

Title	Health & Safety Policy
Category	Corporate - Organisation and Contacts
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Approved by	Amy Stanbridge, April 2026
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Version control

Version	Date issued	Issued To	Brief summary of changes
1.1	2010		Title changes only
1.2	2017	St Luke's Employees	Published on Intranet as part of a single H&S policy document
1.3	14 Jan 2021	Tony Saunders	Review and amend both structure and contents
1.4	March 2021	Peter Hartland	Review and minor edits made
1.5	July 2021	Peter Hartland	Revised document for review
1.6	Nov 2021	Peter Hartland	Amendments re-presented for final review
1.7	Jan 2022	Peter Hartland	Further amendments made and passed for finalisation
1.8	Sept 2022	Tony Saunders	Amendments made due to staff changes
1.9	Dec 2024	Melanie Armstrong	Format review and amendments made due to staff changes.
2.0	Jan 2026	Melanie Armstrong	Reduction in pages, information removed as not required in this policy

1. Introduction

St Luke's Hospice Sheffield (hereafter referred to as St Luke's) is committed to complying with the Health and Safety at Work Act (1974), along with all relevant UK health and safety regulations and legislation. Our goal is to provide and maintain a safe environment for patients, employees, volunteers, and visitors.

This policy demonstrates our dedication to prioritising health and safety at work. We believe that effective monitoring, management, and promotion of health and safety contribute significantly to the well-being of our patients, staff, volunteers, and visitors. By fostering a culture of safety, we aim to maintain a positive reputation for our organisation.

2. Policy Aims / Objectives

Our objective is to demonstrate our ongoing and dedicated commitment to improving health and safety (H&S) in our organisation. By the way we work and conduct ourselves, we aim to minimise the risk of occupational injuries or ill health

for all our employees, volunteers, visitors, and customers. This commitment extends to all areas of St Luke's premises and includes anyone working on behalf of St Luke's in the community.

This policy sets out the various responsibilities of St Luke's, its employees and stakeholders, and forms the basis of the H&S Management System.

The Executive at St Luke's is committed to doing everything possible to ensure the health and safety of its employees. However, it is important to recognise that health and safety is the responsibility of everyone associated with St Luke's. Each employee has a duty to take reasonable care of their own welfare and that of others. Additionally, employees should report any situations that may pose a risk or threat to the well-being of anyone else.

St Luke's undertakes to:

- Promote and support a positive health and safety (H&S) culture within the workplace to minimise accidents and illnesses.
- Effectively monitor, manage, and report on H&S, responding appropriately to any accidents, incidents, or near misses, and adjusting this policy and/or working practices as necessary.
- Allocate reasonable finances and resources to implement this policy where it is deemed reasonably practicable.
- Ensure the health and safety of all visitors to our premises, including patients, clients, contractors, volunteers, temporary workers, and any members of the public who may be affected by our operations.
- Provide all necessary equipment, training, information, and supervision to employees and stakeholders.
- Be prepared to enforce disciplinary procedures in the case of any deliberate disregard for the H&S Policy.

Management and Employee Responsibility:

- Familiarise yourself with this Health and Safety (H&S) Policy.
- Cooperate with St Luke's and your colleagues to implement the policy and ensure that your work poses minimal risks to yourself and others, as far as is reasonably practicable.
- Support safe working practices at St Luke's and report any accidents, incidents, or near misses immediately.
- Be proactive about H&S to help foster a positive issues safety culture within the organisation.

St Luke's H&S Policy has immediate effect and replaces all previous versions. The Policy will be regularly monitored, reviewed and updated, as necessary, and at least every 12 months.

3. Statement of Intent

St Luke's Hospice recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, clients, volunteers and visitors to the hospice and all St Luke's sites.

We aim to create a safe and supportive working environment where our employees and volunteers feel they can work without risk and raise concerns with confidence. They will understand their purpose and responsibilities, and be empowered to keep themselves and everyone else safe.

Health and safety will be actively promoted throughout the organisation by the provision of information, training, instruction, and supervision.

St Luke's will openly encourage all staff and contractors to report hazards, including near misses, without fear of reprisal. Our H&S policy is to strive for a safer and healthier workplace by:

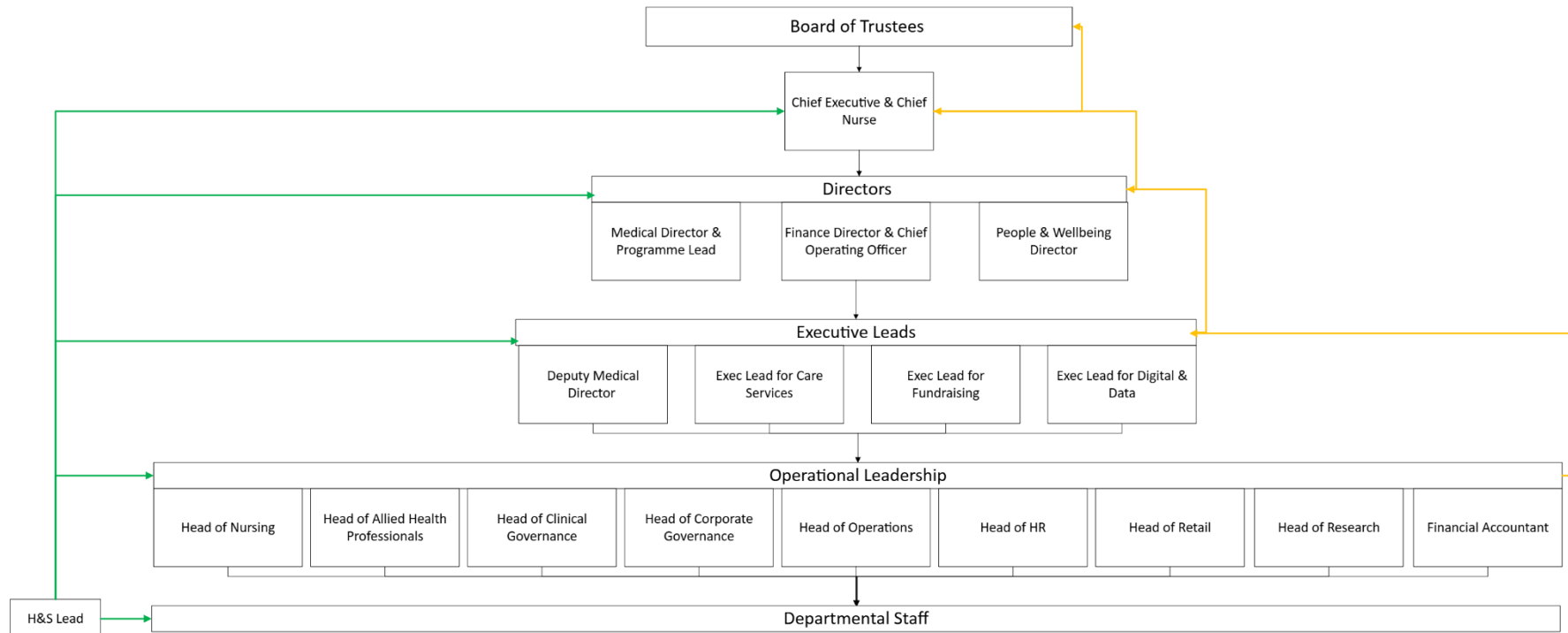
- Preventing injury and ill health, reducing occupational health & safety risks and eliminating hazards
- Establishing effective health and safety objectives, in consultation with our workers and other interested parties
- Training, educating, and informing our workers about occupational health & safety issues that may affect their work
- Promoting occupational health & safety awareness within the organisation and encouraging workers to participate in the decision-making processes within the occupational health & safety management system
- Appointing competent persons to be responsible for monitoring workplace health, safety and welfare arrangements
- Continual improvement in the health & safety management system.
- Continual improvement in occupational health & safety performance, and
- Compliance with all applicable legal and other requirements.

Our health and safety policy will be reviewed annually and be made available to all our interested parties.

4. Organisation

The flowchart below illustrates the organisational structure of St Luke's, highlighting the lines of responsibility among staff. It also outlines the lines of accountability for health and safety management, as well as the communication and feedback routes within the organisation.

The grey lines represent "line management responsibility" that flows through the charity, while the green lines indicate the "functional responsibility" the Health and Safety Lead has to provide advice at all levels of the organisation.



- The Board of Trustees, along with the Chief Executive and Chief Nurse, holds ultimate responsibility and accountability for the entire organisation.
- Management at all levels is tasked with ensuring that appropriate safety measures are implemented and effectively carried out within their areas of control. This is achieved by breaking down the management hierarchy into distinct layers, each with allocated responsibilities. These include the responsibilities of Directors, Executive Leads, and Operational Leadership.

5. Arrangements

Arrangements refer to the procedures St Luke's has in place to manage health and safety, as well as any specific arrangements that are necessary to address particular risks relevant to St Luke's and our activities.

All procedures listed in this document are accessible on St Luke's intranet. They are available to all staff and volunteers as appropriate.

St Luke's Health and Safety policy should not be viewed as rigid and unchanging. Rather, it is subject to regular review to ensure it remains current and relevant. In this way, it can be considered a 'live' document.

The following are relevant procedures that are located on the intranet.

- Vantage Incident Management Procedure
- Manual Handling Procedure
- Display Screen Equipment Procedure
- COSHH Management Procedure
- Working at Height Procedure
- Adverse Weather Procedure
- Fire Safety Procedure
- Evac Chair Procedure
- Control of Contractor Procedure
- Driving for Work Procedure Lone Worker Procedure.

St Luke's has a documented Health and Safety Management System. This structured and systematic approach is used to manage health and safety effectively. It provides a framework for identifying hazards, controlling risks, and continuously improving our safety performance.