

TRUST POLICY FOR WORKPLACE HEALTH, SAFETY AND WELFARE.

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Contact for Review	Health & Safety Manager
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Appendices

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TRUST POLICY FOR WORKPLACE HEALTH, SAFETY AND WELFARE.

1. Introduction

The Workplace Health, Safety and Welfare (WHSW) Regulations 1992; and accompanying Approved Code of Practice (ACOP) deal largely with matters which have long been requirements of British health and safety law. In particular the 'Factories Act 1961' and the 'Offices, Shops and Railway Premises Act 1963' in general, the WHSW Regulations draws in the aforementioned Acts and re-states British Law in one general set of regulations. The Disability Discrimination Act (DDA) 1995 also places a duty on employers to ensure workplaces meet the health, safety and welfare needs of all staff, visitors and contractors.

It should be noted that the vast majority of the duties under the WHSW Regulations are of an absolute nature, qualified by the term 'SHALL'. Only in a limited number of cases are the duties qualified by 'so far as is reasonably practicable'. This means there is little room for manoeuvre on the part of the employer. Managers need to be aware of this fact when planning future strategies.

Construction sites are excluded from the requirements of the WHSW Regulations. Where construction work is in progress within the workplace it can be treated as a construction site if it is 'fenced off'. Otherwise, the WHSW Regulations and Construction Regulations both apply.

2. Purpose & Outcome

The policy lays down the responsibilities of the Trust in consultation with employees and Trade Union accredited safety representatives, groups and individuals with regard to identifying and managing the risks in the workplace. To ensure that workplaces meet the health, safety and welfare and disability needs of all members of staff, patients, visitors, and contractors who may visit the Trust premises.

3. Definitions

"Workplace" means, any premises or part of premises which are not domestic premises and are made available to any person as a place of work.

"Premises" means, hospitals, clinics, health centres, and offices including parts of shared buildings, car parks and external areas.

"Hazard" means, something (e.g. an object, property of a substance, a phenomenon or an activity) that can cause adverse effects. (Health and Safety Executive)

"Risk" means, for the purpose of this policy, the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

"Disability" means, a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse affect on his or her ability to carry out normal day-to-day activities. (Disability Discrimination Act)

"Substantial" means neither, minor or trivial

"Normal-day-to-day activity" means, one of the affected capacities; mobility, manual dexterity, speech, hearing, seeing and memory.

4. Key Responsibilities/Duties

Chief Executive

Has overall responsibility to make effective the management of workplace health, safety and welfare within the Trust as outlined in the Trust Health and Safety Policy.

Directors, and Associate Directors

Have responsibility for the implementation of this Trust policy within their areas of responsibility.

Head of Facilities

Has responsibility for ensuring effective monitoring of and liaison with Skanska Facilities Services (SFS), the contracted management services of ISS Facilities Services Healthcare (ISS) and their contracted responsibilities for the implementation of this policy.

Clinical Governance Facilitators

Are responsible for ensuring that the areas under their control are managed effectively to prevent or adequately control the potential for exposure to hazards occurring through the co-ordination and implementation of the Trust '**Health, Safety and Environmental Audit Tool**'.

Ward/Department/Line/Contracted Managers and Supervisors

Are responsible for ensuring that the areas under their control are managed effectively to prevent or adequately control the potential of exposure to hazards occurring.

Strategic Health and Safety Committee

Has the function to review six monthly analysis and trend reports provided by Risk Services for discussion. The committee will also be responsible for making recommendations to the Strategic Risk Committee as appropriate.

Employees

Are responsible for:

Ensuring the health and safety of themselves and that of others who may be affected, by their actions and inactions,

Co-operating with management in ensuring that they themselves and others operate in a safe environment by following safe practices,

Reporting any working conditions to management that may give rise to a risk of exposure to a hazard,.

Where an exposure effect to a hazard occurs, notify your manager and report the incident on the Trust Incident Report Form (IR1) or web based incident reporting system as per policy.

5. Effective management of the workplace

Each Division/Department shall make arrangements for the effective management of the workplace and; undertake appropriate risk assessments by competent persons using the Trust risk assessment tool to enable effective management of this policy. Where such risks are identified, appropriate control measure shall be implemented.

5.1 Environment

Issues of adequate ventilation, temperature, lighting, cleanliness, and waste, room dimensions and space, work stations and seating shall be addressed in order to create a healthy environment for people. **See Appendix One.**

5.2 Safety

Issues of workplace equipment, devices and systems shall be subject to a system of maintenance. Examples include emergency lighting, fencing, anchorage points for safety harnesses, devices to limit the opening of windows, and powered doors, including cleaning where appropriate.

Issues of floors, traffic routes, falls and falling objects, transparent and translucent doors, gates or walls and windows, openable windows and the ability to clean them safely, shall be addressed in order to create a safe environment for people. **See Appendix Two.**

5.3 Welfare

Issues shall be considered and assessed in relation to the provision of toilets, wash-hand basins, shower and washing facilities, drinking water, accommodation for clothing, changing facilities, facilities for rest and eating meals. **See Appendix Three.**

5.4 Disabled

Issues shall be considered where the workforce includes staff with disabilities by ensuring the workplace is suitable for them, particularly traffic routes, toilets and workstations.

6. Monitoring Compliance and Effectiveness

It is essential that this policy is adequately monitored and evaluated in order to ensure effectiveness. This will be primarily done in the following ways:

Monitoring Requirement	Compliance with this policy shall be audited through Division Clinical Governance Facilitators and Corporate Department Heads through implementation of the Trust Health, Safety and Environmental Audit Tool
Monitoring Method	Undertake appropriate risk assessments by competent persons using the Trust risk assessment tool to enable effective management. Completion of audits by departments on the planned dates,

	submit the completed audits to Risk Services, and follow up on failed departments with action plans and re-audit within three months to Health & Safety Committee every two months.
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Report Prepared by:	Health & Safety Manager
Monitoring Report presented to:	Strategic Health & Safety Committee
Frequency:	Bi-monthly

7. References

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Display Screen equipment Regulations 1992 and miscellaneous amendments 2002

Work at Height Regulations 2005

Control of Substances Hazardous to Health Regulations as amended 2002

Disability Discrimination Act amended 2005

Workplace Health, Safety and Welfare Regulations 1992

Environment

Ventilation;

Enclosed workplaces should be sufficiently well ventilated so that stale air and air which is hot or humid is replaced at a reasonable rate.

In many cases, windows or other openings will provide sufficient ventilation in some or all parts of the workplace. Where necessary, mechanical ventilation systems should be provided for parts or all of the workplace, as appropriate.

Staff should not be subject to uncomfortable draughts. In the case of mechanical ventilation systems it may be necessary to control the direction or velocity of air flow. Workplaces should be re-sited or screened if necessary.

Mechanical ventilation systems (including air-conditioning systems) should be regularly and properly cleaned, tested and maintained to ensure that they are kept clean and free from anything which may contaminate the air.

The fresh air supply rate should not normally fall below 5 to 8 litres per second, per occupant. Factors to be considered include the floor area per person.

Temperature;

The temperature during working hours in workrooms should provide reasonable comfort without the need for special clothing. Trust temperatures for thermal comfort are 20 to 21C for admin areas and 22 to 23C for patient and clinical areas.

Where temperatures are uncomfortably high consider the provision of air cooling, shading windows, opening windows and doors, supplying fans for air movement.

Lighting;

Lighting should be sufficient to enable people to work, use facilities and move from place to place without eye strain, positioning to prevent glare or dazzle, keeping windows clean, provision of emergency lighting powered by independent source.

Usual minimum levels of luminance:

Corridors	100lux
Stairs and waiting rooms	150lux
General offices	500lux
VDU's	300lux
Storage areas	50lux
Emergency Lighting	0.2 to 8lux.

Other factors in the provision of luminaires, relate to the task, type and number required to provide the levels of light required.

Cleanliness and Waste;

The standards of cleanliness required will depend on the use to which the workplace is put however, the requirements for floor conditions and traffic routes – avoidance of slipping, tripping and falling hazards should be complied with in all cases. Where dirt and refuse accumulates, cleaning of floors and traffic routes are required at least once/week. Dirt and refuse not in suitable receptacles should be removed daily. For other applications such as waste printing paper, confidential papers, cardboard, cans and glass, batteries etc refer to the Trust Waste Disposal Policy and procedures.

Room Dimensions and Space;

The total volume of a room when empty, divided by the number of people normally working in it should be at least 11 cubic metres per person. In this calculation a room which is more than 3 metres high should be counted as 3 metres high. It does not apply to rooms used for meetings and similar purposes.

Example one

Ceiling 3.7 metres high x floor area would be calculated as:

$$3.0 \times 2.0 \times 1.85 = 11.1m^3$$

Example two

Ceiling 2.4 metres high x floor area

$$2.4 \times 2.0 \times 2.3 = 11.04m^3$$

Depending on such factors as the contents and layout of the room and the nature of the work, where space is limited, careful planning of the workplace is particularly important.

Workstations and Seating;

Workstations should be so arranged that each task can be carried out safely and comfortably at a suitable height, materials and frequently used equipment or controls are within easy reach, without undue bending and twisting.

Workstations including seating shall be suitable for any special needs of the individual worker including workers with disabilities. ***Follow the Display Screen Equipment ergonomic principles when assessing workstations.*** (See Trust Display Screen Equipment Policy)

There should be sufficient clear and unobstructed space at each workstation to allow the work to be done safely.

Safety

Maintenance of the Workplace, Equipment, Devices and Systems

The workplace, equipment and devices shall be maintained in efficient working order and in good repair. Where defects are discovered they should be rectified immediately or steps taken to protect anyone.

Steps should be taken to ensure repair and maintenance work is carried out properly.

Where appropriate, for certain equipment and devices for ventilation systems; a suitable system of maintenance involves ensuring that;

- a) As necessary, inspection, testing, adjustment, lubrication and cleaning are carried out.
- b) Potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime.
- c) A suitable record is kept to ensure that the system is properly implemented and to assist with validating the maintenance programmes.

Examples of equipment and devices which require a system of maintenance include emergency lighting, fencing, fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, and powered doors.

Local exhaust ventilation (LEV) is not the subject of this policy. Health and Safety Executive guidance document HSG258 'Controlling Airborne Contaminants at Work' gives guidance on the subject for other applications of control with regard to Asbestos, Lead, Ionising Radiations and other substances hazardous to health.

Condition of Floors and Traffic Routes

The surface of floors and traffic routes should be free from any hole, slope, or uneven or slippery surface which is likely to:

Cause a person to slip, trip or fall, drop or lose control of anything being lifted or carried, cause instability or loss of control of vehicles and their loads.

Slopes should not be steeper than necessary. Moderate and steep slopes, and ramps used by people with disabilities, should be provided with a secure handrail where necessary.

Holes, bumps or uneven surface areas resulting from damage or wear and tear, which may cause a person to trip or fall, should be made good. Until they can be made good, adequate precautions should be taken against accidents, for example by barriers or conspicuous marking of holes.

Where surfaces of floors and traffic routes are likely to become slippery when they get wet, a slip resistant coating should be applied where necessary.

Where a leak or spillage occurs and is likely to be a slipping hazard, immediate steps should be taken to fence it off, mop it up, or cover it with absorbent granules.

Arrangements shall be made to minimise risk from snow and ice. This will involve gritting, snow clearing and closure of some routes; particularly outside stairs, ladders and walkways on roofs.

Suitable road markings and signs should also be used to alert drivers to any restrictions which apply to the use of the traffic route. Adequate directions should also be provided to relevant parts of the workplace. Any signs in connection with traffic should also comply with the Traffic Signs Regulation and General Directions 1981 and the Highway Code.

Floors and traffic routes should be kept free of obstructions which may present a hazard or impede access. Particularly on or near stairs, steps, on emergency routes, in or near doorways or gangways, and in any place where an obstruction is likely to cause an accident for example near a corner or junction.

Falls or Falling Objects

Secure fencing should be provided wherever possible at any place where a person might fall 2 metres or more, where a person might fall less than 2 metres, where there are factors which increase the likelihood of a fall or the risk of serious injury.

Fencing should consist of two guard-rails (a top and lower rail) the top of the fencing should be at least 1100mm above the surface from where a person might fall.

Fencing should be of adequate strength and stability to restrain any person or object liable to fall on to or against it. Un-tensioned chains, ropes and other non-rigid materials should not be used.

Materials and objects should be stored or stacked in such a way that they are not likely to fall and cause injury.

Windows, Transparent or translucent doors, gates and walls

In assessing whether it is necessary, for reasons of health or safety for transparent or translucent surfaces in doors, gates walls and partitions to be of a safety material or be adequately protected against breakage and, be appropriately marked or incorporate features so as in either case to make it apparent, particular attention should be paid to the following cases:

A transparent or translucent surface should be marked where necessary to make it apparent. The risk of collision is greatest in large uninterrupted surfaces where the floor is at a similar level on each side, so that people might reasonably think they can walk straight through. Where marking is needed, it may take any form (coloured lines or patterns) provided it is conspicuous and at a conspicuous height.

Doors and gates which swing in both directions should have a transparent panel except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels. Panels should be so positioned to enable a person in a wheelchair to be seen from the other side.

Windows, Skylights and ventilators

People should be able to reach and operate the control of openable windows, skylights and ventilators in a safe manner. Where necessary, window poles or similar equipment should be kept available. Controls shall be so placed that people are not likely to fall through or out of

the window. Where there is a danger of falling from height, devices should be provided to prevent the window opening too far (see systems of maintenance above).

Ability to Clean Windows etc Safely

Suitable provision should be made so that windows/skylights can be cleaned safely if they cannot be cleaned from the ground or other suitable surface.

Suitable fixing points for tying or fixing ladders also, suitably placed anchorage points for safety harnesses should be provided.

Welfare

Sanitary Conveniences, Changing Clothing, Rest, Eating Meals

Sufficient facilities should be provided to enable everyone at work to use them without undue delay.

Provision of sanitary, washing and secure changing facilities and accommodation for clothing and changing clothing are a requirement. Showers should also be fitted with thermostatic mixer control valves to prevent scalding.

Facilities for rest and eating meals are required, additionally facilities need to be provided for pregnant or nursing mothers to rest and be conveniently situated in relation to sanitary facilities and also the provision of a facility for them to lie down.

Where workers regularly eat meals at work suitable and sufficient seats fitted with back rests in work areas can be counted as eating facilities provided they are in a clean place and suitable surface is available to place food.

Eating facilities should include a facility for preparing or obtaining a hot drink, vending machines or a canteen. Restaurants may be used as rest facilities, provided there is no obligation to purchase food in order to use them.

Good hygiene standards should be maintained in those parts of rest facilities used for eating or preparing food and drinks.

Drinking water supplies should be marked as such if people may otherwise drink from supplies which are not meant for drinking. Marking is not necessary if non-drinkable water supplies are clearly marked as such.

Drinking cups or beakers should be provided. In the case of non-disposable cups a facility for washing them should be provided nearby.

