Health and Safety Policy

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| Author | Ken Fraser - Owner |
| Version | 2.0 |
| Date | January 2023 |
| Review Date | January 2025 |
| Legislation and regulation | The Health and Safety at Work etc. Act 1974 |

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# Introduction

This is the combined Health and Safety Policy for Act Fast Clinical.

The health, safety and welfare of all the people that work with, visit or attend sessions within our business are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The company owner(s), takes responsibility for the health & safety of all our clients, members of staff and others who visit our premises.

# General Statement of Policy intent

We recognise that our people are a key resource within our organisation, and in accordance with the Health and Safety at Work etc. Act 1974, Act Fast Clinical is committed to ensure as far as is reasonably practicable that:

* All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
* Members of the public who enter premises used (including contractors’ employees, visitors or customers / clients) are not exposed to any health and safety risks.
* No work is carried out by our people that could have the potential to expose employees, visitors, members of the public or anyone else to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been implemented. This also applies to the storage and transportation of articles and substances.

Compliance with legislation and regulation is the minimum standard that we will reach. Beyond showing that we are compliant with relevant legislation, our policies and procedures help demonstrate our standards, as well as expressing our ethos and values.

Our primary objectives and commitments are

* To provide adequate control of the health and safety risks arising from our work activities;
* To consult with our employees on matters affecting their health and safety;
* To provide and maintain safe plant and equipment;
* To ensure safe handling and use of substances;
* To provide information instruction and supervision for employees;
* To ensure all employees are competent to do their tasks, and to give them adequate training;
* To implement emergency procedures, including evacuation in case of fire or other significant incident
* To prevent accidents and cases of work-related ill health
* To maintain safe and healthy working conditions; and
* To review and revise this policy as necessary at regular intervals.

To help achieve this policy, we require everyone to:

* Take reasonable precautions in safeguarding the health and safety of themselves and other.
* Observe and adhere to all health and safety standard as set out in our policies, procedures and processes, including using all equipment provided for safety only as intended.
* Report any potential hazards that they have notices, to ensure we can take appropriate action.
* Report all accidents or incidents that have, or may lead to injury, illness or damage, which include near misses.

This policy will be kept under review to ensure that it remains effective and relevant. It will be reviewed on a bi-annual basis, with the next formal review due in January 2025.

Signed



Ken Fraser (Owner)

18th January 2023

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| Health and safety law poster is displayed at (location) | *Not applicable* |
| First-aid kit is located: | With trainer / consultant |
| Accident book is located: | With trainer / consultant |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

# Organisation of Health & Safety Responsibilities

## Owner

The owner has the responsibility for the adoption and implementation of the health and safety management systems. In order to fulfil this responsibility the Owner will, as far as reasonably practicable, ensure that:

1. adequate health and safety management systems and procedures are implemented;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. a review of the policy and its implementation is carried out at suitable intervals;
5. at designated intervals, a review of Health & Safety in the premises is carried out; and,
6. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

## Employees

All employees have a responsibility to –

1. observe the health & safety policy & procedures;
2. take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
3. observe the systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
4. co-operate with the owner holder so far as is necessary to enable any duty or requirement imposed on the business to be performed or complied with;
5. use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
6. make use of safety aids, appliances, equipment and protective clothing provided;
7. report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
8. do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
9. notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
10. do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
11. familiarise themselves with the action to take in the event of fire or other emergency;
12. seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff, clients or visitors.

# Health & Safety Procedures

The following health & safety procedures are detailed in separate documents

* + Accident / incident / ill-health reporting
  + Display Screen Equipment / Workstation Equipment
  + Electrical Safety
  + First Aid
  + Hazardous Substances (COSHH)
  + Lone Working
  + Moving & Handling (Objects)
  + Personal Protective Equipment (PPE)
  + Violence and Aggression

Act Fast Clinical will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work Act 1974 and other regulations.

Act Fast Clinical will keep up to date with additions and changes to Health & Safety requirements where it related to the work of the business.

# Revision record

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| --- | --- | --- | --- | --- | --- |
| Date of revision | Version number | Change made by | Nature of change | Reason for change | Effective from |
| November 2021 | 1.0 | K. Fraser | Document created | Recommendation for all businesses to have in place from H&S at work etc. Act 1974 | November 2021 |
| January 2023 | 2.0 | K. Fraser | Change “Act Fast Training (Consett)” to “Act Fast Clinical” throughout document | Change in business name | January 2023 |
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