

HEALTH AND SAFETY POLICY

Approved by: **Trust Executive Team**

On: **January 2018**

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Corporate / Directorate **Corporate**

Clinical / Non Clinical **Non Clinical**

Department Responsible
for Review: **Health & Safety**

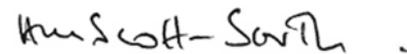
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Chief Executive

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Burton Hospitals NHS Foundation Trust

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REVIEW AND AMENDMENT LOG

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9	Restructure	Jan 2012	Changes of personnel with the Trust
10	Review	December 2014	Routine review and update
11	Review	December 2017	Routine review combined Young Persons Policy and procedure.

HEALTH AND SAFETY POLICY

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Burton Hospitals NHS Foundation Trust

HEALTH AND SAFETY POLICY

CHIEF EXECUTIVE'S HEALTH AND SAFETY POLICY STATEMENT

1. Overall responsibility for Health and Safety within the Trust is vested in me by virtue of my appointment as Accounting Officer. This health and safety policy statement, which is to be observed throughout the Trust, indicates the organisation and arrangements I have set up to achieve my objective of discharging my duty to comply with the legislation and Health and Safety Executive (HSE) regulations. It reflects the importance that I attach to protecting the health, safety and welfare of all employees in my area of responsibility and of all other persons who may be affected by their activities.
2. All members of staff have a responsibility to abide by all safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for health and safety of themselves and others.
3. It is my intention that the Trust will conduct its activities to avoid damage to the environment, and to provide all personnel with, so far as is reasonably practicable:
 - a. Safe facilities and equipment.
 - b. Safe systems of work.
 - c. Safe and healthy places of work with safe access and egress.
 - d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/training safely and without risks to their health or to the environment.
4. Central to the successful provision of the above is a system that identifies significant workplace/fire hazards and carries out an assessment of the risk associated with them. I expect all Managers to implement the system and all employees to co-operate with its aims by bringing to my attention any significant hazards that might arise in the workplace areas that are not subject to existing controls.
5. I, in turn, will ensure that prompt action is taken to address all newly identified hazards with adequate controls as far as is reasonably practicable and I require all personnel to do likewise.

ORGANISATION

6. I have appointed the following personnel to act as my Health and Safety advisory team:
 - a. Head of Health and Safety /Local Security Management Specialist (LSMS)
 - b. Fire Safety Officer
 - c. Manual Handling Practitioners
 - d. Radiation Protection Advisor

These officers can be contacted through the switchboard.

7. However I stress that responsibility for health and safety implementation matters rests with me and my subordinate Managers.

Health and Safety Group

8. A formal group has been established to manage health and safety related matters (where reasonably practicable). The Executive Director of Governance will chair the Group, which will meet quarterly.

ARRANGEMENTS

Procedures

9. The procedures for Health and Safety Management for all departments located in the Trust are contained in the Trust Health and Safety Policy and in supporting local policies and guidance procedures that will be published under my authority.
10. Procedures covering emergencies, in the event of an accident, and how to get First Aid and what action is required; are included in the Health and Safety Policy document.

Duties to Others

11. All visitors or persons working temporarily within the Trust, such as maintenance contractors, consultants, or sub contractors are to be made aware of any hazards that exist in the workplace, also of any practices, which may result in damage to the environment. Whenever appropriate they are to be made aware of the provisions of any risk assessments that might apply to their activities.
12. Where Trust personnel are working at sites away from Queen's Hospital they should make themselves familiar with local safety and environmental rules and work to their requirements. Also they should not, by their activities on that site, endanger people in the employ of others.

Co-operation and Co-ordination

13. Where Trust personnel are working on another site they are to put in place arrangements that will ensure that effective co-operation and co-ordination on health and safety matters is achieved.

Employee's Duties

14. All employees should be aware that they have a duty to protect the environment and to preserve both their own safety and that of all those they work with: they should co-operate with the objectives of this statement. They are to read, understand and comply with all environmental and safety documentation and instructions, also the provisions of any risk assessments that apply to their work area/activities.

Training

15. Where the need for training is identified to enable any member of staff to carry out the duties placed upon them and to protect the environment in a safe manner, then so far as is practicable, suitable training is to be given.

Policy Review

16. The Operation of this Policy will be reviewed 3 yearly to ensure that its objectives are met.

Burton Hospitals NHS Foundation Trust

HEALTH AND SAFETY POLICY

1. INTRODUCTION

- 1.1 Burton Hospitals NHS Foundation Trust Board of Directors and its Chief Executive are ultimately responsible for the Trust compliance with all Health and Safety Legislation, Approved Codes of Practice and guidance made under the provisions of the Health and Safety at Work Act 1974.
- 1.2 The Trust has a further responsibility to issue a Statement of Policy and has a duty, through managers, to consult with staff and safety representatives and for staff and managers to work together positively to comply with this Statement and with Health and Safety legislation in general. The Board of Directors, through the Directors, will work to minimise the incidence of all workplace risks and will, as far as is reasonably practicable, provide sufficient resources for this to be effective.
- 1.3 This Policy Statement is supplemented by comprehensive arrangements for managing Health and Safety and by procedures that will apply in each area of work.
- 1.4 The Board of Directors recognises that it is the responsibility of all management levels to manage Health and Safety within their areas of responsibility in order to ensure the highest standards of Health and Safety so far as is reasonably practicable are achieved and maintained. Health and Safety are important management responsibilities and support, training and advisory services to assist managers in the implementation of this Policy are provided.
- 1.5 All contractors and sub-contractors working on Trust premises must comply with the Health and Safety Policy and associated Health and Safety requirements and ensure that their actions do not endanger Trust employees, patients or other members of the public using the premises.

2. DUTIES

BOARD OF DIRECTORS

- 2.1 The Board of Directors is responsible for monitoring and reviewing all aspects of the Health and Safety management system including:
 - Accountability arrangements
 - Processes, including risk management arrangements
 - Capability
 - Outcomes
 - Internal audit findings.
- 2.2 The Board of Directors has a collective role in providing Health and Safety leadership in the Trust and should be kept informed and, where necessary,

consulted upon all significant Health and Safety risks and associated actions on a continuous basis.

- 2.3 Each member of the Board of Directors has an individual role in providing Health and Safety leadership for the organisation. Additionally, the Director of Governance is nominated as the “Health and Safety Director”.
- 2.4 The Board of Directors will ensure that all its decisions reflect the Health and Safety intentions identified in the Chief Executive’s Health and Safety Policy Statement.
- 2.5 The Board of Directors recognises its role in engaging the active participation of workers in improving Health and Safety.
- 2.6 The Board of Directors will receive an annual Health and Safety Report from the Director of Governance, which will include the Trust’s Health and Safety Plan for the following year.
- 2.7 The Board of Directors will select which of the Health and Safety key performance indicators are useful for ensuring that the internal controls are working satisfactorily and objectives for Health and Safety management are being met, and agreeing frequency of receipt of reports on these.
- 2.8 The Board of Directors is required to seek independent assurance that an appropriate and effective system of managing Health and Safety is in place and that the necessary level of controls and monitoring are implemented.

3. CHIEF EXECUTIVE

- 3.1 The Chief Executive has overall and ultimate responsibility for Health and Safety within the Trust. The Chief Executive will ensure that the Trust complies with the Health and Safety at Work Act 1974 and associated regulations and ensure that there is an appropriate structure for the monitoring and review of Health and Safety performance in line with Trust policy and Health and Safety legislation. The Chief Executive’s responsibilities are detailed at Appendix 1.

4. HEADS OF ESTATES AND FACILITIES

- 4.1 The Heads of Estates and Facilities are responsible for specific Health and Safety requirements involving new buildings, refurbishments, new developments and employment of contractors. They will advise the Trust on the implementation and interpretation of the various statutory acts that apply to hospitals and other health buildings and matters relating to patients and staff. The Heads of Estates and Facilities’ full responsibilities are detailed at Appendix 2.

5. EXECUTIVE DIRECTORS/ DIVISIONAL DIRECTORS

- 5.1 Executive Directors and Divisional Directors are accountable to the Chief Executive and responsible for the detailed implementation of the Trust Health and Safety Policy and associated policies within their area of responsibility. They will ensure that they, and all persons reporting to them, know and accept their responsibilities under the Trust Health and Safety Policy and associated policies

and are adequately trained to enable successful implementation. Executive Directors and Divisional Directors' full responsibilities are detailed at Appendix 3.

6. HEAD OF HEALTH AND SAFETY

- 6.1 The Head of Health and Safety is appointed as one of the Competent Persons under Regulation 6 of the Management of Health and Safety at Work Regulations. The Health and Safety Manager is accountable to the Chief Executive, advising on strategic and operational Health and Safety matters. The Head of Health and Safety will ensure that managers, staff and safety representatives are consulted and co-operate at all times, working towards a safer environment for all employees. The Head of Health and Safety responsibilities are detailed at Appendix 4.

7. HEADS OF DEPARTMENT

- 7.1 Heads of Departments are responsible to the appropriate Director and will be held accountable for ensuring the achievement of the requirements of Health and Safety legislation and the objectives of the Trust's Health and Safety Policy within their departments/services. As part of the Trust's management structure they will strive for a progressive reduction in accidents by a continuous improvement in safety standards. Heads of Departments' responsibilities are detailed at Appendix 5.

8. LINE MANAGERS

- 8.1 Line Managers will have a knowledge of Health and Safety legislation, and fully familiarise themselves with the Trust Health and Safety Policies. Delegated responsibility for the Health and Safety of employees, patients, volunteers and visitors rests with line management. Advice/guidance and help with meeting these Health and Safety obligations will be provided by the Health and Safety Manager. Managers must carry out the duties detailed at Appendix 6.

9. EMPLOYEES

- 9.1 Whilst at work, employees will take reasonable care for their own Health and Safety and those who may be affected by their acts or omissions. Employees will co-operate with their employer to enable any duty or requirement placed upon them under any Health and Safety legislation to be performed or complied with. Employees report all incidents and near misses in accordance with the Incident and Serious Incident Management Policy and Procedure. Employees' responsibilities are detailed at Appendix 7.

10. UNION/SAFETY REPRESENTATIVES

- 10.1 Union/Safety Representatives are elected by, and represent, employees in their workplace regarding matters of Health and Safety at work in consultation with managers of the Trust. They will help and work with managers to promote and develop measures to ensure the health, safety and welfare of staff. Safety

representatives have no legal responsibilities beyond those of the ordinary employee. In addition, they should fulfil the functions detailed in Appendix 8.

10.2 The Trust has a specific duty under the Health and Safety at Work Act to consult union/safety representatives on Health and Safety matters. Union/Safety representatives will be consulted on the following:

- The introduction of any measures that will affect the Health and Safety of the employees represented by the Union/Safety Representative.
- The persons nominated to provide Health and Safety assistance, and assist in emergency procedures.
- Any Health and Safety training or information the employer is required to provide to the employees' training representatives.
- Health and Safety consequences of the planning and introduction of new technologies into the workplace. In particular, the drawing up and maintaining of arrangements for the effective promotion, development and monitoring of measures to ensure the Health and Safety at work of employees.

11. INFECTION CONTROL SERVICES

11.1 The Chief Nurse is responsible for the implementation and monitoring of Infection Control Policies within the Trust.

12. MOVING AND HANDLING PRACTITIONERS

12.1 The Moving and Handling Practitioners are the Trust's technical expert on musculo-skeletal and back care issues including manual handling loads and patient handling Health and Safety issues. The Moving and Handling Practitioners will advise and support managers in the achievement of their legal requirements in relation to musculo-skeletal and back care issues. The Moving and Handling Practitioners responsibilities are detailed at Appendix 9.

13. OCCUPATIONAL HEALTH SERVICES

13.1 The Occupational Health Department has a responsibility to carry out suitable health surveillance on request in order to preserve and enhance the health of Trust employees and also to advise the Trust and managers on all matters relating to the health of employees at work. Details of their responsibilities are provided at Appendix 10.

14. RESPONSIBLE PERSON FOR FIRE

14.1 The Responsible Person for Fire is accountable to the Heads of Estates and Facilities and will provide appropriate training for all staff to comply with Firecode and associated policies.

15. CONTRACTORS WORKING ON TRUST PREMISES

- 15.1 Where two or more employers share the workplace, they are required to co-operate with each other to ensure their respective statutory obligations are met. (Prior to engagement, Contractors will be provided with the Trust Health Induction (Contractors video) and related policies and any departmental procedures as required, detailing the organisation and arrangement for the implementation of these policies/procedures in the work area).

Contractors should be briefed on Health and Safety requirements and will report to the local relevant manager or senior manager prior to the commencement of any work. Additionally, contractors, where it is appropriate, will be required to set out in writing their own organisational arrangements for the safe conduct of their work and the Health and Safety of their employees and others whilst on Trust premises (RAMS – risk assessment and method statements). The Trust has a responsibility to monitor the working methods of the contractor with regard to safe practice and to ensure the implementation of safety requirements. Where appropriate, contractual obligations will be formally notified including:

- Exchanging information on risks within their work environment and safe systems of work.
- Co-operating on matters such as implementing evacuation procedures, first aid and waste disposal.
- Undertaking routine joint inspections in common areas.
- Co-ordinating Health and Safety measures to enable the other employer to comply with their duties under the legislation.
- Taking all reasonable steps to inform the other employers concerned of any risks to their employees' Health and Safety as a result of or in conjunction with their undertaking.
- Estates and Facilities department will issue a permit to work for high risk works.

16. HEAD OF GOVERNANCE

- 16.1 The Head of Governance is accountable to the Chief Nurse and will liaise with the Head of Health and Safety on all patient safety incidents and issues which have a Health and Safety component.

17. REPORTING AND MONITORING ARRANGEMENTS

- 17.1 In executing the legal responsibilities of the Trust, all Directors and staff will adhere to the relevant Health and Safety legislation and additional guidance (Appendix 11).

The Trust will formally monitor its Health and Safety arrangements to enable continuous improvement and to meet legislative and controls assurance requirements, in accordance with the Trust's Risk Management Strategy.

- 17.2 **The Chief Executive** is required, under Health and Safety legislation, to monitor the implementation and effectiveness of Health and Safety policies and procedures within the Trust.
- 17.3 To facilitate this, **managers** at all levels are responsible for the ongoing monitoring of Health and Safety in their areas of responsibility and must ensure that they keep themselves and their staff updated and appropriately trained in the aspects of Health and Safety that impact on their work place.
- 17.4 **The Head of Health and Safety** will co-ordinate and the departments will undertake departmental Health and Safety inspections. Results will be fed back to the relevant department, division, Health and Safety and Risk Groups for further monitoring of any outstanding action.
- 17.5 The Health and Safety reporting structure is detailed in the Trust's Risk Management Strategy. The key reporting requirements arising from this are detailed below:

Issues arising from the Health and Safety Group and Risk Compliance Group can be escalated to the Quality Committee and Trust Executive Team.

18. HEALTH AND SAFETY GROUP

- 18.1 The Health and Safety Group will meet quarterly as a specialist risk team of the Quality Committee. The overall purpose of the Group is to facilitate a pro-active approach to risk management.
- 18.2 The Health and Safety Group will be constituted and work according to the requirements laid down in HSC 98/064 and Section 2 (7) of the Health and Safety at Work Act.

Membership will include the Director of Governance and Head of Health and Safety (representing the Chief Executive) (HSG 97(6)). The group will have staff and management representation and will include not only Line Managers but also others with Health and Safety responsibilities, such as estates professionals.

- 18.3 The Health and Safety Group Terms of Reference are reviewed on an annual basis and are available from the Head of Health and Safety.

19. BUSINESS UNITS AND DEPARTMENTS

- 19.1 Business Units and departments will develop their own Health and Safety procedures in conjunction with the Head of Health and Safety, to comply with this Policy and reflect local risks and other issues.

Divisional Boards will:

- Monitor the Division's Health and Safety performance from quarterly health and safety data/ incident statistics from the Datix system provided by the Health and safety department.
- Implement the Trust wide Health and Safety Policy within the Divisions.

20. RISK ASSESSMENTS

- 20.1 The Trust will undertake risk assessments in accordance with the Trust's Risk Management Strategy and relevant subordinate legislation and guidance issued by the HSE to prioritise risks, identify hazards, instigate accident prevention protocols, investigate accidents and incidents, undertake Health and Safety inspections and audits and understand the requirements of Health and Safety legislation.
- 20.2 Risk assessments are legally required under the Management of Health and Safety at Work Regulations 1999. A risk assessment should identify the significant risks arising from the tasks/activities undertaken within each work area and assess their potential harm to all groups of employees (and others who may be affected by them e.g. patients, visitors, contractors) taking into account existing control measures that are in place.
- 20.3 Risk Assessments will be undertaken in accordance with associated legislation (Appendix 11). Risk assessment templates and generic assessments can be found on the Health and Safety department on the intranet.
- 20.4 Risk control measures identified during risk assessment will be implemented in order of priority against Trust and local risk, and Health and Safety action plans and subsequent updates.
- 20.5 To comply with the law, Health and Safety risk assessments must be current. The Trust therefore expects risks to be reviewed each time there is a change in practice that may render the previous assessment invalid. All risk assessments will, therefore, be reviewed after any incident, near miss or if any process and environment issues are altered by the Department Manager or at least on an annual basis.

21. INCIDENT REPORTING SYSTEM (Refer to the Incident and Serious Incident Management Policy and Procedure)

- 21.1 An effective incident reporting system enables the Trust to identify problem areas where there are frequent occurrences and will help when conducting risk assessments.

The Trust's Policy for the Reporting Incidents details the processes to follow when reporting an incident.

- 21.2 All incidents must be reported in accordance with the Trust Policy utilising the Datix System, which combines clinical and non-clinical incidents and near misses.

21.3 In addition, specific procedures are in place to handle **serious incidents**. These are incidents that have, or could have, resulted in serious, severe harm or death, significant legal or media interest; loss of reputation, significant loss of assets or suspension of service. Generally these can be categorised as those graded 5 but will also include some grade 4 incidents and some RIDDOR incidents (including dangerous occurrences). RIDDOR reporting requirements are detailed below.

Serious Health and Safety incidents must be reported immediately after they have occurred or their seriousness realised, regardless of day or time (i.e. 24 hours a day, 365 days of the year) to:

- Line Manager or on-call Line Manager who will report on to the on-call Executive Director.
- For a patient incident, the patient's Consultant or on-call Consultant.
- For a member of staff the senior Manager from their directorate, or equivalent on-call Manager.

The Head of Health & Safety, or outside of normal office hours the Executive Director on-call, will ensure that the Chief Executive and Communications team are informed at the earliest opportunity.

Any and all findings, decisions, actions and communications must be formally documented and these records secured. Statements (accounts) from those involved are a required part of this documentation. Guidance on writing statements/reports can be found within the policies and procedures for handling complaints and claims. However, all such documentation including statements must be legible, signed, timed and dated. .

The Head of Governance is responsible for reporting Serious Incidents (SI) as defined in the Strategic Health Authority SI Reporting Policy, via the STEIS website.

22. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

22.1 RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, which includes greater than 7 day absence from work, greater than 24 hour hospital stay, specified injury and dangerous occurrence. These must be reported immediately to the Head of Health and Safety as soon as an incident has been identified as RIDDOR Reportable.

22.2 It is a LEGAL requirement that RIDDOR incidents be reported to the Health and Safety Executive (HSE) within 10 days by the Head of Health and Safety on the HSE website. On completing an incident on Datix staff should ensure the external notification field is completed if incident is thought to be RIDDOR reportable and inform the Health and Safety department immediately.

For existing inpatients this includes extension of stay greater than 24 hours and specified serious injury but only in those circumstances when the pre-existing

condition is not the main or only contributory factor. For example, if a frail, confused elderly lady falls and breaks her hip this may or may not be reportable depending on circumstances.

The Departmental manager should ensure staff complete the Patient's Fall RIDDOR form to establish whether it is notifiable as a RIDDOR. If not sure forward this form to the Head of Health and Safety and decide and report onto HSE, if required. If a patient suffers serious harm not related to their condition (e.g. is accidentally scalded in the bath and requires transfer to a burns unit) then the incident is reportable under RIDDOR and will require immediate notification (see reporting process and complete External Notification field on Datix).

The Departmental Manager will immediately refer any patient safety incidents reportable under RIDDOR to the Head of Health and Safety.

23. INCIDENT INVESTIGATION

- 23.1 The Trust operates an internal investigation system for accidents and dangerous occurrences. The level of investigation instigated is dependent on the severity of the accident/dangerous occurrence.

24. INCIDENT INVESTIGATION REPORTABLE INCIDENTS

- 24.1 RIDDOR Reportable Incident investigations will be conducted by the departmental manager and the Head of Health and Safety will provide guidance and assistance and notify the HSE.

25. INCIDENT INVESTIGATION NON-REPORTABLE SERIOUS INCIDENTS

- 25.1 The serious incidents that occur that are not in the reportable category defined under RIDDOR are internally investigated. The Line Manager will undertake the initial investigation and the Divisional Risk and Patient Safety Managers/ Head of Health and Safety and/or The Head of Governance/Technical Specialists will support in the investigation as appropriate. The Business Unit is responsible for identifying the investigation officer and producing the investigation report.

26. INCIDENT INVESTIGATION NON-REPORTABLE INCIDENTS

- 26.1 These incidents are investigated by the Line Manager. The Line Manager is responsible for producing the investigation report and identifying causes. The Line Manager is responsible for making recommendations for implementing actions and informing the Head of Health and Safety.

27. COMMUNICATION

- 27.1 All staff will be made aware of the organisation's Health and Safety Policy and will be advised of the location of the organisation's Policy at induction.

- 27.2 The whereabouts of the Policy will be posted on staff notice boards, including the hospital intranet.
- 27.3 Consultations on Health and Safety issues with accredited Health and Safety representatives, and the outcome, will always be documented and published via the hospital intranet and staff notice boards.
- 28.4 Where the activities of different employers (and self employed people) interact, the Trust will ensure co-operation in order to ensure that respective statutory obligations are met.

28. TRAINING

- 28.1 The Trust will provide instruction, information, training and supervision designed to enable Managers to understand their responsibilities under current Health and Safety legislation. Employees, including Managers and the Board of Directors will be provided with adequate information, instruction and training to achieve competence and capability and help to ensure safe working practices are adhered to.
- 28.2 Health and Safety awareness is included in staff induction, which includes medical staff and junior doctors. All managers and supervisors should attend appropriate Health and Safety training.
- 28.3 No staff should undertake manual handling operations, or use lifting aids, until they have been trained and assessed as competent. Bank and agency staff are included in this training.
- 28.4 Records of attendance at training sessions are maintained and inadequate attendance actioned through the appropriate Manager.
- 28.5 Training Competencies requirements for all employees are available on the Electronic Service Records (ESR) and delivered by the appropriate competent person organised through the Trust's Learning and Development Unit.
- 28.6 All employees MUST read all health and safety related policies and the appropriate health and safety risk assessments applicable to an individual's role then sign a compliance record.

29. EMERGENCY PLANNING

- 29.1 Plans have been developed to deal with situations which may present serious and imminent danger. These plans are regularly reviewed and updated. The plans include fire, major incident and Estates continuity plans e.g. for loss of utilities. (Refer to Major Incident Policy).

30. FIRST AID

- 30.1 The Trust meets its obligations under the Health and Safety First Aid Regulations 1981. Due provision is made for first aid equipment, facilities and personnel in

accordance with at least the minimum statutory requirements indicated in the regulations. First Aid Training is organised by the Learning and Developing Department.

31 YOUNG PERSONS

31.1 In Health and Safety law:

- A **young person** is anyone under 18 years old.
- A **child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the Minimum School Leaving Age (MSLA)).

The Trust is committed to ensuring safety while at work of Young Persons, see Appendix 12 for details.

32. EFFECTIVE MONITORING

32.1 The tables at Appendix 13 and 14 highlights the minimum requirement as evidence of compliance for the NHSLA Standards.

Directors and Divisional Directors will be responsible for ensuring persistent non compliant departments are monitored to ensure compliance with Trust procedures.

32. EQUALITY AND DIVERSITY

32.1 There will be no discrimination against any member of staff providing they meet the recruitment or work criteria.

HEALTH AND SAFETY POLICY

Chief Executive

The responsibilities of the Chief Executive are to:

1. Ensure that this Policy is regularly monitored and formally reviewed.
2. Ensure that annual Health and Safety objectives both for the organisation, the Chief Executive and individual Board of Directors' members are defined, agreed and are met.
3. Ensure that adequate resources and facilities are available to ensure the achievement of Health and Safety objectives.
4. Ensure that effective communications exist for Health and Safety matters within the Trust.
5. Ensure there are sufficient "competent persons" to provide Health and Safety assistance to the organisation.
6. Ensure that as part of the induction process all staff are made aware of their obligations with regard to Health and Safety.
7. Ensure there is a structure in place for setting annual Health and Safety targets for each level of management that can be measured against Trust objectives and targets.
8. Ensure that an annual Health and Safety report is presented to the Board of Directors, which will include the Trust's Health and Safety plan for the following year.
9. Ensure that annual Health and Safety audits are undertaken and other promotions to develop a positive Health and Safety culture throughout the Trust are undertaken.

HEALTH AND SAFETY POLICY

Head of Estates and Head of Facilities

The Head of Estates and Head of Facilities have managerial responsibilities for:

Estates

1. The application of all legislation under the Health and Safety at Work Act, relating to building fabric and work services.
2. Ensuring the safe operation of engineering plant and equipment, together with all fire equipment and appliances, fire alarms and associated communication systems; monitoring and maintaining standards of mechanical safety in accordance with the Act.
3. Ensuring standards of electrical safety for plant and all electrical equipment comply with the Electricity at Work Regulations 1989.
4. The design, construction, specification and maintenance of new and existing buildings throughout the Trust in relation to the building and construction regulations made under the Health and Safety at Work Act 1974, Regulatory Reform (Fire Safety) Order 2005 and Health Technical Memorandum HTM Fire precautions in existing hospitals (Firecode).
5. Direct liaison with the Health and Safety Inspectorate and local government officers, including the Fire Service, in respect of specifying and monitoring the standards of safety referred to in the above paragraph and in particular where licensing and planning law and local by-laws are involved, together with Building Regulations.
6. Maintenance of a register of competent inspection staff.
7. Compliance with the requirements of HTM Estates code.
8. Provide advice to the Trust on site security matters.
9. Conduct a safety audit specific to Estates.
10. National Rules and Health and Safety for directly employed maintenance staff.

Facilities

1. Ensuring that the following services are managed appropriately to meet Health and Safety legislative and Trust requirements:
 - Specialist Waste
 - Sterile Services
 - Catering and Food
 - EBME (Electronic and Biomedical engineering department)
 - Domestic Services
2. Ensuring the safe operation of equipment within the above areas.
3. Maintenance of appropriate records supporting Health and Safety legislation.
4. Provision of advice to the Trust (in consultation with the Head of Health and Safety) on Health and Safety matters in these areas.
5. Ensuring that all staff working in the above departments are aware of and understand their responsibilities in relation to Health and Safety matters.

HEALTH AND SAFETY POLICY

Executive Directors/ Divisional Directors

Executive Directors and Divisional Directors are responsible for the detailed implementation of the Trust's Health and Safety Policies within their area of responsibility. To achieve this, they will ensure that:

1. They, and all persons reporting to them, know and accept their responsibilities under the Trust's Health and Safety Policies and all are adequately trained to enable successful implementation.
2. Promotion and implementation of the Policy is achieved by an adequate programme to:
 - Minimise risks to Health and Safety.
 - Conform to the law, statutory approved codes of practice and to formulate suitable procedures to communicate information and the identifying, reporting and elimination of hazards.
 - Encourage and improve Health and Safety culture to enable employees to fulfil their responsibilities.
3. Risk assessments are undertaken as required by Health and Safety legislation and that the results of such assessments are communicated to employees and safety representatives prior to the commencement of all procedures.
4. All incidents are reported and recorded in accordance with the Trust's Incident and Serious Incident Management Policy and Procedure and that all accidents and near miss incidents are investigated in a timely and appropriate manner.
5. Information, instruction, training and supervision are provided as necessary under the Act and regulations to ensure the Health and Safety of those under their control.
6. Safe working practices are at all times maintained to ensure the Health and Safety of employees, patients/clients, visitors and contractors on the Trust's premises.
7. Appropriate equipment is purchased, used and maintained to enable safe working practices.
8. Any matter found to be in breach of statutory requirements and which cannot be effectively dealt with at Divisional/Department level is reported in the first instance to the Head of Health and Safety, Director of Governance and/or Chief Executive and the Trust's Health and Safety Group.

9. Any matters brought to their attention by the safety representatives are given prompt and appropriate attention.
10. Appropriate action is taken against any member of staff failing to comply with the requirements of the policies.
11. Appropriate Managers attend Health and Safety training courses.
12. Departmental Health and Safety procedures are monitored, audited and reviewed. Any actions or control measures necessary to reduce risks to employees' Health and Safety must be implemented in accordance with the acts and regulations applicable.
13. Health surveillance is carried out as required by relevant Health and Safety legislation, in conjunction with the Occupational Health Department.
14. Effective emergency plans are in place for instances of serious/imminent danger and that all staff are aware of the responsibilities at such times.
15. Control of Infection Policies are implemented and adhered to.
16. An annual Health and Safety tour of all Business units under their control with their Clinical Directors/ Divisional Directors /Managers/ Heads of Departments and Health and Safety representatives/professionals is undertaken.

HEALTH AND SAFETY POLICY

Head of Health and Safety

The Head of Health and Safety is responsible for:

1. Advising the Trust, through the Director of Governance on all technical and legal Health and Safety issues including legislative changes.
2. Preparing an annual Health and Safety report for consideration by the Health and Safety Group before submission to the Quality -Committee.
3. Preparing a quarterly Health and Safety Manager's report for the Health and Safety Group, including accident and incident statistics for the Division schedule, and key actions arising from the departmental Health and Safety Inspections/ Checks.
4. Providing support and advice to the Divisional Boards on Health and Safety matters.
5. Developing and maintaining a Health and Safety advisory role, in addition to providing any necessary practical assistance as part of a co-ordinated risk management approach.
6. Advising the Trust Moving and Handling Practitioners.
7. Maintaining and ensuring effective links with recognised staff organisations on Health and Safety matters.
8. Providing the Trust link with appropriate inspectors appointed by the enforcing authority.
9. Liaising with the Learning and Development Unit to ensure that training is appropriate, available and evaluated to the needs of individuals and the organisation.
10. Taking the lead for the Trust annual department Health and Safety inspection and audit, to ensure that preventative and protective measures are in place and are effective.
11. Co-ordinating the Health and Safety Departments programme of annual departmental Health and Safety inspections, including a reporting mechanism to the relevant department and the Health and Safety Group relating to any further monitoring or outstanding action.
12. Maintaining an up to date list of stakeholders who are informed and, where appropriate, consulted on the management of Health and Safety risk.
13. Ensuring that all staff participates in Health and Safety management.

14. Co-ordinating the implementation of the Trust's Health and Safety quarterly check.
15. Monitor untoward incidents/accidents, ensuring that these are appropriately reported in line with the Trust's policies.
16. Ensuring adequate arrangements are in place for the safe keeping of Health and Safety records including Health and Safety audits/remedial action taken.
17. Ensuring that suitable training is provided for Risk Assessors.
18. Ensuring that appropriate Managers/staff are adequately trained and competent to fulfil their Health and Safety responsibilities.
19. Consult with safety representatives in accordance with Safety Representatives and Safety Committee (SRSC) Regulations 1977.
20. Assist staff with health and safety queries and risk assessments.

HEALTH AND SAFETY POLICY

Heads of Departments

Heads of Departments are responsible to the appropriate Director and will be held accountable for ensuring the achievement of the requirements of Health and Safety legislation and the objectives of the Trust's Health and Safety Policies within their departments/services.

As part of the Trust's management structure they will strive for a progressive reduction in accidents by a continuous improvement in safety standards. They will:

1. Develop and implement departmental/service Health and Safety procedures:
 - Prepare and promote a departmental Health and Safety programme.
 - Provide and maintain a suitable departmental organisation for implementing the procedures.
 - Monitor the results of the programme via regular safety inspections.
 - Identify risk assessors for their business unit /department.
2. Ensure risk assessments are effectively undertaken. The significant assessments will be recorded and kept on file for inspection. All risk assessments will be reviewed including those for general risks, COSHH, manual handling, personal protective equipment, violence and aggression and display screen equipment in line with appropriate Trust policies.
3. Develop safe systems of work – analyse tasks within areas of responsibility by identifying hazards and removing or reducing risks to Health and Safety.
4. Provide safe plant and work equipment free, as far as is reasonably practicable, from risks to Health and Safety. This will be achieved by proper supervision, adequate maintenance of, and training in, the use of all work equipment:
 - Ensure that all safety devices are fitted, properly adjusted and maintained.
5. Ensure employees receive training on the use of any articles, equipment and substances liable to be used in their undertaking. Each employee, where applicable, will also receive training on:
 - Risk assessment.
 - Safe manual handling techniques.
 - Assessment of display screen equipment.
 - Trust Health and Safety policies and risk assessment procedures.

6. Ensure new employees attend the Trust's Induction programme at the earliest opportunity including the local Health and Safety induction and mandatory refresher training for existing staff.
7. Ensure employees are informed of Fire and Evacuation Policy and procedures. Attendance of a fire lecture is a mandatory requirement for all employees.
8. Ensure all staff Health and Safety training records are up to date and available for inspection as required.
9. Liaise, as appropriate, with recognised safety representatives in the workplace to ensure that progressive and positive methods are adopted for promoting all aspects of Health and Safety at work.
10. Ensure that all cases of dangerous occurrences, diseases and accidents (resulting in injury or not) are subject to the Trust's reporting procedures.
11. Ensure adequate first-aid facilities are available and that employees are instructed on their location and use.
12. Ensure the safety of contractors and visitors in their department/ward and ensure their acts or omissions do not adversely affect the health, safety or welfare of those to whom the Trust owes a duty of care.
13. Ensure there is a structure in place for setting annual Health and Safety targets for each level of management that can be measured against the Trust's objectives and targets.
14. Ensure an up to date Health and Safety Notice board is displayed within the department, all the appropriate notices should be displayed as shown on the intranet site.

HEALTH AND SAFETY POLICY

Line Managers

Line Managers, as part of the management structure, will strive for a progressive reduction in accidents by a continuous improvement of safety standards and care. They shall:

1. Ensure that all persons are adequately trained and are fully aware of any hazards and risks to Health and Safety in their respective areas.
2. Ensure all employees are aware of fire and evacuation procedures; continually develop safe practices and systems of work to ensure maximum safety for all under their supervision.
3. Ensure that employees are familiar with the tasks they are asked to fulfil.
4. Record and investigate all accidents and dangerous occurrences promptly and ensure that they are subject to the Trust's reporting procedures (whether they cause injury or not) and advise safety representatives accordingly. Appropriate steps must be taken to prevent re-occurrence of accidents and reports made as per the Incident and Serious Incident Management Policy and procedure. Notify the Head of Health and Safety of any incidents notifiable to the Health and Safety Executive under the Reporting of Injuries and Diseases and Dangerous Occurrences Regulations 1995.
5. As appropriate, perform Health and Safety inspections with safety representatives accompanied on occasions by the department Risk Assessors.
6. Ensure that safety policies and rules are observed and that personal protective equipment is provided and worn as appropriate.
7. Ensure that all safety devices are fitted, properly adjusted, maintained and used.
8. Maintain good housekeeping at all times.
9. Consider Health and Safety concerns raised by employees.
10. Work with safety representatives as appropriate on all Health and Safety matters.
11. Ensure that all equipment and machinery is used in accordance with the manufacturers or departmental instructions and that regular maintenance and codes of practice are adhered to.
12. Ensure adequate decontamination of equipment in accordance with the Trust's Decontamination Policy prior to servicing/maintenance.
13. Bring to the attention of the Risk Assessors and the Head of Health and Safety any dangers or hazards in the workplace, together with any action taken or required to eliminate or reduce risk.

14. Maintain safe access and egress in the workplace.
15. Ensure all employees under their responsibility comply with the Trust's Risk Management Strategy.
16. Undertake risk assessments as required.
17. Arrange and, where appropriate, carry out departmental Health and Safety training including departmental and mandatory Trust induction.
18. Document all Health and Safety training and retain on file.
19. Ensure there is a structure in place for setting annual Health and Safety inspection and targets for each level of management that can be measured against Trust objectives and targets.
20. Ensure any employee returning from long term sick are assessed by Occupational Health and consider completing the Vulnerable Person's risk assessment.

HEALTH AND SAFETY POLICY

Employees Responsibilities

Employees' duties under the Health and Safety at Work Act 1974 and Trust policies are to:

1. Be aware that you have a duty under the Health and Safety at Work Act to take reasonable care of your own safety and the safety of others who may be affected by your acts and omissions.
2. Be familiar and comply with the Trust's risk management and Health and Safety policies and other policies relevant to your duties.
3. Comply with your local divisional/ departmental procedures.
4. Be aware of emergency procedures e.g. fire, infection control, safety, security, etc. appertaining to your particular area.
5. Ensure that you do not either intentionally or recklessly interfere with, or misuse, any equipment provided for the protection of Health and Safety.
6. Report all incidents/accidents and near misses without delay using the Trust's policy and procedure for the reporting of all clinical and non-clinical incidents.
7. Immediately report to the Head of Health & Safety and the nominated person in charge of your area in the following circumstances:
 - Any incident involving significant personal injury or substantial plant/building damage.
 - Circumstances involving any intervention by any of the appropriate Enforcing Authorities.
 - Any reportable or notifiable accident, disease or dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
8. Report any work situation, which might present a serious and imminent danger, and any perceived shortcomings in the Health and Safety arrangements to the person in charge.
9. Wear and utilise all personal protective equipment, using all safety devices, conforming to any safe systems of work that are provided for your protection and co-operating fully when management are pursuing their statutory responsibilities.
10. Use all equipment, machinery, plant and substances in accordance with training received.

11. Ensure all Health and Safety Policies are read and complete the Trust's Policy Compliance procedure.
12. Attend Health and Safety training relevant to their work and in accordance with individual job profile and Trust policies.

HEALTH AND SAFETY POLICY

Health and Safety Group /Union/Safety Representatives

The Trust has a specific duty under the Health and Safety at Work Act to consult safety representatives on Health and Safety matters.

The duties of all Health and Safety Group /Safety Representative may include:

- Representing employees with regard to Health and Safety issues.
- Assisting staff awareness of their own roles and responsibilities regarding Health and Safety.
- Assisting ward/departmental managers with Health and Safety inspections.

The functions of Health and Safety Group /Union/Safety representatives are to:

1. Take all reasonably practical steps to keep themselves informed of the legal requirements relating to the Health and Safety of persons at work, particularly the group of persons they directly represent.
2. To be kept informed and consulted in good time on:
 - The particular hazards of the workplace and the measures deemed necessary to eliminate or minimise the risk deriving from those hazards.
 - The Trust's Health and Safety policies and procedures including the organisation and arrangements for fulfilling those policies.
3. Carry out investigations into:
 - Incidents, hazards and dangerous occurrences at the workplace having given the relevant manager reasonable notification beforehand.
 - Complaints by any employee they represent, relating to the employee's health, safety or welfare.
4. Receive from the Trust, or HSE, factual information relating to the workplace or information as to any action the Inspector has taken or proposes to take.
5. Attend Health and Safety Group Meetings as required by the Trust's Managers.
6. Assist, when requested, the Senior Manager/Head of Service in conducting regular safety audits, identifying areas of potential improvement.

It is acknowledged that in order to undertake this role, reasonable time will be allocated and the Trust's Managers will inform Health and Safety representatives of all Health and Safety issues.

HEALTH AND SAFETY POLICY

Moving and Handling Practitioners

The Moving and Handling Practitioners are managed by the Learning & Development Manager and are responsible for:

1. Providing appropriate reports to the Health and Safety Group.
2. Co-ordinating technical expertise on musculo-skeletal issues and handling of loads and patients.
3. Providing moving and handling (patient & load) training for staff at all levels, including refresher training, as necessary and where a need is identified.
4. Providing training and support to Patient Handling Champions in all clinical areas
5. Providing support and advice to Managers to ensure achievement of legal requirements in relation to musculo-skeletal issues.
6. Providing support and advice to Managers and staff on moving and handling equipment to be used with patients
7. Ensuring with the Head of Health and Safety, the Moving and Handling Policy is regularly updated and understood by all employees.
8. In conjunction with the Occupational Health Department refer any specific individual case of musculo-skeletal disorders identified with any employee.

HEALTH AND SAFETY POLICY

Occupational Health Department

The Occupational Health Department has a responsibility to carry out suitable health surveillance on request in order to preserve and enhance the health of Trust employees and also to advise the Trust and Managers on all matters relating to the health of employees at work.

The Occupational Health Manager is responsible for the provision of the Occupational Health service and in particular:

1. Pre-employment screening to assist Managers in the placement of staff.
2. Vaccination programme to protect staff against known infection hazards.
3. Provision of relevant health surveillance in accordance with statutory requirements and the Trust Health and Safety Policy.
4. Health education regarding workplace hazards and promotion of good health and lifestyle.
5. Monitoring of the general health of staff and provision of advice and guidance with regard to health issues related to employment, prevention of work related ill health and protection from known work related hazards.
6. Identification of workplace hazards following routine visits to the workplace in liaison with the appropriate Manager.
7. Counselling service to all staff with referral to outside agencies as necessary.
8. Advice regarding sickness absence and rehabilitation.
9. Submission of an annual report to the Director of Human Resources; development and participation in arrangements for monitoring the provision of Occupational Health services.
10. Following up incidents to employees, where appropriate, on receipt of the designated form from the Head of Health and Safety.
11. Participating in appropriate training events on aspects of occupational Health and Safety.
12. Representing the department on the Health and Safety and other specialist committees as required.
13. Working closely with the Head of Health and Safety and Moving and Handling Practitioners.
14. Providing advice on individual, capability, risk assessment, and rehabilitation for injured workers following a referral from department managers.
15. Providing occupational health work related referral statistics to the Risk and Compliance Group and Divisional Boards.

HEALTH AND SAFETY LEGISLATION

Guidance on the legislation detailed below can be obtained from the Head of Health and Safety

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Offences) Act 2008

Regulatory Reform (Fire Safety) Order 2005

Health and Safety (First Aid) Regulations 1981

Health and Safety (Consultation with Employees) Regulations 1996

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Electricity at Work Regulations 1989

Control of Substances Hazardous to Health Regulations 2004 (COSHH)

Control of Noise at Work Regulations 2005

Workplace (Health, Safety and Welfare) Regulations 1992

Personal Protective Equipment at Work (PPE) Regulations 1992

Manual Handling Operations Regulations 1997

Health and Safety (Display Screen Equipment) Regulations 1992

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Supply of Machinery (Safety) Regulations 1993

Pressure Systems and Transportable Gas Containers Regulations 1998

Pressure Systems Safety Regulations 2000

Notification of Cooling Towers and Evaporative Condensers Regulations 1992

Occupiers' Liability Acts 1957 and 1984

Employers' Liability (Compulsory Insurance) Act 1969

The Environmental Protection Act 1990

Safety Representatives and Safety Committee Regulations 1977 (SRSC)

Control of Asbestos Regulations 2006

Chemical Hazard Information and Packaging Regulations (CHIP) 3

Ionising Radiation Regulations 1999

Lifting operations and lifting Equipment regulations 1998 (LOLER)

Working at Height Regulations 2005

YOUNG PERSONS

In Health and Safety law:

- A **young person** is anyone under 18 years old.
- A **child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the Minimum School Leaving Age (MSLA)).

Trust is committed to ensuring the safety while at work of all Young Persons. It aims to do this by:

- a) Providing a safe working environment which, as far as is reasonably practicable, reduces the personal risks to the young person/child
- b) Implementing a proactive approach to risk assessment to identify where risks need to be controlled
- c) Providing guidance to Managers and supervising staff on implementing adequate control measures
- d) Ensuring no young person is involved in activities where a significant risk of harm exists
- e) Ensuring each young person receives sufficient information, instruction and supervision to enable them to work safely

Young persons will not be employed in activities, where a significant risk to their health and safety is identified. Following assessments, young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely. See the Health and Safety department intranet site for risk assessment template for Young Persons.

HEALTH AND SAFETY POLICY

Health and Safety Key Performance Indicators

Key performance indicators show improvements in the management of Health and Safety risks and/or provide an early warning of risk are used at all levels of the organisation, including the Board of Directors, and the efficacy and usefulness of the indicators is reviewed regularly.

The performance indicators enable the Trust to measure its Health and Safety performance against set objectives and to utilise them to measure and monitor trends and identify actions required.

The Trust must take into consideration the performance indicators already identified in the Controls Assurance Standards.

Proactive

- % of Trust Health and Safety policies reviewed within target time
- % of departmental/wards with nominated safety representatives
- % attendance of members at Health and Safety Group meetings
- % of nominated risk assessors having received training
- % of risk assessments completed
- % of actions identified in risk assessments completed in the target time period
- Number of risks escalated to Trust risk register
- % of staff identified as having attended Health and Safety related courses

Reactive

- Number of incident reported according to category (staff/patient and public and type)
- Number of HSE contacts per annum (RIDDOR and inspection visits)

Monitoring Matrix

Minimum policy requirements to be monitored	Process for monitoring e.g. audit	Responsible Individual/ Committee/Group	Frequency	Responsible Individual/ Committee/Group for review of results	Responsible Individual/ Committee/Group for development of the action plan	Responsible Individual/ Committee/Group for monitoring of the action plan
How the Trust risk assesses Health and Safety	Every department completes all appropriate health and safety risk assessments. H&S Quarterly Checks with policy and risk assessment compliance procedure	Health and Safety Group (HSG)	Annual inspection reviews. HSG quarterly	Head of H&S HSG quarterly	Head of H&S HSG quarterly	Head of H&S HSG quarterly
How action plans are developed as a result of risk assessments	Every department manager is responsible for completing an action plan following the risk assessment process (where applicable) H&S Compliance Process	Health and Safety Group (HSG)	Annual inspection reviews. HSG quarterly	Department Managers	Department Managers	Department Managers

How action plans are followed up	All action plans (where applicable) are managed by department managers. H&S Compliance Process	Health and Safety Group (HSG)	Annual inspection reviews.. HSG quarterly	Department Managers	Department Managers	Department Managers
How the Trust manages the incident reporting system	All H&S incidents are monitored by Head of H&S via the Datix system	Health and Safety Group (HSG)	Trends or HSG quarterly	Department Managers	Department Managers	Department Managers