



ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

Health and Safety Policy

Policy Reference Number	AHPO14
Version Number	V02
Document Author	AHPO Executive
Last Review Date	02 May 2022
Next Review Date	08 May 2023
Signed by Head of Centre	

1. Policy Statement

The Association of Health Professions in Ophthalmology (AHPO) is aware that good health and safety management supports the safe delivery of quality services. We are committed to managing a healthy and safe working environment for all our employees, and to ensure that their work does not affect the health and safety of other people such as apprentices / learners, visitors and other users of our services.

2. Purpose/Aims

- To comply with requirements of relevant legislation
- To identify hazards, assess risks and manage those risks
- To ensure that employees (and others as appropriate) are adequately informed of the identified risks
- To consult with employees' and/or their representatives on health and safety matters
- To provide and maintain safe and healthy premises and work equipment
- To ensure that employees are competent to do their tasks, providing training where necessary
- To maintain appropriate health and safety management systems and arrangements;
- To monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements.

3. Scope

This policy applies to all areas of AHPO and all individuals employed by the company, including employees and contractors. It also applies to any apprentices and learners registered for a qualification and affected by the working practices of our employees.

4. Responsibilities

The Head of Centre has overall responsibility for:

- Ensuring that AHPO's Health and Safety Policy is implemented effectively by its managers and other employees.
- Ensuring that robust health and safety management systems and arrangements are in place.
- Supporting the Health and Safety Officer in meeting their health and safety responsibilities.

The Health and Safety Officer is responsible for:

- Bringing the policy to the attention of employees;
- Keeping up to date on developments in health and safety legislation and practice;
- Revising the policy as necessary to ensure that it remains valid;
- Identifying the hazards and relevant legislation applying to the company and assessing the associated risks;
- Planning and implementing arrangements to eliminate or control significant risks and to comply with the relevant legislation by ensuring all work-related hazards are identified and suitable and sufficient risk assessments are undertaken;
- Developing local procedures and safe working practices;
- Monitoring the above arrangements to ensure that they are working effectively;
- Recording the significant findings of their risk assessments;
- Ensuring that employees are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;
- Reporting to the Head of Centre any situation where the standards set out in the AHPO's Health and Safety Policy cannot be implemented;

- Receiving accident and incident reports, investigating and reporting under RIDDOR as appropriate, compiling and analysing accident and incident data (see accident at work policy);
- Carrying out risk assessments for employees such as Display Screen Equipment (DSE), Lone Working and Manual Handling;
- Completing relevant risk assessments and implementing actions arising out of these actions;
- Arranging the maintenance of toilets, washing facilities and drinking water provided;
- Ensuring systems are in place for testing of equipment and for ensuring that action is taken promptly to address any defects;
- Ensuring escape routes are well signed and kept clear at all times, and evacuation plans are tested from time to time and updated as necessary.

All employees are responsible for:

- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions;
- Co-operating with the management team so far as is necessary to enable the risks to be controlled and achieve compliance with relevant legislation;
- Using all work equipment and substances in accordance with the instruction and training received;
- Not intentionally misusing anything provided in the interests of health, safety and welfare;
- Reporting to their supervisor or manager any health and safety problem which they cannot deal with themselves or any shortcoming they consider to be in the health, safety and welfare arrangements.

Additionally to employee responsibilities assessors are responsible for:

- Ensuring allocated apprentices/learners are:
 - Informed of this policy at induction;
 - Informed of health and safety risk assessments that could impact on them;
 - Notified of changes in health and safety policies and procedures that affect them;
- Ensuring apprentice/learner workplace assessments are carried out appropriately (see risk assessment policy).

5. Policy Procedures for Key Risks

5.1 Apprentices/Learners in our assessment centre

Apprentices/learners are introduced to premises layout, health & safety requirements, fire drills, welfare provision and first aid procedures during induction or in their first session in the building.

5.2 Apprentices/Learners in the workplace

- All workplaces are risk assessed and rated low, medium or high risk. Only workplaces demonstrating a satisfactory approach to health & safety are used for meetings and assessments.
- We ask that learners are allocated supervisors/mentors who can responsibly oversee their activities in a safe way.
- Health and Safety forms part of each learner review and is regularly discussed in meetings. Adverse findings are investigated and actioned.
- We require all assessors to have a DBS check prior to coming into contact with vulnerable adults/children.

5.3 Accident and near miss reporting

See Accident at Work Policy and Procedure in APPENDIX 1.

5.4 Lone Workers

- Lone workers are categorised as employees working within a training centre separately from others (e.g. isolated training room) or those who are mobile working away from their training centre (e.g. carrying out observations or meetings in the apprentice/learner's workplace).
- It is our policy to give instruction and training to such employees which minimises or eliminates the risk of danger or harm as part of the induction process.
- All employees are asked to accept that they have a responsibility to take reasonable care of themselves and others affected by their working practices.
- The risk assessment in regard to lone working is completed by the employee's line manager and is evidenced in writing and retained in the head office.
- The HSE "Working Alone in Safety" booklet is made available in the training room.

5.5 Maternity

- A risk assessment of the employee's working environment is carried out by the Line Manager:
 - immediately we are formally informed of the pregnancy;
 - at mid-term;
 - on return to work.
- The health and well-being of the employee is regularly monitored by the line manager throughout the pregnancy and adjustments made as necessary.

5.6 Fire drills and evacuation

- There will be a fire drill once a year.
- The Fire Marshall takes responsibility for co-ordinating evacuations.
- The evacuation meeting point is displayed prominently in reception areas.
- The fire alarm is tested regularly by the Health and Safety Officer.
- Supply and maintenance of fire extinguishers is contracted out. See our Fire Policy for details of the current supplier.

IN THE EVENT OF A FIRE

If the fire is small and can be controlled

- Staff can put out the fire using the fire blanket or appropriate fire extinguisher:
 - CO₂ extinguisher for flammable liquids and live electrical equipment;
 - Water extinguisher for wood, paper, textiles etc.

If the fire cannot be controlled

- The staff member who is first aware of the fire must inform the receptionist;
- The receptionist must phone the fire brigade (phone number displayed at reception desk);
- The receptionist must ensure all other staff members in building or informed;
- Staff must direct and assist learners, patients and visitors to go the assembly point in street in front of the building;
- The receptionist must ensure that all staff, patients and visitors are out of the building.

Note that all fire doors have magnetic closures and close automatically. AT NO TIME SHOULD FIRE DOORS BE KEPT OPEN WITH WEDGES.

5.7 Electrical Safety

Our Designated Health and Safety Lead will arrange:

- Testing and inspection of fixed electrical installations and portable appliances in accordance with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations (equivalent to BS 7671: 1992);

- Appropriate precautions to reduce the risk of ignition by electrical equipment or otherwise in areas where combustible dusts, flammable liquids or gases are used or stored;
- For staffs' personal electrical equipment intended for use on company business to be inspected and tested by a competent person before use and at regular intervals thereafter.

5.8 First Aid

- The Designated Health and Safety Lead is the Centres appointed person.
- The centre has a first aid box with a standard range of supplies stored in the Treatment Room.

6. Risk Assessment

Risks will be identified through an annual assessment of the main working and learning environments, carried out by our Designated Health and Safety Lead. This will be signed off by our Designated Health and Safety Lead, reported to our Apprenticeship Director and filed each year for every delivery location.

Offsite locations will be assessed by the assessor/ trainer before provision begins, to ensure the health and safety of learners. The assessment will cover:

- Computer positioning in relation to the individual using it;
- Seating;
- Wiring;
- Obstacles;
- Fire exits;
- Lighting;
- Electrical equipment functionality, including in the kitchen;
- Identification of potential hazards.

All Health and Safety risks discovered should be addressed by the trainer/assessor to remove the risk. This may include reconfiguration of the environment or relocation to another area. A detailed report of all observed Health and Safety risks will be completed describing actions taken at the time and recommendation for further actions or investigation. Risk assessments in employer premises will be undertaken in liaison with the employer to ensure apprentices and assessors/trainers are protected in the learning environments.

An organisational risk register will be held by the Designated Health and Safety Lead, reported to Senior Management Team on a monthly basis, with key risks being identified and mitigating actions reported upon. Each risk will be RAG rated dependent on the likelihood of the risk occurring and the impact it will have should it occur, with regular updates to reduce the impact should a risk occur.

7. Employers

The employer must sign the Contract of Services and be directed to the subsections pertaining to our health and safety regime. Upon the signing of the contract, the employer will be provided a copy of this policy and be made aware of their health and safety duties.

The training provider shall promptly notify the employer of any health and safety hazards which may arise or of which it becomes aware in connection with the performance of its obligations under the contract agreement. The employer shall promptly notify the training provider of any health and safety hazards which may exist or arise at the employer's premises and which may affect the training provider in the performance of its obligations.

The employer will be subject to our health and safety assessment of their premises and implement any changes requested by AHPO in order to ensure safeguarding of apprentices.

APPENDIX 1 – Accident at Work Policy and Procedure

1. Accidents & Incidents at Work Policy Statement

AHPO is committed to providing a safe and healthy working environment for all employees, visitors and learners. We ensure the safety of employees by following best practices to minimise risks from all accidents and incidents at work.

2. Purpose

AHPO are aware that employees should not be subjected to accidents / incidents whilst at work. AHPO will take all reasonably practicable steps to reduce accidents/incidents at work. AHPO is committed to accident / incident reporting and investigation to assist in this process. Learners and visitors to our offices will be offered a safe environment as far as is practicable.

3. Scope

This policy applies to all employees of AHPO.

The process of recording and reporting will be used also in the event of an accident involving a learner, contractor, patient or visitor in the premises of AHPO.

4. Roles and Responsibilities

Responsibilities of the differing roles of employees of AHPO are discussed in the procedures at point 5. However the Head of Centre has overall responsibility for Health and Safety in the organisation, including the RIDDOR requirements.

5. Accidents at Work Policy Implementation – Procedures

5.1 Responsibility of the Head of Centre

The Head of Centre is responsible for:

- 5.1.1 Following the AHPO Health and Safety Policy which includes compliance with all Health & Safety Legislation which in this instance is the Health and Safety at Work Act 1974 and RIDDOR 2013
- 5.1.2 Ensuring accidents and dangerous occurrences are investigated, reported and acted upon
- 5.1.3 All interactions with the Health & Safety Executive including reporting of any accident or incident covered by RIDDOR
- 5.1.4 Adequate provision of training for all employees on reporting of accidents and incidents in the workplace as part of the induction and on-going training.

5.2 Responsibility of the Designated Health and Safety Lead

The Designated Health and Safety Lead is responsible for:

- 5.2.1 Adequate provision of Accident Reporting Books
- 5.2.2 The investigation of any accident reported by an employee or other person where the accident occurs within their area of responsibility
- 5.2.3 If possible, ensuring that any injuries sustained are treated by a first aider and necessary steps are taken to make the premises safe
- 5.2.4 Where an employee suffers serious injury and is taken to hospital, liaising with the Head of Centre on steps to inform the next of kin, relative or partner

- 5.2.5 Advising the Head of Centre of any injury to an employee, learner, contractor, patient or a member of the public
- 5.2.6 Ensuring accidents reported are entered in the Accident Book, and relevant follow up actions are taken
- 5.2.8 As far as possible not to disturb the accident scene and to take care not to destroy any important evidence relating to a serious accident or incident until the accident investigation is completed
- 5.2.7 Notification and Investigation of a Fatality or Major Accident

In the event of a fatality or major accident, the Head of Centre must be informed as soon as possible. The Head of Centre will be required to report the accident immediately to the Health and Safety Executive, and must be provided with the following information: –

- Details of the injured person and injury sustained
 - Details of the circumstances of the accident
 - Details of the hospital to which the injured person has been sent.
 - Confirm that the accident site and any items that will form part of the evidence in an investigation are still available for inspection.
- 5.2.8 As far as possible not to disturb the accident scene and to take care not to destroy any important evidence relating to a serious accident or incident until the accident investigation is completed.
 - 5.2.9 Prepare a report of the investigation with any recommendations they consider necessary to prevent a recurrence. This report should be sent to the Health and Safety Executive via the Head of Centre.

5.3 Employee Responsibilities

Employees responsibilities are to:

- 5.3.1 Report to their line manager / supervisor as soon as possible any
 - Accident causing injury at work
 - Suspected injury, however slight it may seem.
 - Occupational diseases
 - Dangerous occurrences (e.g. incident/accident or near miss where only by good fortune serious injury was avoided)
- 5.3.2 If it is not possible to report it immediately e.g. they are taken to hospital or go directly home, they must advise another employee of the circumstances of the accident and their resulting injury
- 5.3.3 They must enter details of their injury and the circumstances of their accident in the Accident Book.
- 5.3.4 If they are unable to make an entry in the Accident Book, they may ask someone to do this on their behalf.
- 5.3.5 When informing their line manager/supervisor to report that they are unable to work as a result of sickness, which they feel is due to an industrial injury or disease, they must state this and give full details of their accident or disease. Failure to notify the line manager / supervisor of absence due to industrial injury as soon as it is practicable to do so may result in employee absence being classed as normal sickness.
- 5.3.6 If a fellow employee reports that he/she has had an accident and sustained injury, then employees should remind them that it must be reported to their supervisor as soon as possible.

5.3.7 The employee will cooperate with the Designated Health and Safety Lead's investigation into the accident / incident.

5.4 ACCIDENT INVESTIGATION

The results of any investigation should be used to help prevent a recurrence by indicating changes to procedures, premises, training or supervision.

All accidents should be investigated. Study of incidents producing minor injuries or near misses can often reveal a major hazard. The depth of investigation will depend upon the degree of injury or damage but should primarily depend upon the basic hazard. Action to eliminate the hazard can only be taken when it has been determined following investigation.

5.5 Responsibilities of the Investigating Officer (IO)

The Head of Centre or suitably trained employee should investigate any accident. These employees will be referred to as IO.

5.5.1 THE INVESTIGATION

The IO should look at:-

- The action taken to prevent a recurrence;
- The cause of injury;
- The chain of events leading to the accident, thus allowing the main contributory factor to be identified;
- Whether there was a breach of any statutory requirements under the Health and Safety at Work Act and its regulations;
- Whether there was any breach AHPO safety instructions;
- Whether the investigation has revealed any other hazard or weakness.

The IO should visit the scene of the accident as soon as possible, they should question witnesses, carry out physical checks as necessary and clarify technical queries within his/her competence. When problems arise outside the IO's competence he/she should seek advice from the registered manager.

It should be made clear to any witness(es) at the commencement of the enquiry that the object is to prevent a recurrence of the accident and not to apportion blame. There is no legal power to compel a witness to answer questions. All witnesses are entitled, if they wish, to be accompanied by anyone of their choice when being questioned. If, during the course of the investigation, any breach of statutory requirements, AHPO safety instructions or employee rules is identified remedial action should be taken immediately.

When all enquiries have been completed, the IO should consider what local instructions (if any) are necessary to prevent recurrence of the accident and complete a full report on their investigation, their findings and recommendations.

The Head of Centre will facilitate necessary changes and report to the AHPO Committee.

5.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Guidance

Full guidance is available from the Health and Safety Executive (HSE), the following guidance is not exhaustive and may have been superseded by changes to Health and Safety Law.

What is "an accident"?

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, e.g. "feeling a sharp twinge," are not accidents. There must be an identifiable event, external to the body which causes the injury, eg being struck by a falling object. Cumulative exposures to hazards which eventually cause injury (eg repetitive lifting) are not classed as "accidents" under RIDDOR.

What is meant by “work-related”?

RIDDOR only requires accidents to be reported if they arise “out of or in connection with work.” The fact that an accident occurs at work premises does not, of itself, mean that the accident is work-related; there must be some indication that the work activity contributed to the circumstances of the accident. An accident should be considered as “work-related” if any of the following factors played a significant role:

- the way the work was carried out;
- any machinery, other plant, substances or equipment used for the work; or
- the condition of the site or premises where the accident happened.

Who reports?

Only “Responsible Persons” including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

Online

Responsible persons should complete the appropriate online report form:

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries **only** – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

What are reportable incidents?

- Deaths and reportable injuries
- Occupational diseases
- Dangerous occurrences
- Gas incidents

What are “reportable” injuries

The following injuries are reportable under RIDDOR when they result **from a work-related accident**:

- **The death of any person** (Regulation 6)
- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- **Specified Injuries** to workers (Regulation 4)

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (regulation 4):

- 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:
 - covers more than 10% of the body; or

- causes significant damage to the eyes, respiratory system or other vital organs
- any scalding 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 or
 - requires resuscitation or admittance to hospital for more than 24 hours;
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)
- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Further guidance on specified injuries can be found at <http://www.hse.gov.uk/riddor/what-must-i-report.htm>