

Health and safety policy

This is the statement of general policy and arrangements for:

Community Pharmacy Surrey & Sussex

On behalf of and including Surrey and Sussex Local Pharmaceutical Committees

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

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

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace.	Julia Powell, Chief Executive Officer	General risk assessment completed. Specific risk assessments and guidance available to support home working, display screen equipment and electrical equipment. Annual individual employee assessment for DSE and home working.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Julia Powell, Chief Executive Officer	All employees provided with H&S on induction, training, and guidance on general H&S, DSE, electrical equipment, stress at work. Health and Safety online training course completed every 2 years by employees and on day one of any new employees induction.
Engage and consult with employees on day-to-day health and safety conditions.	Team Julia Powell, 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.
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, Julia Powell, Chief Executive Officer	Provision of fire safety equipment to all employees. Fire training completed every 2 years,
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances.	Julia Powell, Chief Executive Officer	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. Asset Register maintained with IT replacement dates.

Signed:



Julia Powell, Chief Executive Officer

Date:

21/03/2024

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Pocket cards provided to home working / field-based team members on induction.
First-aid box is located:	Home working – location varies.
Accident book is located:	Kept by Business Administrator in home office. Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor

Health & Safety Risk Assessment

Community Pharmacy Surrey & Sussex

On behalf of and including Surrey and Sussex Local Pharmaceutical Committees

Date undertaken 12th October 2018. Updated 21 August 2020 for Covid19. Reviewed and updated 24th March 2022, 16th March 2023, 21st March 2024 (amended for loss of office).

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> General good housekeeping is carried out. Areas well lit. No trailing leads or cables. Staff keep work areas clear. 	1/ Encourage team to use lighting on the stairs.	All	From now on	Ongoing
Display Screen Equipment	Staff risk posture problems and pain, discomfort, or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations, including furniture, office chair or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	<ul style="list-style-type: none"> New office equipment sourced, such as large screen, mouse, and keyboard to avoid prolonged periods of laptop use. Team encouraged to plan work to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen if required. Quiet office space / noise levels controlled. 	1/ Eye tests provided for those who need and / or request them. 2/ DSE training and assessments of workstation to be carried out for all new starters early on in induction. Any actions to be carried out asap. Reassessment/ existing employees to be carried out annually or at any change to work feature. 3/ Laptop users trained to carry out own DSE assessment for use at home. 4/ Check that identified actions from self-assessments are followed up ASAP. 5/ Encourage staff to report any problems as they arise.	CEO CEO CEO CEO CEO	On request Reviewed March 2024 Reviewed March 2024 When actions arise Reviewed March 2024	On Request Added to induction Annual process for staff Completed Completed Ongoing
Manual handling of paper, office equipment, working at height	Staff risk injuries or back pain from handling heavy/bulky objects.	<ul style="list-style-type: none"> No high shelving. Filing cabinets installed where requested. 	1/ Remind staff that they should not try to lift objects that look or appear too heavy to handle.	CEO	Reviewed March 2024	Ongoing

Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> PAT testing schedule in place every two years (in line with HSE recommendation for portable equipment items). Staff can report (to Business Administrator) any defective electrical equipment. Defective equipment taken out of use safely and promptly replaced. Service and support contract in place for IT equipment. 	1/ Next PAT testing June 2024.	Business Administrator	End of June 2024	To complete
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> Escape route is always well sighted and kept clear. 	1/ Fire training completed by all employees every 2 years. 2/ Fire extinguishers provided to all employees for their home office.	Business Administrator	Reviewed March 2024	To complete
Lone/Remote/Field/Home Working	Staff could suffer injury or ill physical or mental health, e.g. when visiting stakeholders' offices, or while working alone in the office or at home.	<ul style="list-style-type: none"> Good communication systems and formal means of contact with remote workers to minimise feelings of isolation – weekly conference calls, regular 1:1, meetings, online meeting facilities. Suitable IT to support remote working, including good access to information, such as policy documents, internal contact directories and essential files via SharePoint. Team encouraged to plan journeys thoroughly and set work schedules that are realistic and flexible, so that individuals don't feel under pressure to drive too fast, for too long or in bad weather. Flexible working arrangements available to cater for evening events and having a clear and continuous 11-hour rest break (working time regulations 1998). Team members use shared outlook diaries to record full details of where they're going and their travel arrangements. 	1/ Remind / make sure that employees are clear about your expectations in relation to safe driving standards – such as on using mobile phones or drinking and driving. 2/ Undertake remote working assessment & guidance with all new employees. 3/ Undertake remote working assessment with existing employees annually. 5/Records kept for all employees of 'in case of emergency contacts'.	CEO CEO CEO CEO/Business admin	Reviewed March 2024 When required Completed annually Reviewed March 2024	Completed Ongoing Completed Completed

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