

Issued by		Approved by	
Name: Head of Hospice Services		Trustee Board Executive Directors July 19	
Date: July 2019		Date: [Date]	
Policy Version		Date for Review	
Version Number: 2.0		Date: July 2024	
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<p>WHO DOES IT AFFECT?</p> <p>Policy applies to all members of staff, volunteers and temporary workers, sub-contractors and visitors.</p> <p>HOW WILL IT BE COMMUNICATED?</p> <p>Policy to be communicated via Select HR and Pilgrims Hospices Intranet.</p>	<p>1.0 Summary:</p> <p>Pilgrims Hospices in East Kent believe that maintaining excellence in the management of health and safety is an essential element within its overall business plan. A good health and safety record goes hand in hand with high quality patient care, high productivity and quality standards.</p> <p>Pilgrims Hospices believe that prevention better than cure.</p> <p>From a legal perspective, Pilgrims Hospices are committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation to be the best in class of UK Hospices.</p> <p>The Health & Safety policy describes how we manage the safety and wellbeing of our employees, volunteers, patients, visitors and contractors on our sites and while working away from our sites. Our statement on intent can be found at Appendix A.</p> <p>2.0 Scope:</p> <p>This policy applies to all members of staff, volunteers and temporary workers, sub-contractors and visitors.</p> <p>The scope of the policy extends to all the buildings and clinics involved in</p>
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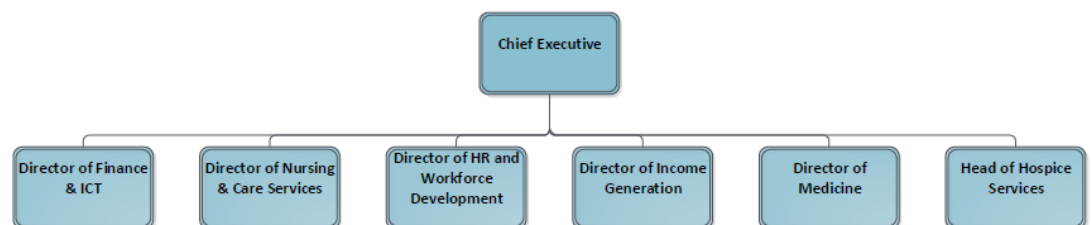
patient care and all offices and shops used for administrative purposes and fundraising activities.

It is the overarching policy that includes issues including but not limited to; fire, manual handling, first aid at work, legionella, asbestos management and visual display units.

3.0 Roles & Responsibilities:

Ultimate responsibility for health and safety comes under the **Board of Trustees**, and this responsibility is delegated to the **Chief Executive**.

Directors are responsible for the effective integration of the health and safety management system. This will include the creation of a positive and healthy culture within their areas of responsibility and proactive leadership. The **Head of Hospice Services** has the day to day responsibilities for ensuring that non clinical Health and Safety legislation and operational requirements are met.



The Head of Hospice Services delegates local responsibility for Health & Safety matters to the Hospice Services Managers for the relevant area.

Employees Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

4.0 Procedures & Best Practice:

The following good practice approaches are in place to demonstrate the

consistent application and control of Health & Safety systems in the organisation for the benefit of our patients, our staff, all visitors and general public.

Health & Safety Management System:

The hospice operates a documented health and safety management system based on the HSE's Plan, Do, Check, Act approach. This system consists of:

- Regular workplace assessments to identify and manage risks
- A set of documented risk assessments that are reviewed
- A system for recording, investigating and learning from accidents
- A quarterly H&S meeting attended by a cross section of people relevant to the site
- A H&S action plan on each hospice site that is reviewed quarterly at the local H&S meetings
- A quarterly H&S Governance meeting to identify common themes and risks
- Site rules and a permit to work system for contractors

Risk Assessment:

Pilgrims Hospices are committed to ongoing risk assessment. We will identify and carry out risk assessments on all activities that present as risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance. The procedures for doing it can be found in the **Risk Assessment Standard**. You should refer to your HSM or Head of Department in retail if you need more information.

Risk assessments will be undertaken by managers of the areas where the risks are identified using "experts" where appropriate. Pilgrims also has a **Risk Policy** which describes in detail how risks are managed.

Consultation with Employees

Pilgrims Hospices will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. This consultation is provided through planned H&S meetings on sites that include a wide representation from the site. This is supplemented by a central quarterly H&S meeting with representatives from the Hospice, retail and fundraising to discuss organisational themes.

Implementation

Hospice Services Managers and relevant heads of department will consider the impact of this policy in terms of required changes in practice and will plan and implement the necessary dissemination, staff briefing and, if necessary, more formal training. Head of Nursing, Senior Ward Sisters and Consultants will have an important role in ensuring that all staff are aware of this policy and that it is followed.

Training Plan

Mandatory and role specific training arrangements will support the deployment of this policy. These include;

- Mandatory H&S and fire E-learning for all staff
- Fire marshal, manual handling, first aid and Basic Life Support (BLS) training for appropriate staff and volunteers
- There will be other specialist training as identified and required

Monitoring Compliance

Compliance with the policy and procedures laid down in this document will be monitored via the quarterly H&S group meeting, Quality & Governance Board meetings and the Executive team meetings through agreed KPI's.

Monitoring will include the noting of any significant trends, any incidents, which did, or could, have resulted in a major injury or serious ill-health problem and specify where the data or analysis indicates that remedial action should be taken. These measures will be presented to the Executive Team and Trustees on a regular basis to provide the necessary scrutiny that health and safety is under control and being well managed

5.0 Non-Compliance:

Any person found to be in breach of this policy may be subject to action as per Pilgrims Hospices Disciplinary Policy and Procedure.

Referenced and Useful Documents:

Health and Safety Executive (2014). Health and Safety Made Simple.
<http://www.hse.gov.uk/pubns/indg449.pdf>

Health and Safety Executive (2013). Managing for Health and Safety.
<http://www.hse.gov.uk/pubns/priced/hsg65.pdf>

Health and Safety Executive (2014). The Health and Safety Toolbox.
<http://www.hse.gov.uk/pubns/priced/hsg268.pdf>

Health and Safety Executive (2012). Managing the Risk from Hot Water and Surfaces in Health and Social Care. <http://www.hse.gov.uk/pubns/hsis6.pdf>

Health and Safety Executive (2012). Manual Handling at Work.
<http://www.hse.gov.uk/pubns/INDG143.pdf>

Health and Safety Executive (2014). Falls from Windows or Balconies in Health and Social Care. <http://www.hse.gov.uk/pubns/hsis5.pdf>

Health and Safety Executive (2012). Getting to Grips with Hoisting People.
<http://www.hse.gov.uk/pubns/hsis3.pdf>

Health and Safety Executive (2012). How the Lifting Operations and Lifting Equipment Regulations Apply to Health and Social Care.
<http://www.hse.gov.uk/pubns/hsis4.pdf>

Health and Safety Executive (2012). Health and Safety Training.
<http://www.hse.gov.uk/pubns/indg345.pdf>

Health and Safety Executive (2014). Health and Safety Law.
<http://www.hse.gov.uk/pubns/law.pdf>

Appendix A – General Statement of Intent

Pilgrims Hospices are committed to creating preserving and managing a safe environment for its service users, our patients and their loved ones, and all staff and volunteers and visitors and sub-contractors of every kind.

Pilgrims Hospices are committed to ongoing risk assessment, monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. We are committed to ensure that we comply with all relevant health and safety legislation and where reasonably practicable to do so, we will strive to go beyond the requirements of legislation to be the best in class of UK hospices.

The requirements placed upon our organisation and its members are as follows:

- To maintain safe and healthy working conditions;
- To provide adequate control of the Health and Safety risks arising from our work activities;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe plant and equipment;
- To provide and maintain safe clinical 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 consult with our employees on matters affecting their Health & Safety;
- To review and revise this policy at regular intervals.