

Health and Safety Policy




This is the statement of general policy and arrangements for:
Community Pharmacy Surrey & Sussex
 On behalf of and including East Sussex, West Sussex and Surrey Local Pharmaceutical Committees

Community Pharmacy Surrey & Sussex Executive Committee has the overall and final responsibility for health and safety

James Wood, Chief Executive Officer has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	James Wood, Chief Executive Officer	General risk assessment completed. Specific risk assessments and guidance available to support home working, display screen equipment and electrical equipment. To review with new and existing team members by December 2018.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	James Wood, Chief Executive Officer	All employees and contractors provided with H&S on induction, training and guidance on general H&S, DSE, electrical equipment, stress at work. Annual review planned with all employees.
Engage and consult with employees on day-to-day health and safety conditions	Team James Wood, Chief Executive Officer CPSS Executive Committee	Staff routinely consulted on health and safety matters as they arise, but also formally consulted on health and safety as part of performance review meetings or sooner if required, to be incorporated into monthly team meeting agenda by November 2018.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Michaela Cassar, Business Administrator, with shared office manager /landlord	Escape route is always well signed and kept clear. Evacuation plans to be tested from time to time and updated as necessary, fire risk assessment to be shared by working with the office manager/landlord (rented space).
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	James Wood, Chief Executive Officer	Rented facilities provide toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of electrical/office equipment and for ensuring that action is promptly taken to address any defects, every 2 years.

Signed: 	James Wood, Chief Executive Officer	Date:	12 th October 2018
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Version 1.0, Prepared by James Wood, Chief Executive Officer. Approved by Community Pharmacy Executive Committee, October 2018. Review October 2020 or if circumstances/facilities change
 Adapted from the combined risk assessment and policy template published by the Health and Safety Executive, 2014

Health and safety law poster is displayed at (location)	Office wall. Pocket cards to provided to home working / field-based team members in October 2018
First-aid box is located:	Kitchen area of the shared office
Accident book is located:	Office filing cabinet . New book ordered October 2018 Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor

