

HEALTH & SAFETY POLICY HS001

Health & Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of

***Inspire Healthcare Services
Unit 3 Cole River Park
Warwick Road
Birmingham B11 2QX***

The Health and Safety of employees, contractors and customers is a key priority for Inspire healthcare and is at the heart of all our operations

Our statement of general policy is:

- To provide adequate control of the health & safety risks arising from our work activities;
- To consult with our employees on matters affecting their health & safety;
- To provide and maintain safe office 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 prevent accidents and cases of work-related ill health;
- To ensure the regulatory authority HSE is informed of “notifiable” accidents and dangerous occurrences to comply with Riddor 2013.
- To maintain safe and healthy working conditions; and a safe place to work.
- To review and revise this policy as necessary at regular intervals;
- To issue this policy to all Heads of Department and Service Teams;

Signed:



Managing Director

Date: January 2019

Review Date: January 2020

Responsibilities

a) Overall and final responsibility for health and safety is that of:

- Mr Barry Woodley, Managing Director of Inspire Healthcare Services Ltd

b) To provide financial / H&S support in carrying out this H&S Policy:

- Directors of Inspire Healthcare Services Ltd.

c) To ensure health & safety standards are maintained/ improved, the following people have responsibility in the following areas:

<u>Name</u>	<u>Responsibility</u>
• Brian Cant	Manager of Installation and Client Services
• Linda Powell	Co-Ordinator Commercial Offices and Warehouse

d) **All employees have to:**

- Co-operate with Managers on H&S
- Not to interfere with anything provided to safeguard their H&S
- Take reasonable care of their own H&S and co-operate with their employer so far as is necessary to enable them to carry out their statutory duty
- Report all H&S concerns to their Head of Department or the H&S Team

PART 1

1.1 Aim

It is the aim of the Company to prevent accidents as far as is reasonably practicable and to ensure the health, safety and welfare of all employees and persons likely to be affected by its operations sub-contractors and, where appropriate, the public by ensuring that:

1.2 Practice

In line with this aim, it is the policy of Inspire Healthcare Services to provide, in so far as is reasonably practicable, through its management:

- a) Adequate financial resources for the implementation of health and safety matters.
- b) Plant and systems of work, which are safe, and without risk to health and safety, including operations where hazardous substances are used.
- c) The maintenance of any place of work under its control in a condition that is safe and without risk, together with adequate facilities and arrangements for welfare.
- d) The establishment of a co-ordinated organization to ensure comprehensive and competent advice on all accident prevention measures.
- e) Facilities for consultation to enable employees to co-operate in promoting and developing effective measures to ensure their health and safety at work.
- f) Risk assessments by competent persons.
- g) Protective clothing and/or equipment in appropriate situations and weather conditions.
- h) Adequate first aids supplies and facilities in accordance with current regulations.

1.3 Employees

The co-operation of all employees is vital to achieving the Company aims, so in turn **every employee must realise** that he/she has a legal duty while at work to:

- a) Take reasonable care for the health and safety both of himself/herself and others.
- b) Co-operate with the Company in all matters relating to health, safety and welfare.
- c) Any one found working to their own or other person's detriment by disregarding this Safety Policy or other procedures could be held personally responsible in law and may be subject to disciplinary proceeding which could result in dismissal
- d) Ensure that his/her hepatitis A/B and tetanus vaccinations including boosters are up to date.

1.4 Training

The Company will, so far as is reasonable practicable, arrange for the training of all levels of staff to ensure proper observance of the requirements of the Health & Safety at Work etc Act 1974 and the provision of all current regulations in so far as they concern the Company.

1.5 Contract Workers

Any contractor or sub-contractor carrying out work for or on behalf of the Company shall be required to comply with the relevant statutory provisions, Codes of Practice and the requirements of the Company Safety Policy and associated arrangement.

1.6 Company Policy

In accordance with the section 2 (3) of the Health & Safety at Work Act 1974, Inspire Healthcare will:

- a) Provide to all employees this written statement on its general policy on health and safety and the organization and arrangements for carrying it out.
- b) Review the working of this policy annually and revise it when necessary.

PART II ORGANISATION

2.1 General

The accident prevention function and health and safety generally is regarded as an integral part of operational management responsibilities, with the support of a competent advisory service, and provision is made for this.

2.2 Every Employee must:

- a) Take reasonable care for the health and safety of himself/herself and others and not take risks or leave situations, which may be dangerous.
- b) Co-operate with the Company in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.
- c) Use all plant, equipment and tools in the manner prescribed for safe working and avoid the use of unsuitable or improvised equipment and tools.
- d) Not interfere with or misuse anything provided in the interest of health, safety and welfare.
- e) Use the safety equipment provided, e.g. helmets, goggles and clothing when required to do so.
- f) Report all safety hazards, defects and accidents (however minor) to his/her manager.

- g) Ensure that his/her hepatitis A/B and tetanus vaccinations including boosters are up to date

2.3 Directors

Responsible for ensuring that:

- a) Statutory requirements and the Company Safety Policy are fully implemented in respect of activities under their control.
- b) Safety systems of work are implemented at all subordinate levels.
- c) All alterations to existing, or the introduction of new procedures etc have been thoroughly appraised prior to introduction to ensure, so far as is reasonably practicable, the health and safety of employees or other persons who could be affected.

2.4 Management

Responsible for:

- a) Ensuring that the Company Safety Policy and statutory requirements are fully implemented in respect of activities under their control.
- b) Providing instruction for their staff in safe systems of work.
- c) Providing and maintaining safe working environments under their control.
- d) Ensuring that their staff are aware of the location of fire fighting equipment and are trained in its use.
- e) Ensure the regulatory authority H.S.E. is informed of “notifiable” accidents and dangerous occurrences to comply with Riddor 2013 – Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.
- f) To undertake suitable and sufficient investigations following accidents, “near-miss” incidents and dangerous occurrences – This includes accidents and “near-miss” incidents to employees when working on customers’ sites and also accidents to visitors or contractors when on Inspires site.
- g) Ensuring that staff are aware of the location of first aid facilities and that the contents meet the requirements of current first aid legislation, providing and ensuring use of protective safety clothing and equipment, ensuring that suitable and sufficient risk assessments are carried out.

PART III ARRANGEMENTS

3.1 General

The Directors of Inspire Healthcare Services Limited recognise the importance of health, safety and welfare within its organisation and the need to ensure that a healthy and safe environment

is provided and maintained for all employees and other persons who could be affected by its work activities.

Equally important is the need for constant alertness by all managers, supervisors and employees in identifying potential hazards and eliminating them wherever possible.

3.2 Systems and Procedures

It is therefore the practice of the Company through to establish clear systems and procedures in order to.

- a) Create safe working practices throughout the Company.
- b) With regard to specific work activities, eliminate wherever practicable or otherwise control within acceptable limits the possible exposure of employees and others to substances potentially hazardous to health.
- c) Ensure that no process, plant or machinery is introduced or used in the Company unless it complies with any statutory testing or examination requirements; also to ensure, as far as is reasonably practicable, that the health and safety of employees etc will not be affected.
- d) Provide proper and adequate training in order to ensure that all employees are fully instructed in all matters relating to health and safety.
- e) Encourage the closest possible liaison between Management and employees in all matters relating to health and safety.
- f) Ensure that all requirements of legislation relating to Company activities are fully complied with and improve progressively upon the levels of health and safety performance.
- g) Advise and keep employees informed as to their duties and responsibilities under legislation including the requirement to:
 - Abide by the safe working systems laid down.
 - Make use of facilities and equipment provided for their personal protection.
 - Refrain from any act, which could endanger them, or other persons who could be affected.
 - Refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
 - Report any known defect, which could endanger the health or safety of themselves or other persons.
 - Co-operate with their employer as far as is necessary to ensure that statutory duties or requirements are complied with.
 - Take necessary steps to establish the causes of accidents and risks to health which may occur and to ensure that reasonable measures are taken to prevent recurrence.

3.3 Notification of Accidents and Dangerous Occurrences (R.I.D.D.O.R)

In accordance with the 2013 Regulations, the Company will notify the Health & Safety Executive (HSE) or the Local Authority Environment Health Officer (EHO) as appropriate in the event of:

- The operations manager will ensure that “notifiable” accidents and dangerous occurrences are reported to the regulatory authority H.S.E. to comply with Riddor 2013. These would include:-
 - A fatality or major injury due to work activities (as listed in the specified injuries within the Riddor 2013 Regulations.)
 - A dangerous occurrence due to work activities (as listed in the specified injuries within the Riddor 2013 Regulations.)
 - An “over 7 day injury”
 - Receipt of a written diagnosis from a Doctor of a Notifiable disease or condition such as:-
 - Carpal tunnel Syndrome
 - Occupational Dermatitis
 - Occupational Asthma
 - Tendonitis or Tenosynovitis of the hand or forearm
 - Any occupational Cancer of disease attributed to an occupational exposure to a biological agent.

3.4 Training

Employees are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed.

3.5 Risk Assessment

Risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from H&S advisor if required. The head of the company ensures operators are provided with appropriate instruction and training on risk assessments.

3.6 Method Statements

Formal method statements will be prepared in writing where the risk is particularly high.

3.7 Emergencies

In case of emergencies, the client procedures are followed for their building. Therefore, employees are to always familiarise themselves with the client/building procedures when first attending site, and co-operate and participate in any drills.

3.8 Welfare

Welfare arrangements are established at each site, utilising clients facilities whenever possible.

3.9 Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- . statutory testing
- . type of equipment
- . amount of use
- . consequences of failure

3.10 Personal Protective Equipment

PPE is provided as appropriate for the work activities. PPE is maintained by the individual, and is subject to routine maintenance as appropriate.

3.11 Hazardous Substances

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used when possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S adviser, as appropriate.

3.12 First Aid

Wherever possible arrangements are made with clients to use their first aid facilities. Where this is not possible a supply of sterile plasters is carried by employees and assistance will be sought from the emergency services if required.

3.13 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised to only manually handle loads, which they feel capable of moving safely.

3.14 Fire Safety

All employees remain vigilant to the risk of fire, and observe the fire drill procedures.

3.15 Sub Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health & Safety. Serious breaches of health & safety and the contractors capability for specific risks will be taken into account during the selection process. Sub-contractors will receive a copy of our health & safety policy, and be vetted by their capability to carry out the work safely, their training, insurance cover, risk and COSHH assessments and health & safety policy.

3.16 Public Safety

The safety of members of the public is considered at all times and appropriate protective action is taken.