

# **RADMERE MEDICAL HEALTH & SAFETY POLICY**

<b>Policy title:</b>	<b>RADMERE MEDICAL HEALTH &amp; SAFETY POLICY</b>
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<b>Issue date:</b>	Oct 2018	<b>Date policy is to be reviewed:</b>	Sep 2019
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<b>Version:</b>	<b>Issued by:</b> Managing Director – Mike Johnson
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<b>Scope:</b>	Whole company
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<b>Associated documentation:</b>	Infection Control & Prevention Control Policy & Procedure
<b>Appendices:</b>	A – Radmere H&S Risk Assessment B – Radmere Bariatric Risk Assessment C – Controlled Drugs Procedures
<b>Approved by:</b>	Managing Director Mike Johnson
<b>Date:</b>	31-Oct-18

<b>Review and consultation process:</b>	Annually from review date above by Managing Director – Mike Johnson.
<b>Responsibility for Implementation &amp; Training:</b>	Day to day responsibility for implementation & training: Managing Director Mike Johnson

<b>Revisions:</b>		
<b>Date:</b>	<b>Author:</b>	<b>Description:</b>
31-Oct-18	Ben Meade	Annual review and update – no major changes.
21-Oct-17	Ben Meade	Annual review and update – no major changes.
14-Dec-16	Ben Meade	Updated to include Appendix C – Controlled Drugs Procedures
20-Nov-16	Ben Meade	Updated to include policy on moving Patients up or down stairs.
14-Sep-16	Ben Meade	Final, signed version – updated Bariatric Risk Assessment form
09-Sep-16	Ben Meade	Final, signed version.
10-Aug-16	Ben Meade	Initial version for Radmere Medical.

**Distribution**

Current PDF version to be distributed and available electronically as required for employees, also to 3<sup>rd</sup> parties and clients upon request so long as suitable confidentiality agreements in place.

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## 1. Introduction

This Health & Safety policy is a key component of the management framework for **Radmere Medical Ltd (Radmere)**. It sets out the requirements and responsibilities for maintaining health & safety within Radmere. This policy may be supported by other policies and by guidance documents to assist with putting the policy into practice day-to-day.

**Good Health & Safety directly supports high quality Patient Centred care which is at the heart of what Radmere represents and all employees, contractors or 3<sup>rd</sup> parties working with Radmere are expected to be fully aware of and work to a high standard of Health & Safety.**

## 2. Aim and Scope of this policy

The aims of this policy are to set out the rules governing effective Health & Safety at Radmere by:

- effectively **assessing** and **keeping under regular review** any health & safety risks
- **maintaining safe and healthy working conditions**, including regular checks and maintenance on equipment, vehicles, premises
- providing **adequate engagement, training and instructions** to employees to ensure they are aware of potential risks and are competent to do their work
- implementing **emergency procedures** where necessary (e.g. Fire Drills)

This policy applies to all Radmere locations, vehicles, equipment (including controlled drugs) and staff as well as any supplied under contract to it.

## 3. Responsibilities

- Ultimate responsibility for health & safety rests with the **Managing Director – Mike Johnson**, including managing and implementing the policy and related procedures.
- Responsibility for maintaining this Policy is held jointly by all Radmere Managers and it will be reviewed at least annually with any changes being approved by **Managing Director – Mike Johnson**.
- Any Line Managers are responsible for ensuring that their permanent staff, temporary staff and any contractors are aware of:-
  - The health & safety policy & procedures applicable in their work areas
  - Their personal responsibilities for health & safety
  - How to access advice on health & safety matters
- Line managers shall be individually responsible for health & safety within their business area.

**All staff, contractors and 3<sup>rd</sup> parties shall comply with the health & safety policy and must understand their personal responsibilities. Failure to do so may result in disciplinary action, termination of contracts and legal prosecution where necessary.**

## 4. Legislation

- Radmere is required to abide by certain UK, European Union and international legislation. It also may be required to comply to certain industry rules and regulations.
- The requirement to comply with legislation shall be devolved to employees and agents of Radmere, who may be held personally accountable for any breaches of Health & Safety for which they are responsible.
- In particular, for Health & Safety Radmere is required to comply with the Health and Safety at Work Act (1974) and associated, relevant regulations:
  - Health and Safety (Display Screen Equipment) Regulations 1992
  - Health and Safety (First Aid) Regulations 1981
  - Health and Safety (Sharp Instruments in Healthcare) Regulations 2013
  - Health and Safety (Training for Employment) Regulations 1990
  - Management of Health and Safety at Work and Fire Precautions (Workplace) Regulations 2003
  - Health and Safety (Safety Signs and Signals) Regulations 1996
  - Manual Handling Operations Regulations 1992
  - Personal Protective Equipment at Work Regulations 1992
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## 5. Personnel

### Contracts of Employment

- Health & Safety expectations of staff shall be included within appropriate job definitions.

### Health and Safety Awareness and Training

- The aim of the training and awareness programmes are to ensure that the risks presented to Health and Safety by staff errors and by bad practice are reduced.
- Health and Safety awareness training shall be included in the staff induction process and shall be carried out annually for all staff
- An on-going awareness programme shall be established and maintained in order to ensure that staff awareness of Health and Safety is maintained and updated as necessary.
- Staff are actively encouraged to promptly raise any Health & Safety issues or risks to the appropriate person or to **Managing Director - Mike Johnson**.

## 6. Managing Health & Safety

### General Risk Assessments

- General Health & Safety Risk Assessments (see *Appendix A – Radmere H&S Risk Assessment*) will be carried out at least annually or when there are significant changes to:
  - Radmere premises
  - Radmere Vehicles or Equipment
- Any Health & Safety risks identified that need monitoring or specific improvement actions will be added to the overall Radmere Controls Register.

## **Specific Risk Assessments**

- Specific Risk Assessments are required for Bariatric patients (see *Appendix B – Radmere Bariatric Risk Assessment*) with suitable, approved sign-off **before** Bariatric Patient Transport bookings are confirmed or accepted.

## **Moving Patients Up or Down Stairs**

- Radmere staff are only authorised to assist patients that have sufficient mobility to negotiate stairs by themselves or where suitable automated equipment (e.g. a properly fitted stair-lift) has been installed and is in good working order.
- For other patients and premises Radmere staff will only move patients up or down a maximum of three steps between levels, using a carry chair with at least two members of staff to minimise safety risks to Radmere staff and Patients.

## **Maintaining Safe and Healthy Working Conditions**

- All premises, vehicles and equipment used by Radmere will be maintained properly.
- Only authorised personnel are allowed in the front of Radmere vehicles.
- Only the maximum number of seats allocated for passengers may be used in any vehicle.
- Any substances (e.g. controlled drugs) used by Radmere will be stored and used safely - see *Appendix C – Controlled Drugs Procedures* – for allocated responsibilities and specific processes relating to this.

## **Emergency Procedures**

- Fire risk assessments and fire evacuation procedures will be maintained for all Radmere premises
- Fire drills will be conducted regularly and will also form part of staff induction
- A wider Radmere Business Continuity plan will be maintained to provide guidance in the event of other significant incidents affecting Radmere business activities

## **Accidents**

- An accident book will be maintained at Radmere HQ offices
- Any accidents should be reported promptly and recorded within the accident book as soon as possible
- Serious workplace accidents, occupational diseases and specified dangerous occurrences will be reported under RIDDOR Regulations 2013
- Any accidents affecting patients being transported by Radmere will be recorded as Incidents and fully investigated with appropriate follow-up actions being taken promptly (including any “Duty of Candour” CQC obligations)
- Risk Assessments will be reviewed and re-assessed following any accident to ensure that any lessons are learned and that risks remain acceptable.

## **First-Aid**

- First Aid kits are maintained at each Radmere premises
- First Aid kits are maintained for each vehicle
- All Radmere staff will be trained to at least a basic level in First Aid.

## **Health & Safety Law Poster**

- This will be displayed within the main Radmere HQ office

## **Further Information**

- Further information and guidance on this policy can be obtained from any Radmere Manager. Comments and suggestions to improve Health & Safety are always welcome.

**Policy approved by:**

Date: 31-Oct-18

Signature:

A handwritten signature in black ink, appearing to be 'MJR' with a large loop at the end.

Mike Johnson, Managing Director.

