

Parson Latham's Hospital in Barnwell

Health & Safety Policy Statement

The trustees of Parson Latham's Hospital in Barnwell are committed to ensuring a safe living and working environment for all those who have lawful access to the charity's buildings and land.

This commitment has four elements:

- 1 Full compliance with current health and safety legislation and regulations.
- 2 An assessment of the significant risks faced by everyone (residents, trustees, staff, volunteers, visitors and agents/contractors) who have access to the charity and appropriate action taken to minimise these risks. The five practical steps to risk assessment are given below and further information is available at www.hse.gov.uk:
 - identify the hazards
 - decide who might be harmed
 - evaluate the risks
 - record findings
 - review assessments.
- 3 Provision of appropriate and suitable training and information to ensure that everyone is aware of the risks and knows how to respond appropriately. All employees should receive a minimum level of health and safety training which should be achieved within six weeks of starting in post. There should be a mechanism for refresher training to ensure that knowledge is kept up to date.
- 4 Regular quinquennial recorded inspections of the properties and subsequent maintenance programmes should ensure that health and safety issues are given a high priority. Any defects that have health and safety implications should be addressed as a matter of urgency.

When trustees are selecting contractors for major projects or maintenance works, they must ensure they are competent and capable of undertaking work in a safe way. This would also include:

- requesting contractors risk assessments
- requesting method statements
- requesting evidence of competent staff in relation to the planned works e.g. Gas Safe competence for gas works
- adequate insurance to be at least £5 million for major projects
- certain works will fall within the scope of The Construction (Design and Management) Regulations (CDM).

Trustees should also carry out an annual internal review of health and safety matters and risk assessments.

The person responsible for implementing and monitoring the policy is **Simon Berridge**.

Health and Safety Policy

1 Introduction

This is a statement of policy by **Parson Latham's Hospital in Barnwell** about its intentions, organisation and arrangements for ensuring the health and safety of its residents, trustees, employees, visitors and contractors, whilst in the communal areas and residents' accommodation.

Supplementary to this general policy statement, there will be specific policies and procedures describing in detail health and safety provisions.

2 Statement of Intent

It is the policy of the charity to ensure, so far as is reasonably practicable, the health, safety and welfare of its residents, trustees and employees whilst they are at work, and of others who may be affected by the charity's undertakings, and to comply with the Health and Safety at Work etc. Act 1974 and all other allied relevant legislation, as appropriate.

3 Objectives

In order to achieve compliance with the statement of policy the charity has the following objectives:

- 3.1** To set and maintain high standards for health, safety and the protection of the environment at its premises and in the residents' almshouses
- 3.2** To identify risks and set in place programmes to remove or reduce these risks
- 3.3** To ensure that these standards are communicated to all residents, employees and visitors
- 3.4** To ensure that all personnel are given the appropriate equipment, necessary information, instruction, training and supervision to enable them to work in a safe manner
- 3.5** To ensure that the appropriate resources are made available to enable the policy to be implemented.

4 Responsibility

To ensure the prevention of ill health, the avoidance of accidents and the promotion of safe and healthy workplaces, the following responsibilities have been established:

4.1 Board of Trustees

The trustees are responsible for establishing the overall Health and Safety Policy for the charity and have ultimate responsibility for all health and safety matters.

This involves:

- The promotion of good practice within health and safety
- The allocation of necessary resources
- The monitoring of the implementation of health and safety practice.

4.2 Simon Berridge authorised through the board of trustees, has responsibility for implementing and monitoring the policy and will:

- Keep the Health and Safety Policy under review, bringing to the trustees' attention any faults or areas of weakness in the policy and ensuring that it is revised as and when necessary
- Monitor the Policy's implementation, set targets or objectives where appropriate and report progress to the board
- Ensure the dissemination and discussion of relevant information on health and safety
- Report details to the board of trustees and the appropriate authorities where an accident/incident has occurred
- Make annual reports to the board of trustees on the management of health and safety at the charity
- Be responsible for the provision and maintenance of first aid box, accident book, fire extinguishers.

4.3 Individual Responsibilities

All residents/employees/trustees are required to:

- Co-operate in implementing the requirements of the Health and Safety Policy, legislation, related codes of practice and safety instructions
- Refrain from doing anything which constitutes a danger to themselves or others
- Bring to the immediate attention of a trustee any situations or practices that are noted which might lead to injuries or ill health
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored
- Be responsible for good housekeeping in the area in which they are working or living
- Report all accidents, incidents, dangerous occurrences and near misses, in accordance with the charity's guidance.

5 Contractors

All contractors working in the charity's property are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

6 Communication

The name of the person designated with the responsibility for health and safety is to be prominently displayed for the information of all employees. The policy statement will also be prominently displayed for the information of all residents, trustees, and employees.

7 Policy Review

The effectiveness of this general policy statement and other specific policies in use throughout the charity will be subject to annual review by the charity.

9 This policy has been approved for issue by the board of trustees of Parson Latham's Hospital in Barnwell

Name:.....

Signature:.....

Date:.....

Review date: (annually)

Version 2