

Complete Ophthalmic Services CIC: Health and Safety Policy

Complete Ophthalmic Services CIC ("the Company") has been established to specifically act as the lead for a network of local optical practices ("subcontractors") dedicated to delivering excellent eyecare in the local community.

The health and safety of both our service users and the staff of our subcontractors is fundamental to the Company.

The Company delivers services through a wide number of subcontracting practices to provide patient services in the community and whilst not directly responsible for health and safety in these subcontracting practices it is the Company's policy that all subcontracting practices and any other subcontractors, have their own health and safety policies in place, recognising that staff and patients should be safe, and their responsibilities in regard to this.

We have a duty to ensure that these practices have appropriate mechanisms through which to identify and, where appropriate, respond to any significant concerns in regards to commissioned services.

We will ensure that subcontractors meet acceptable standards by requiring our subcontractors to have their own health and safety policies and providing assurance of this to the Company.

All subcontractors should meet legislative requirements; particularly the requirement to perform and have written health and safety policy when more than five people are employed in a practice as per the Health and Safety at Work etc Act 1974, section 2(3). If a practice employs fewer than five people, having a written health and safety policy is still recommended to our subcontractors.

Subcontractors' written health and safety policies should include:

- A statement of general health and safety policy, signed and dated (the policy statement should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes and/or annually).
- Responsibilities: overall, day-to-day, specific areas.
- Health and safety risks: what they are, action needed to remove/control, the staff member responsible, review timetables.
- Consultation with employees: information on employee representatives, and consultation procedure.
- Safe plant and equipment: the people responsible for identifying when maintenance is needed, drawing up of maintenance procedures, reporting problems to, the purchasing of new equipment.
- Safe handling and use of substances (if applicable): who identifies hazardous substances; who is responsible for undertaking control of substances hazardous to health assessments, informing employees, reviewing assessments.

- Information, instruction and supervision: display of the Health and Safety Law Poster or the issue of the equivalent leaflets, supervision and training of new members of staff.
- Competency for tasks and training: induction training, job specific training, retainment of training records.
- Accidents, first aid and work related ill health: who requires, arranges and keep records of health surveillance, where first aid equipment stored, the appointed person / first aider, people responsible for record keeping, and reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Monitoring: who monitors conditions and safe working practices, who investigates accidents and work related sickness.
- Emergency procedures: who carries out fire risk assessments and how often the following are checked: escape routes, fire extinguishers, alarms, evacuation procedures.

NHS England maintains a Safety Alert Broadcast System (SABS). The Company's subcontractors should ensure that any appropriate action has been taken in response to the SAB. For effectiveness, each recipient should send an acknowledgement that the alert has been received and any appropriate action has been taken. Practices should ensure that staff opening mail, report these alerts to the contractor straight away.

Prevention, segregation, handling, transport and disposal of waste must be properly managed so as to minimise the risks to the health and safety of staff and patients (please see the Company's Environmental Management System for more information).

This Health and Safety Policy will be reviewed annually with commencement date April 2014.