



Health and Safety Policy

09/01/2024

Version 1	Date: January 2024 Next Review Date: January 2025
Title:	Health and Safety Policy
Author:	Policy Assistant
Applicability:	All organisation

This policy will be reviewed once a year at minimum.

Health and Safety Policy

Purpose

The health, safety, and well-being of our employees, clients, and the individuals in the organisations and communities we serve are paramount to Julie Haywood Consulting Ltd. This policy outlines our commitment to creating a safe and healthy working environment and complying with all relevant health and safety legislation within our sector.

Company Responsibilities

Julie Haywood Consulting Ltd is a small enterprise that undertakes to provide consultancy support to clients in the health and care sector. Our key activities include:

- Desktop analyses of data, processes, policies and procedures.
- Engagement with stakeholders through various platforms and using various tools (interviews, surveys, focus groups etc.)
- Provision of workshops and meetings.
- Developments of presentations and reports.
- Attendance at meetings, site visits etc.

Julie Haywood Consulting Ltd operates to the legal health and safety requirements relevant to a business of less than 5 employees.

Management:

Julie Haywood is the health and safety officer for the company, responsibilities include:

- Ensuring that this policy is reviewed where appropriate and put into practice.
- Demonstrating a visible commitment to health and safety by providing necessary resources, support, and training.

- Ensuring compliance with health and safety regulations and continuously improving safety measures within the business context.
- Engaging in training to maintain awareness of responsibilities.

Employees:

- Must adhere to health and safety requirements, including any relevant, required practice standards required in health and care provision.
- Report any hazards, incidents, or concerns regarding health and safety promptly to management.
- Collaborate to maintain a safe and healthy environment for all stakeholders.

Sub-Contractors/Associates:

All Sub-Contractors and Associates working with Julie Haywood Consulting Ltd have responsibility to ensure compliance to all operating standards and legal requirements through:

- A) Awareness and knowledge of all policies relevant to Julie Haywood Consulting Ltd.
- B) Implementation of and adherence to their own business policies and procedures.

Risk Assessment and Control Measures

As a minimum, we expect all employees to observe local fire safety precautions and fire exit/evacuation procedures in all on site venues.

We also expect all employees to ensure that fire alarm and evacuation notifications are identified and communicated to participants at any events hosted by us.

Specific risk assessments will be conducted wherever potential hazards within consulting practice are identified (examples might be: slips and trips, manual handling, inadequate workstations, lone working, stress, fire, display screens).

Should a risk assessment be indicated the following principles will be applied:

- Identification of what could cause injury or illness in your business (hazards)
- Decisions about how likely it is that someone could be harmed and how seriously (the risk)
- Action to eliminate the hazard, or if this isn't possible, control the risk

Mitigation requirements to address identified risks might include:

- Keeping work areas free from obstacles and potential spillages to avoid slips and trips; not to move heavy or awkward objects without any necessary training/support to do so;
- Provision and use of appropriate workstations, desk seating and display equipment,
- Use of notification systems if lone working in situations of assessed risk (e.g. call in before and after);
- Management of work life balance with breaks and downtime to reduce/prevent stress

Appropriate control measures will be implemented and regularly viewed where risk assessments identify the requirement for mitigating actions so that identified risks are managed effectively.

Employees who work from home are expected to implement any agreed measures as relevant to their environment and working conditions.

Where staff are attending at on-site based venues we expect them to adhere to on-site health and safety policies and protocols., relevant to visitors.

Workplace Safety in Health and Social Care Settings

All employees are responsible for maintaining a clean, hygienic, and organized work environment in line with health and care industry standards.

Employees must adhere to safe working practices and any concerns about compliance, standards, well-being or safety must be flagged to management so that risk assessments can be completed and mitigation agreed.

For on-site work, employees are responsible for familiarisation with emergency procedures specific to the setting.

Accident and Incident Reporting

Prompt and thorough reporting of all accidents, incidents, or near misses is mandatory to ensure swift resolution and prevention of recurrence. Reports should be made, via e mail to management at julie@juliehaywood.co.uk.

Where any incident, accident or near miss is identified, advice will be sought from an external, qualified Health and Safety individual (competent person) to consider and agree next steps.

Where indicated a comprehensive investigation will be conducted (in line with the principles of investigation and feedback outlined in our Concerns and Complaints Policy), to determine causes, consequences and follow up actions, aiming to prevent future occurrences and ensure the safety and well-being of all involved parties.

Risk assessments will be conducted/reviewed where incidents, accidents or near misses have been reported so that mitigation of future issues can be further considered.

Investigation will seek to achieve mutually agreed resolution.

Training and Information

Specialised health and safety training (relevant to health and social care consulting work) will be sourced and provided, where a specific requirement is identified for an employee.

Clear information on health and safety procedures will be communicated wherever any risk assessment identifies a requirement for action.

Health and Well-being in Health and Care Settings

Julie Haywood Consulting Ltd. is committed to promoting the well-being of any employees, acknowledging the potentially challenging nature of health and care consultant work.

Support for mental health and well-being is promoted (by expectations that staff take breaks, manage workloads and flag any concerns) to safeguard the welfare of our employees.

Additional, external well-being support will be considered should any accident, incident or near miss indicate a potential requirement.

Compliance and Review

This policy will be regularly reviewed and updated to ensure alignment with evolving healthcare safety standards and legislative requirements.

Julie Haywood Consulting Ltd. will comply with all relevant health and safety legislation applicable to health and social care consultancy services and small enterprises, striving for continuous improvement.

Communication

This policy will be available to all our employees, clients, contractors, and relevant stakeholders via relevant link on our website.

Any updates or changes to the policy will result in a new policy being uploaded.

Conclusion

Julie Haywood Consulting Ltd is dedicated to maintaining a safe, healthy, and compliant work environment. We believe that prioritising health and safety within our company fosters excellence and care in the services we provide.

Julie Haywood

Director

09/01/2024