



Libertatem Healthcare Group

Health and Safety

Policy and Procedure

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

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Policy Statement

Libertatem Healthcare Group recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Legal Requirements

The legal requirement to have a health and safety policy is a direct obligation arising from the Health and Safety at Work etc. Act 1974. It requires that every employer with five or more employees must prepare and revise as often as necessary a written health and safety policy for the work place and must explain the arrangements for putting that policy into force.

This policy and any revision must be brought to the notice of employees. The failure to have a written health and safety policy can result in the issue of an improvement notice ordering the matter to be attended to within a fixed period. Non-compliance can result in prosecution and a fine.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to safe working practices.

Health and Safety at Work Policy

Libertatem Healthcare Group is committed to ensuring the health, safety and welfare of its staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities including clients and their relatives. Libertatem Healthcare Group will take the following steps to ensure that its statutory duties are met at all times.

- Each employee should be given such information, instruction and training as is necessary to enable the safe performance of work activities.
- All processes and systems of work should be designed to take account of health and safety.
- Adequate facilities and arrangements will be in place for employees to raise issues of health and safety.
- Competent persons should be appointed to assist in meeting statutory duties including, where appropriate, specialists from outside the organisation.
- This document will be regularly monitored to ensure that its objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Duties on the organisation

Libertatem Healthcare Group recognises its responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.

Employees, support workers and service users are expected to abide by safety rules and to have regard to the safety of others at the organisation.

The organisation's policy will be, so far as is reasonably practicable, to:

- make a risk assessment of every client's home before a member of staff is allocated to that home
- put in place risk management measures to reduce any identified risks or hazards to an acceptable level
- communicate agreed risk management measures to care staff and ensure regular monitoring of risk levels
- ensure that equipment in client's homes is only used if it is safe.
- provide relevant protective equipment or clothing required by staff to perform their role safely
- arrange for the safe and healthy use, handling, storage and transport of articles and substances
- provide information, training and supervision to ensure health and safety of employees and others
- control and maintain the organisation's offices in a safe condition, with appropriate risk assessments.
- provide a safe means of access to and exit from the place of work
- maintain a working environment that is safe, healthy and equipped with adequate facilities.
- conduct, record and implement the findings from regular risk assessments performed in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999
- in the event of any accident or incident (such as a near miss) involving injury to anybody to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents
- appoint a health and safety officer.

The health and safety officers for the organisation are:-

- The Managing Director –Graham Pope
- Director-Dan Johnson
- The Registered Manager-Karen Hodgkinson

Duties of employees

The successful implementation of this policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. It is the duty of every employee at work:

- to take reasonable care of their own health and safety and those of any other person who may be affected by their acts or omissions at work
- as regards any duty or requirement imposed on their employer by or under any of the relevant statutory provisions, to co-operate with the employer to enable that duty or requirement to be complied with.

In addition, no person employed by Libertatem health Care shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety

and welfare in pursuance of any statutory provisions. Failure to abide by this policy will be considered a disciplinary offence.

Training

All new staff should be encouraged to read the policy on health and safety as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about health and safety. In addition, all staff will be appropriately trained to perform their duties safely and competently and those staff who need to use specialist equipment will be fully trained and supervised while they are developing their competency.