

Health and Safety Policy

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Table of contents

1	INTRODUCTION	2
1.1	Statement of intent	2
1.2	Status	2
2	RESPONSIBILITIES	2
2.1	Overall responsibility	2
2.2	Employee responsibilities	3
2.3	The health and safety law poster	4
3	ARRANGEMENTS FOR HEALTH AND SAFETY	4
3.1	Requirements	4
3.2	Achieving the arrangements	5
4	SUMMARY	5

1 Introduction

1.1 Statement of intent

At Arlington Road Medical Practice, we recognise the need to comply with the [Health and Safety at Work etc. Act 1974](#) and understand this is a legal requirement, not a matter of choice. We will continuously strive to fulfil our responsibilities for all matters pertaining to health and safety.

Furthermore, we will ensure all our staff are fully aware of their individual and collective responsibilities and that they are committed to maintaining a positive and proactive approach to minimising risk.

Arlington Road Medical Practice will provide the necessary resources (including financial) to enable all staff to access the necessary training and support, thereby permitting them to work effectively in an environment which is safe for our service users, contractors, visitors and our staff.

Effective communication is essential and we will encourage our staff to raise any health and safety concerns and urge them to share any potential solutions to mitigate risk, leading to a safe working environment. Additionally, we will consult with our staff on all health and safety matters that may affect them.

This policy sets out the general health and safety duties that employers have towards employees and members of the public. It also sets out the duties that employees have to themselves and to each other. All staff at Arlington Road Medical Practice have a duty to ensure that they work safely and that their acts or omissions do not result in harm to either themselves or others on the premises.

This policy is subject to annual review or when there are any legislative or organisational changes. It is to be read in conjunction with the organisation's Health and Safety Handbook available on Practice Index.

1.2 Status

At Arlington Road Medical Practice, we aim to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](#). Consideration has been given to the impact this policy might have with regard to the individual protected characteristics of those to whom it applies.

2 Responsibilities

2.1 Overall responsibility

The person with overall responsibility for all health and safety matters at Arlington Road Medical Practice is Business Manager. In their absence, the nominated deputy for health and safety is Facilities Lead.

The role of the HASAW lead is to ensure that the policy is effectively implemented and maintained so that the organisation keeps within the requirements of the [Health and Safety at Work etc. Act 1974](#) and the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#). They will ensure sufficient resources are available to manage the policy's effective implementation.

The requirements of the responsible person and those of the nominated deputy are annotated within their respective job descriptions. The responsible person and nominated deputy must have the skills, knowledge and experience to be able to recognise hazards in the workplace and put control measures in place to protect staff and all service users from harm.¹

The following are key responsibilities of the responsible person (and nominated deputy in their absence):²

- **Assess risks:** Employers have duties under the health and safety law to assess risks in the workplace. This means identifying work activities that could cause injury or illness and taking action to eliminate the hazard or, if this is not possible, to control the risk.
- **Provide information about risks:** Employers must give workers information about the risks in their workplace and how they are protected. Also, they must instruct and train them on how to deal with the risks.
- **Consult employees:** Employers must consult their employees on health and safety issues. Consultation must be either direct or through a safety representative who is either elected by the workforce or appointed by a trade union.
- **Provide health and safety information:** Employers have a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the approved poster in a prominent position in each workplace or to provide each worker with a copy of the approved leaflet.
- **Provide training:** Employers must give workers adequate training, ensuring that workers with particular training needs – for example, new recruits, people changing jobs or taking on extra responsibilities and young employees – receive health and safety training.

2.2 Employee responsibilities

Under health and safety law, employees have a duty to:³

- Take care of their own health and safety and that of others who may be affected by their actions at work
- Cooperate with others on health and safety matters and not interfere with, or misuse, anything provided for their health, safety or welfare

¹ [HSE Appoint a competent person](#)

² [HSE Employer's responsibilities](#)

³ [HSE Your health, your safety](#)

- Follow the training they have received when using any work items the employer has given them

If an employee thinks that Arlington Road Medical Practice is exposing them to risks or is not carrying out their legal duties with regard to health and safety, and if this has been raised with the responsible person but no satisfactory response has been received, workers can report this to the Health and Safety Executive (HSE).³

2.3 The health and safety law poster

The Health and Safety Information for Employees Regulations (HSIER) require employers to either display the HSE-[approved law poster](#) or to provide each of their workers with the equivalent [leaflet](#) or [pocket card](#). The poster explains British health and safety laws and lists what workers and their employers should do.⁴

At Arlington Road Medical Practice, Facilities Lead is responsible for ensuring that the poster is prominently displayed within the Practice.

3 Arrangements for health and safety

3.1 Requirements

The Management of Health and Safety at Work Regulations 1999 advise that every employer must make and record arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary for health and safety⁵. This can be achieved by implementing the Plan, Do, Check, Act framework as illustrated overleaf.

The framework identifies the following key actions:

- Plan
 - [Determining your policy](#)
 - [Planning for implementation](#)
- Do
 - Profiling your health and safety risks
 - Organising for health and safety
 - Implementing your plan
- Check
 - Measuring performance
 - Investigating accidents and incidents
- Act
 - Reviewing performance
 - Learning lessons

The cycle within the framework may need to be applied more than once to ensure that processes are effective and compliant with HSE requirements.

⁴ [HSE Display the health and safety law poster](#)

⁵ [Regulation 5, The Management of Health & Safety at Work Regulations 1999](#)

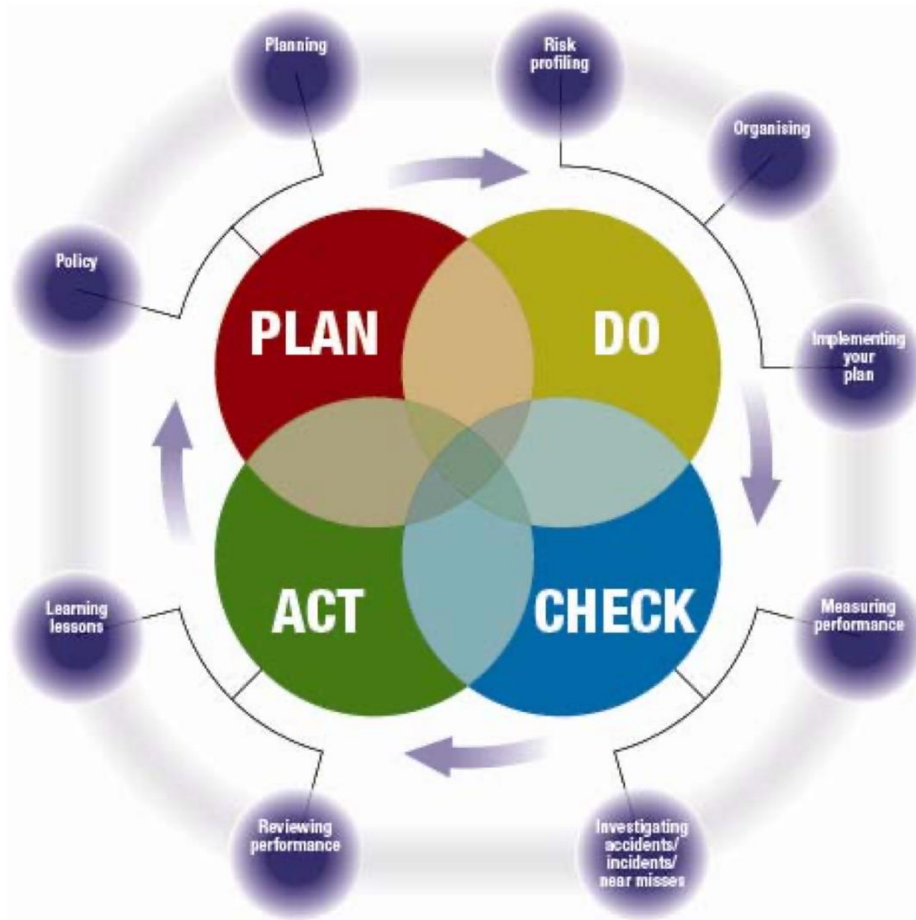


Image source: [HSE](#)

3.2 Achieving the arrangements

To ensure Arlington Road Medical Practice can achieve such arrangements, this policy will be delivered by:

- Staff adhering to the guidance detailed in the organisation's Health and safety handbook
- Staff completing the required mandatory training as outlined in the organisation's Staff development policy accessible on Practice Index
- The responsible person (and nominated deputy) conducting suitable and sufficient risk assessments and implementing effective control measures
- The use of a risk and issues register to effectively monitor all risks
- The responsible person and nominated deputy promoting the need for all staff raise their concerns to identify and reduce risks

This policy will be shared with all staff via Practice Index

4 Summary

All staff at Arlington Road Medical Practice have a responsibility to ensure that compliance is met and to understand the regulations associated with health and safety. Whilst it is acknowledged that some staff will have a greater understanding of this subject due to their individual responsibilities, all staff must ensure they are fully au fait with their individual and collective responsibilities and, by doing so, will ensure Arlington Road Medical Practice remains a safe working environment.