



Delivering Quality Healthcare

<b>Policy Title</b>	Health and Safety Policy: 35	<b>Date Implemented or Date of Last Review</b>	10/05/2020
<b>CQC KLOE Reference</b>	Safe	<b>Date of Next Review</b>	09/05/2021

## 1. OVERVIEW OF OUR APPROACH TO HEALTH AND SAFETY

- 1.1 This policy document aims to set out our overriding commitment to health and safety and our principles and objectives to ensure the health and safety of our stakeholders.
- 1.2 We intend for the policy to act as a guide to assist in our ongoing operational decision-making process and a mark against which any implemented procedures can be assessed.
- 1.3 The actual processes and procedures that we have developed and put in place to meet these overriding goals are contained in the following documents, which will be continually adapted and improved over time to ensure they achieve the required results and in order that they continue to meet our overriding goals:

Document name	Document role	Location
Health and safety plan	sets out the arrangements to ensure the health and safety of our stakeholders	Electronically saved & hard copies secured draw in the office
Health and safety risk assessment	establishes any health and safety risks and the measures taken to mitigate, transfer, avoid or reduce those risks	Electronically saved & hard copies secured draw in the office

## 2. OUR STAKEHOLDERS

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- 2.1. Our key stakeholders are:
  - 2.1.1. Our temporary workers
  - 2.1.2. **Local Authorities, Clinical Commission Group (NHS), Private/Independent Healthcare Providers and the National Health Service(NHS)**
  - 2.1.3. **Contractors**
  - 2.1.4. Our regulatory body: Care Quality Commission (CQC)
  - 2.1.5. The Health and Safety Executive (HSE)
  - 2.1.6. Nursing and Midwifery Council (NMC), General Medical Council(GMC) and The Occupational Therapy(OT)
- 2.2. We use the following methods to obtain direct input from our stakeholders to ensure our strategy reflects the environmental and social issues important to our stakeholders.

### 3. FEEDBACK

- 3.1. KOPE-MEDICS primary objective is to deliver quality care and as such, we routinely send questionnaires to our clients and stake holders for feedback. Information received from questionnaires is then used as a platform to formulate mechanism that will help maintain and develop new strategies
- 3.2. We facilitate regular face to face meetings with our stakeholders and clients where we deliberate and identify any pressing issues and adopt specific resolutions to address them
- 3.3. We conduct regular briefings with our temporary workers whereby we give them opportunities to reflect on their assignments. Their experience with the designated supervisors, clinical lead, clients and relevant authorities

### 4. GENERAL STATEMENT OF POLICY

- 4.1. We consider the maintaining of a positive health and safety culture to be an important part of the way in which we run our business and conduct our business. For us, this means we acknowledge that, as a business, we have a

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responsibility to our temporary workers and other members, clients, suppliers and other stakeholders.

### 5. WE ARE COMMITTED TO:

- 1.1. Maintaining the Health and safety of all our temporary workers(including directors OR partners OR members and other members including agents and consultants(working from our premises or from other locations) and all those who visit our premises.
- 1.2. Providing adequate control of the health and safety risks arising from our work activities
- 1.3. Consulting with our temporary workers and other stakeholders on matters affecting their health and safety
- 1.4. Providing and maintaining safe equipment
- 1.5. Ensuring safe handling and use of substances
- 1.6. Ensuring all temporary workers are competent to do their tasks and are provided with adequate training
- 1.7. Ensuing the work done by or on behalf of our business does not adversely affect the health and safety of any contractors or members of the public
- 1.8. Preventing accidents and cases of work-related ill health
- 1.9. Maintaining safe and healthy working conditions
- 1.10. Having an ongoing reviewing mechanism

### 2. OUR DUTIES

- 2.1. As an employer, we acknowledge we are obliged to:
  - 2.1.1. Comply with the Health and Safety at Work etc. Act 1974 and all other relevant legislation, Codes of Practice, HSE Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections

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- 2.1.2. Comply with all relevant fire safety regulations including the Reform (Fire Safety) Order 2005 and to cooperate with any local authority or Fire Service recommendations
- 2.1.3. Consider and comply with the Equality Act 2010 and the need to make reasonable adjustments to avoid placing someone with a disability or an older person at a substantial disadvantage
- 2.1.4. Encourage the consideration of safety matters both in and outside of our business and promote a culture of discussion and engagement on such matters
- 2.1.5. Ensure the provision and maintenance of safe equipment and the control of health risks in the handling, use, storage and transportation of hazardous materials and substances
- 2.1.6. Ensure the operations of our business do not cause injury or damage to any person or adjacent property
- 2.1.7. Identify and provide adequate information, instruction, training and supervision to temporary workers and others to ensure their health and safety
- 2.1.8. Provide adequate facilities for the welfare of temporary workers and others such as the provision of adequate trained first aiders as required, and
- 2.1.9. Conduct appropriate risk assessments and ensure proper procedures as necessary to ensure the health and safety of temporary workers and other persons in line with all statutory and regulatory requirements
- 2.1.10. In addition, our managers and directors are also aware they take ultimate responsibility for health and safety throughout our business.
- 2.1.11. They Maintain at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and all associated Regulations and Approved Codes of Practice and have familiarised themselves with the hazards and risks associated with working for our company and with the precautions that need to be taken to eliminate or control those risks

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- 2.1.12. Ensure the provision and maintenance of safe equipment and systems of work and the control of risks to health in handling, storing and transporting materials, articles and substances, and
- 2.1.13. Ensure risk assessments are carried out as necessary and the business provides adequate information, instruction, training and supervision to ensure the health and safety of temporary workers and other relevant stakeholders

### 3. OUR OBJECTIVES AND GOALS

- 3.1. We are committed to taking all reasonable steps to ensure our business and its representatives comply with:
  - 3.1.1. the Health and safety at Work etc. Act 1974
  - 3.1.2. the Management of Health and Safety at Work Regulations 1999 and Workplace (Health, Safety and Welfare) Regulations 1992, and
  - 3.1.3. All other relevant legislation, Codes of Practice, Health and Safety Executive(HSE) Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections
  - 3.1.4. We will strive to maintain excellence in health and safety matters and, in this respect, temporary workers are encouraged to identify hazards and reduce the risk that may exist during work activities and to report any condition that may appear dangerous or unsatisfactory to our temporary workers and clients.
- 3.2. We will, so far as reasonably practicable, ensure:
  - 3.2.1. we provide satisfactory financial resources and the support needed to meet these objectives, and
  - 3.2.2. systems are in place to ensure the effective planning, control, monitoring and review of the measures and arrangements

### 4. COMMUNICATION

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- 4.1. We communicate this policy to our temporary workers, clients and other stakeholders by means of formal and informal meetings e.g. meetings with or without reports, Structure meetings, general media workshops or information days and email.
- 4.2. We provide our temporary workers with training on our Health and safety policy and seek to raise awareness of the impacts of our business and methods to reduce them.
- 4.3. Copies of this policy are made available to all temporary workers and may be provided to other interested parties

### 5. RESPONSIBILITY

- 5.1. KOPE-MEDICS has a key role for ensuring the systems and controls we have in place are effective. They have overall responsibility for compliance and for overseeing the implementation of this policy.
- 5.2. The key personnel involved in developing and executing our Health and safety policy are as follows:

Name	Role
The directors	Making sure that the health and safety requirements are met and providing adequate resources
The directors	Monitoring the implementation of this policy and updating the policy

9.3 All temporary workers in the business have a role to play in complying with health and safety principles and requirements and are encouraged to make further suggestions in relation to our procedures or other initiatives we could undertake. If a temporary worker has a suggestion, they should contact the director.

9.4 We are fully committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, and in accordance with our

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incident report policy, we actively encourage all of our temporary workers, who have serious concerns about health and safety issues, to voice those concerns openly. Our incident report policy can be retrieved electronically or on hard copy.

## **6. REVIEW**

- 1.1. We are committed to ensuring our policy remains effective. As part of our ongoing commitment, this policy is reviewed by the Health and Safety committee at least once a year to verify it is in effective operation. Records of the reviews are maintained and any necessary amendments are made to the policy as appropriate.

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