

TRUST POLICY FOR HEALTH AND SAFETY

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	1.1	May 2022	Health & Safety Team	Policy Review
Intended Recipients: All Trust Staff				
<p>Training and Dissemination: Staff will receive Local Induction training following completion of the Corporate induction programme; the local induction will include identification of specific training needs.</p> <p>The policy will be available on the intranet site and in the Health and Safety Management Folders to aid circulation to all personnel.</p>				
To be read in conjunction with: Specific health and safety policies, safety management standards and guidance.				
In consultation with and Date: Strategic Health safety and Wellbeing Group				
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Contact for Review			Health & Safety Team	
Executive Lead Signature			Executive Chief People Officer	
Approving Executive Signature			Chief Executive	

Chief Executive's Health & Safety Policy Statement of Intent

The Board and I are committed to ensuring the health, safety and welfare of all staff, patients, contractors, and members of the public who may be affected by the undertakings of the Trust activities. We will ensure the provision of appropriate resources, including staff, finance, and equipment in a timely manner wherever reasonably practicable to enable to conduct activities in accordance with statutory requirements.

The organisation and arrangements are set up to achieve the objective of meeting my obligations and my statutory duty to comply with the Health and Safety at Work etc. Act 1974 and all associated regulations as set out in detail in the Health and Safety Policy.

All members of staff have a responsibility to abide by all policies and procedures provided by the Trust and have an equal responsibility with management for maintaining safe working practices for health and safety of themselves and others.

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.

We will seek to embrace best practice from the wider healthcare community and will pro-actively seek out innovative and dynamic initiatives that will assist the Trust in achieving the highest levels of safety performance and delivering the highest standards of clinical care, reviewing, and amending our policies and procedures on a continuous basis.

It will not be acceptable for any hazard, risk, or safety incident to be ignored by any member of staff, or contractor, and we will ensure that systems and processes exist to identify and mitigate risk as far as is reasonably practicable as well as for reporting, investigating and learning from incidents when they do occur.

In delivering these aims, the Board expects and requires all staff and contractors to always conduct themselves in a safe manner and to engage with the Board in any and all safety initiatives that it identifies and implements in order to deliver continual safety improvement.

Stephen Posey Chief Executive

Contents

Chief Executive’s.....	1
Health & Safety Policy Statement of Intent.....	2
1. Introduction.....	4
2. Purpose and Outcomes.....	4
3. Definitions Used.....	4
4. Key Responsibilities/Duties.....	4
5. Organisation – Health and Safety Management System.....	15
5.1 Health and Safety Management Structure.....	15
5.2 Policy development.....	15
5.3 Cooperation, consultation and communication.....	16
5.4 Planning and prioritising.....	16
5.5 Measuring health and safety performance.....	16
5.6 Auditing/inspecting health and safety performance.....	17
5.7 Reviewing health and safety performance.....	17
5.8 General Arrangements.....	17
5.8.1 Accidents and Incidents.....	17
5.8.2 Asbestos management (for premises built before 2000).....	18
5.8.3 Control of contractors.....	18
5.8.4 Control of Substances Hazardous to Health (COSHH).....	20
5.8.5 Display screen equipment (DSE).....	20
5.8.6 Emergency planning and business continuity.....	21
5.8.7 Fire and evacuation procedures.....	21
5.8.8 First aid.....	21
5.8.9 Legionella (water safety).....	22
5.8.10 Manual handling.....	22
5.8.11 Occupational health and work related stress.....	23
5.8.12 Premises, plant and equipment – maintenance, servicing and inspection.....	23
5.8.13 Risk assessment.....	23
5.8.14 Slips and trips.....	24
5.8.15 Training.....	23
5.8.16 Vehicle movements on site.....	23
5.8.17 Violence and aggression/lone working.....	23
5.8.18 Work at heights.....	24
6. Monitoring Compliance and Effectiveness.....	24
7. References.....	25

TRUST POLICY FOR HEALTH AND SAFETY

1. Introduction

The University Hospitals of Derby and Burton NHS Foundation Trust (referred to as the Trust) Chief Executive and Board of Directors are ultimately responsible for compliance with the Health and Safety at Work etc. Act 1974 and associated regulations. The Health and Safety Executive (HSE) are responsible for enforcing the legislation relevant to the working environment.

2. Purpose and Outcomes

This document sets out the Trust's policy on health and safety. This policy will be supported by other policies, procedures, health and safety management standards, and guidance documents which will serve as a practical guide to the implementation of this policy.

3. Definitions Used

ACM	Asbestos Containing Material
CDM	Construction, Design and Management
COSHH	Control of Substances Hazardous to Health
DMT	Divisional Management Team
DSE	Display Screen Equipment
HSE	Health and Safety Executive
MET	Management Executive Team
RIDDOR	Reporting of Incidents, Diseases and Dangerous Occurrences
SFS	Skanska Facilities Services
V&A	Violence & Aggression

4. Key Responsibilities/Duties

Legal duties are set out for both the employer and employees in accordance with the Health and Safety at Work Act and associated regulations.

Employer's duties

As an employer the Trust has duties under health and safety legislation to ensure the health, safety and welfare of its employees and others. This means that:

- All our premises must be safe
- Our equipment and methods of work must be safe
- We must have the right equipment for the job
- We must use substances safely
- We must handle, store and transport goods safely
- We must provide suitable information, instruction, and training
- We must provide suitable personal protective equipment (PPE)
- We must have adequate welfare facilities; and

- We design and carry out operations safely.

The Trust is also required to assess risks in the workplace. The risk assessment process involves identifying hazards, evaluating the risks arising from those hazards and ensuring that appropriate controls are in place to minimise the risk as far as reasonably practicable. Managers must undertake risk assessments for existing work and practices and must ensure that assessments are carried out before introducing any new methods of work. Staff must be made aware of any assessments that affect them and have access to the information.

We have numerous other specific duties; however, the overriding message is that work activities and the workplace must be safe.

Employee's duties

As employees we all have duties; these are:

- To take reasonable care of ourselves
- Not put our colleagues or others at risk
- Co-operate with our employer on health and safety matters
- Follow/adhere to safe working procedures - including using any safety equipment or personal protective equipment provided
- Not to interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on the wall, etc.); and
- Inform employer of any health and safety issues.

The Chief Executive, Executive Directors, and other Senior Managers

In addition to having the same general duties as all other employees, the Trust's senior managers have additional duties to ensure that, as policy makers and managers, they do not neglect health and safety, set an example, and encourage a positive health and safety culture within the organisation.

Responsibilities - Introduction

The Trust is a large organisation with a complex structure; consequently, any attempt to document all individual responsibilities in detail would tend to be both overly bureaucratic and out of date almost immediately.

For the purposes of health and safety, responsibilities have been grouped into logical levels namely:

- The Trust (employer's duties)
- Chief Executive, and 'nominated' Director
- Executive and Divisional Directors
- Heads of Trust wide Service/General Managers
- Governance Leads/Divisional Health & Safety Lead
- Departmental Managers/Supervisors
- Safety Links
- All employees

Regardless of job title, the overriding principle is that work activities and the workplace should be safe, and managers/supervisors must take responsibility for any people, premises, plant or processes under their control. In addition, divisions must ensure that clear lines of responsibility and communication are in place as part of their overall health and safety management systems.

The Trust (Employer's duties)

As an employer the Trust, as a corporate body, has the employer's responsibilities outlined on the previous page; that is to ensure the health, safety and welfare of its employees and others who might be affected by its activities. If it neglects those duties, it could face prosecution, enforcement action by the Health and Safety Executive or, if anyone is injured, civil claims for negligence.

The Trust acts through the collective decisions of both the Executive and Non-executive Directors and those decisions may affect the overall safety management of the Trust and hence be relevant in any legal proceedings taken against it; however, it should be noted that non-executive directors are not employees but elected and as such have no personal duties under health and safety at work legislation. Consequently, they would not usually have personal liability for the decisions they take.

However, non-executive directors have an important role in championing, and showing their commitment to, health and safety; to that end the health and safety policy statement is signed by the Trust's Chief Executive.

Chief Executive

Overall responsibility for health and safety and this policy rests with the Chief Executive. More specifically, the Chief Executive is responsible for:

- Approving the health and safety policy statement
- Establishing trust wide health and safety objectives
- Ensuring that the Trust has the necessary resources to successfully implement the policy and achieve the objectives
- Promoting a positive health and safety culture and leading by example
- Ensuring that there is effective health and safety communication
- Monitoring and reviewing the Trust's health and safety performance

To ensure that the Trust Board is kept informed of and alert to relevant health and safety issues, a 'Nominated Director', is charged with ensuring that health and safety risk management systems are in place and remain effective. The Nominated Director, Executive Chief People Officer has been designated the Trust's health and safety champion. In addition to their general health and safety duties, the Nominated Director is responsible for:

- Co-ordinating the Trust's health and safety objectives
- Chairing the strategic health safety and wellbeing Group
- Reporting on health and safety performance to the Trust Board and other interested parties

Executive Directors and Divisional Directors

Within each Trust wide service and division, the director supported by the senior management team has overall responsibility for health and safety and implementing the Trust's health and safety policy.

More specifically, they are responsible for:

- Developing detailed health and safety plans to achieve the Trust's objectives
- Developing division health and safety objectives - based on legal requirements, risk assessment, auditing and Trust wide objectives
- Ensuring that adequate resources are allocated to meet health and safety obligations
- Ensuring that health and safety is embedded into all division activities and that effective health and safety management systems are in place
- Ensuring that health and safety requirements, reporting lines and monitoring arrangements are built into any partnership working

- Promoting a positive health and safety culture and leading by example
- Ensuring that there is effective health and safety communication and consultation with staff and their representatives
- Monitoring and reviewing the division's health and safety performance against Trust and division objectives/targets
- Providing the nominated director with performance information as required

Note: Executive Directors and Senior Managers must retain ownership of all health and safety issues within their control; whilst tasks can be delegated to competent staff, responsibilities cannot be.

The Trust has developed a Health and Safety Policy and a common set of 'core arrangements' that apply across the Trust. This is not to detract from divisional responsibilities; Executive Directors must ensure that suitable management systems are in place across their divisions and that risk assessments and working procedures are kept up to date, monitored and reviewed.

To ensure that Senior Managers are kept informed of and alert to relevant health and safety issues, each division will appoint from their Senior Management Team a 'Lead Officer' for health and safety. The role of this Lead Officer is to champion health and safety across the division and attend local health and safety groups and other agreed forums.

In addition to their general health and safety duties, the Lead Officers are responsible for:

- Co-ordinating division's health and safety activities
- Chairing local health and safety consultative groups
- Reporting on health and safety performance to senior managers and other interested parties

Heads of Trust wide Service/General Managers

Heads of Trust wide Service/General Managers are responsible for health and safety matters within their areas of control.

More specifically, they are responsible for:

- Implementing the Trusts and divisions health and safety policies and procedures
- Ensuring that adequate resources are allocated to meet health and safety obligations

- Ensuring that health and safety is embedded into all activities and that effective health and safety management systems are in place for both normal and emergency situations
- Ensuring that their managers have suitable risk assessments and controls in place to minimise risk and to prevent accidents and cases of work-related ill health.
- Ensuring that appropriate health and safety requirements and monitoring arrangements are included in all work carried out by contractors or in conjunction with partner organisations
- Promoting a positive health and safety culture and leading by example
- Ensuring that there is effective health and safety communication and consultation with staff
- Ensuring that employees have appropriate information, instruction, and supervision to enable them to do their work safely
- Ensuring all employees are competent and are given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensuring employees are aware of their responsibilities and that staff with specific health and safety roles clearly understand them
- Ensuring that safe plant and equipment is provided, maintained, and used correctly and that substances are handled and used safely
- Monitoring health and safety performance against Trust and division objectives/targets
- Ensuring that their managers report and investigate accidents, incidents and near misses
- Informing Senior Management Teams about any health and safety problems/concerns as appropriate
- Seeking professional advice as necessary
- Providing the Lead Officer and/or Nominated Director with performance information as required

Note: General Managers must retain ownership of all health and safety issues within their control; whilst tasks can be delegated to competent staff, responsibilities cannot be.

Divisional Governance Lead/Divisional Health & Safety Lead

The link between the heads of the service and SHSWG:

- Ensure there is a format within the Division for colleagues to report health and safety matters
- Ensure datix forms are reviewed and issues and trends are reported through to the main Trust safety committee (SHSWG)

- Take any issues raised at SHSWG back to the Division for review and action.

Departmental Managers/Supervisors

At all levels, managers must accept accident prevention, health, safety, and welfare as part of their responsibilities.

More specifically, Departmental Managers/Supervisors should:

- Ensure Departmental Safety Link is in place and competent
- Allow Safety Link time to attend training and H&S updates
- Allow Safety Link 1 half day every month for H&S tasks
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health
- Regularly monitor and review working methods and inspect workplaces to ensure that controls remain effective and safe working procedures are being implemented
- Ensure that adequate resources are allocated to meet health and safety obligations
- Provide information, instruction, and supervision for employees to enable them to do their work safely
- Ensure all employees are competent and are given adequate training, especially for new or changed procedures, to undertake their tasks
- Ensure employees are aware of their responsibilities - wherever practicable these should be included in Job Descriptions/Person Specifications. In addition, staff with specific health and safety roles must clearly understand them - and these must be included in Job Descriptions/Person Specifications
- Ensure that staff are made aware of health and safety issues (including control measures) and consulted on issues that affect them
- Provide and maintain safe plant and equipment and ensure that substances are handled and used safely
- Ensure that appropriate safety equipment and personal protective equipment (PPE) is provided and used
- Ensure that health and safety is regularly discussed at staff meetings and staff appraisals
- Ensure employees report accidents and incidents.
- Ensure that accidents and incidents are recorded, reported, and investigated in accordance with internal procedures and RIDDOR
- Respond to any safety concerns raised by staff, trade union colleagues, or service users in an appropriate timescale
- Notify their line manager(s) of health and safety problems/concerns as appropriate
- Demonstrate commitment to health and safety by setting a good example

- Seek professional advice as necessary

Departmental Safety Link

Will assist the Department/Ward Manager manage health and safety issues within their area by:

- Attending safety link training and updates
- Overseeing the use of the Safety Management Folder and keep up to date
- Assisting Manager with inspections, risk assessments and general health and safety queries
- Being the direct liaison between colleagues and Health & Safety Team

All employees

As employees we all have duties; these are:

- To take reasonable care of ourselves and others - this includes having a tidy and safe work area, and maintaining reasonable standards of personal hygiene
- Not put our colleagues or others at risk
- Co-operate with our employer on health and safety matters
- Follow/adhere to policies and safe working procedures - including using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions given regarding safe working
- Not to interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on the wall, etc.); and
- Inform our employer about any health and safety problems or loss/damage to safety equipment

In addition, we should

- Report any accident, incident, or near miss to our manager immediately
- Not carry out any work unless we are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

Specific responsibilities

The Health and Safety Team

Without detracting from the primary responsibility of managers and supervisors for safe conditions of work, the health and safety team and other competent persons have been appointed to support the Trust in meeting its health and safety obligations.

The health and safety team co-ordinate health and safety matters, carry out audits, undertake (or advise on) training and provide an advisory service across the Trust. The team will work closely with divisions, professional colleagues within those divisions, and trade union representatives on health, safety, and welfare matters.

In addition to the above, the team:

- Maintain the Trust's health and safety management systems
- Develop, and assist divisions with, health and safety policies, procedures, guidance, and strategies
- Monitor the implementation of the health and safety policy and management systems
- Review health and safety performance and produce the Annual Health and Safety Report and Strategy.
- Assist in the investigation of accidents and incidents
- Assist divisions in monitoring the health and safety performance of contractors on site
- Monitor health and safety aspects of partnership working
- Support and advise safety committees and the Board, and report to management executive team as necessary
- Are authorised to stop any work where there is a serious or imminent danger

Contact details, policies, guidance, and resources are available on the Trust intranet sites. Divisions should make staff aware of any documents that have a direct impact on their health and safety and may need to provide copies to staff without intranet access; however, any document printed or distributed by other means should be considered uncontrolled.

Competent Persons

The following persons are appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 as 'competent persons' to assist the Trust in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions:

- Head of Health & Safety/ Manager
- Head of Occupational Health
- Nominated Officer for Fire (NOF)
- Responsible Person for the Management of Asbestos
- Responsible Person for the Management of Legionella
- Lead Back Care Advisor
- Laser Safety Advisor
- Radiation Protection Advisor
- Security Manager

- Violence Prevention and Reduction Lead

Appointed Persons

Over and above the general duties and responsibilities outlined above, Managers must identify individuals with specific/specialist health and safety roles and ensure that these roles are suitably publicised, including:

- Fire Wardens
- First Aiders
- Manual Handling Key Trainers/ Manual Handling Champions
- Radiation Protection Supervisors
- Respiratory Equipment Fit Testers
- Risk Assessors
- Divisional Lead Officer

Note: Managers must retain ownership of all health and safety issues within their control, they must also ensure that anyone assigned specific/specialist roles is competent to undertake them.

Strategic Health, Safety and Wellbeing Group (SHSWG) *(see terms of reference)*

The Trust has a legal duty to establish safety committees and consult employees on matters of Health and Safety. The SHSWG, chaired by the 'Nominated' Director, Executive Chief People Officer, takes a strategic overview of health and safety issues affecting the Trust; it is also charged with ensuring best practice in health and safety across the Trust.

The SHSWG reports to the People and Culture Improvement Group and is charged with ensuring health and safety arrangements are managed effectively.

To ensure that health and safety is considered at the very highest level, the Group chair has direct input into the Management Executive Team. If appropriate, issues such as new and revised policies can also be considered by the Trust Board

Each division/business unit has established Risk Groups. To ensure appropriate influence, the Lead Officers for health and safety should attend their Trust wide/Divisional Risk Group. The Lead Officer should be a member of the Senior Management Team and represent their area at the Strategic Health, Safety and Wellbeing Group.

Note: Divisional risk groups are established as a means of consultation it is not their role to decide policy, allocate or prioritise work. In this respect they should not detract from managers' primary duty to manage health and safety.

Accredited Safety Representatives (Trade Union)

The Trust and divisions have a duty to consult Safety Representatives on any changes to working practices that will affect the health and safety of employees.

In addition, safety representatives have several important functions; they can:

- Investigate potential hazards and dangerous occurrences in the workplace
- Examine the causes of accidents
- Investigate employee complaints relating to health, safety, or welfare
- Make representations on behalf of employees
- Carry out inspections of the workplace
- Represent employees if the authority is inspected by the Health and Safety Executive (HSE)

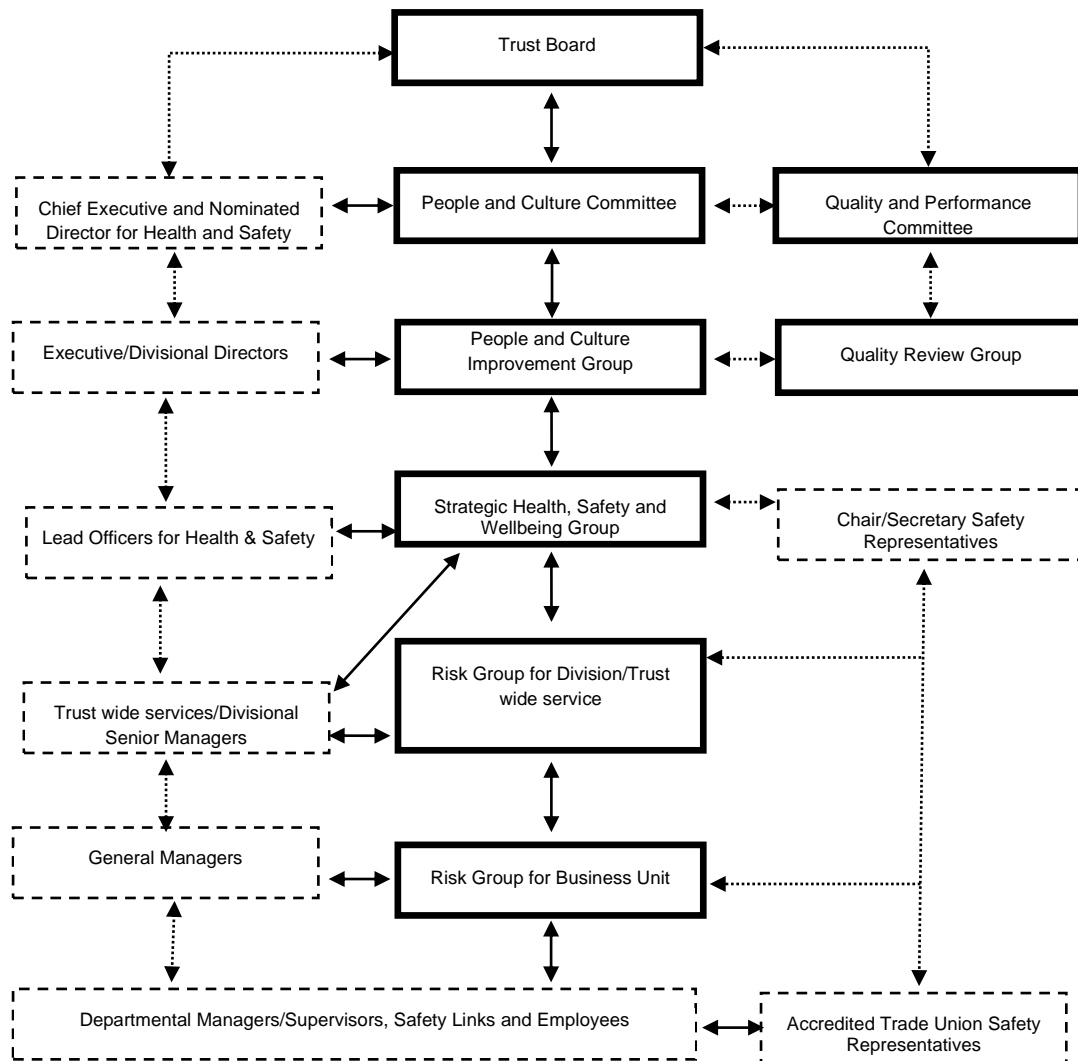
Safety representatives will be appropriately trained and are encouraged/will be supported to act as safety champions in the workplace.

Further advice can be obtained from your Trade Union.

5. Organisation – Health and Safety Management System

This section of the policy explains the Trust’s health and safety management system.

5.1 Health and Safety Management Structure



5.2 Policy development

We will keep our health and safety policy and management system (including standards and guidance) under regular review to ensure they remain current and effective.

When developing policies and other health and safety standards and guidance, we will have due regard to equality issues and risk assessment guidelines will ask

managers to consider any additional issues raised by a person's requirements under the Equalities Act.

All policies, procedures, standards and guidance, and revisions to them will, if appropriate, be authorised by the Chief Executive or, appropriate Director.

Documentation will be dated to help ensure effective document control and outdated documents will be removed from general circulation.

5.3 Cooperation, consultation, and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures, and risk assessments.

Our policies, procedures and assessments will be made available to staff via the intranet and/or via printed copies. Staff will be made aware of any policy/assessment appropriate to their post.

Additional guidance is available on the Trust intranet site.

5.4 Planning and prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including health and safety plans are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk as far as is reasonably practicable and to prevent accidents and cases of work-related ill health.

5.5 Measuring health and safety performance

We will undertake a range of **active** and **reactive** monitoring of our health and safety performance.

Active monitoring – will include regular inspections of the workplace/self-auditing by the managers to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by senior management teams and our health and safety committees/the Board to ensure appropriate remedial action is taken to help prevent recurrence.

5.6 Auditing/inspecting health and safety performance

As part of our active monitoring, we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plans. In addition, regular audits of our health and safety management systems will also be carried out by the health and safety team on a prioritised basis.

5.7 Reviewing health and safety performance

Our health and safety performance, including progress on our health and safety plans and targets, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated by the Board and health and safety committees as appropriate.

5.8 General Arrangements

The general arrangements outlined below along with supporting policies, health and safety management standards, and guidance published by the health and safety team all constitute part of the Trust's safety management system and must be followed by all staff.

In some instances, general arrangements may need to be adapted to suit local needs; however, this should only be with the agreement of divisional senior management teams/General Managers, as appropriate, and in any case should not lead to a reduction in the overall standard of health and safety protection.

5.8.1 Accidents and Incidents

- All staff are made aware of the need to report and record accidents and incidents as part of their induction.
- Accidents and injuries subject to RIDDOR (i.e., fatality, major injury, over-seven-day injury, hospitalised public, and specified diseases/dangerous occurrences) will be reported to the Health and Safety Executive without delay.
- Other, non-RIDDOR, incidents will also be recorded locally.
- Following any incident, an IR1 report form on Datix will be completed.
- All incidents will receive an appropriate level of investigation by line managers in accordance with our incident reporting and investigation procedures.
- The level of investigation and support input will be in accordance with our "Incident Investigation Responsibilities" matrix.
- Incidents will be monitored and reported to the Board and health and safety committees to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what are reportable under RIDDOR, along with support in investigating serious incidents is available from the health and safety team if required.

5.8.2 Asbestos management (for premises built before 2000)

- For all our buildings built before 2000, an asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The surveys/registers are reviewed regularly to ensure that it has been kept up to date (e.g., when ACMs have been removed).
- Risk assessments have been carried out and asbestos management plans have been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos registers are updated, and evidence of air testing is kept showing that the area was safe for reoccupation.
- Site managers and/or estates/facilities staff manage any ACMs on the premises they occupy or have responsibility for; these staff will have asbestos awareness training. Other staff who deal with ACMs or who may accidentally encounter them will also receive information/training as appropriate.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via site managers/Property Services/facilities staff, as appropriate.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g., extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and arrange for further air tests after cleaning to prove the area is safe for reoccupation.

5.8.3 Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health and safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health and safety.
- Where work is commissioned via Skanska facilities services (SFS), they will undertake health and safety checks on the contractors and monitor their performance, including supervision arrangements, on site.

- Where work is commissioned via other routes, we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, risk assessments, method statements (RAMS) and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500 person days of construction work, we will ensure that a CDM coordinator is appointed to advise us on health and safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. We will carry out our own risk assessment based on the information provided.
- High risk activities (e.g., hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractor must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

5.8.4 Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products.
- All hazardous substances used will have a COSHH assessment undertaken before they are brought into use.
- Managers should ensure that an audit is carried out and an inventory kept ensuring that all hazardous substances used in their department/area have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- When sharps are used at work, safer sharps will be used so far as is reasonably practicable.
- Needles must not be recapped unless risk assessment has identified risks of not recapping are greater than recapping.
- If recapping is assessed as necessary the risk of injury will be controlled by use of a suitable appliance, tool, or other equipment.
- Clearly marked and secure containers are placed close to where sharps are used, and sharps disposed of safely.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Recording, Assessment & control will be carried out using SyPOL System.

5.8.5 Display screen equipment (DSE)

- A DSE assessment will be carried out by all staff who use DSE (such as desktop computers and laptops), using the DSE self-assessment checklist.
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

5.8.6 Emergency planning and business continuity

- We will develop Emergency and Business Continuity plans.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up to date.

5.8.7 Fire and evacuation procedures

- We will ensure that a fire risk assessment is carried out by a suitably trained competent person on all premises we occupy.
- The assessments will be formally reviewed by a competent person; annual reviews will also be carried out by the premises occupier.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments
- There will be weekly tests of fire alarm systems and all firefighting equipment will be checked annually by a competent person
- Fire Evacuation Plans will be produced, and appropriate staff will be appointed and suitably briefed to act as fire wardens if required
- Personal emergency evacuation plans will be carried out for any staff or other person requiring one due to disability or ill health.
- Where appropriate, suitable signs will be prominently displayed around our premises giving details of fire wardens and local fire procedures.
- Fire safety drills will take place at least once per year.
- All staff will be made aware of fire safety issues, and new staff will be briefed when they join the Trust and briefed on evacuation procedures as appropriate.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

5.8.8 First aid

- We will complete risk assessments to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- First aid provision will consider staff, visitors, patients, and others who use our premises/facilities.
- First aiders will be appropriately trained, and first aid boxes will be kept appropriately stocked.
- Appropriate signs will be prominently displayed around our premises giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

5.8.9 Legionella (water safety)

- Where required, Legionella risk assessments will be carried out by competent, suitably qualified contractors for all premises we occupy. Assessments will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- Written schemes to manage the risk from Legionella will be produced that include the following controls (detail of who undertakes the work to be confirmed locally):
 - Weekly flushing of sporadically used water outlets.
 - Monthly water temperature checks.
 - Quarterly de-scaling of shower heads.
 - Annual water sampling (or more frequent if required by risk assessment).
 - Annual service of any thermostatic mixer valves fitted to control scald risk.
- Appropriate staff will receive awareness training.

5.8.10 Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All appropriate staff will receive manual handling awareness training.

- Staff who are required to undertake hazardous manual handling tasks will receive specialist training.
- Staff involved in moving and handling of patients will receive specialist training.

5.8.11 Occupational health and work-related stress

- All staff have access to the Trust's Employment Assistance Programme and in-house occupational health team who can provide guidance and information to employees and managers on all occupational health issues.
- Staff can be referred to occupational health to help put in place adjustments to support them at work or to help them back to work following periods of absence.
- Support to staff includes support following sudden injury at work and following long-term exposure to hazards/working conditions (e.g., repetitive strain injury or stress).
- Managers will cooperate with occupational health initiatives to help reduce the incidence of occupational ill-health, and initiatives to help staff back to work following periods of absence.

5.8.12 Premises, plant, and equipment – maintenance, servicing, and inspection

- All our plant and equipment are inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Other plant and equipment will be inspected and maintained in accordance with our risk assessments.
- Only competent persons/contractors (e.g., Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded, and inspection certificates retained.
- Each division will establish formal defect reporting procedures for staff to report defects with premises, plant or equipment and must ensure that systems are in place to rectify faults promptly.

5.8.13 Risk assessment

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk as far as is reasonably practicable.
- Line managers will ensure that risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- When undertaking risk assessments, line managers will look at any specific risks to young persons (under 18s at work or on work experience),

and/or new and expectant mothers, and ensure they are adequately controlled.

- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents.

5.8.14 Slips and trips

- Risk assessments will be carried out to help prevent slips and trips in the premises we occupy, these will include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They will also include an assessment of floor surfacing in high-risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping must be practiced by all staff and designated walkways must be kept free of obstacles (e.g. trailing wires).

5.8.15 Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health and safety training/instruction to undertake their role safely and carry out duties assigned to them.
- All staff will receive appropriate health and safety information when they first start work for the Trust.
- Key staff will receive appropriate mandatory training to help them manage health and safety and essential to role training as determined by regular training needs analysis.

5.8.16 Vehicle movements on site

- We will carry out risk assessments of vehicle movements on our sites and the vehicle/pedestrian interface. Assessments will also cover maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to sites.
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 10mph or less, will be displayed on our sites. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
- Designated parking bays will be established on sites.

5.8.17 Violence and aggression/lone working

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.

- Posters will be prominently displayed in the entrances/receptions to our buildings stating that we will not tolerate violence and aggression towards colleagues, and that we will follow up with appropriate civil or criminal action where possible.
- New employees will be made aware of any relevant lone working arrangements when they join the trust.
- All Staff that are front facing will receive training in de-escalation, and where appropriate (according to roles) further training in conflict resolution, breakaway & restraint.
- All incidents of violence and aggression to staff will be reported and investigated by immediate line managers, and Violence Prevention & Reduction Lead so that suitable controls can be put in place to minimise the risk of recurrence. Support will be offered to all victims of Violence or aggression via the health, safety, and wellbeing teams. Where appropriate, incidents will be reported to the police and security called if required.
- Action will be taken against perpetrators such as warning notices, banning notices and withdrawal of treatment notices (where repeat offences are committed)
- Where possible support to victims to claim from the Criminal Injuries Compensation Authority will be pursued. (CICA)

5.8.18 Work at heights

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

6. Monitoring Compliance and Effectiveness

The key requirements will be monitored in a composite report presented on the Trusts Monitoring Report Template:

Monitoring Requirement:	The law requires employers to monitor and review arrangements for managing health and safety risks. Each year a health and safety report will be produced.
Monitoring Method:	Audit, incident analysis, file review, review of training records held in the Trust Learning Management System
Report Prepared by:	Health and Safety Team
Monitoring Report presented to:	Strategic Health, Safety and Wellbeing Group
Frequency of Report	Annually

7. References

Source of data	Date of publication/issue	Detail of requirement
http://www.legislation.gov.uk/ukpga/1974/37 Health and Safety at Work etc. Act 1974	1974	
http://www.legislation.gov.uk/uksi/2013/1471/contents/made The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	2013	
http://www.legislation.gov.uk/uksi/1999/3242/contents/made The Management of Health and Safety at Work Regulations 1999	1999	