

# Health and Safety Policy

<b>Department / Service:</b>	Health & Safety	
<b>Originator:</b>	Paul Graham	Health & Safety Manager
<b>Accountable Director:</b>	Director of People and Culture	
<b>Approved by:</b>	Health and Safety Committee Key Document Approval Group	
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	<b>This is the most current document and should be used until a revised version is in place:</b>	
<b>Target Organisation(s)</b>	Worcestershire Acute Hospitals NHS Trust	
<b>Target Departments</b>	All	
<b>Target staff categories</b>	All	

## Health and Safety Statement:

***“Through the way we work and behave, our people will be protected from risks of occupational injury or ill health.”***

***The Trust has an ongoing and determined commitment to improving health and safety at work. We will ensure the health and safety at work of all our people and others who may be affected by our work activities. We will comply with the requirements of health and safety legislation. We will promote best practice and follow the guidance of the Health and Safety Executive and other regulatory bodies. This policy reflects our commitment to ensuring that health and safety at work is paramount and recognises that effective health and safety actively contributes to the provision of high quality care.***

Michelle McKay CEO  
February 2018



Tina Ricketts Director of People & Culture  
January 2019

## Key amendments to this Document:

Date	Amendment	By:
01/06/09	Biennial review with minor amendments	Paul Graham

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01/06/11	Biennial review with changes to the format and minor amendments due to recent changes in the managerial structure	Paul Graham
01/08/13	Biennial review with minor changes	Paul Graham
14/08/15	Document extended for 12 months as per TMC paper approved on 22 <sup>nd</sup> July 2015	TMC
December 2016	Further extension as per TMC paper approved on 22 <sup>nd</sup> July 2015	TMC
November 2017	Document extended whilst document under review	TLG
March 2018	Document extended for 3 months as approved by TLG	TLG
Jan 20	Document extended for 12 months whilst in the process of appointing a new Health and Safety Manager.	Samantha Reid

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## 1. Introduction

The Health and Safety at Work Act 1974 places a duty of care on employers to ensure the health, safety and welfare of its employees and any others affected by their business. It also places a duty of care on employees to look after their own health, safety and welfare and not to adversely affect the health, safety and welfare of others by their acts or omissions.

## 2. Scope of the Policy

This policy applies to all staff in all work areas across the Trust. It will also apply to all contractors whilst working on site.

## 3. Definitions

A **Hazard** is something that has the potential to cause harm. For example this could be a substance, an item of equipment or a work procedure. It could even include a potentially aggressive patient.

**Risk** is the probability or chance that harm from a particular hazard will occur. The extent of the risk includes the number of people affected, the consequences for them and the impact across the organisation – the level of risk represents the consequences (severity) of harm and the likelihood of it occurring.

An **Accident** is an unplanned event, other than a clinical procedure, that results in injury or ill health to people or damage/loss to property, plant, materials or the environment.

A **Near miss** is any untoward, unplanned or unwanted event or circumstance that could have led to harm, damage or loss of service but was prevented

## 4. Responsibility and Duties

The Trust Board and Senior Managers fully accept their responsibility for health and safety in the workplace and will discharge this through their organisational responsibilities.

### 4.1 Chief Executive

The overall and final responsibility for health and safety in the Trust rests with the Chief Executive. The Chief Executive is responsible for:

- the provision of sufficient resources to implement the Health and Safety Policy
- ensuring that all employees are fully aware of their statutory responsibilities and that these responsibilities are fulfilled
- ensuring that the Trust complies with all statutory health and safety requirements
- ensuring that the arrangements for health and safety and the Health and Safety Policy are fully implemented by the inclusion of health and safety within all managers performance reviews
- monitoring the effectiveness of the Health and Safety Policy and revising it when necessary
- the conduct of an annual audit of the safety provisions within the Trust and the implementation of any recommendations arising from such an audit
- ensuring reports on accident statistics, trends and remedial measures indicated are submitted to the Trust Board and appropriate sub-Committees in a timely fashion

## 4.2 Executive Directors and Clinical Directors

The Trusts Executive and Clinical Directors are responsible for ensuring:

- the implementation of the Health and Safety Policy, corporately and within their areas of control
- effective delegation of safety responsibilities within their areas of responsibility
- effective support of their managers' decisions and recommendations in terms of the provision of appropriate resources for health and safety
- the promotion of a positive health and safety culture which enables all employees to fulfil their statutory duties
- that staff have adequate experience and training to safely undertake their work
- that risk assessments, which identify significant risks to health and safety are undertaken and the results of those assessments communicated to employees before they are exposed to any risks
- the purchase of appropriate equipment and facilities that are safely used and properly maintained
- that all accidents are investigated and that the necessary reporting and recording procedures are implemented
- that arrangements are made for consultation with appointed safety representatives and all employees in the workplace
- detailed analysis of all accident statistics and the development of strategies for the reduction of injury, loss or damage to equipment and risk to persons
- adherence of contractors to the prescribed health and safety standards
- the development and implementation of any emergency procedures that may be relevant to their areas of responsibility

## 4.3 Departmental/Ward Managers, Directorate Managers and Matrons

All managers, in addition to their duties as employees, must:

- Attend Health and Safety for Managers training
- ensure regular inspection of the workplace and equipment are undertaken and that steps are taken to eliminate or where not possible minimise any identified risks
- undertake risk assessments as required and, where there is a significant risk to health and safety; communicate the results of those assessments to employees and others before they are exposed to any risks.
- ensure that all staff are provided with such training and adequate supervision as is considered necessary for them to perform their work safely
- develop safe systems of work to reduce the risks of personal injury, ill health and/or damage to plant or equipment and monitor the performance of these systems
- investigate and report on all accidents and incidents in a timely fashion and take appropriate measures to prevent recurrence
- ensure that the provision of first aid in the workplace is commensurate with the level of risk associated with work activities
- refer staff with employment related health problems to the Occupational Health Department

## 4.4 Staff Responsibilities

All employees must:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
- undertake their tasks as instructed and in line with training received
- report to their managers any health and safety concerns, including any unsafe activities of outside contractors
- not misuse or interfere with any equipment provided to ensure safe working practice in the workplace
- report any accident, involving injury, ill health, damage to plant and equipment, or potential injury, ill health, damage or loss (i.e. 'near miss' incidents)
- co-operate with and assist other colleagues in implementing the Health and Safety Policy

## 4.5 Trust Health & Safety Manager

The Trust Health & Safety Manager will:

- attend meetings of the Trust H&S Committee and any other meetings as required to keep colleagues informed of accident/incident statistics, lessons learnt, changes in health and safety legislation or best practice and any other matters relevant to achieving the Trust's health and safety objectives (refer to H&S Strategy);
- develop, review and monitor the implementation of the Trust Health and Safety Policy and all supporting policies via the JNCC Policy Working Group and annual audit process;
- receive all reports of injuries, diseases, dangerous occurrences, abusive behaviour and near miss incidents relating to staff, contractors and visitors and inform the Health and Safety Executive of all reportable events;
- in conjunction with the appropriate managers and/or advisory colleagues and staff-side representatives investigate accidents/incidents as necessary;
- respond to, advise and make recommendations to managers, health and safety and other committees concerned with health and safety;
- to design and deliver or commission health and safety training for managers
- design and deliver health and safety training to staff at induction, risk management update sessions and on any other occasion as identified through training needs analyses;
- liaise as necessary with specialist external staff whose work relates to health and safety, e.g. HSE Inspectors;
- consult with the appropriate safety representatives and local managers and undertake an annual trust-wide health and safety audit;
- in conjunction with other advisory colleagues and managers undertake specialist risk assessments as required;
- develop key performance indicators to assist in the health and safety management monitoring process;
- fulfil the role of local security management specialist (LSMS) and advise the trust on all matters relating to security. (Cross reference to the Trust Security Policy)

#### 4.6 Fire Safety Adviser

An externally appointed Fire Safety Adviser will be responsible for providing the Trust with advice on all aspects of fire safety including fire prevention, control and evacuation. They will be responsible for providing staff with fire safety training and will maintain appropriate training records. They will also undertake any fire risk assessments that may be required.

#### 4.7 Infection Control Team

The Infection Control Team will be responsible for providing the Trust with advice on all infection control issues. They will be responsible for providing staff with suitable training and for ensuring that adequate monitoring is provided to detect any infection control risks or problems. They will also be available to attend meetings in an advisory capacity.

#### 4.8 Occupational Health

The Trust's Occupational Health Department are responsible for providing advice and support to managers and staff on all matters relating to occupational health. They will also provide the necessary support to enable individuals to resume work at the earliest opportunity in accordance with the Sickness Absence Health and Wellbeing Policy. This could include advice on equipment or changes to work practices.

#### 4.9 Staff side Safety Representatives

Accredited Trade Union Health and Safety Representatives / Elected Representatives of Employee Safety work in partnership with management to promote:

- The health and safety interests of all staff at work.
- positive health and safety practice,
- Investigating health and safety concerns and representing staff interests on health and safety committees.
- Influencing the development of a positive safety culture and a healthy working environment.
- Working jointly with the Trust to ensure compliance to relevant health and safety legislation
- Carrying out regular health and safety inspections

#### 4.10 Health and Safety Committee

The Trust has in place an established Health and Safety Committee whose primary objective is to promote co-operation between management and staff-side representatives in initiating, developing and carrying out measures, to ensure the health and safety at work of all employees. The Committee provides the Trust with a forum at which management can consult with staff-side about any health and safety issues, in good time, before the introduction of change, new equipment or new technology. The forum also allows staff-side representatives to communicate with managers, in order to raise health and safety issues that may be of concern and that cannot be resolved at local level. Staff side members acting as representatives are entitled and indeed encouraged to carry out their role and functions, as detailed in the *Safety Representatives and Safety Committees Regulations 1977* or elected representatives of employees' safety, as detailed in the *Health and Safety (Consultation with Employees) Regulations 1996*.

The Health & Safety Manager will ensure that a health and safety audit programme is developed and maintained. The audit programme will not detract from the Safety Representatives' right to inspect the workplace at more frequent intervals, in accordance

with the provisions of the *Safety Representatives and Safety Committees Regulations 1977*.

The H&S Committee is accountable to the Trust Leadership Group

The responsibilities of an Accredited Trade Union Health and Safety Representative will cease when the Trade Union concerned notifies the Trust in writing that the appointment has terminated or they have resigned from the Union or they have ceased to be employed.

## 5. Health and Safety Arrangements

The following section offers details of the health and safety management arrangements.

### 5.1 Supporting Policies

The Trust has a number of supporting policies that offer staff further information about relevant health and safety issues. These include:

- Incident Reporting
- Control of Infection
- Fire Safety
- Risk Assessment
- Control of Substances Hazardous to Health
- Manual Handling
- Display Screen Equipment
- Violence and Aggression
- Lone Working
- Exposure to Latex
- First Aid
- Security
- Extremes of Temperature in the Indoor Work Place
- Waste Management
- Working at Height
- Noise at Work
- Slips, trips & falls for Staff, Visitors & Contractors

It is essential that staff familiarise themselves with the content of any relevant policies and any supporting procedures to ensure that they have a good understanding of all health and safety measures.

### 5.2 General Risk Assessments

The Trust Risk Assessment process as described by the Risk Assessment Procedure will be used to identify all health and safety hazards and their associated risks. Managers will use the Workplace Health and Safety Risk Assessment Tool on an annual basis to screen their risks in order to highlight any significant risks. Any risks that are deemed to be significant i.e. graded above 15 using the Risk Scoring Matrix will be recorded on Datix and escalated up through the Management system to ensure that the Trust Leadership Group and Trust Board are informed. Specific risk assessments will be carried out for the following health and safety issues:

- Manual Handling
- Use of Display Screen Equipment
- Personal Safety including Lone Working
- Control of Substances Hazardous to Health
- New and Expectant Mothers

### 5.3 Accident and Near Miss Reporting

The Trust aims to reduce the number of accidents and incidents to a minimum. It will monitor all accidents, incidents and near misses and seek to implement the necessary control measures to prevent any recurrence.

The Trust has a reporting system for all accidents, incidents, near misses and dangerous occurrences, which will initially be investigated by the local manager. All accidents/incidents will be graded using the risk-scoring matrix in terms of severity or impact. (Cross refer to the Incident Reporting Policy)

In the event of an accident or incident resulting in a serious injury or staff absence from work for more than 7 days then it must be reported to the Health & Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). (Cross refer to the Incident Reporting Policy)

Incidents involving medicines or medical devices will be reported to the Medicines and Healthcare products Regulatory Agency (MHRA) respectively by the Medicines Safety Officer or Medical Devices Safety Officer. (Cross refer to the Incident Reporting Policy)

All reports of accidents and incidents will be recorded on the Datix Risk Management Database and retained indefinitely. (Cross refer to the Records Management Policy)

### 5.4 Emergency Procedures

The Trust will ensure, via the risk assessment process, that all emergency situations for example, spillages of hazardous substances, fire and bomb incidents etc, are taken into consideration in terms of their risk impact. Any appropriate actions will be taken and/or contingency plans developed in consultation with the Health and Safety Committee and implemented in order to reduce the risks as much as possible. (Cross reference to local Joint Emergency Response Procedures)

## 6. Implementation arrangements

### 6.1 Plan for implementation

The Trust Board will be responsible for setting the strategic aims for health and safety matters within the Trust, and the Chief Executive will ensure, through the Trust's line management arrangements, that those aims are translated into action plans for future implementation. (Refer to H&S Strategy)

The Chief Executive will agree annual objectives related to health and safety management with all Executive Directors who will ensure appropriate cascading of relevant objectives throughout the area(s) of their responsibility.

Executive Directors will ensure that health and safety planning forms an integral part of their business planning process, in order to ensure that needs are identified, prioritised, and that appropriate resources are allocated.

## 6.2 Dissemination process

The Health and Safety Policy will be made available on the Trust Intranet. It will also be communicated to managers and staff-side representatives via the Trust Health and Safety Committee.

## 6.3 Training and awareness

The Trust will ensure via its recruitment process and subsequent training programmes (both internal and external) that all members of staff have the appropriate level of competence to be able to safely carry out any task they may be required to undertake during their period of employment.

Every Senior Manager must ensure that new members of staff attend the Trust's Corporate Induction and any local induction training sessions.

Local managers must ensure that all staff are competently trained in the safe use of any equipment that they may be tasked to use during the course of their employment. This will include any update training and any further training necessary as a result of any changes in the work place arising from the introduction of new procedures, introduction of new equipment etc.

Health and Safety training records for all staff will be held centrally by the Learning and Development Department. Electronic staff records should also include evidence of competence.

## 7. Monitoring and compliance

The Chief Executive and Executive Directors will ensure that health and safety inspections are carried out throughout the Trust to support and review this method of active monitoring and to assist in promoting a positive health and safety culture. The involvement of health and safety representatives in this process will be positively encouraged by including staff-side audit reports and risk assessment reports as regular items on the agenda for the H&S Committee.

Individual objectives, which in many cases will include health and safety responsibilities, will be set and monitored through the Staff Development Review process.

Monitoring of injuries, ill health and other "loss events" will take place as a necessary to complement active monitoring. This monitoring process will involve both managers and safety representatives. The investigation of such accidents/losses, together with analysis of incidence, will be used as a tool to identify causation and reduce future incidence.

The Chief Executive and Executive Directors will, with support from the Health & Safety Manager, ensure that such re-active monitoring is undertaken on a Trust-wide basis. Audit Reports and Inspection Reports will be submitted to the appropriate Director/Senior Manager who will report in summary on the results to the Health and Safety Committee and where any high risk issues are identified to the Risk Group/Trust Leadership Group.

The Health & Safety Manager will carry out Annual Health and Safety Audits, submitting reports to the Health & Safety Committee. The reports will contain the necessary advice and recommendations to address any shortfalls or issues of concern.

On the basis of audit reports and assessments, the Trust Health and Safety Committee will make appropriate recommendations for policy/procedure review, through the Trust

Leadership Group to the Board. Changes to this document will be recorded and monitored in accordance with the Policy for Policies.

## 8. Policy review

The Policy will be reviewed by the Trust Health and Safety Committee two years from the date of approval, unless any statutory or national guidance is introduced in the intervening period that requires revision of the document before the planned review.

## 9. References

Health and Safety at Work Act 1974	
Management of Health and Safety at Work Regulations 1999	
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	
Health and Safety (First Aid) Regulations 1981	
Safety Representatives and Safety Committees Regulations 1977	
Health and Safety (Consultation with Employees) Regulations 1996	
Risk Management Strategy	WAHT-CG-007
Health & Safety Strategy	WAHT-CG-808
Risk Assessment Procedure	WAHT-CG-002
Incident Reporting Policy	WAHT-CG-008
Root Cause Analysis Training Pack	
COSHH Policy	WAHT-CG-269
Display Screen Equipment Policy	WAHT-CG-085
Fire Safety Strategy and Policy	WAHT-CG-483
Management of Violence and Aggression	WAHT-CG-006
Manual Handling Policy	WAHT-CG-026
First Aid Policy	WAHT-CG-268
Family Leave Policy (incorporating Expectant and New Mothers at Work)	
Management of Work Related Stress	
Records Management Policy	
Joint Emergency Response Policies/Procedures	
Guidelines for Reducing and Managing Patient Falls	
People and Culture Strategy 2017 - 2020	

## 10. Background

### 10.1 Equality requirements

An equality assessment has been performed. There are no equality issues presented by this policy.

### 10.2 Financial Risk Assessment

A financial risk assessment has been performed. Effecting change as a result of learning may have associated costs although these will be dealt with through individual business cases.

### 10.3 Consultation Process

The following were consulted in the production of this version of the policy:

- Members of the Health and Safety Committee
- Policy Working Group
- Joint Negotiating Consultative Committee
- Fire Safety Adviser
- Infection Control Team
- Occupational Health
- Human Resources
- Executive Team

#### **10.4 Approval Process**

The Health and safety committee will receive this policy for final approval.

## Supporting Document 1 - Equality Impact Assessment Tool

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origin	No	
	• Nationality	No	
	• Gender	No	
	• Transgender	No	
	• Religion or belief	No	
	• Sexual orientation	No	
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment & mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	N/A	
5.	If so can the impact be avoided?	-	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

**NB:**

*Where an inappropriate, negative or discriminatory impact has been identified please proceed to conduct a Full Equality Impact Assessment and refer to Equality and Diversity Committee, together with any suggestions as to the action required to avoid / reduce this impact.*

*Advice can be obtained from the Equality and Diversity Leads in HR and Nursing Directorates (details available on the Trust intranet).*

## Supporting Document 2 - Financial Risk Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of document:	Yes/No
1.	Does the implementation of this document require any additional Capital resources	Possibly
2.	Does the implementation of this document require additional revenue	Possibly
3.	Does the implementation of this document require additional manpower	No
4.	Does the implementation of this document release any manpower costs through a change in practice	No
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments:	N/A

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration by the Accountable Director before progressing to the relevant committee for approval