Torbay and South Devon **NHS**
NHS Foundation Trust

HEALTH AND SAFETY POLICY

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Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Approved	14/03/2017	Update on Senior Management responsibilities	Lesley Darke

Please note:

If you require a copy of this policy in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

CONTENTS

HEALTH AND SAFETY POLICY STATEMENT

Torbay and South Devon NHS Foundation Trust is committed to achieving high standards of health and safety through the provision of healthy working environments, safe working practices and safe people working therein. The Trust is fully aware of its legal obligations but also recognizes the spirit in which they are intended and will strive to better these basic requirements.

The Trust Board have a collective role in providing health and safety leadership and expects each director to accept and embrace their individual role to achieve this as well as ensuring that strategic deliverables are met in respect of staff health and the safety, patients and visitors alike. The Board members will keep themselves informed and alert to health and safety risk management issues. The Board appoints the Director of the Estate and Commercial Development to co-ordinate matters of staff health and safety.

The Trust, through its managers, will ensure that risks are reduced by ensuring staff have the right skills and competencies for the job, are appropriately supervised and have access to educational programs that allow all staff to understand their responsibility in the provision of safe systems of work and safe working environments.

The successful implementation of this policy recognises that all staff, patients and visitors have a role to play. Through consultation we will listen to and act upon concerns and develop policies or procedures to enhance healthy working environments and reduce risks. Adequate facilities and arrangements will be provided to enable employees and their representative's timely consultation to raise matters of a health and safety nature.

Where Trust staff work on another organisations' premises they must comply with the health and safety arrangements for those organisations, and vice versa.

The above statements do not detract from the individual's responsibility as an employee, or the basic requirement to ensure that we take reasonable care for our own health and safety, and that of other persons who may be affected by our individual acts of commissions or omissions, or by the way we undertake our business.

Trust management will regularly review and develop the Health and Safety Policy in consultation with the Health and Safety Committee and to this end this policy outlines the organisational arrangements for securing health and safety through its managers and policies.

This Statement of Intent is produced in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974 and shall be brought to the attention of all employees.

Signed _Mairead M. Alinden_   Signed _Darke_

Mairead McAlinden   Lesley Darke
Chief Executive   Director Responsible for Health & Safety

1. Introduction

The Trust Board is committed, so far as is reasonably practicable, to provide a safe place of work and a healthy environment for all employers, visitors, volunteers and contractors and those affected by or involved in the Trusts' activities. To enable this, the Trust recognises there is a need for the following commitments to be undertaken by the Trust:

- The Trust will integrate health and safety into every facet of the organisations

- The Trust will set health and safety objectives and bring them to the attention of employees

- The Trust will ensure that the health and safety and any related objectives and strategy are understood and implemented throughout the Trust

- The Trust will provide adequate resources for the policy implementation based on risk levels and control requirements

- The Trust will conduct risk assessments as a means of establishing control requirements

- The Trust will demonstrate employee involvement in consultation regarding Health and Safety matters in general through the Health and Safety Forums and Committee, and Union Representation and trained risk assessors

- The Trust will continuously strive for high levels of health and safety performance beyond minimal compliance with legal requirements

- The Trust will demonstrate a commitment to continuous improvement through effective planning, organisation, control, monitoring and auditing for health and safety

- The Trust will provide an effective health and safety system to include Planning, Organisation, Control, Monitoring and Review

2. Purpose

This document outlines the main responsibilities for achieving the Trust commitment to health and safety. All working areas of the Trust are covered by this document, all employees and workers employed or contracted to work for the Trust are responsible for following the requirements set out here and its associated documents. Each Department may choose to have their own separate local policies/procedures consistent with their risk profile but where there is a conflict between those local arrangements and this policy, the requirements of this policy will prevail.

3. Roles and Responsibilities

Responsibilities for health and safety lie with every employee, these responsibilities are proportional to the authority held by individual employees.

3.1 Chief Executive

The Chief Executive is ultimately responsible for the compliance with the Health and Safety at Work Etc. Act 1974 and other relevant legislation. It is the duty of the Chief Executive, so far as reasonably practicable to:

- Ensure that a suitable and sufficient assessment is made of the risks to the health and safety of his/her employees from which they are exposed to at work; and the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by him/her or his/her undertaking

- Set priorities against identified risks and the allocation of resources to eliminate or suitably control the risk

- Review all significant Trust reports on health and safety

- Ensure there are suitable systems and policies in place to effectively manage health and safety

3.2 The Director of the Estate and Commercial Development

The Director of the Estate and Commercial Development is the named Director with responsibility for health and safety and is responsible for:

- Keeping the Chief Executive and the Executive Directors Group informed of progress made in Health and Safety

- Ensuring that regular monthly reports are presented to the Trust Board

- Ensuring the Health and Safety Committee fulfils its aims and objectives

- Ensuring that health and safety is part of all Trusts managers overall performance requirements

- Maintaining a framework for consultation with employees on health and safety matters

3.3 Executive Directors Senior Managers including Associate Directors of Nursing, Divisional General Managers and Clinical Directors

Executive Directors Senior Managers are responsible for the safety of their staff and the activities in their charge. They are expected to promote a high degree of health and safety awareness amongst all their personnel; this includes the following key responsibilities:

- Clarifying roles and responsibilities of their managers with respect to health and safety

- Setting corporate and personal objectives to improve health and safety standards

- Planning allocating resources to improve health and safety standards

- Promoting health and safety management as an integral management function

- Receiving reports from the Health and Safety Executive or other agencies inspectors, and ensuring action is taken

- Ensuring there is a means to measure health and safety performance and adopting it accordingly i.e. Key Performance Indicators (KPI's)

- Ensuring that Health and Safety is formally discussed at business unit management team meetings as part of the agenda. Details of expectations of health and safety agenda items and discussions can be seen at Appendix 1

- Submitting a standard report to the Health and Safety Committee on a bi-monthly basis, an example copy of which can be seen at Appendix 2. (See the Health & Safety Policies and Procedures on the Trust Intranet)

3.4   Managers Responsibilities

Every level of management is responsible for the health, safety and welfare of their employees, workers, patients and visitors including:

- Ensuring that detailed health and safety performance measures are agreed and set out in Departmental plan and individual performance plans

- Ensuring risk assessments are completed for their work areas and work activities

- Ensuring that a local induction is completed for new staff as per the Trust Induction policy. Including the Health and Safety checklist

- Developing action improvement plans at a local level with assigned responsibilities and agreed timescales

- Ensuring information is added to the relevant risk register with appropriate assessment, risk rating and planned outcome

- Developing working guidelines in accordance with latest developments from government bodies and/or other organisations

- Adopting and localising working procedures in accordance with risk assessment

- Adopting safe working practices amongst staff to protect each other and themselves

- Providing staff with training, instruction and information to enable them to work safely

- Provide staff with suitable protective equipment when assessed as being appropriate

- Liaising and sharing information with other departments / organisations to protect staff

across the health community

- Reporting incidents and developing actions plans through incident Root Cause Analysis to reduce the likelihood of reoccurrence

3.5 Employees

Employees are responsible for;

- Complying with Trust Policies, procedures and working guidelines and highlighting where procedures and working guidelines could be improved

- Undertaking all relevant training provided for them as identified as part of the personal development plan with their line manager. They must also complete all mandatory training as required in the necessary time frame

- Reporting potential risks to patients, visitors and other people to their line manager and working team

- Reporting incidents using the Trust Reporting and Investigation Procedure and working with their line manager to investigate and develop preventative measures

- Working in a safe manner to protect themselves and those people around them including other colleagues, patients and visitors

- Reporting safety defects or concerns to their Line Manager, a Safety Representative; or the Trust Health and Safety Manager and the team, and ensuring the defected item is taken out of service

3.6 Staff Side Representatives and Safety Champions

The Trust recognises the right of recognised Trade Unions and professional associations to appoint Health and Safety Representatives to represent their members regarding health and safety matters.

The Trust and the managers will ensure that Safety Representatives, and Safety Champions (employees with an interest in improving Health and Safety in their workplace that have been agreed with their manager to encourage safer working) are provided with reasonable facilities, assistance and the necessary time off for training and to undertake the following functions:

- To investigate health and safety complaints brought to their attention, potential hazards and dangerous occurrences and the causes of incidents

- To make representation to appropriate managers on the above matters and on general health and safety matters

- To carry out local health and safety inspections on a quarterly basis, to discuss these with their line manager and agree an action plan.   Send these to the Health and Safety

Manager for information

- To actively participate in Health and Safety Committee meetings

- To represent their members in consultation at Trust workplaces with the Health and Safety Executives Inspectors

- To represent their members in consultations with the Trust and their managers so as to effectively cooperate in the promotion, development and monitoring of measures to ensure health and safety

- Communicate with members the outputs of the H&S Committee

3.7   Health and Safety Manager Responsibilities

The Health and Safety Manager is responsible for ensuring the Trust is meeting, or is working towards meeting, their legislative requirements and specifically responsible for:

- Setting a operational framework for strategic planning and management of health and safety to ensure the Trust complies with current and future legislation

- Keeping the Head of Safety, Security & Emergency Planning informed progress against the strategic plan

- Notifying the Head of Safety, Security & Emergency Planning of any potential risk areas for the Trust and develop and oversee the work plan

- Investigating and reporting incidents which fall under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.   Identifying suitable precautions to reduce the likelihood of the incident reoccurring as far as is reasonably practicable

- Carryout audits and deep dives into the incident reporting system

- Ensuring that suitable training is provided for employees on health and safety matters

- Providing technical and legal advice across the Trust on health and safety matters

- Produce detailed H&S reports the H&S Committee and Trust Board

- Keeping the Health and Safety Committee up to date with relevant legislative changes

- Monitoring, auditing and inspecting Directorates/ Departments on health and safety and assisting to create action plans to reduce health and safety risks

3.8   Health and Safety Committee

The Health and Safety Committee has its own terms of reference and has the following objectives:

- Gain assurance from sub-groups that all Health & Safety issues relating to their area are being adequately managed.

- Provide assurance to the Trust that Health & Safety obligations are being met

- Review incident data and identify opportunities for improvement

- Monitor the performance of the Safety Improvement Programmes

- Ratify Trust wide Health & Safety policies and procedures.

- Focus on organisation wide issues

3.9   Working/Steering Groups

Working groups are set up when a health and safety need is identified, they tend to be time limited and involve those with specialist knowledge and interested individuals, and their aim is to:

- Develop action plans for improvement

- Keep the Trust up to date with legislative and best working practices

- Disseminate information and advice including the development of Policies, Procedures and Working Guidelines throughout the Trust

- Set a strategic framework for this specialist area of health and safety with KPI's

3.10   Occupational Health

The Occupational Health Department is responsible for:

- Pre-employment health screening

- Pre-employment medicals

- Health education and advice

- Immunization

4. Arrangements for the Management of Health and Safety

4.1   Risk Assessments

The fundamental tool for ensuring compliance with Health and Safety legislation will be the process of Risk Assessment supported by the relevant Policies and Procedure documents which can be found via the ICO Network Health and Safety page.

4.2   Training and Awareness

Health & Safety forms part of the Trust Core Essential Skills and Training requirements, as identified by the Training Needs Analysis Matrix. Health & Safety is delivered as part of Mandatory Corporate Induction for all staff on commencement of their employment within the trust.

4.3   Local Induction

As part of local induction, managers should satisfy themselves that staff are able to recognize the hazards associated with the workplace and the associated control measures. All local induction will be recorded in accordance with the Trust Policy on Local Induction.

5. References

The following references and further reading are applicable to this document:

- Health and Safety at Work Act etc 1974

- Management of Health and Safety at Work Regulations 1999

- Safety Committees and Safety Representative Regulations 1977

- Health and Safety (Consultation with employees) Regulations 1996

6. Appendices

Appendix 1 – Details of expectations of health and safety agenda items and discussions for business unit management team meetings

Appendix 2 – Example copy of the standard report to be submitted to the Health and Safety Committee

Appendix 1 – Details of expectations of health and safety agenda items and discussions for business unit management team meetings

- <u>Non-patient incidents</u> - including but not restricted to the following suggestions:
    - o Number of incidents
    - o What departments
    - o What causes/types of incidents
    - o What harm levels
    - o Staff absences relating to accidents at work

- <u>Key concerns and actions following these incidents</u> - including but not restricted to the following suggestions:
    - o Actions needed to prevent incidents happening again
    - o Trends identified and actions to address

- <u>Learning from incidents</u> - including but not restricted to the following suggestions:
    - o RIDDOR investigations and learning
    - o Any learning to be shared wider across the Trust

- <u>Risk Assessments</u> - including but not restricted to the following suggestions:
    - o Do you have assurance that each department has in date general risk assessments; manual handling assessments; sharps risk assessments,; coshh assessments, fire safety risk assessment; etc
    - o Any risks to be added to SDU Risk Register?

- <u>Staff Training</u> - including but not restricted to the following suggestions:
    - o Reviewing all Health and Safety related training, including:
        - ▪ Manual Handling
        - ▪ Fire
        - ▪ Health & Safety
        - ▪ Conflict Resolution
        - ▪ Sharps
    - o Action plans to address areas of low compliance

These discussions will facilitate the completion of the standing SDU report for the Health and Safety Committee on a bi-monthly basis (See example copy of template at Appendix 2).

Appendix 2 – *Example copy of the standard report template to the Health and Safety Committee*

Torbay and South Devon **NHS**
NHS Foundation Trust

Trust Standard Form

Report to:	Health and Safety Committee
Date:	
Report From:	Name of Service Delivery Unit / Division
Report Title:	Health and Safety Performance Update

1.   Any staff safety issues/concerns?

2.   Any staff training issues?

3.   Key actions to be taken / training needed, identified from the boxes above?

4.   Any organisational support needed to complete key actions?

5.   Any learning identified for the rest of the Trust?

Rev 01 /March 2017	Page 1 of 1	TSF/8021
		Authorised by: Director