

Health and Safety Policy

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1. INTRODUCTION

This document has been produced in accordance with the legal requirement of Section 2 (3) of the Health & Safety at Work Act 1974.

This policy which contains details of roles and responsibilities for the management of health and safety throughout the organisation is supported by other policies and procedures which should be read in conjunction with it.

The policy has been compiled to provide guidance to all East Coast Community Healthcare (ECCH) Community Interest Company (CIC) colleagues on the arrangements for managing health, safety & welfare throughout the organisation. Whilst comprehensive, the document is not exhaustive and as such all colleagues are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions, i.e., patients and visitors.

Where employees identify potential risks during their work or risks that are not covered by this document, they are to bring them to the attention of their line manager directly or via their Health and Safety Representative/Champion and/or the Health and Safety Team.

2. PURPOSE

This policy sets out how we manage health and safety within ECCH. It is a unique document that outlines who does what; and when and how they do it.

3. SCOPE

The main aspects covered are the health and safety management arrangements and applies to all bank, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with ECCH, and secondees (including students), volunteers and Non-Executive Directors in line with ECCH's Equality, Diversity and Human Rights Policy. It also applies to external contractors, agency workers, and other workers who are assigned to ECCH.

This policy extends to all sites, buildings and areas where ECCH owes a duty of care and responsibility to employees, patients, visitors, contractors, or any other person affected by its undertaking. Areas of work and activities covered by this policy would for example include, but would not be limited to:

- The provision of any form of medical treatment in inpatient settings
- The provision of any form of medical treatment or service within the community setting or a person's home.
- The building, demolition or alteration of any premises owned or occupied by ECCH.
- Construction project by any organisation contracted to do so, as part of ECCH undertaking.

4. DEFINITIONS

The following definitions are intended to provide a brief explanation of the various terms used within this policy.

Term	Definition
Health & Safety	Regulations and procedures intended to prevent accident or injury in workplaces or public environments.
Health and Safety at Work etc. Act 1974	The Health and Safety at Work Act 1974 (HASAWA) lays down wide-ranging duties on employers. Employers must protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.
Quality Committee (QC)	The Quality Committee leads the development and monitoring of quality and risk systems within the Organisation to ensure that quality, patient safety and risk management are at the heart of all ECCH's activities.
Health & Safety Management Meeting (HSMM)	The purpose of the meeting is to ensure that East Coast Community Healthcare has appropriate arrangements in place to facilitate Health and Safety throughout the organisation, focusing on ensuring that we maintain a safe workplace and environment, for colleagues, patients, and anyone else on our premises. Information feeds up from this meeting into the Quality Committee.
Health, Safety & Occupiers Forum	Health, Safety & Occupiers Forum is attended by the Health and Safety Representatives/Champions from across the organisation. The forum ensures that members of staff in the workplace have a say in continuing site and H&S improvement and can have their ideas heard. Information feeds up from this meeting into the Health and Safety Management Meeting and information is disseminated from the HSMM back to the forum.
Representative of Employee Safety (RES) Champion / Health & Safety Representatives	A Health and Safety Representative who isn't Union appointed but is elected to represent employees is referred to as a Health & Safety Champion. To ensure effective health and safety management, ECCH require adequate employee representation and consultation in line with Health and Safety legislation. (<i>Health and Safety Representatives and Safety Committees Regulations 1977 & the Health and Safety (Consultation with Employees) Regulations 1996 (as amended)</i>) ECCH achieves this by having Health and Safety Representatives/Champions – across their workplaces/sites. In short, a Health and Safety Champion is a member of the workforce who is ultimately

	there to help ensure that employees are safe in whatever they do while they're at work.
Joint Consultation & Negotiation Committee (JCNC)	JCNC is used as a mechanism for the staff side (represented by the Trade Union officials) to make representations and negotiate on matters relating to their terms and conditions of employment.
Control of Substances Hazardous to Health (COSHH)	COSHH is the law that requires employers to control substances that are hazardous to health.
Personal Protective Equipment and Clothing (PPE)	PPE is equipment that protects users against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

5. RESPONSIBILITIES

All ECCH Employees - are required to:

- Be responsible for the implementation of this policy and follow the requirements of the policy.
- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their or other people's health and safety
- Take reasonable care of their own health and safety
- Take reasonable care of the health safety and welfare of other people using our premises
- Not misuse equipment or Personal Protective Equipment (PPE)
- Attend the required health & safety induction, mandatory refresher training as required
- Not use any equipment unless properly trained to do so, with the training being recorded
- Report all health and safety concerns to the appropriate person
- Report all near misses, injuries, accidents, illnesses which occur or affect their, or other peoples health and safety
- Be aware of and work within the guidance of any Risk Assessments and Standard Operating Procedures (SOP's)
- Confirm their understanding and obligations as an employee by signing for such as part of their Statement of Terms and Conditions of Employment

Chief Executive of ECCH– Has overall responsibility for the enforcement of this policy. The Chief Executive, in conjunction with the nominated Executive Director (board member), will assume overall duties of the employer.

Nominated Executive Director – Will ensure that health & safety standards are maintained/improved in this area. The Executive Director of Quality and People is the nominated Executive Director with the operational management responsibilities for health and safety. Specific responsibilities of this nominated Executive level Director are to:
Ensure that all staff are provided with competent health, safety and welfare advice to assist with the provision of protective and preventive measures and the implementation of health and safety legislation.

- Ensure compliance with the organisation's Health and Safety Policy
- Identify clear lines of accountability for the management of health and safety.
- Keep the Health and Safety Policy under review and monitor effectiveness, recommending any necessary changes to the Board in partnership with a Health and Safety Meeting
- Maintain a Health and Safety Meeting structure and framework for consulting with safety representatives and staff
- Ensure fire safety requirements are complied with
- Ensure that all staff fully understand their responsibilities and are given the authority, time, training and encouragement to implement them
- Ensuring that the company fulfils its statutory duty related to maintaining the estate and assets in accordance with relevant legislation and guidance

ECCH Managers - The responsibilities of all Directors, Associate/Deputy Directors Managers Heads of Service, Supervisors and Team Leaders are to:

- Ensure the health, safety and welfare of employees, contractors, patients and visitors within their area of responsibility
- Ensure that health and safety is included as part of local staff meetings
- Develop safe working procedures, including the identification and reporting of hazards and any defective equipment or premises
- Identify the training needs of all staff in their area of management
- Ensure employees and contractors receive health and safety information and the appropriate level of training in relation to workplace risk
- Ensure that the company's policies and procedures are implemented, monitored and complied with.
- Manage and implement the company incident reporting and investigating procedures
- Ensure that workplace risks are identified and acted upon in accordance with company's risk management protocols
- Provide information to ensure health and safety performance is adequately and appropriately monitored
- Provide suitable and reasonable arrangements for allowing safety representatives to carry out their function
- Ensure adequate numbers of employee representatives for health and safety across all employee groups

- Report all incidents occurring in their area of responsibility
- Ensure that within their area of responsibility suitable and sufficient arrangements are in place, and are undertaken, for the investigation and initial local resolution of accidents or incidents. This is to include feedback, following investigation, to colleagues involved in incidents. Progressing remedial action arising from inspections and audits within the scope of the departments resources and for highlighting the required resourcing to the appropriate senior manager
- Ensure staff compliance with all company produced and related Health and Safety, policies, procedure, standards or other protocols such as (but not limited to):
 - First Aid
 - Fire
 - Moving and handling policy and procedures
 - Lone working
- Ensuring new employees receive appropriate induction and training and do not undertake duties without such.

Health & Safety Team - The Health & Safety Team is made up of the Executive Director of Quality and People, Deputy Director of Quality, Estates Lead, Occupational Health Lead, Medical Devices Officer, Health and Safety Advisor, Head of Corporate Governance & Risk Management (DPO) and Senior Quality Administrator to support board members, executive officers and managers in their management responsibilities for health and safety, security and resilience to ensure that health & safety standards are maintained/improved.

Specific responsibilities of this team are to:

- Have an overarching responsibility for ensuring that relevant systems and processes are in place and operate effectively to ensure a safe environment is maintained by all involved in or affected by the company's activities
- Act as a point of contact for accessing relevant specialist Health and Safety related advice either providing this direct or by sourcing suitable external expertise
- Act in an advisory capacity where particular Health and Safety risks are identified, new services or developments are being planned and assist with the design of improvement strategies to control and reduce risk to an acceptable level.
- Maintain a Health and Safety reference facility
- Advise and Support Directors in relation to their overarching and individual Health & Safety responsibilities
- Advise and Support Managers in relation to their overarching and individual Health & Safety responsibilities
- Attend the company Health and Safety Management Meetings in an advisory capacity and provide details of the company's health and safety performance.

Occupational Health Service Provision - The Occupational Health Service provision for the company is provided by an external provider who works closely with our Human Resources department.

- Act as a source of expertise in relation to Occupational Health matters
- Contribute to the development of Occupational Health policies, procedures and standards in liaison with the relevant stakeholders, including employee representatives and the relevant specialist advisers
- To provide confidential advice to management and staff on matters relating to the effect of health on work or of work on the health of individuals
- Maintain links with appropriate bodies such as the Health and Safety Executive's Employment Advisory Service

Employee Representation & Consultation -

Effective health and safety management requires that there is adequate employee representation and consultation. This will be achieved through:

Health and Safety Representatives - Recognised Staff Organisations -

The company will recognise health and safety representatives from staff organisations in accordance with the Health and Safety Representatives and Safety Committees Regulations 1977 and afford them the support set out in those regulations.

Such representatives may be appointed by all recognised staff organisations. Their appointment will only take effect when the organisation concerned notifies the nominated executive board member for health and safety in writing the name of the representative including details of the employees and the workplaces to be represented.

Representatives must fully understand their responsibilities, and the employer must ensure that any representative is given the authority, time, training and encouragement to carry out this function.

Health and Safety Representatives (Champions) – Non-Staff Organisations -

The company will consult on health and safety matters with all groups of employees, including those not represented by staff organisations, as required by the Health and Safety (Consultation with Employees) Regulations 1996. This will principally be achieved through

- The shareholder council
- Engagement and involvement with employees as a consequence of any reported risk or Incident
- Health, Safety & Occupiers Forum attended by the Health & Safety Champions

Health and Safety Champions (General) will:

- Represent the interests, views and experiences of the employees
- Consult with managers on health and safety matters
- Assist in the identification of hazards
- Assist in examining the causes of accidents and dangerous occurrences
- Make representations to the managers about the health, safety and welfare of employees

- Attend meetings relating to the company's health and safety meeting as required e.g. Health, Safety & Occupiers Forum
- Assist in carrying out workplace inspections and audits
- Representatives must fully understand their responsibilities

Whilst acting as Health and Safety Champions, employees incur neither criminal nor civil liability for any act or omission by them in respect of the performance of their functions as Health and Safety Representatives under the Health and Safety (Consultation with Employees) Regulations, however, they still incur liability as employees under Section 7 of the Health and Safety at Work Act 1974.

Other employees, with suitable training, may be appointed with other special health and safety responsibilities this can include:

- Fire Marshals who will be responsible for the safe evacuation of a premise in an emergency
- First Aiders who will be responsible for administering first aid to injured persons or the upkeep of first aid facilities

Contact details for representatives will be available in each workplace where they are available.

Formal consultation of H&S issues with staff side organisations will be achieved through management and staff side organisations through the Joint Consultation and Negotiation Committee (JCNC) which has H&S as a standing agenda item for discussion.

Minutes of the Health & Safety meetings will be provided to the JCNC.

Where required the nominated chair of the recognised safety representatives and the Health and Safety Advisor may be required to attend the JCNC for H&S aspects of its agenda and/or for any other matters requiring H&S input to parties involved in the JCNC.

This will ensure that staff side representatives are kept involved and appraised formally of H&S management issues and decisions.

In order to create increased engagement, this policy provides agreement, that where there is a mutual benefit to the management of health and safety, then a regularised meeting between the Health & Safety Advisor, and Health and Safety Representatives from recognised staff side organisations will take place as a Health, Safety and Occupiers Forum.

Health, Safety & Security Management Meeting

The Health and Safety Meeting will cooperate with managers and employees in supporting, promoting, and reviewing the arrangements for ensuring the satisfactory health and safety of all employees. Terms of reference for the Health, Safety & Security Management Meeting (HSSM) are available on ECCHO.

Health and Safety Subgroups

From time to time the Quality Committee or HSSM may appoint a Health and Safety subgroup, delegated to undertake work in a specific area of health and safety. Any such subgroup will:

- Focus on specific or local issues
- Source expert advice as appropriate
- Provide reports to the Health and Safety Management Meeting

Staff/Team Meetings and Information

In order for the Health and Safety Policy to be effective it is essential that all employees are aware of the processes and Equipment and are trained in their use.

Actions to ensure this are:

- Managers will ensure that health and safety features are an integral part of staff or team meetings
- Copies of policy/procedure documents will be available on the company's website ECCHO
- Where individual local health and safety risks are identified, detailed specific arrangements for this particular area are required to supplement this health and safety policy
- Managers will ensure that the required health and safety law poster is prominently displayed within each work area
- Managers will ensure current risk assessments, safe systems of work, and other policies and procedures, are kept accessible for their reference
- The Health and Safety Policy should be read by all new employees as part of their induction
- Managers must explain the health and safety provisions to new employees as part of the local induction process
- Training will be arranged for managers, trades union representatives and unaffiliated staff-group representatives
- The Health and Safety Meeting will be undertaken to keep all employees informed as necessary

In addition, the following will be available within work areas:

- The name of the individual responsible for health & safety
- Arrangements to monitor safety
- An identification of the assessed risks within the area: the methods to be used to control them and the maintenance of written assessments and records
- Arrangements for health, safety and training of employees

- Responsibilities for the reporting and investigation of accidents and untoward incidents
- Details of fire and emergency procedure
- Details of employee health and safety representation

Identifying key risks and certain key functions within the company are essential to support the organisation in its health and safety responsibilities. Policies have been developed. These include specific guidance, Standard Operating Procedures and procedures covering identified key functions and risks.

Contractors employed by ECCH

All contractors and sub-contractors under the control of or employed directly or indirectly by the organisation must undertake their work in a safe manner. This work must be undertaken in accordance with statutory safety requirements and the Management and Control of Contractors Policy.

6. POLICY STATEMENT

ECCH is committed to provide support and opportunities for colleagues to maintain their health, well-being and safety. ECCH have a duty to take reasonable care of health and safety at work for all of its employees and to ensure compliance with health and safety requirements.

7. PROCEDURE

Health & Safety Arrangements

ECCH's health and safety arrangements are based on the Health and Safety Executive (HSE) guidance document HSG 65 'Managing for Health & Safety' (Plan, Do, Check, Act principle) with the aim of ECCH preventing injury and ill health to employees and others affected by its undertaking and working environment. Planning is the key to achieving this aim through the identification, elimination and control of hazards and risks. However, given the range of activities undertaken by the organisation and the geographical locations covered, the detailing of all necessary precautions and procedures required for managing health & safety is beyond the scope of a single policy.

Additional policies and procedures (*as referenced on page 15 ASSOCIATED POLICIES & PROCEDURES*) compliment this policy to form part of the overall Safety Management System, incorporated in all ECCH's business activities, to address specific health and safety work-related issues and facilitate the needs of individual services and those of the organisation as a whole.

Key Functions and Risk

Identifying key risks and certain key functions within the company are essential to support the organisation in its health and safety responsibilities. Policies and practices have been developed for such. These include meetings, specific guidance, protocols, safety standards and procedures covering identified key functions and risks.

Controlling Health Risks

Health and Safety law places a duty on the organisation to ensure the health as well as the safety of their employees. The principles for controlling health through risk assessment are the same as those for general safety.

It is therefore essential that Directors ensure appropriate strategies are in place within their area of operation that prevent, or adequately control risks that could include, but may not be limited to:

- Skin contact with irritant substances, leading to any adverse reaction, i.e., anaphylactic shock, dermatitis etc.
- Inhalation of respiratory sensitizers, triggering immune responses such as asthma.
- Badly designed workstations requiring awkward body postures or repetitive movements, resulting in upper limb disorders, repetitive strain injury and other musculoskeletal conditions.
- Noise levels which are too high, causing deafness and conditions such as tinnitus.
- Vibration from hand-held tools leading to hand-arm vibration syndrome and circulatory problems; exposure to ionising and non-ionising radiation including ultraviolet in the sun's rays, causing burns, sickness and skin cancer.
- Infections ranging from minor sickness to life-threatening conditions caused by inhaling or being contaminated by micro-biological organisms.
- Stress causing mental and physical disorders.
- Illnesses or conditions such as asthma and back pain that have both occupational and non-occupational causes where it may be difficult to establish a definite link with a work activity or exposure to particular agents or substances.

Where appropriate, advice should be sought from specialist or professional advisers such as the Health and Safety Advisor, or Occupational Health.

Personal Protective Equipment and Clothing (PPE)

Personal protective equipment and clothing will be issued free of charge subject to need or following a Risk Assessment.

Managers will ensure that where there is a statutory or other valid requirement for employees to wear protective equipment, such requirements are met and that they are documented in the department's safe systems of working statement or working procedures.

Local Organisational Arrangements

The specific organisational and management arrangements for each establishment, detailing those responsible for all aspects of site health and safety, including the names of fire marshals and first aiders, will be available via ECCHO under the Health & Safety Tab and posted onto the establishment's notice board.

A designated responsible person for each establishment will be appointed who will ensure this information is posted and kept up to date.

Where employees of two or more employers share the same workplace there will be a documented local agreement indicating who is responsible for which areas of Health and Safety with a lead employer being given overall responsibility to coordinate Health and Safety matters for the area.

Each work area is to maintain adequate safety records (paper or electronic), available for employee access and inspection. These records will contain:

- A copy of this policy (this may be electronic on ECCHO)
- A summary of the departmental Risk Assessments
- Copies of other safety policies and procedures relevant to that area
- Copies of Health and Safety inspections reports and audits undertaken and resultant improvement actions
- A summary of the area/departmental health and safety training programme
- Other records relating to specific Health and Safety requirements e.g., Personal Protective Equipment, COSHH, Manual Handling Assessments, Untoward Occurrences, Violence and Aggression reports.

Auditing and Review

In order to ensure compliance with health and safety legislation service managers will ensure that the following are undertaken at least annually or when either circumstances, people, practice, products or legislation changes:

- All risk assessments in their area of responsibility
- All safe systems of work in their area of responsibility
- Completion of a H&S compliance assessment for each work area

<http://eccho/Portals/1/0May22/Health%20%20Safety%20Audit%20Template%20V1%20Advisor.docx>

<http://eccho/Portals/1/0May22/Health%20%20Safety%20Audit%20Template%20V1%20Representatives.docx>

The Health & Safety Team will review the H&S compliance assessments and reviews undertaken by services. This will allow the identification of companywide trends or risks.

Through the HSSM the Health & Safety Team will review this policy annually which will be approved by the board being confirmed by the Chief Executive signing of the policy statement [Appendix B](#).

Non-Compliance

Employees who are negligent in their performance of this and other related policies of a health and safety matter may be subject to disciplinary action in accordance with the Disciplinary Policy.

Employee's noncompliance may also result in criminal proceeding by enforcing authorities or the Police. Such proceedings and sanctions would be an individual criminal liability, separate from any corporate liability and/or prosecution.

The holding to account within ECCH is detailed in its Policy Statement on Sanctions, Redress or Recovery. This is available on the ECCH Intranet Document resource.

Where any sanction, redress or recovery is to be actioned prior consultation will take place between the ECCH Health & Safety Team and Human Resources.

Any concerns about health and safety issues should be raised with managers and safety representatives. Any remaining grievances should be addressed through the grievance procedure. None of the provisions of this section are intended to conflict with statutory rights under whistleblowing or other legislation.

8. MONITORING AND REVIEW

This document will be reviewed by the **Health Safety and Security Management Group** annually or sooner if changes in legislation occur or new best practice evidence becomes available.

9. REFERENCES

- Health and Safety at Work Act 1974, and associated Regulations and Approved Codes of Practice
- Health and Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Health and Social Care Act 2012

10. ASSOCIATED POLICIES & PROCEDURES *(To include but not limited to)*

Policy/SOP/Document	Description/Location
ECCH Health & Safety Structure & Contact Details	This can be found on ECCHO intranet under the Health & Safety Tab
ECCH's Governance Structure	This can be found on ECCHO intranet under the Health & Safety Tab
Health & Safety Responsible Person Description	This can be found on ECCHO intranet under the About us tab
Health & Safety Representative Description	This can be found on ECCHO intranet under the Health & Safety Tab
Fire Marshall Description	This can be found on ECCHO intranet under the Health & Safety Tab
First Aider Description	This can be found on ECCHO intranet under the Health & Safety Tab
H&S Management Group Terms of Reference	This can be found on ECCHO intranet under the Health & Safety Tab
H&S Representatives Terms of Reference	This can be found on ECCHO intranet under the Health & Safety Tab
Fire Safety Policy	ECCHs fire safety policy outlines potential dangers, how to avoid risks, and what to do if a fire breaks out. This can be found on ECCHO intranet under the Policies
Ligature Risk Policy	ECCHs ligature risk policy details the process, and risk assessment tool for assessing potential ligature points, ligature risks and the recording of the assessment findings within Beccles Hospital In patient unit. This can be found on ECCHO intranet under the Policies

Management and Control of Contractors Policy	ECCH's Management and Control of Contractors Policy details the organisations policy for the health, safety and welfare aspects of managing contactors This can be found on ECCHO intranet under the Policies
First Aid provision SOP	ECCH's First Aid SOP details the management of First Aid Provision within premises that ECCH CIC colleagues operate. This can be found on ECCHO intranet under the SOP's
The Handling and Moving of Persons & Loads within ECCH SOP	ECCH's The Handling and Moving of Persons & Loads SOP outlines The Handling and Moving of Persons & Loads procedures which are applicable across ECCH services. It should be used in conjunction with the appropriate policies. This can be found on ECCHO intranet under the SOP's
The Control of Substances Hazardous to Health (COSHH) SOP	ECCH's Control of Substances Hazardous to Health (COSHH) SOP outlines first aid procedures which are applicable across ECCH services. It should be used in conjunction with the appropriate policies. This can be found on ECCHO intranet under the SOP's
Lifting Operations and Lifting Equipment Regulations (LOLER) SOP	ECCH's Lifting Operations and Lifting Equipment Regulations (LOLER) describes the appropriate lifting operations. This can be found on ECCHO intranet under the SOP's
Portable Electrical Appliance Safety (PAT) SOP	ECCH's Portable Electrical Appliance Safety (PAT) SOP outlines safe use & governance of portable electrical appliances across ECCH services. This can be found on ECCHO intranet under the SOP's
Provision and Use of Work Equipment Regulations (PUWER) SOP	This procedure applies to all establishments and activities where work equipment is used. It will outline the key responsibilities of managers and those who use work equipment. This can be found on ECCHO intranet under the SOP's
Working at Height SOP	ECCH CICs Working at Height SOP ensures the safety of ECCH employees whilst they are on duty, including where working at a height is required. This can be found on ECCHO intranet under the SOP's
Guidance for the Use of Portable Electric Fans SOP	ECCH's Use of Portable Electric Fans SOP outlines safe use & governance of portable electrical appliances across ECCH services. This can be found on ECCHO intranet under the SOP's

11. AUTHOR

Health and Safety Advisor

12. APPENDICES

Appendix A – What is the Health and Safety Policy Statement and why do we need one

What is a health and safety policy statement?

This health and safety policy statement sets out how we manage health and safety within ECCH. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

Why do we need a health and safety policy statement?

This health and safety policy statement is our starting point to managing health and safety in our area(s). By law, (Health and Safety at Work etc. Act 1974 section 2(3)) we must have a written health and safety policy. This contains the company's statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice in your site or service. **Writing a health and safety policy statement is more than just a legal requirement – it is our commitment to planning and managing health and safety.** It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health. It shows our obligation and resolve for health and safety within our organisation.

Who should do what?

The overall responsibility and accountability for Health & Safety within the company rests with the Chief Executive.

The overall responsibility for operational tasks relating to the management of Health and Safety is that of the Nominated Executive Director

Site and Service Managers should consult their employees (through safety representatives, if they have any) about this policy statement. Everyone should be able to see from this policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

When and how should they do it? This policy statement describes our arrangements, i.e., the systems and procedures we have in place for ensuring employees health and safety in our sites or services. We may wish to refer to other documents, e.g., Risk assessments, safe systems of work, safety checklists, training programmes, emergency instructions, Business Continuity Plans, etc. All employees may not need to see all the other documents, but they must see this policy statement itself.

How often do we need to revise this document?

It should be reviewed and revised in the light of experience, or because of operational or organisational changes. In general it must be reviewed at least annually

Do I have to do anything else?

Yes, as a large organisation we have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, we have to assess the risks arising from our work activities and record the significant findings. We also have to record our arrangements for health and safety.

REMEMBER: What is written in this policy must be put into practice. The true test of our health and safety policy is the actual conditions in our workplaces, not how well we have written this statement.

- The ECCH General statement of Health & Safety policy, Key responsibilities for key people.
- A record of organisational and individual responsibilities along with the arrangements to ensure the health and safety of all of our colleagues.
- Arrangements for the management and implementation of Health and Safety.

Appendix B - Health and Safety Policy Statement of East Coast Community Healthcare CIC

As an Employer our statement of general policy is:

1. To provide adequate control of the health and safety risks arising from our work activities through the development of risk assessments and safe systems of work
2. To consult with our employees and safety representatives within reasonable time on matters affecting health and safety of our employees.
3. To ensure adequate resourcing of health and safety
4. To provide and maintain safe plant and equipment
5. To ensure safe handling and use of substances and materials
6. To provide information, instruction and supervision for employees
7. To ensure all employees are competent to do their tasks, and to give them adequate training
8. To prevent accidents and cases of work-related ill health
9. To maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals, or at least annually
10. To look after the health safety and welfare of our employees and all others who use our premises for any reason, or may be affected by our activities
11. To provide Personal Protective Equipment where it is assessed as necessary and appropriate
12. To provide basic Health & Safety training as part of the employees induction
13. To promote continuous health and safety improvement through the review of health and safety plans in light of changes to legislation or circumstances, or at least annually

*This Policy Statement relates to all service provisions and areas of East Coast Community
Healthcare CIC*

Original (Electronically) Signed by
Name: Ian Hutchison
Position: Chief Executive
Dated TBC

13. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

In reviewing this policy, the Group considered, as a minimum, the following questions:

- Are the aims of this policy clear?
- Are responsibilities clearly identified?
- Has the policy been reviewed to ascertain any potential discrimination?
- Are there any specific groups impacted upon?
- Is this impact positive or negative?
- Could any impact constitute unlawful discrimination?
- Are communication proposals adequate?
- Does training need to be given? If so, is this planned?

Adverse impact has been considered for age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Blank version of the full Equality & Diversity Impact assessment can be found here:

http://eccho/Home/FormsGuidance.aspx?udt_575_param_index=E&udt_575_param_page=2

14. DOCUMENT CONTROL

Version Date	Version No.	Author/ Reviewer	Comments
August 2022	14	Health and Safety Advisor	Updated to new template, annual review completed
July 2023	15	Health and Safety Advisor	Updates including IGC to Quality Committee clarification of Health, Safety and Occupiers Forum annual review completed
July 2024	16	Health and Safety Advisor and Deputy Director of Quality	Updates to Director title, H&S Champions and H&S meeting format.

DOCUMENT CONTROL SHEET

Name of Document:	Health and Safety Policy
Version:	16
File Location / Document Name:	ECCHO
Date Of This Version:	July 2024
Produced By (Designation):	Health and Safety Advisor
Reviewed By:	Health and Safety Management Group
Synopsis And Outcomes Of Consultation Undertaken:	Changes relating to relevant committees/groups involved in ratification processes.
Synopsis And Outcomes Of Equality and Diversity Impact Assessment:	No Impact
Ratified By: -	Health and Safety Management Group (Virtually)
Date Ratified:	18/07/2024
Distribute To:	ECCHO

Date Due For Review:	July 2025
Enquiries To:	Health and Safety Advisor
Approved by ECCH CIC's Board & CEO	Date: 6 th August 2024 Ian Hutchison, CEO 