

Health and Safety – Temporary Workers

Version Control Sheet

VERSION	DATE OF IMPLEMENTATION/REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
1	24.11.2022	William King Registered Manager	Active	Policy for Temporary Clinical Workers

Purpose

This policy statement has two main purposes:

1. To satisfy the legal requirement (see Note) as laid down by Parliament in the Health and Safety at Work etc. Act 1974, and the other following Acts/ Regulations.
2. The Lifting operations and lifting equipment regulations 1998
3. The personal protective equipment at work regulations 1992
4. Display screen Equipment regulations 1992
5. To confirm the commitment of the Company to ensuring, as far as is reasonably possible, the safety, health and welfare of its employees, and those others who are affected by its operations, including Clients.

Statement

The Company fully understands and accepts its obligations and responsibilities in respect of health and safety, with overall responsibility being assigned to the Chief Executive/Responsible Officer for Clinical24 Staffing Ltd. The Company's obligations are summarised in this policy, alongside the duties and responsibilities of employees. **Our aim is to ensure that our activities are always undertaken in a safe and appropriate manner.**

Procedure and Guidance

The responsibilities of the Company:

Health & Safety At Work Act 1974

The health and safety at work act (1974), states both the employer and the employees of Clinical24 have the responsibility that they do not put themselves or others at the risk of harm by their own actions or omissions.

Clinical24 will carry out risk assessments on any identified risks that its employees may be placed in.

Clinical24 will provide as a responsible employer health and safety training to all its staff to ensure their own safety and they behave in a manner to promote the safety of others.

Clinical24 will provide their staff with any equipment or protective clothing to ensure they can carry out their role in a safe manner.

Clinical24 will provide all staff relevant instruction, information, and supervision to carry out their role in a safe and efficient manner.

Clinical24 will provide a safe working environment that is properly maintained and where operations within it are conducted safely.

The Lifting Operations and Lifting Equipment regulations 1998

These regulations place duties on people and companies, who own, operate, or have control over lifting equipment. Within Clinical24 the clients we place our nurses and HCW with have the duty to ensure bi-annual examination and servicing of hoists, stand aids, profile beds that raise and lower, to ensure safety of the residents utilising them and the care staff assisting the residents in their use.

Clinical24 should provide their clinical staff with moving and handling training, and this should discuss LOLER 1998 within such training. This training should train the individual to plan a moving or lifting operation this should be done by a competent person, and it should be carried out in a safe manner with the safety of the resident/ patient, and staff member being paramount.

Clinical24 will ensure that residents/ patients have a moving and handling risk assessment carried out, and a plan of care devised.

Clinical24 staff should never be asked to physically lift or move a resident / patient without the use of equipment. There is no legal weight restrictions for moving and handling, but guidelines suggest the **MAXIMUM** safe lifting weight for a women is 16kg, and for a male 25kg. **These weights are quoted for lifting without any relevant lifting equipment.**

The Personal Protective Equipment at Work Regulations 1992

These regulations split staff into limb A and Limb b Workers.

- Limb A describes those workers with a contract of employment. This group are employees under the health and safety at work act 1974 and are already in scope of PPER 1992
- Limb B describes workers who generally have a more casual employment relationship and work under a contract for service - they do not currently come under the scope of the PPER 1992.

PPER 2022 draws on the definition of worker and captures both employees and limb B workers.

What is PPE

PPE is defined in the PPER 1992 as "All Equipment, (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against 1 or more risks to that person's health or safety, and any addition or accessory designed to meet that objective.

Where an employer finds PPE to be necessary after a risk assessment, using the hierarchy of controls explained below, they have a duty to provide it free of charge.

Hierarchy of Controls

PPE should be regarded as the last resort to protect against risks to health and safety. Engineering controls and safe systems of work should be considered first. Consider controls in the following order, with elimination being the most effective and PPE being the least effective:

- **Elimination** – physically remove the hazard
- **Substitution** – replace the hazard
- **Engineering controls** – isolate people from the hazard
- **Administrative controls** – change the way people work
- **PPE** – protect the worker with personal protective equipment

Employers need to provide training and instruction in the use of PPE, i.e. (Donning and Doffing), Employees can not be charged for PPE they require to carry out their work in a safe manner.

Display screen Equipment regulations 1992

Employers must assess the risk to employees and self-employed contractors(operators) who work at employer workstations and regularly use display screen equipment, like computers and laptops as a significant part of their normal work, (daily for continuous periods of an hour or more.). Some employees may experience posture problems and pain, discomfort or injuries e.g. to their hands/arms from overuse or improper use or from poorly designed workstation or working environments. Headaches or sore eyes can also occur, for example if there is poor lighting.

Employers are obliged to:

- Identify what display screen equipment you have and which users and operators are covered
- Assess all work stations and ensure they meet the minimum requirements for them
- Plan the workload so there is breaks or changes within activity.
- On request, provide eye and eyesight tests, and special corrective glasses if they are necessary
- Provide training and instruction
- If they use hot desking workers will still need to check their workstation and adjust it to their requirements. It may be helpful to provide a checklist of what they need to consider, and this could be attached to the desk or workstation.

Equipment used

The Company will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

Safe premises and place of work

The Company will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

Competent and safe fellow employees

The Company will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger, then appropriate disciplinary action will be taken.

A safe system of work

The Company will ensure that all processes of work are safe. If there are any hazards the Company will endeavour to remove them.

If that is not possible appropriate signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

The responsibilities of the employee

The employee is responsible for ensuring that his/her actions do not cause danger to themselves or to anyone else. The primary responsibilities of the employee include the following:

Not to tamper with any equipment

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

Not to use any equipment without receiving appropriate training

No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.

To take reasonable care of their own health and safety

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the company.

To use equipment appropriately

Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the Company immediately.

To follow appropriate systems of work

All employees should follow the systems of work that have been specified by the Company. There should be no deviation from these systems without prior permission from the Company.

Personal protective equipment (PPE)

The Company is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task, then the employee should inform the Company immediately and not perform that task until the PPE is available. The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the Company should be informed immediately. An employee is required to return all PPE that has been issued on leaving the organisation.

Chemicals and other substances

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

Risk assessments

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion.

The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area must be made aware.

Manual handling

All employees who are involved in any lifting or carrying must have received training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

Accidents

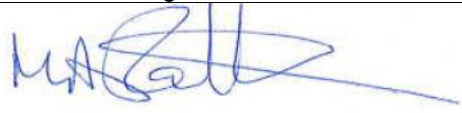
Although every effort will be made to ensure a safe environment it is accepted that accidents can occur. If an accident does occur this must be reported immediately to. It must also be recorded in the accident book.

If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

- Fatal accidents
- Major injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive. Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

Next Review

Reviewed by:	Miriam Palk presented to UK Clinical & Corporate Governance and Risk Management Committee for renewed approval
Title:	Head of Nursing
Signed:	
Last Review Date:	24/11/2022
Actions:	QR Code and link to Temporary Worker Staff Handbook and Clinical24 Scotland Website

Date Approved by UK Clinical & Corporate Governance and Risk Management Committee:

Next Review Date: November 2023