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|  **Review Sheet** |
| Last Reviewed Last Amended Next Planned Review in 12 months, or24 Jul '20 24 Jul '20 sooner as required. |
| Business impact | Changes are important, but urgent implementation is not required, incorporate into your existing workflow.**MEDIUM IMPACT** |
| Reason for this review | Scheduled review |
| Were changes made? | Yes |
| Summary: | This policy has been reviewed. There has been an addition made to the policy that includes the need to provide sufficient resources to effectively meet the statement of intent. There is clarification to a number of areas such as the suggested review period i.e.: review the statement of intent at least annually. There is also an additional reference provided. |
| Relevant legislation: | * The Care Act 2014
* Civil Contingencies Act 2004
* Control of Substances Hazardous to Health Regulations 2002
* The Electricity at Work Regulations 1989
* The Food Safety and Hygiene (England) Regulations 2013
* The Gas Safety (Installation and Use) Regulations 1998
* The Hazardous Waste (England and Wales) Regulations 2005
* Health and Safety at Work etc. Act 1974
* The Health and Safety (First Aid) Regulations 1981
* Management of Health and Safety at Work Regulations 1999
* The Manual Handling Operations Regulations 1992
* The Regulatory Reform (Fire Safety) Order 2005
* The Workplace (Health, Safety and Welfare) Regulations 1992
* The Health and Safety (Miscellaneous Amendments) Regulations 2002
* The Control of Substances Hazardous to Health Regulations 2002
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 |
| Underpinning knowledge - What have we used to ensure that the policy is current: | * Author: HSE, (2014), *Health and safety in care homes (HSG220)*. [Online] Available from: <https://www.hse.gov.uk/pubns/books/hsg220.htm>[Accessed: 24/7/2020]
* Author: HSE, (2020), *Workplace Health and Safety Standards*. [Online] Available from: <https://www.hse.gov.uk/healthservices/hswpg.htm>[Accessed: 24/7/2020]
* Author: HSE, (2020), *Who regulates health and social care*. [Online] Available from: <https://www.hse.gov.uk/healthservices/arrangements.htm>[Accessed: 24/7/2020]
* Author: HSE, (2020), *Health and safety management systems*. [Online] Available from: <https://www.hse.gov.uk/managing/health.htm>[Accessed: 24/7/2020]
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| Suggested action: | * Encourage sharing the policy through the use of the QCS App
* Share ‘Key Facts’ with all staff
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| Equality impact Assessment: | QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law. |

**1. Purpose**

* 1. To set out the approach adopted by Holbeach Hospital & Nursing Home to fulfil the requirements of legislation on health and safety.
	2. To identify the roles and responsibilities within Holbeach Hospital & Nursing Home to effectively manage and monitor the requirements of the Health and Safety at Work Act 1974 from the most senior person through to employees' responsibilities.
	3. To support Holbeach Hospital & Nursing Home in meeting the following Key Lines of Enquiry:

## Key Question Key Lines of Enquiry

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| --- | --- |
| SAFE | S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected? |
| SAFE | S6: Are lessons learned and improvements made when things go wrong? |
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |
| WELL-LED | W4: How does the service continuously learn, improve, innovate and ensure sustainability? |

* 1. To meet the legal requirements of the regulated activities that Holbeach Hospital & Nursing Home is registered to provide:
		+ The Care Act 2014
		+ Civil Contingencies Act 2004
		+ Control of Substances Hazardous to Health Regulations 2002
		+ The Electricity at Work Regulations 1989
		+ The Food Safety and Hygiene (England) Regulations 2013
		+ The Gas Safety (Installation and Use) Regulations 1998
		+ The Hazardous Waste (England and Wales) Regulations 2005
		+ Health and Safety at Work etc. Act 1974
		+ The Health and Safety (First Aid) Regulations 1981
		+ Management of Health and Safety at Work Regulations 1999
		+ The Manual Handling Operations Regulations 1992
		+ The Regulatory Reform (Fire Safety) Order 2005
		+ The Workplace (Health, Safety and Welfare) Regulations 1992
		+ The Health and Safety (Miscellaneous Amendments) Regulations 2002
		+ The Control of Substances Hazardous to Health Regulations 2002
		+ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

**2. Scope**

* 1. The following roles may be affected by this policy:
		+ All staff
	2. The following Service Users may be affected by this policy:
		+ Service Users
	3. The following stakeholders may be affected by this policy:
		+ Family
		+ Advocates
		+ Representatives
		+ Commissioners
		+ External health professionals
		+ Local Authority
		+ NHS

**3. Objectives**

* 1. To ensure that Holbeach Hospital & Nursing Home has a written statement of general policy with respect to the Health and Safety at Work etc. Act 1974 and this is reviewed annually by the most senior people of Holbeach Hospital & Nursing Home.
	2. This policy and procedure should be read alongside all of the health and safety policies, procedures and supporting documentation at Holbeach Hospital & Nursing Home.

**4. Policy**

* 1. Holbeach Hospital & Nursing Home recognises that it has a responsibility to ensure that reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice relating to the particular activities of Holbeach Hospital & Nursing Home.

## Statement of Intent

Holbeach Hospital & Nursing Home acknowledges and accepts the responsibilities placed on it as an 'Employer' by the Health and Safety at Work etc. Act 1974 and other relevant legislation. Holbeach Hospital & Nursing Home considers that a safe and healthy working environment is a prerequisite to achieving the safe, high-quality care and a safe working environment for our staff and those who work on our behalf.

Holbeach Hospital & Nursing Home will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses. Through the implementation of the Health and Safety Policy and Procedure, Holbeach Hospital & Nursing Home is committed to the following objectives:

* + - To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, Service Users, contractors and others who work on our behalf
		- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
		- The provision and maintenance of equipment and systems of work that are safe
		- Arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place
		- Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons
		- Health and safety policy, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained
		- Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
		- Ensuring, as far as reasonably practicable, that risks associated with travel by staff for Holbeach Hospital & Nursing Home are appropriately managed
		- Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
		- Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
		- Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, Service Users and commissioners in implementing the Health and Safety Policy
		- To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of Holbeach Hospital & Nursing Home
		- To strive to continuously improve the health and safety performance of Holbeach Hospital & Nursing Home
		- Appointing a competent person to support Holbeach Hospital & Nursing Home in meeting its statutory duties
		- To provide sufficient resources with which Holbeach Hospital & Nursing Home can effectively discharge their duties in maintaining a healthy and safe working environment for all who work and live in the premises of Holbeach Hospital & Nursing Home
	1. Holbeach Hospital & Nursing Home will review health and safety systems and procedures at least annually to ensure that they reflect the legal responsibilities associated with applicable:
		+ HSE laws, regulations, approvals, licences and other legal requirements
		+ International, national and regional standards
		+ Industry codes and best practice
		+ Contractual requirements
		+ Expectations of regulators and other key stakeholders

Systems and procedures will be made available to those working for and on behalf of Holbeach Hospital & Nursing Home so that they are aware of their individual health and safety obligations.

A health and safety management structure will be implemented to support the delivery of health and safety policies, systems, objectives and targets, to review health and safety performance and respond to health and safety incidents.

* 1. Holbeach & East Elloe Hospital Trust is charged with implementing this policy by the use of a suitable safety management system.

Holbeach & East Elloe Hospital Trust will seek and expect the full co-operation and support of the whole of Holbeach Hospital & Nursing Home to ensure that the Health and Safety Policy and the arrangements that are put in place to support the objectives of the policy are implemented effectively.

Mrs Maxine Winch will have day-to-day responsibility for ensuring compliance with this policy.

The Health and Safety Policy ‘Statement of Intent’ at Holbeach Hospital & Nursing Home will be ratified and signed by Holbeach & East Elloe Hospital Trust. This signifies the commitment of Holbeach Hospital & Nursing Home to ensuring that the successful management of health and safety is of paramount importance within Holbeach Hospital & Nursing Home.

A copy of the Health and Safety Policy ‘Statement of Intent’ will be displayed within the reception area at Holbeach Hospital & Nursing Home and will be reviewed at least annually.

## Health and Safety Responsibilities in Holbeach Hospital & Nursing Home Executive

* + - Holbeach & East Elloe Hospital Trust is responsible for safety in Holbeach Hospital & Nursing Home and will monitor the Health and Safety Policy on a regular basis
		- Holbeach & East Elloe Hospital Trust will be sufficiently apprised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency

## Safety Officer

The Safety Officer is Registered Manager, unless indicated otherwise by a notice on the main staff noticeboard of Holbeach Hospital & Nursing Home. The responsibilities of Registered Manager are to:

* Maintain safety records
* Ensure that staff and Service User risk assessments are in place, proportionate and up to date
* Investigate accidents, incidents and near misses
* Provide accident, incident and near miss statistics
* Keep a watching brief on changing safety legislation
* Report directly to Holbeach Hospital & Nursing Home
* Conduct full investigations of accidents with a view to the prevention of future occurrences
* Ensure that the obligations of Holbeach Hospital & Nursing Home with respect to assessment, control and monitoring of hazardous substances are met
* Ensure that the recording of accidents is in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), by ensuring that the Accident and Incident Reporting Policy and Procedure is followed and that all accidents are recorded, using the form attached to that policy
* Ensure that the reporting of all accidents that meet RIDDOR reporting requirements is achieved in a timely manner
* Ensure that South Holland District Council is informed of any accidents or incidents involving Service Users that meet their local reporting requirements
* Ensure that the CQC is notified in line with statutory reporting requirements

## Team Manager (where this differs from the Registered Manager)

Where there are no designated team managers, Mrs Maxine Winch fulfils this role. Team managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety.

A team manager will:

* + - Ensure that each new employee is given induction training, including the precautions and procedures appropriate to their specific jobs. All new members of staff will be shown the location of first aid boxes, fire exits and firefighting equipment
		- Ensure that all staff are aware of the Health and Safety Policy and Procedure, have access to the QCS Online system and are aware of the QCS Mobile App
		- Keep up to date with health and safety matters applicable to the operations of Holbeach Hospital & Nursing Home
		- Investigate all accidents with the assistance of Mrs Maxine Winch, with a view to the prevention of further occurrences
		- Ensure that good housekeeping standards are applied
		- Periodically review all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment, bearing in mind all health and safety factors
		- Carry out regular safety checks and audits

## Supervisors

Supervisors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Supervisors must ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved.

Accidents must be reported immediately to the Team Manager or Mrs Maxine Winch. Particular regard will be paid to:

* Equipment and its usage to ensure that it is safe and does not endanger health
* The provision of safety arrangements for the handling, storage and movement of materials, equipment and substances
* Supplying sufficient information, instructions, training and supervision so as to enable staff to avoid hazards and contribute positively to their own health and safety at work
* Inspecting, on a regular basis, equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices, in order to ensure their efficiency and maintenance
* Ensuring that staff and visitors are aware of emergency procedures, and that Personal Emergency Evacuation Plans (PEEPs), if required, are written and practised

## Staff

Employees have a duty under the Health and Safety at Work etc. Act 1974 to comply with the following:

* + - To do everything they can to prevent injury to themselves, fellow staff and others affected by their actions or omissions at work
		- To follow company procedures, in particular, to report any incidents which have or may have led to injury or damage. To neglect this responsibility can lead to prosecution by the Health and Safety Executive
		- To inform their line manager of any work situation where there is a serious and/or immediate danger to staff and to identify any shortcomings in the health and safety arrangements for protecting staff and others
		- Any member of staff who is faced with a conflict between the demands of safety and their job should raise the matter immediately with their supervisor
		- To check that work areas and equipment are safe prior to use, and use any work equipment in accordance with the training and instructions provided, bringing to the notice of managers any defective equipment which may cause an incident
		- Dress in line with the Appearance Policy and Procedure and appropriately for their working environment and their work activities
		- Ensure that they understand the system at Holbeach Hospital & Nursing Home for reporting incidents, accidents and other health and safety risks, and that they use these systems when necessary and to ensure that they read, understand and follow all appropriate health and safety policies, procedures and other documentation at Holbeach Hospital & Nursing Home, and attend scheduled training

sessions

## Health and Safety Poster

Holbeach Hospital & Nursing Home will display a Health and Safety Poster and ensure that it is kept up to date. Registered Manager, as the Health and Safety Officer, will have their name clearly displayed.

## First Aid

Holbeach Hospital & Nursing Home will appoint a member of staff who will have responsibility for first aid. They will be trained in first aid to meet the requirements of Holbeach Hospital & Nursing Home. We will ensure that a first aid kit it available and checked on a regular basis as agreed by Holbeach Hospital & Nursing Home.

**5. Procedure**

## Risk and Hazard Management

* + - Risk assessments will be carried out in order to evaluate and adequately control hazards, to ensure the health, safety and welfare of staff, and others who may be affected by the work activities of Holbeach Hospital & Nursing Home
		- Risk assessments will be recorded on the appropriate document in accordance with the Risk Assessment Policy and Procedure at Holbeach Hospital & Nursing Home
		- Arrangements will be made for putting into practice the preventative and protective measures that follow on from the risk assessment
		- Risk assessments will be regularly monitored and reviewed to ensure that they remain ‘live’ documents. They will be updated in accordance with legislative and contractual requirements, standards, codes of practice etc.
		- The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks
		- Service Users will be involved in the development of risk assessments and Holbeach Hospital & Nursing Home will seek their feedback and act on any concerns

## Accident and Incident Reporting

* + - In the event of an accident/incident, staff will ensure that a detailed entry of the event is recorded on an accident form and will notify their line manager who will subsequently determine, in conjunction with the Health and Safety Committee at Holbeach Hospital & Nursing Home where appropriate, if notification is required under [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](http://www.hse.gov.uk/riddor/reportable-incidents.htm)  [(RIDDOR) 2013](http://www.hse.gov.uk/riddor/reportable-incidents.htm)
		- Where an accident/incident has occurred, it is necessary to carry out a review of the risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration to the method of work or additional control measures are necessary. This must be written down and the conclusions clearly defined and acted upon
		- As a learning organisation, Holbeach Hospital & Nursing Home will use the information to prevent reoccurrences, where reasonably practicable

## Monitoring Compliance and Effectiveness

Line managers will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to Mrs Maxine Winch for review.

The policy document itself will be reviewed by Mrs Maxine Winch and Holbeach & East Elloe Hospital Trust on an annual basis. The effectiveness of this policy will also be monitored by the Health and Safety Committee at Holbeach Hospital & Nursing Home. This review may include:

* + - Audit
		- Risk assessment
		- Systematic inspections
		- Incident and accident statistics
		- Sickness and ill health statistics
		- Risk registers

Items identified as requiring significant amendment will be referred for authorisation before being actioned to Holbeach & East Elloe Hospital Trust who is responsible for health and safety on behalf of Holbeach Hospital & Nursing Home.

## Health and Safety Policies and Procedures

Holbeach Hospital & Nursing Home will ensure that staff have access to the Health and Safety Policies

at Holbeach Hospital & Nursing Home via the QCS system and are aware of the QCS mobile app as a way of accessing policies and procedures. These policies will be reviewed by Mrs Maxine Winch to ensure that they dovetail with both the procedures at Holbeach Hospital & Nursing Home and any local or contractual procedures.

**6. Definitions**

## Risk Assessment

* + - A risk assessment identifies all significant risks associated with a company's operations through assessing the likelihood and probability that harm may occur and how this will be managed to keep individuals free from harm

## Safe System of Work

* + - This is a safe method of carrying out a task, a bit like a step by step guidance to safe working practices. Not all tasks can eliminate harm completely. However, by having a safe system of work in place, the likelihood of harm is greatly reduced through various control measures

## As Far as Reasonably Practicable

* + - This refers to the degree of risk in a particular activity or environment which can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk

## Competent Person

* + - A competent person is someone who has sufficient skills, knowledge and experience to complete the task

## Hazard

* A hazard is anything that may cause harm, e.g. chemicals, electricity, working from ladders, noise etc.

**Key Facts - Professionals**

Professionals providing this service should be aware of the following:

* Managers need to be aware of their roles and responsibilities with regard to the effective use of health and safety management systems and the impact that this has on staff and Service Users
* Managers can find an overview of different safety systems across the health and social care sector in relation to their organisations and the measures it puts in place to manage this
* Managers to ensure that staff have access to this document and training in the key areas which relate to their roles so that they can effectively implement this procedure through their work to ensure effective safe service delivery

**Key Facts - People affected by the service**

People affected by this service should be aware of the following:

* You and your family have a right to be cared for by Holbeach Hospital & Nursing Home who has policies in place to support you

**Further Reading**

There is no further reading for this policy, but we recommend the 'underpinning knowledge' section of the review sheet to increase your knowledge and understanding.

**Outstanding Practice**

To be ‘ outstanding ’ in this policy area you could provide evidence that:

* Having a robust health and safety management system in place brings focus to service provision. It provides structure and effective service delivery
* Having an open line of communication between management and staff enables information to flow and the continual improvement of management systems which are fit for purpose. This system should be seen as a live document to ensure that it adapts to changing circumstances enabling it to be current and meaningful
* The wide understanding of the policy is enabled by proactive use of the QCS App

**Forms**

The following forms are included as part of this policy:

|  |  |  |
| --- | --- | --- |
| **Title of form** | **When would the form be used?** | **Created by** |
| Health and Safety Policy Statement of Intent - HR01 | When there are more than 5 employees. | QCS |
| Health and Safety Policy Review and Approval Form - HR01 | When written confirmation is required that the Health and Safety Policy and Procedure has been read and understood. | QCS |

# Holbeach Hospital & Nursing Home as an employer, is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities and we will take steps to ensure that our statutory duties are met at all times. Holbeach & East Elloe Hospital Trust expects all staff, visitors, contractors and other employers who work at Holbeach Hospital & Nursing Home to share this commitment by complying with the policies and procedures at Holbeach Hospital & Nursing Home and to understand that they too have legal and moral obligations to themselves and to one another.

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Holbeach Hospital & Nursing Home will provide and maintain a healthy and safe working environment to minimise the number of instances of occupational accidents, incidents, illnesses and near misses. Through the implementation of the Health and Safety Policy and Procedure, Holbeach Hospital & Nursing Home is committed to the following objectives:

* To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, Service Users, contractors and others who work on our behalf
* Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
* The provision and maintenance of equipment and systems of work that are safe
* Arrangements for ensuring safety in connection with the use, handling, storage and transport of articles and substances are in place
* Providing information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons
* Health and safety policies, standards and management systems (including procedures and work instructions) will be defined, documented, implemented and maintained
* Creating for staff, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development
* Ensuring, as far as reasonably practicable, that risks associated with travel by staff for Holbeach Hospital & Nursing Home are appropriately managed
* Making sure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them
* Providing access for staff to appropriate training and development to enable them to discharge competently the responsibilities assigned to them
* Having an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff, Service Users and commissioners in implementing the Health and Safety Policy and Procedure
* To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the activities of Holbeach Hospital & Nursing Home
* To strive to improve continuously the health and safety performance of Holbeach Hospital & Nursing Home
* Appointing a competent person to support Holbeach Hospital & Nursing Home to meet our statutory duties
* To provide sufficient resources with which Holbeach Hospital & Nursing Home can effectively discharge their duties in maintaining a healthy and safe working environment for all who work and live in the premises of Holbeach Hospital & Nursing Home

Holbeach Hospital & Nursing Home will undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner that does not affect the health and safety of any staff, contractors, visitors or members of the public.

The other members of Holbeach Hospital & Nursing Home and I are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare within Holbeach Hospital & Nursing Home. We expect every member of Holbeach Hospital & Nursing Home to share this commitment and to work together to achieve it.

This Policy statement will be reviewed at least annually.

Signature of Accountable Officer/Holbeach & East Elloe Hospital Trust

Printed Name:

Date:

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| --- |
| **Health and Safety Policy Reviewed and Approved** |
| **Signature (Registered Provider):** |  |
| **Date:** |  |
| **Health and Safety Policy Received and Noted** |
| **Signature:** |  |
| **Name and Role:** |  |
| **Date:** |  |