

Health & Safety Policy

Distribution: Patients, Staff and Clinicians

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Owner - Barny Guthrie, CEO



Clinical Partners
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1. Introduction

This policy sets out the intentions of Clinical Partners concerning its organisation and arrangements for ensuring the health and safety of its employees, clients, visitors and contractors whilst on the site and at the Clinical rooms hired for appointments.

Supplementary to this general policy statement there are also specific policies and procedures describing in detail health and safety systems within each Clinic room used by the Organisation. Details of these can be found at the Central Office.

2. Objectives

To achieve compliance with the statement of policy Clinical Partners has set out the following objectives:

- To set and maintain high standards for health and safety on its premises;
- To identify risks and set in place programmes to remove or reduce those risks;
- To ensure that the standards are communicated to all employees;
- To ensure that all personnel are given fire training on Induction
- All personnel have the necessary information, instruction and training to enable them to work in a safe manner;
- To ensure the discussion and dissemination of relevant information on health and safety issues;
- To develop promotional campaigns and otherwise encourage health and safety awareness of employees;
- To monitor its operation throughout.

3. Duties and Responsibilities

Everyone within the organisation has duties and responsibilities. These are set out as follows:

3.1 The person with overall legal responsibility for health and safety is:
Chief Executive – Barny Guthrie

3.2 The person responsible for ensuring an understanding and the day to day implementation of this policy is:
Head of Triage – Operational staff
Finance Director – HO administration staff and senior management

3.2 The person responsible for ensuring the day to day implementation of this policy in the London Clinic rooms is:
London Clinic Manager

3.3 Health and Safety Representatives at Clinical Partners have the following responsibilities:

- 3.3.1 Implementation of this policy in his or her own department and for bringing it to the attention of all service users within his or her charge;
- 3.3.2 Annual Risk Assessments of the Office space
- 3.3.3 Comprehensive Fire Risk Assessment every 3 years.

- 3.3.4 Compliance with safety precautions that apply to his or her department, including the regulating of contractors;
- 3.3.5 Ensuring that all staff are properly inducted into the organisation, which must include an awareness of all hazards, risk assessments, precautions and procedures applicable to the department, the tasks involved and any emergency procedures;
- 3.3.6 Ensuring that no person is permitted to work, unsupervised, at any equipment or hazardous task unless he or she has been fully trained and deemed as competent;
- 3.3.7 Ensuring that all staff and service users are aware of the location of all fire equipment and alarm call points in the department and are conversant with its effective use.
- 3.3.8 Ensuring that any legal requirements relating to the operation of the department are fully complied with including:
 - i. Inspection of all fire equipment
 - ii. Safe use of electrical switches and circuits
 - iii. Maintenance of all appropriate registers
 - iv. Necessary essential safety training for all staff
 - v. Statutory inspections of plant and equipment
 - vi. Planned preventative maintenance of tools and equipment
 - vii. Provision of first aid equipment
 - viii. Report accidents and assist with accident investigation
 - ix. Arrangements for cleaning

Please note - this is not an exhaustive list.

- 3.3.9 Ensuring that any duties delegated to subordinate staff are clearly defined and understood;
- 3.3.10 Ensuring that access to the premises by young people or other members of the public is strictly limited to safe areas;
- 3.3.11 Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- 3.3.12 The organisation has nominated Fire Marshalls who carry out regular fire practice and evacuation

4. Clinician Responsibilities:

- 4.1 Clinicians are responsible for the Health and Safety of their patients during appointments, up to the limits of their training. This means being vigilant for potential hazards, reporting any incidents or potential hazards as soon as possible and being mindful of possible risks to their patients, or others using the space.
- 3.4 Guides for each location will be made available, indicating any Health and Safety Issues Clinicians should be aware of, where there are no reception staff and individuals are working on their own. Staff are made aware of the lone working policy and associated risk assessment.
- 3.5 Clinicians are asked to make themselves aware of the location of fire escapes, to read any fire notices and to make themselves aware of any safety equipment prior to commencing work in the location.

5 Health and Safety Committee

A health and safety committee, consisting of key personnel, holds a quarterly meeting and minutes are available to employees in writing. The committee is comprised of the following members:

- Chief Executive
- Commercial Director
- Head of Triage
- HR Manager
- Governance and Risk Advisor

This policy is refreshed and updated regularly.

Last update: January 2018