

Health and safety policy

This is the statement of general policy and arrangements for: Peninsula Ultrasound			
Leigh-Ann Tyler, HR and Compliance Manager		has overall and final responsibility for health and safety	
Management Team		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	L. Tyler	Policies and risk assessments are in place and accessible to all staff, on or off-site, through dropbox. Inductions and work shadowing to learn best practice is undertaken by all new starters. A training plan is in place to ensure that the mandatory training of all staff is kept up to date and this is supported by updates at staff meetings. Clinical audits are carried out regularly in order to identify any areas of practice where the required health and safety standards are not met.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	L. Tyler	As above and in addition ; 1:1's are carried out and the management team of the company addresses any issues around competence as they arise. These are informed by patient surveys, incident reports, compliments and complaints procedure and general staff communication.	
Engage and consult with employees on day-to-day health and safety conditions	M. Ettinger	1:1's are carried out and the management team of the company addresses any issues around competence as they arise. These are informed by patient surveys, incident reports, compliments and complaints procedure and general staff communication.	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	M. Ettinger	The fire procedure for the building is in operation.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	M. Ettinger	Policies and risk assessments are in place and accessible to all staff, on or off-site, through dropbox and Peninsula website staff section.	
Signed: * (Employer)	K. Sturtridge	Date:	01.03.2019, updates - 28.02.2020, 30.06.2021/15/11/2021

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Admin office noticeboard
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First-aid box is located:	Kitchen
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Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Company name: Peninsula Ultrasound

Date of initial risk assessment: 01.03.2019

Updated: 28.02.2020, 30.06.2021, 15.11.2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Step up to sofa area – clearly visible to staff		All staff, ME to monitor		
Manual handling of portable ultrasound machine, paper, office equipment including entry to storage cupboard	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. Storage cupboard has a very low ceiling which could result in heads being banged on entry	Machine is contained in a bag on wheels to reduce the need for lifting. Machine is of a size (cabin luggage) that is appropriate to be lifted and carried by one person including upstairs. Heavier objects like gel is carried one item at a time. Trolley used to transport boxes of paper and other heavy items. Deliveries are brought upstairs by delivery personnel. Shelves are stacked safely and appropriately in the storage cupboard with larger and heavier items on the bottom and lighter items only on the higher shelves. Automatic lighting on entry into the cupboard	Remind staff that they should not try to lift objects that look or appear too heavy to handle. Remind staff to ask for assistance lifting machine if they feel it is required. Staff to report any changes to physical capacity which might make them more likely to sustain an injury while handling the machine.	All staff, ME to monitor		

Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Noise levels controlled	Staff to report any changes to physical capacity which might make them more likely to sustain an injury while using display screen equipment. Vouchers for eye tests are issued as required	All staff, LT to monitor		
Working at height Filing on top shelves, putting up decorations etc	Falls from any height can cause bruising and fractures.	No access to high shelves is needed	A roller elephant foot stool is available	All staff, ME to monitor		
Stress	All staff could be affected by factors such as lack of job control, staffing issues, workload, bullying, etc.	Staff understand what their duties are Staff are aware that they can approach the management team to raise any concerns they might have that could affect their capacity to work	Remind staff that they can speak confidentially to manager or supervisors if they are feeling unwell or ill at ease because of work. Staff advised to consult GP for support	All staff, LT to monitor		
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Appliances are bought new and not secondhand	New electrical certificate is in place.	All staff, ME to monitor		
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment for new building has been carried out and fire plan followed Staff know that concerns about potential fire hazards are to be raised with the fire marshal.	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	All staff, ME to monitor		
Lone working	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	Staff work in buildings where there are other services running In the event of a member of staff not arriving at a clinic or visit, the office would be notified of this and the business manager would follow up Clinic days and times are known to people who lock up	Plan for management of whereabouts of staff when operations manager is away to be established	All staff, ME & JP to monitor		
Information management	Staff and patients, company reputation	All policies relating to information management are in place. Visitors to the building are reminded that confidential information is handled in the admin office Secure computer systems are in place and the NHS policy and procedure for using IT equipment is followed i.e. keycard system		All staff, ME to monitor		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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Combined risk assessment and policy template published by the Health and Safety Executive 08/14