

## **Health & Safety Policy**

Review Date 26<sup>th</sup> November 2019  
Next Review Due 26<sup>th</sup> November 2021

Physiotherapy2fit Ltd is committed to ensuring that, as far as it is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on the basis of their age, disability, gender, race, religion/belief or sexual orientation. Should a member of staff or any other person require access to this policy in another language or format (such as Braille or large print) we will do our best to provide this in a format the user is able to access. Physiotherapy2fit Ltd will do its utmost to support and develop equitable access to all policies. The Director is responsible for ensuring staff are aware of Physiotherapy2fit Ltd policies and that staff adhere to them. It is also the Director's responsibility to keep staff up to date with new policy changes.

Staff are responsible for ensuring they are familiar with policies, know where to locate the documents on Physiotherapy2fit's main website, and seek out every opportunity to keep up to date with them

Independent contractors are expected to identify a lead person to be responsible for ensuring staff employed within their place of work are aware of Physiotherapy2fit Ltd policies.

### **INTRODUCTION**

The Health and Safety at Work etc. Act 1974 places duties on employers to ensure the health, safety and welfare at work of employees and of all those connected with the Trust's activities. In addition, there is a statutory duty for employers to produce a statement of its policy on health and safety at work.

This document is the **Health and Safety Policy** of Physiotherapy2fit and reflects the views of our Director on all matters relating to health, safety and welfare and encompasses the company's value of personal responsibility.

The policy reflects the vision of Health Care Without Harm including:

- Responsible waste management
- Use of safer chemicals
- Healthy food
- Reduction of toxic materials

A safe and healthy working environment is not only a legal requirement; it is a reasonable expectation for employees, patients and visitors to our treatment facilities.

The Policy consists of three sections:



## **1 Policy Statement**

The Policy Statement of intent is the written declaration by the Director as to the Company's intentions with regard to the health, safety and welfare of Physiotherapy2fit employees and others who may be affected by the company's operations.

## **2 General Responsibilities**

This section deals with personal responsibility for health and safety and welfare at work. Everyone from the Director to each and every employee will have responsibilities in implementing this policy.

## **3 Practical Arrangements**

This section deals with the policies/procedures which have been or will be introduced to make sure that the policy actually works. It includes procedures for the recognition of hazards, investigating accidents and arrangements for dealing with emergencies.

Everyone employed by or services subcontracted by Physiotherapy2fit has a legal duty to co-operate in matters of health and safety, which includes complying with the requirements of this policy. It is therefore important that you acquaint yourself with this policy and the promotion of its implementation.

# **POLICY STATEMENT HEALTH AND SAFETY POLICY STATEMENT**

The Director is ultimately responsible under the Health and Safety at Work Act 1974 for Health and Safety matters within all treatment facilities of Physiotherapy2fit.

### **The Policy is:**

- To provide a healthy and safe environment in which to carry out the activities of the Company
- To ensure that all staff are aware of the Company's and their own responsibilities under the Act.
- To establish proper procedures for all known hazardous or risky operations.
- To promote safety consciousness for all day to day working practices taking due regard of any risk to health that may occur.
- To ensure that any processes undertaken by the company do not adversely affect the public or the environment.

Health and Safety audits, which are carried out at regular intervals monitor the effectiveness of controls and arrangements implemented by all managers in response to risk assessments initiated and carried out in their areas. The Company accepts that in order to achieve a high standard of health and safety performance, there will be funding implications, which it will endeavour to adequately resource. The Company recognises that successful risk management is brought about through good management and effective communication with staff. The Company considers that successful management of health and safety has the benefit of improving the overall operation of Physiotherapy2fit's facilities by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liability.

## **GENERAL RESPONSIBILITIES**

All employees have a duty placed upon them by the Health and Safety at Work etc. Act 1974 to ensure that their actions or failures to act do not place themselves or others at avoidable risk. It is in the interest of all, that anyone becoming aware of anything within their area of work, which they may feel to be a Health and Safety hazard, should report it to the Director. In order to implement the above statement, everyone has certain health and safety duties and responsibilities.

### **Director**

The Director has a legal duty to ensure the health, safety and welfare at work of all who work at the Company and those connected with its undertaking's. Although the legal duty remains hers, she may delegate her duty to the facility manager. However, the Director will ensure that the Manager is provided with all the necessary resources and assistance that is needed in order for the legal duty to be performed and will, periodically, take measures to satisfy themselves that the performance of the legal duty, which has been delegated to the Manager, is implemented. The Director will have the overall executive responsibility for the Health, Safety and Welfare of the Company.

She will:

- Ensure that the Health and Safety Policy is communicated to everyone who works at the Company.
- Ensure that the Health and Safety Policy is implemented by everyone who works at the Company.

She will record:

- The effectiveness of the Health and Safety Policy in reducing workplace accidents and work-related ill health.
- Any deficiencies of the Health and Safety Policy in reducing workplace accidents
- Work related ill health and eradication of those deficiencies.

The Director is responsible for the management of all Clinical Risk and the management of incident reporting. All completed incident forms must be sent directly to the Director who will be responsible for:

- Collating and coding all incident forms.
- Ensuring that all incident forms are kept for a minimum of 3 years.
- The dissemination of incident forms to those whose specialist knowledge will play an active role in the prevention of such incidents.
- Ensuring that all incident forms are easily retrievable for the purpose of:
  - Further investigation.
  - Statistical analyses.
  - Epidemiology studies.
  - Litigation claims.
  - Measuring the effectiveness of the Health and Safety Policy.
  - Measuring any deficiency of the Health and Safety Policy.

The Director will:



1. Provide Health and Safety advice and assistance to all levels of staff.
2. Provide competent and professional advice and assistance with regard to formulation and revision of the safety policy.
3. Keep Managers advised with regard to actual or anticipated changes in health and safety legislation and accepted best practices.
4. Undertake workplace inspections
5. Co-ordinate and oversee a programme of Health and Safety risk assessments throughout the whole of the workplace on a facility basis.
6. Undertake accident and dangerous occurrence investigations
7. Undertake health and safety audits in order to determine the effectiveness of the health and safety management procedures and where appropriate, make recommendations as to the measures necessary to rectify failings in the procedures.
8. Provide support and assistance to those who are required to implement the requirements of the safety policy and any of the safety management procedures.
9. Assist in the identification of health and safety training needs and, where appropriate, deliver or arrange to be delivered, such training as may be necessary for the health and safety of employees.
10. Submit reports of all incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the enforcing authority.
11. Liaise with the local crime prevention team regarding security in our facility and act on any advice they provide.
12. Survey and report on the standards of security within Company premises and carry out security risk assessments.
13. As required, find relevant staff training programmes for conflict resolution and other security related courses.

#### **Facility Manager/ Lead Clinician at outreach site**

The Practice Manager will implement and ensure that the Health and Safety Policy is, periodically and as circumstances determine, revised and that such revisions are brought to the attention of every employee. They will ensure that the resources made available by the Company are used in an efficient and cost-effective manner, so as to ensure that maximum benefit is derived from them in the interests of health, safety and welfare at work of employees.

Managers will be responsible to the Company for health, safety and welfare on a day to day basis. Specifically, they will report on the following matters:

- The effectiveness of the Health and Safety Policy in reducing workplace accidents and work-related ill health.
- Any deficiencies of the Health and Safety Policy in reducing workplace accidents and work-related ill health and the measures necessary to eradicate the deficiencies identified.

In addition, the Practice Manager will have the authority to:

- Order Health and Safety improvements.
- Order the cessation of unsafe practices.

Furthermore, the Managers will:

- Ensure that reported defects and hazards are attended to promptly and where appropriate, make recommendations to the Director.

- Ensure that the procedures for the reporting and investigation of incidents are properly used and maintained.
- Ensure that matters concerning health, safety and welfare are communicated effectively to employees working at Physiotherapy2fit.
- Make recommendations to the Director with regard to the provision of financial resources for Health, Safety and Welfare.
- Nominate a deputy who shall perform the Health and Safety duties in their absence.
- Make adequate financial provision for Health and Safety requirements including:
  - The Health and Safety at Work etc. Act 1974.
  - Health and Safety regulations.
  - Any Health and Safety rules made by the Director
  - Safety equipment and safety training.
- Acquaint themselves with current Health and Safety legislation in so far as it might apply within their own department.
- Acquaint themselves with the safe procedures of work, which may be in operation.
- Ensure that good Health and Safety is practiced by employees under their management by setting a good example.
- Ensure that all visitors and contractors are aware of relevant safety procedures.
- Ensure that all work equipment is suitable for the purpose, used only for the purpose for which it is intended and that such work equipment is maintained in good repair, efficient working order and free from defects.
- Ensure that all employees under their control receive such information, instruction training and supervision so as to ensure that they remain free from risks to their health and safety.
- Ensure that the procedures for the reporting and investigation of incidents are properly used and maintained.
- Maintain safe access to and egress from the workplace under their control.
- Co-ordinate the risk assessment process within their own facility. Risk assessments are to be carried out in accordance with the Company's Risk Assessment Policy.
- Ensure that significant findings identified while conducting risk assessments are communicated to employees, in so far as the significant findings affect them.
- Comply with Companywide policies.
- Ensure that health and safety concerns are included as an agenda item at every staff meeting.
- Make known to the Director any resources or requirements that cannot be met within the department's existing budget.
- Ensure that annual internal audits are carried out in all areas under their control.
- Ensure that the procedures for reporting and the investigation of serious incidents are properly used.
- Undertake regular and routine inspections of the workplace under their control.
- Investigate all incidents, accidents, concerns and near misses within their own Department and provide their Director with a written report on the findings of such investigations, together with recommendations as to the measures necessary to prevent a reoccurrence.
- Must ensure all staff have been provided fire evacuation training and abides by any instruction from the director with regard to organisation of fire drills and training exercise.
- Must investigate all cases of theft, and any other security related incidents and make the director aware of these.



### **Fire Safety Advice**

The Director will seek advice of the local fire brigade officer to aid with the implementation and administration of fire precautions/procedures/prevention. Managers within the Company should consult the Fire brigade when necessary, or discuss any matters relating to fire precautions/prevention. In addition his responsibilities are.

### **Manual Handling**

The Director's responsibilities will include:

- Implementation and the monitoring of the Company Manual Handling Policy and Procedures.
- Assessing and advising on the ergonomics of the working environment and specific manual handling tasks.
- Finding local courses appropriate for training in Manual handling procedures.
- Following up any accident/incident or near miss report involving manual handling.
- Auditing the need for manual handling equipment.

### **Tenancy Landlord**

The commercial property landlord will have overall responsibility for ensuring that all buildings, premises, are maintained in a safe condition, good repair and in efficient working order. He will also devise and maintain procedures, which are designed to ensure that reported defects are prioritised according to the risks to health and safety and attended to promptly. In addition he will:

1. Implement the requirements of the CDM Construction (Design and Management) Regulations 1998, and all other relevant legislation.
2. Ensure that all maintenance work (including that undertaken by contractors) is carried out strictly in accordance with a safe procedure of work.
3. Ensure that all contractors are aware of the safety procedures which are currently in force and that such procedures are adhered to.
4. Prior to the commencement of any extraordinary or new works, liaise with the Director
5. Assist in the execution of risk assessments as required by the Director

The Director and Practice Manager have the authority to order the cessation of any process or activity which they consider to be unsafe or in breach of the Health and Safety at Work Act or any of the Health and Safety Regulations.

### **Occupational Health Department**

The director of Physiotherapy2fit will seek the use of an external occupation health advisor if required to provide health surveillance to particular staff exposed to occupational hazards in accordance with the Company's Policy and current legislation. The director will be responsible for Pre- employment Medical Screening for every prospective clinical employee as part of the selection and recruitment procedure.

### **Employees**

In addition to the specific responsibilities set out above, every employee will:

1. Take reasonable care for their own safety.
2. Take reasonable care for the safety of anyone else who might be affected by their acts or

3. omissions.
4. Work in accordance with the information, instructions and training given.
5. Report all hazards and defects to their manager or supervisor.
6. Report any unsafe acts, unsafe conditions or any deficiencies in the safety arrangements to their manager or supervisor.

Further more no employee shall:

1. Intentionally interfere with, or misuse anything that has been provided in the interests of health, safety and welfare at work.
2. Undertake any work for which authorisation and or training has not been given.
3. Bring to work any item of equipment (including electrical appliances) or any substance for which authority has not been given.

## **PRACTICAL ARRANGEMENTS**

In order to implement the Company's Health and Safety Policy Statement, Health and Safety management procedures will be implemented and maintained. These Health and Safety management procedures are set out in the following section.

### **Recruitment of Employees and Pre-Employment Medical Screening**

Every prospective employee will, as part of the selection and recruitment procedure, be required to undergo pre-employment medical screening which will include the completion of a pre-employment medical questionnaire and, if appropriate, a medical examination prior to an offer of employment being made. One purpose of such pre-employment medical screening is to identify anyone who, because of the nature of the employment being offered, may be exposed to an increased risk to their health and safety.

### **Agency Employees**

All Agencies will be provided with information on the qualifications and skills required to carry out the work and any specific features of the job, which relate to the employee's safety.

Facility Managers must ensure that all temporary staff are made aware of the existing emergency procedures and the action to be taken should an emergency situation arise. Facility Health and Safety training should cover topics similar to those included on the Company induction. Additional topics that could be dealt with include:

- a) the work area.
- b) work procedures.
- c) personal protective equipment (PPE) — types available.
- d) health surveillance.
- e) site safety rules.

In order for temporary workers to conform to site procedures, site rules must be brought to their attention and in particular any safety rules relating to their department or work area.

### **Equipment, Materials and Substances**

The Company will ensure that the use, handling, storage and transport of equipment, materials and substances is safe and without risk in accordance with section 2 of the Health and Safety at



Work etc 1974.

Any item of equipment or any materials or substances, which are purchased for use at the place of work, will only be purchased through the approved companies list.

Such purchases will specify the characteristics of anything purchased in terms of compliance with health and safety standards which may be defined in:

- a) Any European Standard.
- b) Any British Standard.
- c) Any Industry Standard.
- d) Any standard specified in any appendices to any Health and Safety Regulations made under the Health and Safety Work Act 1974.

### **Training and Dissemination**

Health and Safety Training will be provided for every employee. The type of training provided will be decided by such factors as:

- 1) The nature of the work associated with each post.
- 2) The training needs identified by risk assessment.
- 3) Any special needs of the employee required to carry out the work specified by the post.

Health and Safety training should be provided in the following circumstances:

- a) Upon induction as a new employee.
- b) When new responsibilities are assigned.
- c) When new equipment is introduced.
- d) When procedures of work are changed.
- e) After a prolonged absence from work.
- f) After a case of work-related ill health.
- g) After an accident or near miss.
- h) In the light of changes in health and safety legislation.
- i) At such times as may be decided by management.

Records of health and safety training will be kept in respect of each and every employee to ensure that:

- a) All training is recorded.
- b) There is confirmation that each employee has received training by the placing of the manager's signature on the training record.
- c) There is confirmation that the employee's understanding of and the ability to apply the training has been checked by the employee's manager or supervisor.

The understanding of, and practical application of health and safety training by employees, will be checked periodically by the employee's supervisor or manager and a record of such checks will be kept.

### **Induction Training**

Physiotherapy2fit recognises the importance of induction training for all full and part time employees, trainees, volunteers, and those on work experience programmes. Also included are



those on temporary contracts.

Induction training provided will address the following topics:

1. emergency procedures
2. raising the alarm.
3. alarm recognition.
4. emergency telephone numbers.
5. fire exits and assembly points.
6. location of firefighting equipment.
7. first aid assistance.
8. issue of a personal copy of the Safety Policy Statement.
9. explanation of the Safety Policy and personal responsibility.
10. hazard reporting procedures.
11. incident reporting procedures.
12. job specific information
13. job related hazards.
14. risk control measures.
15. safe procedures of work.
16. use of procedural notes (where applicable).

### **Hazard Identification**

Hazards are defined as those things, which potentially could be harmful, and their identification is the first step in accident and ill health prevention.

A procedure will be introduced to enable all hazards to be reported and recorded.

Hazards will be identified as a result of:

- a) Employees being vigilant during the course of their daily work.
- b) Workplace inspections undertaken by managers and supervisor.
- c) Workplace inspections undertaken by safety representatives.
- d) Formal risk assessments.
- e) Incident Reports.

Furthermore, the procedure for the identification of hazards will enable each hazard to be classified within one of the four categories Physical, Ergonomic, Biological or Chemical. In order to carry out the appropriate assessment, reference should be made to the regulations under the Health and Safety at Work Act 1974.

### **Risk Assessment**

Risk assessments will be carried out in accordance with the Physiotherapy2fit's Risk Assessment Policy. The method of risk assessment will be applied uniformly and consistently across the whole range of activities carried out at the Company and the significant findings of such risk assessments will be recorded in the format laid out in the policy which will be standardised across all facilities.

### **Provision of Information to Employees**

In accordance with the requirements of Regulation 8 of the Management of Health and Safety at Work Regulations 1992 every employee will be provided with comprehensive and relevant information on:

1. The risks to their health and safety identified by the assessment.
2. The preventative and protective measures which have been introduced and which should be used by them in order to reduce the risks to which they are exposed.
3. Safe Procedures of Work. No work will be undertaken or any tasks performed unless it is in accordance with a safe procedure of work. Such safe procedures of work will be derived from either:
  4. Risk assessments.
  5. Task specific instructions.
  6. Health and safety guidance notes.
  7. Manufacturers and suppliers instructions.
  8. Where tasks pose a significant risk to health and safety they will not be undertaken unless a permit to work has been issued, such tasks may include:
    9. Work on electrical equipment whether dead or live.
    10. Work in a confined space.
    - 11.10. Work at height (over 2 metres).
    - 12.11. Hot Work. (i.e. welding, soldering etc)

### **Incident Reporting and Recording**

- 1) All incidents, concerns, near misses and accidents will be reported immediately to the Facility Manager or Director whichever is the most appropriate in the circumstances, and a written report submitted using the Company Incident Reporting form available electronically must be completed by the end of the working day. The incident report should contain type of incident, location, an outline of circumstances with enough detail to begin the investigation, facts rather than opinions, details of any treatment provided as a result of the incident, documentation and equipment involved and details of any follow up actions taken to reduce further exposure to risk. These details must also be documented clearly in the patient's health records. In the case of incidents involving more than one person, the details for each person affected can be included. However, each individual involved should be recorded in the appropriate section. To ensure that learning and improvements are taken forward ideally all staff who have some form of involvement with an incident will be listed so that support can be offered and feedback can be disseminated accordingly. Physiotherapy2fits clinical incident report concludes with actions to prevent similar incidents. Full information of the incident and any actions that staff are required to take as a result are fed back immediately in an email and then discussed at the next team meeting. Staff are encouraged to report 'near mis' Incidents with completion of the incident forms. The classification of incidents can be defined numerically. All incidents will sit on a sliding scale of severity that will determine the actions to be taken. The significance of the incident is determined by two factors: the consequence or outcome of the incident; the probability or likelihood of the incident reoccurring.
- 2) Any incident, near miss or accident, which involves an employee who is working away from the Facility or is on a training course, must be reported by that employee to the person responsible at the location where the incident occurred. In addition, a report must be submitted in accordance with (1) above when the employee returns to their normal place of work.
- 3) All incidents, near misses and accidents which involve patients, visitors or a member of the

public will be reported in accordance with paragraph (1)

***The Management have a statutory duty to report certain incidents to the enforcing authorities (Health and Safety Executive) and the co-operation of staff in complying with the procedures set out in this policy document is of paramount importance in assisting Physiotherapy2fit to meet its statutory duties.***

Physiotherapy2fit will follow guidance from the Serious Incident framework 2013 when dealing with all critical incidents. P2F have a statutory duty to report certain incidents to the Health and Safety Executive and all staff are aware that their co-operation in complying with the procedures set out above is essential in assisting P2F to meet its statutory duties. Staff induction and annual training includes levels of incident severity and how to complete incident reporting forms. Staff will also be provided support at the time of completing form if required. The definition of an SUI is taken from the NPSA and SIRT framework. Critical incidents must be reported immediately via telephone or face to face and a written report must be submitted to the Director by the end of the day. On receiving the written report the Director will notify the commissioner. An investigation team will be set up and a full investigation as per the RCA or SEA will occur. P2F will collaborate with external scrutiny of investigations and will do any remedial work required following investigations, including full and open exchange of information with other investigatory agencies such as the police, HSE, Coroner and local safeguarding boards. We will publish information about serious incidents including data on the numbers and types of incidents without compromising patient confidentiality, within annual reports, board reports and other public facing documents. We will comply with national requirements and guidance in relation to being open with patients or representatives when things have gone wrong and the Director will support staff in disclosing incidents to patients and their representatives. Once the investigation has been completed P2F will ensure all action plans are implemented. Regular reviews will continue in order to minimise risk of any further SUIs.

### **First Aid Provision**

Physiotherapy2fit will maintain a suitable number of qualified/appointed First Aiders in accordance with the Health and Safety (First Aid) Regulations 1981 in order that First Aid may be administered at any time when employees are at work. All clinical staff will be cpr trained.

### **Health Surveillance**

In order to monitor the effectiveness of the measures introduced to reduce risks to the health of employees, a programme of health surveillance will be undertaken by an external occupational health agency.

Examples of the circumstances which may be selected for a programme of health surveillance will include:

- 1) Exposure to respiratory irritants.
- 2) Cytotoxic drug handling.
- 3) Exposure to excessive noise.
- 4) Asbestos.
- 5) Ionising Radiation.

### **Selection of Contractors**

Every employer or self employed person, who expresses an interest in tendering for contracted-

out work on behalf of Physiotherapy2fit, will be subjected to an appraisal and selection procedure. Such procedures will require them to submit the following:

- A properly prepared Health and Safety Policy.
- A systematic programme of risk assessment.
- Safe procedures of work.

### **Vehicles**

Any vehicle or 'ride on' item of equipment which is used to transport material, or waste will undergo a strict maintenance programme. Pre-shift maintenance checks will be carried out on each vehicle. Defects highlighted during such checks will cease the operation of that vehicle immediately. Staff using such equipment will receive training in its use in order that it may be used safely.

### **Arrangements for Emergencies and Imminent Danger**

In order to ensure the safety of employees, patients, visitors and members of the public and to comply with the requirements of Regulation 7 of the Management of Health and Safety at Work Regulations, procedures will be devised which will be implemented in the event of emergency or imminent danger.

Each facility will have a plan for the purposes of the safe evacuation of persons in the event of emergency or imminent danger.

### **COSHH (Control of Substances Hazardous to Health)**

The COSHH Regulations 2002 requires Physiotherapy2fit to evaluate and control the risks to health for all employees from the exposure to hazardous substances at work. This includes exposure to microbiological agents, dusts of any kind in substantial quantities and all chemicals hazardous to health. Cytotoxic drugs come under the requirements of COSHH as there is a duty to protect the giver of these drugs not the patient.

Physiotherapy2fit is required to ensure the availability of up-to-date information upon the hazards associated with all substances used and establish that suitable controls and procedures are in place to minimise risk to the workforce. Each Hazardous substance identified will require a formal COSHH assessment which must identify:-

- risk posed to the health of those exposed
- steps necessary to control exposure to those hazards
- prevention or adequate control of exposure
- that the control measures are used and maintained
- monitoring of the exposure
- health surveillance where required
- employees are properly informed and trained and supervised

***No hazardous substances should be stored in any of Physiotherapy2fit's facilities and if a hazardous substance is suspected the director should be notified by any employee immediately so disposal can be arranged.***

### **Monitoring, Auditing and Review**

This policy and the safety management procedures which stem from it will be monitored in order to



confirm their effectiveness in ensuring the health, safety and welfare at work of employees and others who might be affected by the work activities at Physiotherapy2fit. The Director will ensure that the policy is monitored annually and steps taken to address any issues of non-compliance. Such monitoring will be either active or reactive in nature.

Examples of active monitoring include:

- a) Workplace inspections.
- b) Spot checks.
- c) Testing of employee understanding.
- d) Auditing.

Examples of reactive monitoring include:

- a) Analysis of accident/near miss/ill health statistics.
- b) Analysis of accident/near miss investigation reports.
- c) Consideration of health and safety concerns from Safety Representatives.
- d) Responses to concerns, improvements and prohibition notices issued by the Health and Safety Executive.

Any areas of non-compliance will be brought to the attention of the Facility Manager.

### **Workplace Inspection**

Inspection of the Department will be carried out by the following persons and in the following circumstances:

Daily - Informally by every employee going about their daily business.

Fortnightly - By each Line Manager

Annually – By the director

### **Policies/Procedures**

Specific policies/procedures to be followed in individual areas of risk will be contained in the Risk Management Volume of Physiotherapy2fits Policy/Procedures.

### **Review of this Policy**

This policy will be reviewed as circumstances dictate, and if such reviews determine that the policy should be revised, then such revisions will take place after due consultation with Facility Managers and Director. All revisions to this policy document will be brought to the attention of every employee. A formal review will occur 2 years from the date of the policy.

### **ARCHIVING ARRANGEMENTS**

All Physiotherapy2fit policies can be viewed in hard copy in each facility in a ring binder file.

### **EQUALITY IMPACT ASSESSMENT**

Physiotherapy2fit has a statutory duty to carry out an Equality Impact Assessment (EIA) and a copy is attached to this policy.

### **IMPLEMENTATION AND TRAINING**

Hard copies of this document should be kept locally for easy reference.



Managers are responsible for ensuring that their staff are aware of this policy and are kept informed of any changes or additions.

The contents of this policy will be included in mandatory training and induction.

## **REFERENCES AND BIBLIOGRAPHY**

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Personal Protective Equipment at Work Regulations 1992

Workplace (Health, Safety and Welfare) Regulations 1992

Manual Handling Operations Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Control of Substances Hazardous to Health Regulations 2002

Health and Safety (Display Screen Equipment) Regulations 1992

The Health and Safety Information for Employees Regulations 1989

### **Additional Reading**

Health and Safety (First Aid) Regulations 1981

Employers' Liability (Compulsory Insurance) Act 1969

Provision and Use of Work Equipment Regulations 1998

Noise at Work Regulations 1989

Electricity at Work Regulations 1989

Chemicals (Hazard Information and Packaging for Supply) Regulations 2002

Construction (Design and Management) Regulations 1994

Dangerous Substances and Explosive Atmospheres Regulations 2002

Essentials of Health and Safety at Work (Third Edition) Guidance (HSE Books 1994 ISBN 0 7176 0716 X)

Five Steps to Risk Assessment Leaflet INDG163(rev1)

Workplace Health, Safety and Welfare: A Short Guide for Managers Leaflet INDG244 (HSE Books 1997 ISBN 0 7176 1328 3)



## Appendix

### Physiotherapy2fit Equality Impact Assessment Summary

#### Background

Description of the aims of the policy Context in which the policy operates Who was involved in the Equality Impact Assessment. This policy has been developed to comply with the requirements of the Health and Safety at Work etc Act 1974 to ensure that all staff are aware of their responsibilities under the Act.

#### Methodology

A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age) The data sources and any other information used The consultation that was carried out (who, why and how?)

The policy is based on guidance provided by the Health and Safety Executive and is not likely to have any Equality or Diversity implications.

#### Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

The policy is based on current legislation and there are no potential impacts for any equality groups.

#### Conclusion

- Provide a summary of the overall conclusions

The policy provides fair, consistent guidance on managing health and safety in the workplace.

#### Recommendations

State recommended changes to the proposed policy as a result of the impact assessment. Where it has not been possible to amend the policy, provide the detail of any actions that have been identified Describe the plans for reviewing the assessment

No changes recommended.

#### Guidance on Equalities Groups

**Race and Ethnic origin** (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)

**Religion or belief** (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)

**Disability** (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)

**Sexual orientation including lesbian, gay and bisexual people** (consider whether the policy/service promotes a culture of openness and takes account of individual needs)

**Gender** (consider care needs and employment issues, identify and remove or justify terms which are gender specific)

**Age** (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)

**Culture** (consider dietary requirements, family relationships and individual care needs)

**Social class** (consider ability to access services and information, for example, is information provided in plain English?)