

Position responsible: Director of Operations
 Approved by: ELT

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Related Documents	SOP 1.3 Personal Protective Equipment SOP 1.9 Team Safety SOP 3.2 Equipment Storage, Supply and Maintenance Infection Prevention and Control Policy Risk Management Policy Significant Event Reporting and Investigating Policy Volunteer Policy
Further information	Health and Safety at Work Act 1974 Health and Safety (Offences) Act 2008 Manual Handling Operations Regulations 1992 Control of Substances Hazardous to Health Regulations 2002 Control of Substances Hazardous to Health (Amendment) Regulations 2004 First aid at work: The Health and Safety Regulations 1981 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 Personal Protective Equipment at work guide 2005 Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

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1.0 Introduction

- 1.1. Magpas' policy is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees and volunteers, and to provide information, training and supervision sufficient to maintain safety.
- 1.2. We also accept our responsibility for health and safety of persons other than employees who may be affected by our activities, including our volunteers. In general, the same health and safety standards will be applied to volunteers as they would to employees exposed to the same risks. However, if the risk assessment shows that the risks to volunteers are different, the preventive and protective measures taken will reflect the different risks. The procedures and arrangements set out in this document and other relevant policies and procedures have been developed in line with current legislation including Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health (COSHH) 2002, and its amendment in 2004 Refer to the Risk Management/Significant Event Reporting Policies for procedures relating to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- 1.3. The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.
- 1.4. This policy will be reviewed at regular intervals in the light of changes in circumstances of our business or amendments in the law.

2.0 Responsibility

- 2.1 It is the responsibility of the Executive Leadership Team (ELT) to review the effectiveness of this policy.

- 2.2 The CEO has overall and final responsibility for health and safety for staff and volunteers within the organisation, the Charity has appointed a competent person as Business Support Manager to be able to recognise hazards and help put sensible controls in place to protect employees and others from harm. The Medical Director and Director of Operations has overall responsibility for medical and operational health and safety.
- 2.3 The Business Support Manager has day-to-day responsibility for ensuring implementation of this policy with respect to members of staff/volunteers and consulting with employees on matters of health and safety.
- 2.4 The Director of Operations and Medical Director are responsible for the implementation of this policy with respect to the clinical staff within the service.
- 2.5 All employees and volunteers have a responsibility to:
- Co-operate with supervisors and managers on health and safety matters
 - Not interfere with anything provided in the interest of health and safety
 - Take care of their own health and safety and that other persons who could be affected by their actions
 - Report all health and safety concerns to an appropriate person
 - Not enter restricted areas or use equipment for which suitable and adequate training has not been received
 - Undertake, complete and maintain mandatory training relating to health and safety at work as set by HR

3.0 Arrangements

- 3.1 Information, Instruction, Training and Supervision
- 3.1.1 The 'Health and Safety Law Poster' is clearly posted in the Magpas offices. Further advice is available on request.
- 3.1.2 Supervision of young workers/trainees will be arranged/undertaken/monitored by a department manager and a risk assessment put in place if this is longer than a 8 hour period continuously.
- 3.1.3 When working at locations that are under the control of others, health and safety information will be provided by the relevant line manager. All staff and clinical team members receive an individual safety briefing for use of the Operating Base.
- 3.1.4 Induction training will be provided for all staff and volunteers when they start including health and safety training specific to the role.
- 3.1.5 Visitors at Magpas site will be provided with a Health and Safety leaflet (see appendix 1)
- 3.1.6 All employees will complete mandatory Health and Safety training, Lone Working, Manual Handling, Display Screen Equipment (DSE), GDPR and Fire Awareness Training. Training specific to individual employees will be identified by department heads and arranged by the HR department. This will be monitored through the appraisal system. Records of training undertaken are kept by HR on a secure software database, automatically flags to HR, individual staff members and managers when mandatory training must be undertaken or renewed.
- 3.1.7 In addition to providing evidence of the above training or its NHS equivalence, clinical team members are asked to comply and adhere to SOP 1.3 Personal Protective Equipment and Infection Prevention and Control Policy.

- 3.1.8 It remains the responsibility of the charity to ensure the safety of all employees and clinical team members when working remotely and/or responding to activations and treating patients, there is a suite of policies, standard operating , training and risk assessments to ensure this.
- 3.2 Accidents, First-Aid and Work-Related Ill Health
- 3.2.1 A minimum of one designated first aider will be appointed at each site. The name of the appointed individual can be found clearly displayed on the Health and Safety information poster at each site.
- 3.2.3 All accidents and cases of work-related ill health are to be recorded in the accident book. An accident book is kept at the Magpas Head Quarters and Operating Base
- 3.2.4 The CEO is responsible for reporting accidents, diseases and dangerous occurrences to the appropriate authority. When the CEO is absent, they will delegate responsibility to either the Director of Operations or Director of Fundraising & Marketing for the duration.
- 3.2.5 All accidents will be investigated in line with the organisation's significant event reporting policy.
- 3.2.6 All cases of work related sickness absence will be investigated by a member of the Executive Leadership team and reviewed by HR and the CEO. Where appropriate line manager and HR will make staff referrals to the Charity Employee Assistance Program and occupational Health for additional assessment and support.
- 3.2.7 A detailed Infection, Prevention and Control Policy is in place for clinical team members and the operating base, an annual IPC statement is completed by the IPC Lead and submitted to Clinical Governance Committee (CGC), Executive Leadership Team (ELT) and Trustee Board.
- 3.3 Safe Plant and Equipment
- 3.3.1 The Operations Manager or in their absence the Operations Administrator is responsible for ensuring all equipment relating to the clinical service which requires routine maintenance is identified and effective maintenance procedures are drawn up and implemented with clear records maintained All equipment relating to the charity headquarters is the responsibility of the Business Support Manager.
- 3.3.2 Any faults or concerns regarding the above plant/equipment should be reported to the necessary point of contact (as above).
- 3.3.3 New plant and equipment will be checked to ensure that it meets health and safety requirements before it is purchased by the appropriate department.
- 3.3.4 Medical equipment maintenance is the overall responsibility of the Operations Manager and is checked and maintained in line with SOP 3.2 Equipment, storage, supply and maintenance.
- 3.3.5 Specifically, the storage of oxygen cylinders at the registered offices is the responsibility of the Operations Manager. The fire service must be advised that storage is taking place and there should be clear signage indicating the designated storage area. The designated locker should be used to store all cylinders.
- 3.3.6 All electronic equipment will be PAT tested on an annual basis. This will either be undertaken by the Caretaker or by an external company.
- 3.4 Control of Substances Hazardous to Health (COSHH)
- 3.4.1 All substances requiring a COSHH assessment or equivalent will be identified by the appropriate manager who will also ensure an assessment is carried out and monitored. COSHH assessments will be retained.

- 3.4.2 All actions identified as necessary in the assessments will be implemented and monitored by the appropriate manager and/or member(s) of staff and disclosed to other relevant organisations if deemed necessary and appropriate.
- 3.4.3 Employees will be informed and trained about relevant use of hazardous substances, specific to their role.
- 3.5 Risk Assessments
- 3.5.1 Risk assessments for existing and new activities will be overseen by the Executive Leadership Team (ELT), Clinical Governance Committee (CGC), Operations Management Meeting (OMM) and Charity Management Group (CMG) All staff and volunteers are responsible for identifying new risks. Full details of the organisations Risk Management processes can be found in the Risk Management policy.
- 3.5.2 Risk assessments and findings of the risk assessments will be reported to the Executive Leadership Team, CGC, OMM or CMG as appropriate.
- 3.5.3 Responsibility for ensuring the action required in the risk assessments is implemented lies with the Executive Leadership Team, CGC, OMM and CMG.
- 3.5.4 Risk assessments will be monitored and reviewed at defined intervals or when changes are made by the relevant group (ELT, CGC, OMM or CMG).
- 3.6 Consultation
- 3.6.1 Employees and volunteers will receive updated health and safety guidance as necessary for their role.
- 3.7 Emergency Procedures - Fire and Evacuation
- 3.7.1 Under the Business Support Manager direction, the Caretaker and HR will be responsible for ensuring that each site will::
- Provide information and training in emergency procedures, fire and evacuation.
 - Maintain employee training records
 - Check escape routes are clearly accessible, and notices are visible as part of a 'housekeeping' check once a month.
 - Ensure fire extinguishers are maintained and checked every year and complete a visual check as part of a 'housekeeping' check once a month.
 - Check emergency lighting as part of a 'housekeeping' check once a month.
 - Periodically test, monitor and review emergency evacuation procedures.
- 3.7.2 Fire alarms systems are tested twice a year and records of these tests are kept in the fire safety management logbook.
- 3.7.3 Fire alarm checks are tested every week using a different call point and records of these tests are kept in the fire safety management logbook.
- 3.7.4 Fire risk assessments take place on an annual basis with advice sought from external providers where necessary.
- 3.7.5 A full fire evacuation (one announced and one unannounced) is carried out periodically at both sites overseen by the Fire Marshall and Fire Wardens, this is a minimum of twice annually.
- 3.7.6 Each site has a minimum of two Fire Wardens and these are trained as Fire Wardens with their Fire Warden training monitored and managed by HR.



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Welcome to Magpas Air Ambulance, Head Office

We would ask that you take a few moments to familiarise yourself with the health and safety information contained in this leaflet before your visit, and refer to it throughout your time with us. Your host will be able to answer any queries that you may have regarding your visit to Magpas Air Ambulance.

We hope you have a safe and enjoyable visit to Magpas Air Ambulance.



If you hear the fire alarm:

If the alarms sound continuously you must leave the building by the nearest available exit and proceed to the assembly point. Fire wardens are available to assist you during the evacuation.

If you discover/or suspect a fire:

- Activate the fire alarm by using one of the red break-glass call points (situated at all staircases and final exits)
- Leave the building and make your way to the assembly point
- At the assembly point report your actions to the fire marshal
- Remain at the assembly point until told it is safe to return to the building



Smoking:

Magpas operates a no smoking policy within its buildings, including e-cigarettes, in accordance with smoke-free legislation. If you wish to smoke outside please ensure you extinguish and discard your cigarette in the facilities provided.



Security:

Please sign in using Magpas Air Ambulance' visitors' book and sign out on your departure. Magpas Air Ambulance will need to verify all visitors/contractors before permitted entrance into the building. For general security enquiries during your visit please speak to reception.



If you require First Aid:

Magpas Air Ambulance has staff at all of our sites that are fully qualified First Aiders who are available to provide First Aid assistance as required. Please speak to reception or your host if you require First Aid.

Additional Requirements:

If you have any additional requirements, please do not hesitate to raise these with your host (before your arrival if possible). Arrangements can then be made to make sure that your visit runs as smoothly as possible.



Restricted Areas:

There are certain areas within Magpas Air Ambulance where access is restricted to authorised persons only. Safety signs, notices and instructions are provided to protect you; we require that you comply with them. Please ask a member of staff if you are unsure.



Specific Risks:

Traffic

Outside Magpas head office main roads are used by cars, buses, bicycles and lorries. Please use the marked crossing points and maintain a high level of awareness when crossing roads. Please also maintain a high level of awareness when entering and leaving the car park for pedestrians.

Children

Please ensure that any children brought onto Magpas property (including car parks) are closely supervised at all times.

Pets

Pets and other assistive animals on site must be kept under control at all times.

Keeping Everyone Safe

Please follow the latest Public Health England guidance and speak to reception if you require any further information.

	WEAR a mask as recommended
	CLEAN hands frequently
	CLEAN frequently touched surfaces
	COVER coughs & sneezes with a tissue or your inner elbow and place used tissues in bin immediately



Concerns:

In order that we can continue to maintain a safe place of work for all visitors, contractors, employees and volunteers; we would ask that you report any health and safety issues or concerns that you may have to your host or contact reception during your visit.