

**HEALTH AND SAFETY
ANNUAL REPORT**

April 2014 – March 2015

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Background

Health and safety has a key role to play within Lincolnshire Partnership NHS Foundation Trust to ensure health and safety legal duties are met, and that staff, service users and all those who come into contact with the Trust are given the appropriate duty of care.

Changes made to the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2007 now state that occurrences need only be reported if a specified injury is caused or if the occurrence causes an illness or injury that requires an individual to be off work for 7 consecutive days rather than 3.

Recent legislative changes continue to be updated in the Health and Safety Manual which is made up of policy and over 20 specific health and safety procedures for all sites to follow. This is currently available on both the internal and external Trust websites. This will be supplemented by localised risk assessments of facilities and local leads and awareness to meet our legal duties under the Health and Safety at Work Act 1974.

The accompanying Health and Safety Work Plan is to be monitored by the Health and Safety Committee and ratified by the Quality Committee

Introduction

During the last 12 month period (April 2014 – March 2015) the Health and Safety Committee has led on the Health and Safety Work Plan. This report highlights the progress made against the stated work plan, any on-going concerns that are still to be completely addressed. It also sets out the work plan and health and safety requirements for the next 12 months.

2014 - 2015

A copy of the previous work plan (April 2014 –March 2015) is included in this document. (Appendix. 1)

2014 - 2015

A copy of the coming year's work plan is included in this document (Appendix. 2).

Of the objectives for the coming year there are 7 that are a cause of concern for LPFT going forward. These are:

- Audit and Inspections - All facilities used by the Trust are inspected by the Estates and Facilities competent advisory team (Health & Safety, Fire Safety and Security Advisors) on a risk based approach. Identified high risks are to be dealt with as soon as possible to ensure compliance with legal duties and managed locally until this happens. A number of Area leads have been trained to IOSH or Highfield Level 3 Health and Safety in the Workplace (Accredited) this should ensure a skill base for inclusion at local level.

It is recommended that the current and proposed programme for the training of senior managers, area leads and Building Administrators continues.

Members of the Estates and Facilities Management team are undertaking qualifications in National Education Board for Safety and Health (NEBOSH) at General Certificate and Diploma levels to.

- HSE Stress Management Standards Review – Much good work around Stress Management exists within the Trust and assurance can be taken from this. The Trust is seeking assurance that the work carried out satisfies the standards set out by

the HSE in their Stress Management Standards Guidance. If this is attained the work stream will be closed to prevent repetition of effort.

- Compliance with Fire Regulatory Reform Order (RRO) –There remains some issues with compliance to the RRO with some of the fire doors and compartmentation within some Trust premises falling short of the requirements. A survey of fire provision (fire doors/compartmentation) has recently been commissioned and an appropriate action/replacement programme has commenced. Further inspections of all fire doors within Trust premises is set to commence shortly with any remedial works identified as a result being actioned.
- PMVA Training – Much good work has gone into improving compliance in all areas of training and this will continue until the target is reached.
- Fire Training – A bespoke training programme for fire marshals and wardens will be introduced throughout the Trust to ensure that staff are fully equipped with the knowledge to act appropriately in the event of a fire evacuation or emergency. This training will also include practical fire equipment training.

Fire evacuation drills will also be carried out throughout Trust premises to ensure that all staff act appropriately in the event of a fire evacuation

- DSE assessments – All staff are actively encouraged to complete their DSE assessments online and if required Health & Safety Advisor input can be offered at local level. However, there are still some issues with staff not undertaking the online DSE assessments as a result of office moves/changes, one way this is being addressed is through Building Administrator training.
- Health and Safety Guidance 65 (HSG65) and the updated system that the Trust is adopting (Plan, Do, Check, and Act) is very much a Pro-active approach to safety in the workplace. This change will also be reflected within the revised Safety, Health, Environmental and Fire policy due in September 2015.
- Risk assessments and local management remain a high priority.

