

Health and Safety of Service Users Kirkvoe Medical

Date Effective:	1/3/24
Review Date:	1/3/27
Version No:	1
Policy Owner / Author:	Dr Zoe Shepherd

THE POLICY/PROTOCOL

The Practice is committed to ensuring the health, safety and welfare of its employee, so far as is reasonable practicable. It also fully accepts the responsibility for others who may be affected by work activities. Health & Safety will be managed proactively, on the basis of risk assessment, with the aim of minimising the potential for injury and ill health.

- Staff have a responsibility for their own and other health and safety
- If a member of staff sees anything that may be a risk to the health and safety of themselves or others then they have a duty to determine steps to correct it as soon as possible
- The person can also take appropriate steps, as long as these are operated safely to minimise the risk to others, e.g. pool of water on the floor cover off with a chair, upturned bin etc to warn to others until appropriate steps can be taken.

ROLES & RESPONSIBILITIES

- Dr Shepherd is responsible for this policy. Further help can be sought from
 - Healthcare Improvement Scotland
 - Health Protection Scotland
 - Orkney Islands Council
 - The landlord for the premises

FREQUENTLY ASKED QUESTIONS (FAQS)

1.1 The Practice aims to:

- Provide and maintain plans and systems of work that are safe and without risk to health.
- Make arrangements to ensure that substances and articles can be used, handled, stored and transported safely.
- Provide information, instruction, training and supervision to ensure the health, safety and welfare of staff and clients.
- Ensure safe means of access and egress.
- Provide and maintain a safe and healthy working environment with the provision of adequate welfare facilities.

1.2 The Practice has a duty to protect people from being exposed to the risk from its activities (e.g. patients, members of the public) and under Section 4 it has a duty to other users of its premises (e.g. staff from other clinics, other organisation representatives).

1.3 The Management of Health & Safety At Work Regulations 1999 extend the provision of the Health & Safety At Work Act 1974 and the Practice will undertake specific actions in accordance with its Regulations.

1.4 The Practice will ensure the appropriate arrangements are in place at all levels of the organisation for the effective planning, organisation, control, monitoring and review of the preventative and protective measures put in place following risk assessment.

1.5 In addition to the Health & Safety At Work Act 1974 and the Management of Health & Safety At Work Regulations 1999, the Practice will take steps to ensure compliance will all other Health & Safety Legislation applicable to its activities.

Dr Zoe Shepherd, in cooperation with the practice landlord, will:

- Ensure that specific health, safety, security, fire and other emergency arrangement procedures are documented for all sites/premises within their area of responsibility (in the case of shared sites, co-operation and co-ordination will be required to ensure full coverage of the sites and avoid duplication of effort or belief that the other user is dealing with that issue and vice versa).
- To undertake health and safety inspections at premises and take action as necessary.
- Inspections must be done at least on an annual basis.

- To make arrangements for the communication, co-operation and co-ordination of health and safety arrangements with others in shared premises.

Duties include

- Not to endanger themselves or others by their “acts or emissions” (i.e. what they do or do not do) and to co-operate with their employer/site owner as necessary to comply with current legislation.

In addition they must not interfere with or misuse equipment provided in the interest of health and safety (e.g. fire extinguishers, personal protective equipment).

Abide by the Practice health and safety requirements and statutory Health & Safety At Work obligations.

- Document all incidents (including near misses)
- Observe all procedures laid down concerning process, materials or substances.
- Keep work equipment in good condition,
- Avoid improvisation which might create a risk to safety.
- Dress sensibly and safely for their particular working environment, using safety equipment and personal protective equipment.
- Attend as requested, any statutory and mandatory health and safety training, with failure to do so without reasonable cause may ultimately result in disciplinary action.
- Observe the fire protection and evacuation procedures and be familiar with the position of the site fire equipment and fire exits.