

# LATUS HEALTH

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HS.01.001	29 Apr 20	Health and Safety

## Approvals

The electronic signatures below certify that this policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
<b>Prepared by:</b>	 Victoria Tait	Quality Specialist	22 Apr 20
<b>Reviewed by:</b>	 Will Latus	Director	29 Apr 20
<b>Approved by:</b>	 Will Latus	Director	29 Apr 20

## Amendment Record

This policy has been reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

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## Latus Health Ltd. Health and Safety Policy

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## i. SCOPE

Latus Health Ltd is committed to providing a safe working, coaching, teaching and learning environment for all staff, clients and others. It recognises it has a responsibility to ensure that reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice relating to the organisation's particular activities.

It is ultimately the responsibility of the Managing Director to ensure that this procedure is implemented, published and accessible to all personnel, staff, suppliers and any relevant third parties.

With regards to delivery of service, the individual primarily responsible for the delivery of the service is responsible for ensuring the policy is fully understood by any staff in their charge and also by any clients who engage LH.

All clients, staff and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to others.

## ii. PURPOSE

This policy intends to ensure that LH complies with statues, regulations and quality standards and provides a safe environment to staff, clients and others.

## iii. OBJECTIVES

Latus Health aims to promote health and safety, so far as reasonably practicable, by:

- providing and maintaining safe equipment and environment, including a means of access in a condition that is safe and without risk to health
- preventing accidents and cases of work-related ill health and safety hazards arising from work activities via effective risk identification, assessment and implementation of control measures
- protecting the health and safety and welfare of individuals via systematic risk management
- engaging with clients, staff, suppliers, and others, to provide relevant information, instruction, training and supervision, as is necessary to ensure health and safety
- providing adequate training and allocating appropriately qualified members of personnel to identify and control potentially hazardous situations/environments
- complying with statutory regulation on health and safety and welfare of learners, personnel and any related third parties

This list is not exhaustive and represents general principles followed by Latus Health in respect of health and safety.

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#### iv. EDITIONS & REVIEW

The first edition of this policy is dated 7 March 2017.

Any subsequent reviews, editions or changes should be annotated below and communicated to all employees as soon as is reasonably possible.

Date	Area Reviewed	Changes made	Signed
2/3/18	All	NIL	WL
23/8/18	All	NIL	WL
01/12/19	All	NIL	WL
01/06/20	All	Para 3 Risk Assessment Policy – Covid-19 specific additions made	WL

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## 1. ORGANISATION AND RESPONSIBILITIES

### Employees

Health and Safety is the responsibility of all personnel at all levels of the Organisation.

All personnel have a responsibility to everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work.

They are expected to follow company procedures, in particular to report any incidents which have or may have led to injury or damage. To neglect this responsibility can lead to prosecution by the Health and Safety Executive.

Any employee who is faced with a conflict between the demands of safety and their job should raise the matter immediately with the Supervisor.

### Compliance Manager

The Compliance Manager will be responsible for the delivery, implementation and maintenance of a coherent H&S policy which is fit for purpose.

The Compliance Manager will:

- Maintain safety records
- Investigate accidents
- Report incidents as appropriate
- Maintain the policy
- Ensure Risk Assessments are carried out
- Ensure H&S training is delivered to each new employee, specific to their job role and place of work.
- Ensure that good housekeeping standards are applied.
- Periodically review all new and existing equipment.
- Carry out regular checks and audits (Template Audit Form is at Schedule 1).

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## 2. REPORTING REQUIREMENTS

### RIDDOR

Accidents and incidents reportable under RIDDOR 2013 are death and injuries which are work related and result in a reportable injury.

Types of reportable injury are:

- Death
- Specified injuries, which are defined by the HSE as:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Cover more than 10% of the body
    - Cause significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which:
    - Leads to hypothermia or heat-induced illness
    - Requires resuscitation or admittance to hospital for more than 24 hours

The following occupational diseases are reportable:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Dangerous occurrences that require reporting are, for example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- The accidental release of any substance which could cause injury to any person

For full details of HSE reporting requirements, can be found:

<http://www.hse.gov.uk/riddor/reportable- incidents.htm>

Contacts for the HSE, including for online reporting Can be found:

<http://www.hse.gov.uk/contact/contact.htm>

### Reporting Accidents

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During any activity the staff member involved in the accident/incident is responsible for ensuring that an investigation takes place and that an Accident/Incident/Near Miss Report is completed if required (Accident Report Form is at Schedule 2). If in any doubt whether a report should be completed or not then assume one is.

The Accident Report Form should be forwarded immediately via the quickest route to enable details to be recorded and any actions noted.

This should be referred to the Compliance Manager at the earliest opportunity. The record will be inspected by the Compliance Manager. The accident will be reported to the inspecting authority as and when necessary.

The Compliance Manager will report to the Managing Director that an incident has occurred and will appraise them of the situation regarding any investigation or reporting.

The Managing Director is responsible for overseeing any investigation and ensuring any subsequent recommendations are considered and implemented where deemed appropriate.

Any site specific requirements following an incident should also be forwarded to the site owners. It is the site owners' responsibility to adopt the findings of the report and make the changes required. If they do not make the recommended changes, LH will assess whether they will continue with the activity or not.

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### 3. RISK ASSESSMENT POLICY

#### General

LH ensures that suitable and sufficient control measures are in place to reduce identified risks in the delivery of all courses/programmes.

All personnel required to conduct Risk Assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance. LH will follow HSE guidelines on the preparation and conduct of Risk Assessments, as found here: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

All recorded Risk Assessments are made available to all relevant staff who must ensure that all control and/or recovery measures and plans are complied with and related actions recorded.

Where personnel identify additional risks which were not previously identified, or where a current Risk Assessment is not in place, a Risk Assessment must be conducted.

#### Dynamic Risk Assessment

A Dynamic Risk Assessment may be conducted by appropriately trained personnel immediately prior to an activity which has not been foreseen and cannot be deferred.

This Dynamic Risk Assessment should use the same format as is included in this policy wherever possible.

The Dynamic Risk Assessment should be passed to the employee's Line Manager on completion of the activity. The Line Manager will ensure it is formally recorded, a review is completed and that a full Risk Assessment is subsequently conducted prior to recurrence of the activity.

#### COVID 19 Specific Risk Assessment

Following the COVID-19 pandemic which shutdown the majority of business in March 2020, LH will conduct COVID-19 specific Risk Assessments prior to attendance at any new site, or prior to returning to work at existing sites.

The Operations team responsible for this should work closely with the host organisation, obtain copies of their risk assessments, specifically their Covid-19 safe working risk assessments, and the LH staff who will be attending each particular site.

LH will use and adhere to the UK Government Covid-Secure guidelines in its own actions and will encourage adherence by its host organisations.

HSE guidance on Covid-19 specific Risk Assessment and return to work can be found here: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

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## 4. EMERGENCY / INCIDENT PROCEDURE

### General

The priority for all personnel will always be to deal with a situation in a safe effective manner which ensures that further risk is avoided and any current injury or issue is dealt with and contained so as to prevent any further injury or damage.

Any incident should be reported to your Line Manager as soon as is feasibly possible.

If in doubt as to whether an Accident Report should be completed, assume that one should be. An Accident Report form can also be used for near miss incidents.

In any emergency situation where you feel it is required, professional medical help should be sought as soon as possible by calling 999.

### Medical

Any time LH is delivering service to a client then it must have a robust First Aid Plan in place. This will utilise suitably trained individuals with First Aid kits suitable to the level of risk / the environment in which they are working, as well as ensuring a communications plan capable of calling for more professional support if required.

It is important that all issues where First Aid has been involved are recorded in the Accident Report Form at Schedule 2.

Whenever clients or participants are present for physical activities, their coach is responsible for making them aware of whom their nominated First Aiders are and where they can be found (they are required to be on site at the time of a course/programme taking place).

LH staff should know the location of the nearest First Aid kit and First Aid station (if applicable) wherever they are working. If working on a client's site this information should be made known by the client's representative.

Medical Incident flow chart is at Schedule 4.

### Fire

LH staff should be made of the actions they should take in the event of fire at their induction. If working on a client's site the clients' representative should make this information known.

LH Staff should always know their evacuation route(s) and the assembly point in the case of fire.

Fire exits and routes should be kept clear of obstructions.

In the event of fire, unless site specific policies state otherwise, LH staff should:

- Immediately operate the nearest call point to warn others of the fire
- Leave the building by the nearest, safest route and exit
- Not use any lifts (elevators)
- Not take any personal belongings with them

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- Proceed in a calm manner to the designated fire assembly point
- Remain at the fire assembly point until dismissed by the senior person present
- Not return to the building until told safe to do so by the fire services or senior person present

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## 5. WORKING AT HEIGHT

### General

Personnel should not attempt to obtain items which are beyond their reach. If they cannot reach, they should get a ladder or stepping stool.

Be sure that any ladder or stepping stool used is in a safe condition.

Personnel should not use chairs, open drawers, or any makeshift device for climbing.

Personnel should not climb up the shelves themselves. They should not overreach on the ladder. It is safer to get down and move the ladder.

Staff should avoid working at height where possible.

### Staff

Staff should not work at height until they have informed their Line Manager and have received permission to do so.

If you cannot avoid working at height, use work equipment or other measures to prevent falls. If using equipment, the correct training and competency for that equipment type must be in place, prior to use of the equipment.

Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Staff should ensure that there is a Risk Assessment in place in all situations whereby working at heights is unavoidable.

### LH

Will authorise all working at height through the Line Manager on a case by case basis, only once:

- The need for working at height has been confirmed, and no other option is available
- A Risk Assessment for the task has been completed and reviewed by the employee who will be working at height
- Suitable equipment and training has been provided for the employee who is to be working at height.

LH will provide suitable training for those working at heights on a regular and/or frequent basis.

LH will provide suitable equipment for those working at heights.

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## 6. HOUSEKEEPING

### General

Undue hurrying and forgetfulness cause many accidents.

Do not run down steps.

Use handrails going up or down stairs.

Watch out for someone coming round a blind corner or opening doors quickly.

Never read while walking.

Ensure that floor areas are well lit and kept clear of obstruction.

Where floors are wet through spillages or cleaning, the area must be protected using a recognisable wet floor sign until the area has dried. The sign must be removed to storage as soon as possible after the area has dried.

Leaving a lower filing drawer open can cause many trips and falls; make sure they are closed.

Electrical, computer and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.

Spilled coffee or soft drinks, tracked-in rain, leaves or snow should be cleaned up immediately. \

Pointed objects such as pencils, pens, letter openers, files and the like must be used carefully to avoid puncture wounds.

Horseplay, including throwing paper clips, shooting rubber bands, tossing objects out of windows, is unacceptable behaviour, and may be the subject of disciplinary procedure.

Stairs and corridors should be free from obstruction.

Doors and windows should not be obstructed or prevented from opening or closing.

### Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Always remember that water and liquids are conductors of electricity, and be aware that their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc. would make the shock more severe.

Therefore you should not:

- touch electrical equipment with wet hands
- move any portable electrical equipment without disconnecting it from the mains
- make electrical repairs or do other electrical work unless you are an authorised person

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You should:

- Keep electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment about
- Always switch off all equipment when not required, unless continuous operation is necessary
- Disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise;
- Report defective equipment to your Line Manager.

## Smoking

Smoking should only take place in designated areas.

All cigarette ends are to be properly disposed of, only in designated waste bins.

## Waste Disposal

All personnel should ensure waste disposal rules of the site you are on are followed.

Personnel should use the correct receptacles for waste.

Recycling of waste is encouraged and recycling provisions should be used as primary means of waste disposal.

Waste bins should not be allowed to overfill as this can present a health / fire hazard. If you notice the waste bins are full, inform the site responsible contact or, if feasible and within site rules, empty the bin into larger site bins.

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## 7. MANUAL HANDLING

Personnel must not carry out moving and handling operations unless the operation has been assessed for risk, an opinion has been formed and recorded by an appropriate person, a recommended handling technique identified, and the technique communicated to all staff.

Moving and handling form part of the induction training where general guidelines are given on the prevention of back injury and the importance of risk assessment of both individual lifting/handling operations and environmental consideration.

When assessing moving and handling operations for risk, the distance of the move, the type of movement required, the nature of the object being moved and the strength of the person doing the movement should all be considered.

Staff should inform their Line Manager when any moving and handling operations become required. The Line Manager will then ensure a Risk Assessment is carried and will assess the operation to identify alternative solutions.

Where feasible or absolutely required, equipment will be provided for moving and handling operations. Use of any equipment should be risk assessed and only carried out by appropriately trained personnel.

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## 8. GRIEVANCES

This procedure relates only to occupational health and safety problems, disputes or grievances. In the event of any of the above, employees should either orally or in writing refer the matter to their Line Manager, or may go directly to the Compliance Manager.

If personnel are dissatisfied with the outcome, or in the event of there being a real danger of death, serious injury or health risk and there is insufficient time to eliminate excessive danger, staff should immediately report to the Compliance Manager who will investigate and determine what action should be taken.

After the investigation, the employee will be informed that either:

- The organisation has, so far as is reasonably practicable, eliminated the danger and employees must resume normal working; or
- The organisation does not consider that the matter constitutes a grave risk to health or safety, and employees must resume normal working; or
- The organisation will undertake further investigation and may, if necessary, obtain expert opinion.

Employees will then be suspended on full pay or be transferred to alternative work whilst the investigation takes place.

Any report to Line Manager or Compliance Manager of any H&S related concerns will trigger a compulsory review of practices, needs and Risk Assessments of the task/role.

On completion of an investigation/review, any employee refusal to resume normal working when instructed will be a breach of organisation discipline. The matter will then be dealt with under the organisation's normal disciplinary procedure.

LH's whistleblowing procedure is also applicable and can offer personnel more information regarding raising any concerns.

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**Schedule 1**

**Audit Format / Template**

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## Schedule 2

### ACCIDENT BOOK ENTRY

Date of incident		Incident reference number	
Location of incident		Staff point of contact	
<b>INCIDENT DETAILS</b>			
Name of person involved		DOB	Gender
Home address		Contact numbers	Home Mobile
<b>(if under 18)</b>			
Name and address of parent / guardian		Contact numbers	Home Mobile
Account of incident			
Injury or damage sustained			
Immediate response			

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SUBSEQUENT ACTION					
Organisation inquiry led by	Name		Contact number		
Details of investigation					
Findings					
Action taken to mitigate future reoccurrence					
Signed		Date		Print name	

INTERNAL VERIFICATION					
Findings counter checked by	Name		Role		
Comments					
Mitigation approved / denied?		Comments			
Signed		Date		Print name	

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Schedule 3

## LATUS HEALTH Ltd RISK ASSESSMENT

### GENERIC RISK ASSESSMENT XX: [Risk Assessment Title]

ISSUES <i>Areas which LH need to ensure are covered</i>	CONTROL MEASURES and PRECAUTIONS that LH adopts as normal practice.
	<input type="checkbox"/>

**Staff Agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above"**

Staff name	Job title	Date	Reviewed	Reviewed	Reviewed	Reviewed
1.						
2.						

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3.						
4.						
5.						
6.						

## Risk Assessment content review and acceptance

Date	Action	Name	Comments

Risk assessment to be reviewed at least annually.

Risk assessment must be reviewed following any significant change in working practices or incident.

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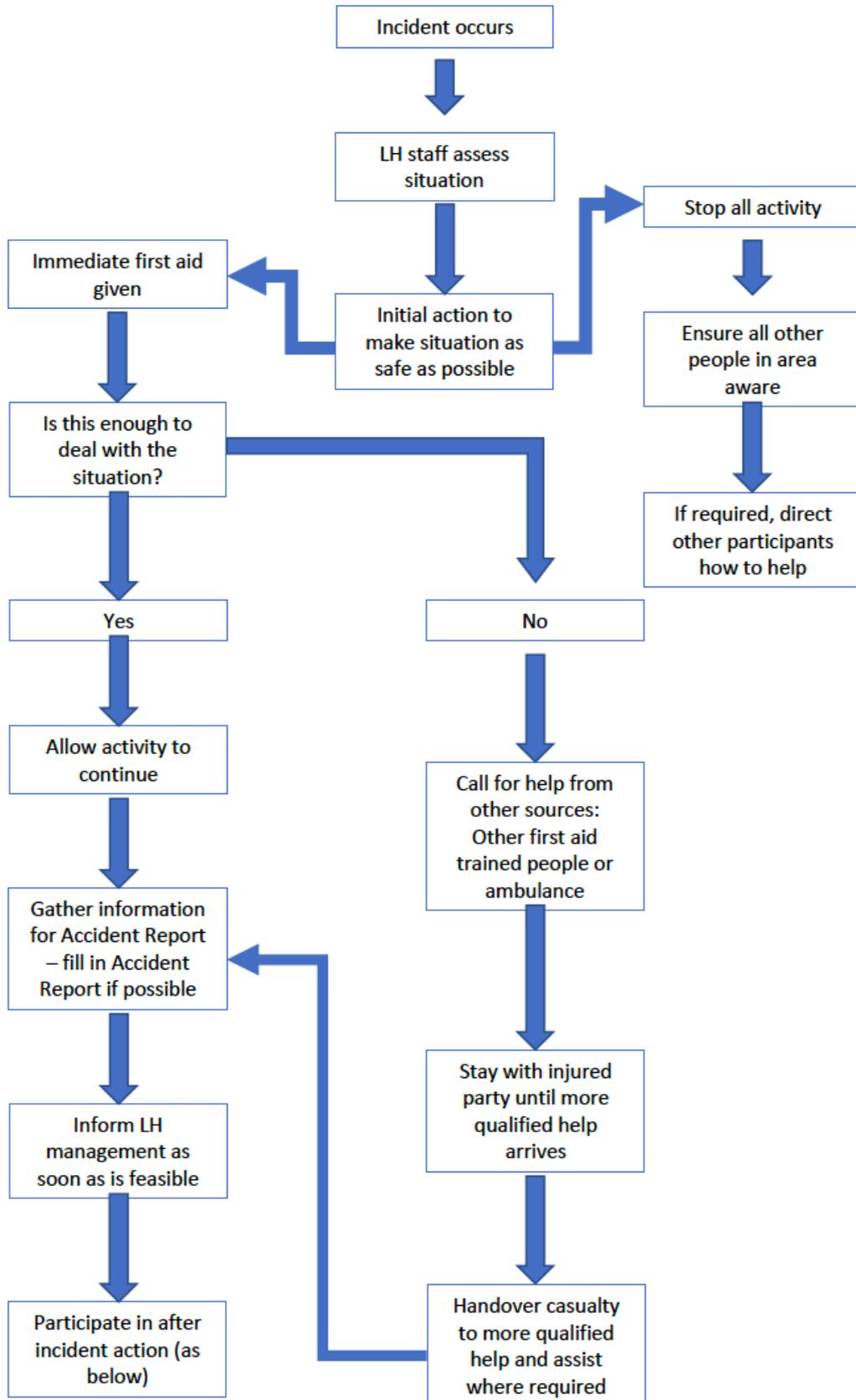
**Schedule 4**

**Medical Incident Flow Chart**

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## Actions in Event of Medical Incident



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## After Incident Action

