includes the use of vapes or e-cigs, on the premises as per:

* Health Act 2006 prohibits smoking in public places from 1 July 2007
* Health & Safety at Work Act 1974 Section 2(2)(e) to provide a working

environment that is safe and without risk to health

* Management of Health and Safety at Work Regulations 1999, to assess risks to health, safety and welfare in the workplace
* Health and Safety at Work Pregnant Workers Directive (92/85/EEC), to protect employees that are pregnant, have recently given birth or who are breastfeeding

 We recognise the adverse effects of alcohol and substance abuse on individuals and as such, we have a duty to protect and maintain the health, safety and welfare of its employees.

* No alcohol is allowed to be consumed on the premises
* Being unfit for duty through substance abuse, including alcohol, will constitute

‘gross misconduct’

* Staff are permitted to bring in their personal prescribed drugs or over the counter medication but it is the responsibility and duty of the individual to make sure that it is suitably secured

## Healthcare Waste

Waste is subject to Hazardous Waste Regulations 2005. Please see IPC policy

**Personal Protective Equipment, Uniform and Dress Code**

Please see IPC policy

## Use of Hazardous Substances (COSHH)

A hazardous substance is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as a substance which is either; very toxic, toxic, corrosive, harmful, irritant/sensitising or any other substance which is a hazard to health, e.g. microorganisms.

* A COSHH assessment is carried out for each hazardous substance used which takes account of, in particular, the way the substance will be used in practice
* The risk assessment is carried out prior to use of the substance and that the assessment details are formally recorded
* Staff receive sufficient information, instruction and training to enable them to understand the risks to their health and the procedures to be adopted to protect their health
* Staff are issued with appropriate PPE, e.g. gloves, goggles, visors, overalls, masks, etc. as required by the assessments made
* Staff must use the PPE issued to them and carry out the work activity safely
* PPE is in good working order and well maintained

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##  RIDDOR

TheReporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)place a legal duty on employers, self-employed people and people in control of premises to report serious incidents to HSE. These include:-

* Work-related deaths
* Major injuries
* Over seven day injuries
* Work-related diseases
* Dangerous occurrences
* Certain listed Near Miss incidents

## Auditing

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