

HEALTH AND SAFETY ANNUAL REPORT

April 2015 – March 2016

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Health & Safety Advisor**

Background

Lincolnshire Partnership NHS Foundation Trust is committed to providing the best services it can while ensuring that its health and safety legal duties are met. This ensures that staff, service users and all those who come into contact with the Trust are given the appropriate duty of care.

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 2015 – March 2016) 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.

Since taking on the role of Health and Safety Advisor I have worked to create a more proactive workplace and promote and develop a health and safety culture throughout the trust. I have been instrumental in modernising the way health and safety is audited, and risks are managed and viewed in the Trust.

2015 – 2016

Completed

Safety Audits; A new format for audits and inspections (Health, Safety and Fire) was introduced. The auditing process in the past was not found to be very user friendly and responsible persons were confused as to what the audit action plan required of them. Positive feedback has been received since the introduction of the new format, and staff have a better appreciation of what we are trying to achieve.

New Safety Compliance Report was introduced. The Compliance Report is designed to show an instant picture of how well each unit is performing and how compliant with legislation they are. Again, this has been received with some good feedback from staff connected with audit and inspections.

Fire Training; A training program was created by myself and Stuart Alexander for training staff in each unit as Fire Warden/Marshal. This has been set up and is ongoing and was completed by March 2016 for inpatient units.

Display Screen Equipment Assessment (DSE) Team. The Trust now has 3 Qualified DSE Assessors who provide advice and undertake DSE assessment for the Trust. The team was set up after the withdrawal of the service provided by LCHS, and is running well

A copy of the previous work plan (April 2015–March 2016) is included in this document. (Appendix. 1)

2016 - 2017

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

Objectives for the coming year;

- The safety culture around the Trust requires boosting, with input from the Board and Senior Managers in order to champion Health & Safety across the Trust, promote the right health and safety culture, and to lead by example. Basic procedures are being ignored and technical, professional advice is often not taken on board. The safety culture needs to be developed and become an integral part in providing a more substantial service. Commitment is required from senior managers who need to be actively involved with championing health and safety and leading by example. I propose that safety tours, inspections and audits have members of the senior management team involved whenever possible. They may accompany estates safety inspection

staff on a number of audits or conduct safety tours of Trust premises, talk to staff on the frontline about issues faced daily and lead by example by promoting a safety culture throughout the Trust.

- **Audit and Inspections** - All facilities used by the Trust are inspected by the Estates and Facilities competent advisory team (Health & Safety, Fire Safety, Facilities Advisors and Security Advisors) on a risk based approach. Identified high risks are dealt with as soon as possible to ensure compliance with legal duties and managed locally until this happens. It was decided that Area leads and Band 7 managers should receive high level training (Level 3 health and safety) which would ensure a skill base at local level and help to promote and develop the safety culture in the Trust. In order for that to continue I propose the programme for the training of senior managers and area leads should continue. With area leads retiring or leaving the Trust and new appointments being made at high level, the need for this training is still relative and important.
- **Professional Development** - Members of the Estates and Facilities Management team have or are undertaking qualifications in National Examination Board for Occupational Safety and Health (NEBOSH) at General Certificate, Fire Certificate, Environmental Certificate and Diploma levels. This training is important in order for them to provide competent advice and to help promote the safety culture which is much needed in the trust.
- **HSE Stress Management Standards Review** – The Trust acknowledges that there is a perception from staff that experience of work related stress is high within the Trust with stress being a standing item on the Health and Safety Committee. In the last 12 months, perceptions have reduced with 2015 staff survey showing that compared to 2014 there was a significant reduction. However stress is still high when compared to other Mental Health Trusts and the Trust continues to use the HSE Management Standards toolkit. During 2015/16 the Trust's Staff Wellbeing Service has offered a number of initiatives to support staff with mental health conditions, including stress, as follows:
 - Small Steps...Big Changes - an interactive day focussing on specific issues raised by attendees impacting on their health and wellbeing. The health promotion approach provides knowledge and education to staff along with individual support to employees to take personal responsibility for making changes to improve health and lifestyle choices.
 - Yoga for Wellbeing - a hatha yoga based class offering benefit to physical and mental health. Classes encourage the use of mindfulness as a method of focussing the mind, managing stress and intrusive thoughts, breathing practices and physical postures to maintain or develop flexibility, strength and stamina in order to improve function. Weekly classes have been offered in Lincoln, drop in sessions at Sleaford and Boston
 - Boston Mindfulness Group - a fortnightly session facilitated by a mindfulness practitioner and open to any staff member interested in developing their mindfulness practice.
 - Sleep Group - a two hour group session meeting weekly for 4 weeks. Evidence based content delivering education, practical sessions covering mindfulness and relaxation and individualised action planning to an improved sleep future.
 - Existing Access to Psychological Therapy services
 - Spring into Action (pedometer challenge) engaged over 40 teams.
 - Global Corporate Challenge (GCC) - started in May 2015 for 100 days. LPFT were one of 1200 companies across 185 countries signing up to the challenge. Seventy people across each NHS organisation in Lincolnshire were engaged in teams of seven. The Outcomes from the challenge indicate:
 - 67% of LPFT participants exceeded the goal of 10,000 steps/day vs 10% pre GCC 67%
 - 60% of participants were more aware of what they eat
 - A combined weight loss 57kg reported during the 100 day challenge
 - 76% of participants now getting the recommended 7 or more hours of sleep
 - Sleep and stress from 18% pre - GCC to 52% of respondents post - GCC: benchmark is 44%

The above initiatives appear to have made some difference with the Trust being above average in the 2015 Staff Survey for interest in the health and wellbeing of staff.

- **Restrictive Intervention Training** – work has gone into improving compliance in all areas of training and this will continue until the target is reached. There are concerns around breakaway training only being offered online to certain groups.
- **Fire Training** – A bespoke training programme for fire marshals and wardens has been 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. This training is ongoing and refresher training will be undertaken at suitable intervals in the future.
- **Emergency Evacuation and Contingency Procedures** – these should be drawn up and implemented throughout Trust premises to ensure that staff act appropriately in the event that a full building evacuation is required.
- **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. During the period 1st April 2015 – 31st March 2016, 70 members of staff either received advice, a workstation assessment, new DSE equipment or physiotherapy sessions as a result of a self-referral, line manager referral or occupational health referral. DSE assessment and workplace set up will also be given a boost through the World Health & Safety Day (28 April) and European Health & Safety Week (17 – 23 October) promotions
- **Datix** – The Trust's incident reporting system, Datix, is currently undergoing a relaunch. A project group has been created incorporating staff from all areas of the Trust to ensure that the finished product will prove to be much more user friendly and will enable more accurate data to be recorded by staff when completing an incident record. There will also be the added ability to record medical device/CAS alerts and allow complaints to be updated via the incidents themselves to ensure all staff involved can be keep up to date.
- **Compliance with Fire Regulatory Reform Order 2005** - 76 fire incidents in total were recorded on the Trust's incident management system - Datix. A total of 85 fire alarm related issues were reported to the Estates Helpdesk by staff. Out of these issues, 77 met the necessary criteria to warrant them being recorded as an incident on Datix – whether it be a near miss or an actual incident. Out of the 77 Datix reportable incidents, only 46 were actually recorded. Staff need to remain vigilant and be reminded of the need to ensure all incidents are being recorded as appropriate.
- **Health, Safety, Environmental and Fire Policy** was reviewed in September 2015. The LPFT Policy is reviewed every 5 years at present this practice requires reviewing. The LPFT Policy will be reviewed every 12 months and any new legislative requirements need to be introduced and approved by the Health & Safety Committee. In light of the introduction, later this year, of the New BSI/ISO 45001 may I suggest that the Trust looks into adopting this international recognised standard in order to benchmark the Trust's health and safety governance, policies and practices.
- **Risk Assessments** - Risk assessments and local management still remains a high priority.

COMPLETED HEALTH AND SAFETY AND FIRE POLICY WORK PLAN 2015/16

Key

Complete	
On Target	
Of Concern	
Off Target	

This work plan is a live document and can be altered as required by the Health and Safety Advisor and Health and Safety Committee to reflect up to date legislation and Trust requirements

Goal	Action	Responsible Person	Timescale	
Workforce Competence and Involvement	Continue awareness training for senior, building managers and building administrator in health, safety, welfare and environmental. Training to a suitable level depending on position and job role of the candidate	Estates/Compliance		Ongoing
	½ day refresher sessions for senior managers, building managers and building administrators to keep staff abreast of any changes in legislation or Trust policy and procedures. These sessions will also identify procedural problems encountered by each site	Estates/Compliance		Ongoing
	Creation of a monthly safety bulletin on SHARON to include reminders on safety & health, security, fire safety issues and myth buster articles	Estates/Compliance		December 15
	Ongoing management training (IOSH and Highfield Level 3)	Estates/Compliance		Ongoing
	Mobile Health & Safety Advisor to assist with problem solving and action plans whilst undertaking spot checks (Action Plan is being actioned) and audit building log books and fire safety logs to ensure they are being completed at correct intervals with correct information	Estates/Compliance		Ongoing
	Evacuation equipment training (Evac chair/SKI pad) for staff to be rolled out across the services (Older Adults have already received training)	Estates/Compliance		March 16
	Senior commitment to safety policy	RMs to ensure local statement of compliance is displayed in all buildings under their control	Responsible Managers	
Ensure LPFT legally compliant with safety legislation at all sites	Policy and procedure review to be completed and presented to the H&S Committee for approval	Estates/Compliance		September 15
	A review of the way in which audits are conducted with the aim of modernising the process and using available	Estates/Compliance		July 15

	technology to speed up the reporting and action plan inputting			
	Local risk assessments to be completed by LMs	Line Managers		Ongoing
	Local procedures to be completed by LMs	Line Managers		Ongoing
	Strengthen Local induction to ensure information is disseminated going forward	Line Managers		Ongoing
	Review DSE assessment paperwork and confirm/implement new referral process for chair assessments	Estates/Compliance		September 15
	Maintain Health & Safety and Fire inspection schedule and monitor compliance percentage improvement at all sites	Estates/Compliance Committee		May/Jun/Sept/Nov 15 Mar 16
Security Management	LSMS to submit work plan to H&S Committee	Local Security Management Specialist		May/Jun/Sept/Nov 15/ Mar 16
Ensure compliance with RRO 05	Inpatient and community premise fire evacuation drill programme has been created and is currently being carried out	Estates/Compliance		October 15
	Fire door inspections to include all Trust properties inspecting and identifying which doors should be fire doors/final exit doors, those which meet current standards and identifying any work needing to be done to bring them up to standard	Estates/Compliance		December 15
	Any remedial or replacement work identified as a result of inspections will be carried out by Orca under a frame worked agreement and monitored by Estates	Estates/Compliance		December 15
	Fire marshal training across all Trust properties	Estates/Compliance		March 16
	Maintain Health & Safety and Fire inspection schedule and monitor compliance percentage improvement at all sites	Estates/Compliance Committee		May/Jun/Sept/Nov 15/ Mar 16
Incident Reporting and Lessons Learned	Review and investigate incidents and near misses	Committee		May/Jun/Sept/Nov 15/ Mar 16
Risk assess safety priorities	Agree KPIs and reporting requirements for each procedure before completing implementation	Committee		May/Jun/Sept/Nov 15/ Mar 16
Performance monitoring	Creation of compliance document which will provide each unit/premise with a breakdown of how compliant	Estates/Compliance		August 15

	to legislation and Trust procedures they are. This document will support the audit/inspections and will highlight both good and areas of concern			
	Monitor and review performance and compliance against internal KPIs for each internal safety procedure for reporting to the H&S Committee	Committee		May/Jun/Sept/Nov 15/ Mar 16
	Review performance of delivery on service level agreements in areas of safety and fire	Estates/Compliance/Committee		May/Jun/Sept/Nov 15/ Mar 16
	Annual Report	Estates/Compliance		Feb/Mar 16
	Committee to set annual goals and KPIs for safety performance based on risk assessment of previous performance and regulators area of focus	Committee		Feb/Mar 15
	Greater attention paid to local failings and their potential for recurrence in other units out of inspection/audit/incident/near miss reports	Committee		May/Jun/Sept/Nov 15/ Mar 16
Horizon scanning	Legal proposals and cases to be monitored to identify potential areas of risk for LPFT going forward	Estates/Compliance/Committee		May/Jun/Sept/Nov 15/ Mar 16
Ongoing Work for 2015/16				
Ensure LPFT legally compliant with safety legislation at all sites	Technical advice to LPFT staff, Project Groups and Capital bids	Estates/Compliance		
	Monitor and maintain building compliance levels across Trust sites	Estates/Compliance		
Ensure compliance with RRO 05	Data quality on Datix	Estates/Compliance		
	Technical fire advice to LPFT staff	Estates/Compliance		
	Act as point of contact for Fire Authority	Estates/Compliance		
Incident Reporting and Lessons Learned	Oversee external reporting of RIDDOR to HSE for staff incidents	Estates/Compliance		
	Oversee the dissemination and implementation of Central Alert System	Patient Safety Lead		
Performance monitoring	Monitor compliance levels for staff health & safety mandatory training	Learning & Development Centre		
Work Related Stress	Review of 2014/15 action plan and continued focus on improving stress for staff and new 2015/16 plan	Deputy Director of HR, Deputy Director of Operations, General Managers		

HEALTH AND SAFETY AND FIRE POLICY WORK PLAN 2016/17

Key

Complete	
On Target	
Of Concern	
Off Target	

This work plan is a live document and can be altered as required by the Health and Safety Advisor and Health and Safety Committee to reflect up to date legislation and Trust requirements

Goal	Action	Responsible Person	Timescale	
Workforce Competence and Involvement	½ day refresher sessions for senior managers, building managers and building administrators to keep staff abreast of any changes in legislation or Trust policy and procedures. These sessions will also identify procedural problems encountered by each site	Estates/Compliance		Ongoing
	Members of Estates & Facilities currently undertaking qualifications in NEBOSH General Certificate and NEBOSH Diploma to ensure competent advice is provided and promote a safety culture within the Trust	Estates/Compliance		March 17
	Ongoing management training (IOSH and Highfield Level 3)	Estates/Compliance		Ongoing
	The Trust's Learning & Development Centre is an accredited training facility and as a Highfield approved trainer, the Health & Safety Advisor has been asked to develop training programmes for level 2 & 3 in Food Safety	Health & Safety Advisor/Learning & Development Centre		TBC
	In liaison with the Trust's training department, a Health & Safety in Social Care apprentices training programme has been created and will commence April 2016.	Health & Safety Advisor		April 16
	Manual handling and step training for housekeeping staff has been created and will be rolled out to all housekeeping staff.	Health & Safety Advisor/Moving & Handling Lead		May 16
	Mobile Health & Safety Advisor to assist with problem solving and action plans whilst undertaking spot checks (Action Plan is being actioned) and audit building log books and fire	Estates/Compliance		Ongoing

	safety logs to ensure they are being completed at correct intervals with correct information			
	Evacuation equipment training (SKI pad) for staff to be rolled out across the services (Older Adults have already received training)	Estates/Compliance		March 17
Senior commitment to safety policy	RMs to ensure local statement of compliance is displayed in all buildings under their control	Responsible Managers		Ongoing
Ensure LPFT legally compliant with safety legislation at all sites	Audit of building logs – to ensure information contained within building logs are current, an audit will be undertaken by any member of Estates & Facilities on an ad hoc basis	Estates/Compliance		March 17
	Mandatory DSE training will become an annual mandatory training module and a register of staff will be kept by the compliance team for reference when asked to conduct further assessments	Estates/Compliance		March 17
	Local risk assessments to be completed by LMs	Line Managers		Ongoing
	Local procedures to be completed by LMs	Line Managers		Ongoing
	Strengthen Local induction to ensure information is disseminated going forward	Line Managers		Ongoing
	Maintain Health & Safety and Fire inspection schedule and monitor compliance percentage improvement at all sites	Estates/Compliance Committee		May/Jun/Sept/Nov 16 Mar 17
Security Management	LSMS to submit work plan to H&S Committee	Local Security Management Specialist		May/Jun/Sept/Nov 16/ Mar 17
Ensure compliance with RRO 05	Revision of audit and risk assessment methods by use of a cloud based fire risk assessment tool.	Fire Safety Officer		September 16
	Annual Fire door inspections to include all Trust properties	Estates/Compliance		November 16
	Any remedial or replacement work identified as a result of inspections will be carried out by Orca under a frame worked agreement and monitored by Estates	Estates/Compliance		Ongoing
	Fire marshal training across all Trust properties	Estates/Compliance		December 16
	Provide support with upcoming Smoke-Free Trust decision	Estates/Compliance		June 16
	Maintain Health & Safety and Fire inspection schedule and monitor compliance percentage improvement at all sites	Estates/Compliance Committee		May/Jun/Sept/Nov 16/ Mar 17

Incident Reporting and Lessons Learned	Review and investigate incidents and near misses	Committee		May/Jun/Sept/Nov 16 Mar 17
	Involvement within Datix Project Group for Datix relaunch	Estates/Compliance		December 16
Risk assess safety priorities	Agree KPIs and reporting requirements for each procedure before completing implementation	Committee		May/Jun/Sept/Nov 16/ Mar 17
Performance monitoring	Monitor and review performance and compliance against internal KPIs for each internal safety procedure for reporting to the H&S Committee	Committee		May/Jun/Sept/Nov 16/ Mar 17
	Review performance of delivery on service level agreements in areas of safety and fire	Estates/Compliance/Committee		May/Jun/Sept/Nov 16/ Mar 17
	Annual Report	Estates/Compliance		April 17
	Committee to set annual goals and KPIs for safety performance based on risk assessment of previous performance and regulators area of focus	Committee		Feb/Mar 16
	Greater attention paid to local failings and their potential for recurrence in other units out of inspection/audit/incident/near miss reports	Committee		May/Jun/Sept/Nov 16/ Mar 17
	Legal proposals and cases to be monitored to identify potential areas of risk for LPFT going forward	Estates/Compliance/Committee		May/Jun/Sept/Nov 16/ Mar 17
Horizon scanning	Legal proposals and cases to be monitored to identify potential areas of risk for LPFT going forward	Estates/Compliance/Committee		May/Jun/Sept/Nov 16/ Mar 17
Ongoing Work for 2016/17				
Workforce Competence and Involvement	Continue awareness training for senior, building managers and building administrator in health, safety, welfare and environmental. Training to a suitable level depending on position and job role of the candidate		Estates/Compliance	
Ensure LPFT legally compliant with safety legislation at all sites	Technical advice to LPFT staff, Project Groups and Capital bids		Estates/Compliance	
	Monitor and maintain building compliance levels across Trust sites		Estates/Compliance	
Ensure compliance with RRO 05	Data quality on Datix		Estates/Compliance	
	Technical fire advice to LPFT staff		Estates/Compliance	
	Act as point of contact for Fire Authority		Estates/Compliance	
Incident Reporting and Lessons Learned	Oversee external reporting of RIDDOR to HSE for staff incidents		Estates/Compliance	
	Oversee the dissemination and implementation of Central Alert System		Patient Safety Lead	

Performance monitoring	Monitor compliance levels for staff health & safety mandatory training	Learning & Development Centre	
Work Related Stress	Review of 2015/16 action plan and continued focus on improving stress for staff and new 2016/17 plan	Deputy Director of HR, Deputy Director of Operations, General Managers	