

Lincolnshire Partnership NHS Foundation Trust

Health and Safety, Environment and Fire Policy

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Health and Safety, Environment and Fire Policy Executive Summary

Health and Safety, Environment & Fire Policy Statement of Lincolnshire Partnership NHS Foundation Trust

It is the policy of Lincolnshire Partnership NHS Foundation Trust to take all reasonably practicable measures to ensure the health, safety, and welfare of all its staff, patients, visitors, contractors and persons on the premises over which it has control; in accordance with the Health and Safety at Work etc. Act 1974, and all other related legislation, Regulations, Approved Codes of Practice (ACOP) and Guidance documents.

The Lincolnshire Partnership NHS Foundation Trust recognises its responsibilities to continually improve health, safety and welfare matters in order to maintain a safe working environment and prevent accidents and adverse incidents, so far as is reasonably practicable.

Whilst I have overall responsibility on matters of health and safety, each Board member and all other managers have responsibilities in the area over which they have authority, to assess, control and manage risks. I am personally committed to ensuring the health, safety and welfare of all stakeholders and the Board formally accepts its collective role in providing health and safety leadership to the Trust.

The successful implementation of the Health and Safety, and Environment & Fire Policy is also dependent on the support and active participation of every member of staff. It is essential that all staff, their unions and staff representatives are consulted and involved in recognising their responsibilities to co-operate with their managers on health and safety issues and for them to take care of their own health and safety and that of others who may be affected by what they do, or do not do.

The Trust are aware the Corporate Manslaughter Act 2007 has removed the directing mind and placed greater responsibility for health and safety on all senior staff whose duty to ensure that all relevant policies and practices are known to, and observed by staff under their control and the premises, plant and equipment are maintained in a safe condition, and that risks to Health, Safety, Environment, & Fire are identified and assessed. The Trust will endeavour as far as reasonably practical to provide full support to managers and supervisors to achieve and comply with their duties of care.

The Lincolnshire Partnership NHS Foundation Trust is committed to conducting its operation in such a manner as compatible with environment, economic and sustainable development of the community. Its aim is to create an awareness and respect for the environment, stressing on every employee's involvement in environmental improvement by ensuring healthy operating practices, philosophy and training.

Signed:

Date:

Dr John Brewin, Chief Executive

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1. INTRODUCTION

There are legal, moral & ethical and cost / losses reasons for managing Health & Safety. The introduction of the National Health Service (Amendment) Act 1986 led to the lifting of Crown Immunity for specified locations within a hospital. With the introduction of the NHS Community Care Act 1990 this resulted in the total lifting of Crown Immunity on all Health Service areas in 1991. As a result of this, Inspectors of the Health and Safety Executive, Officers from the Local Authority, Fire Brigade and Officers from the Environmental Health Department are empowered to enter a hospital unannounced and inspect any area of their choice. If not satisfied that there is compliance with Health and Safety Legislation, they may issue:

- **An Improvement Notice** which describes how the offender must 'improve' health and safety arrangements, usually within a specified time period, or
- **A Prohibition Notice** which can take immediate effect, in which case, work must cease at once because the work has caused or could imminently cause death, serious injury or damage

The Trust attaches great importance to the health, safety and welfare of its employees, patients, visitors, contractors and other users of the Trust's services and premises and will take suitable and sufficient actions to protect all such persons so far as is reasonably practicable.

The Trust recognises the need for effective consultation with employees regarding any matters that may affect their health, safety and welfare. Therefore this policy asserts that Trust managers, staff, staff representatives and unions will work proactively together to identify and assess hazards & risks and control and manage them appropriately in order to minimise foreseeable accidents and untoward incidents.

HSE has moved away from using the Health and Safety Guidance model HSG 65 (POPMAR) (Policy, Organising, Planning, Measuring performance, Auditing and Review) model of managing health and safety to a 'Plan, Do, Check, Act' approach (**Fig 1**). The move towards Plan, Do, Check, Act achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management, rather than as a stand-alone system.

The Management Regulations requires appropriate 'arrangements' to be in place to allow the effective organisation, planning, implementation, control, monitoring, review and audit of health and safety policies, procedures and safe systems of work within the organisation.

In addition, the Trust will comply with all other Health and Safety Regulations, Approved Codes of Practice (ACOP), Guidance, Directives, Safety Alerts and other statutory requirements regarding Health & Safety. The Trust is minded that this is all undertaken in a very complex, constantly changing healthcare environment, operating 24 hours a day but which also must provide an efficient and effective, value for money service, to the people that it serves. It is also mindful that it cannot be risk adverse and that it is not possible to eliminate accidents and incidents entirely but that reasonable steps can be taken to manage foreseeable risks and reduce the severity of adverse outcomes.

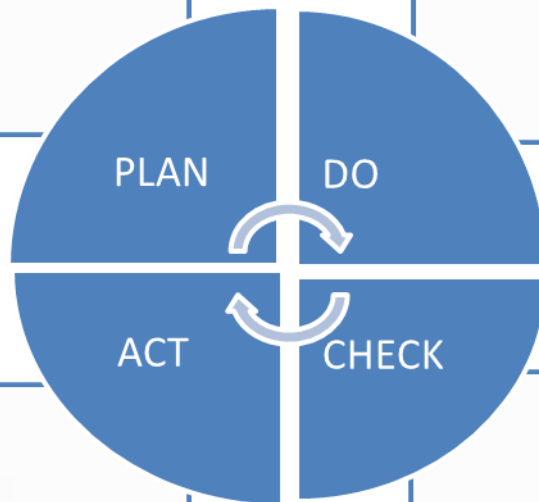
This policy applies to the work of this Trust and to any partnership arrangement or shared service entered into by the Trust, unless governed by separate organisational and policy arrangements.

**Fig
HSG**

Do,

- Determine policy
- Plan for implementation
- Define and communicate acceptable performance and resource needs

- Profile risks
- Organise for health and safety
- Implement plan
- Identify and assess risks
- Identify controls
- Record and maintain
- Process safety knowledge



- Review performance
- Act on lessons learned

- Measure performance
- Monitor before events
- Investigate after events
- Measure and review findings

**1 –
65,
Plan,**

**Check, Act System
(For further information, please see appendices)**

2. LEGISLATION, GUIDANCE & POLICY DOCUMENTS CONSIDERED

The Health and Safety at Work Act (H&SAWA) 1974 provides the legislative framework to secure the health, safety and welfare of persons at work. This *Enabling Act* incorporates previous (prior to 1974) statutory health and safety legislation and judgements and rulings from the civil courts; thus making it into one comprehensive system of law to deal with the health and safety of people at work, at any time in all types of occupations. It also provides protection for the wider public where they may be affected by the activities of people at work.

Under this Act it is the duty of an employer to safeguard, so far as is reasonably practicable, the health, safety and welfare of all employees including the provision and maintenance of safe plant, machinery, equipment and safe systems of work. Although the ultimate responsibility for compliance with the Act rests with employers, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work. Whilst the Trust is vicariously liable for the acts and omissions of its staff, employees also have a duty under the Act to take reasonable care to avoid injury to themselves and others and to co-operate with their employer and others in meeting the statutory requirements. The Act requires employees not to interfere with or misuse anything provided to protect theirs and other's health, safety and welfare.

Compliance with the Health and Safety at Work Act 1974 (and associated Regulations) is a legal requirement. As such, an offence, committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

In addition to the H&SAWA 1974, a diverse number of subordinate Regulations, Approved Codes of Practice (ACOP), Guidance Notes, EC Directives, etc. also have relevance, to the NHS as a whole and are thus equally applicable to the Trust. The Trust uses the Health & Safety Executive (HSE) model **HSG 65 Plan, Do, Check Act** (see page 8) as a method of ensuring that the work of the Trust is conducted in as safe a manner so far as is reasonably practicable.

This Policy is an overarching document which includes the Trust's

- Health and Safety Statement of Intent
- The diverse roles and responsibilities that managers, staff representatives, employees and others have with regard to managing Health and Safety
- Reference to other more specific procedures
- Health and Safety training requirements
- The Trust committee structures and the *arrangements* as to how Health and Safety issues are communicated cascaded and managed throughout the Trust
- The Health and Safety Law poster outlines duties under health and safety legislation and can be found in all Trust sites, an example is found in Annex B

3.

DEFINITIONS & ABBREVIATIONS

A number of definitions are detailed in the Regulations and it is important that the Trust's employees understand what they mean because they can be applied to different categories of employees, work activity and environments. For the purpose of this policy the following definitions will apply:

Child: Anyone who is not over the compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the MSLA (Minimum School Leaving (Age) (NB the oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months in year 11 before they leave school on the last Friday in June.)

Competency: Knowledge, skills, qualifications, training, experience or ability to undertake a particular job, the term 'competent person' also refers to the roles and responsibilities of those managing health & safety matters.

Senior Manager: The Trust defines senior managers as those members of staff with health and safety duties at pay band 8C and above.

Disabled: The Equalities Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. For the purposes of the Act:

- Substantial; means neither minor nor trivial.
- Long term: means that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions).
- Normal day-to-day activities: include everyday things like eating, washing, walking and going shopping.
- A normal day-to-day activity must affect one of the 'capacities' listed in the Act which include mobility, manual dexterity, speech, hearing, seeing and memory.

ACOP: Approved Codes of Practice.

ALARP: Short for "as low as reasonably practicable". See also SFAIRP.

Employee: Any member of staff who holds a contract of employment (paid or unpaid) directly with or by the Trust.

Hazard: Something with the potential to cause loss, harm, injury or damage.

Lone Worker: An employee who, due to the remoteness of their workplace, the specialist type of work they do or because of the time of day/night for example, are isolated from other workers, managers or supervision, possibly for long periods of time.

MHRA: The Medicines and Healthcare Products Regulatory Agency.

RIDDOR: Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Risk: The likelihood that the hazard will actually cause harm, injury or damage; it also considers the consequences, extent and outcome of a hazardous event occurring.

Risk Assessment: A risk assessment is simply a careful examination of what, in the workplace could cause harm to people, so that employers can weigh up whether they have taken enough precautions or should do more to prevent harm. The risk assessment should be suitable and sufficient.

Subject Matter Expert (SME): A person who is an expert in a particular area or topic capable of answering questions and providing guidance to other members and committees within the Trust

SFAIRP: Short for “so far as is reasonably practicable”. The two ALARP & SFAIRP terms mean essentially the same thing and at their core is the concept of “reasonably practicable”; this involves weighing a risk against the trouble, time and money needed to control it. Thus, ALARP describes the level to which we expect to see workplace risks controlled.

Vicarious liability: Employers are vicariously liable (to some degree responsible) for the acts, negligent acts or omissions by their employees in the course of their employment.

Woman of Child Bearing Age: Any employee who is pregnant; who has given birth within the previous six months; or who is breast feeding. Note: **given birth** means the delivery of a living child or, after twenty-four weeks of pregnancy, a still-born child (See Regulation 16 MH&SWR).

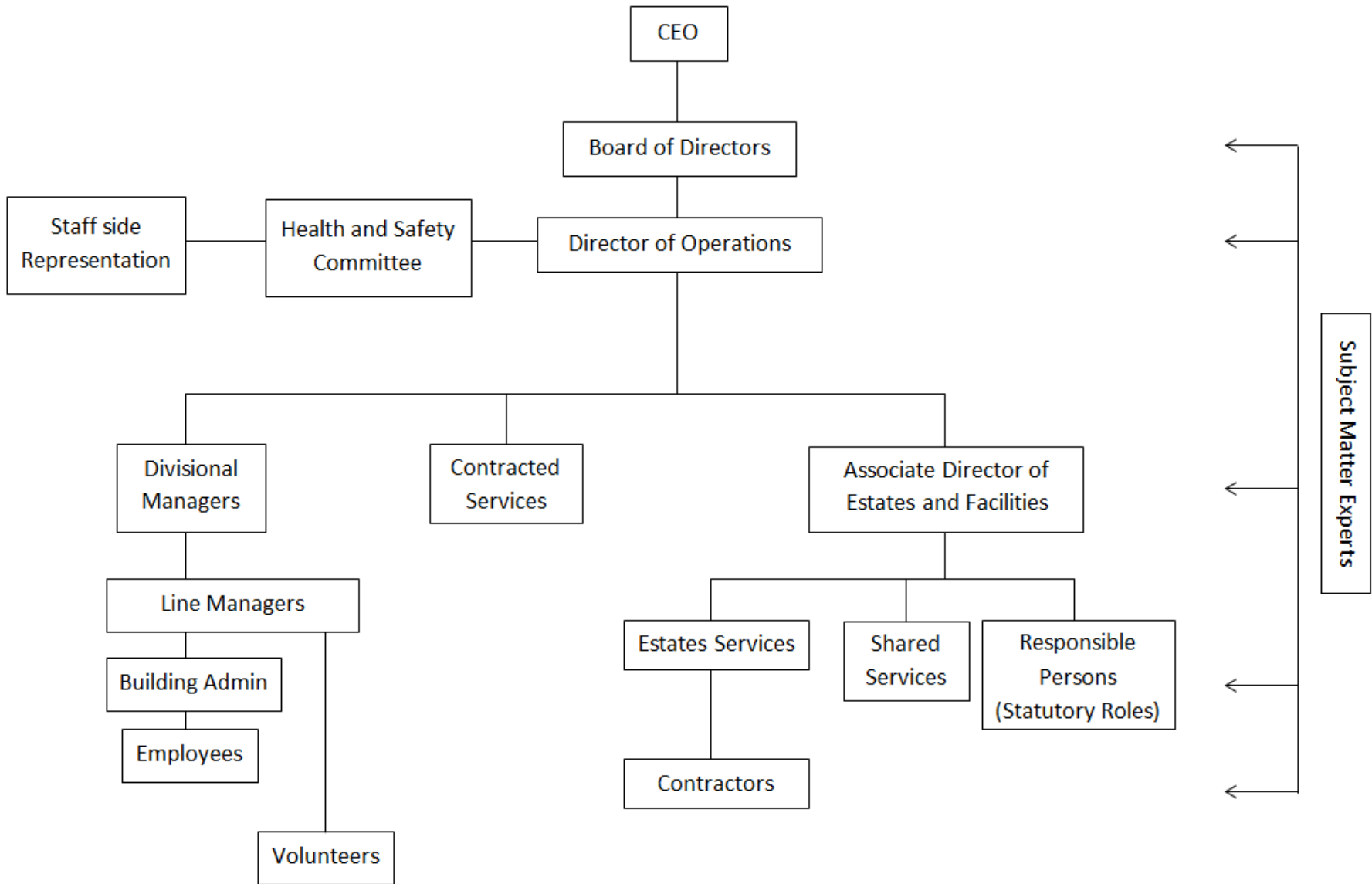
Worker: Any person carrying out work on behalf of or for the Trust but who may not hold a contract of employment directly with the Trust. This would include self-employed staff, voluntary workers, students and those staff supplied to the Trust but paid by contractors, agencies or similar.

Work experience: A period of activity in a work setting (whether paid or voluntary). Students and trainees, including children, on work experience are regarded in health and safety law as employees. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. **Restrictions** will probably be applied to the types of work which young and inexperienced people, including pupils on work experience or below Minimum School Leaving Age (MSLA) are allowed to do.

Young person: Anyone under eighteen years of age (young people). The law on working time defines a **young worker** as being below 18 years of age and above the MSLA.

4.

HEALTH AND SAFETY MANAGEMENT STRUCTURE



5. DUTIES

Executive Board

Chief Executive

Responsible for adherence to health and safety legislation within the Trust, and is accountable for the establishment and achievement of health and safety policies within the Trust. The Trust Board is also responsible for establishing objectives, policy, priorities and the allocation of funds. The Chief Executive will be supported in fulfilling this responsibility by other members of the Trust Executive Team.

To assist the Chief Executive to fulfil this responsibility, specialist advice will be available from Subject Matter Experts (SMEs):

- The Trust Health and Safety Advisor
- Consultant in Occupational Health Medicine
- Fire Safety Officer
- Infection Control Team
- Back Care Team Moving and Handling Team
- Security Management Specialist
- Prevention and Management of Violence and Aggression Nurse Specialist
- Trust Solicitor

Board of Directors

Responsibility to provide a safe working environment and shall ensure adequate arrangements and resources are provided to implement the requirements of this policy, all relevant safety Regulations & Guidance and any associated procedures and safe systems of work; and apply this within their respective areas of responsibility.

The Health & Safety responsibilities for Directors can also be found on the HSE website or the Institute of directors.

Directors must ensure that managers under their control are aware of and manage their Health & Safety responsibilities and that sufficient resources are allocated to enable them to do so.

Director of Operations

The nominated director to lead on Health & Safety Matters by:

- Informing the Board on all relevant Health, Safety, Environment and Fire issues, including alerting the Board to the requirements of this policy, and any actual or potential breaches of Health and Safety Legislation
- Ensuring, through the Trust's Committee structure, that relevant persons are consulted with and informed of any changes that may substantially affect their health and safety e.g. in procedures, equipment or ways of working
- Ensuring clear lines of accountability throughout the organisation for the management of health and safety and that all staff groups are represented in the Health & Safety Committee
- Ensuring that staff are provided with information on the likely risks and dangers arising from Trust work and activity, introducing measures to reduce or get rid of those risks and dangers and informing staff as to what they need to do if they have to deal with a risk or danger

- Putting arrangements in place to have competent people to help satisfy health and safety laws
- Ensuring co-ordination and co-operation on health and safety matters within the Trust and also between the Trust, its neighbours, contractors and any other relevant persons and stakeholders
- Ensuring that suitable arrangements and plans are in place to manage health and safety

Senior management

Associate Director of Estates & Facilities

- Provide a link with the Director of Operations and Estates Managers to ensure that appropriate management systems are put into place to address Trust legionella and other water bacteria issues. He/she will oversee the management arrangements and advise the Board accordingly. Where appropriate, advice and management arrangements will be sought from the Facilities Health and Safety Advisor and other specialist advisors to help the Trust with their statutory obligations.
- The Head of Estates and Facilities has been delegated the responsibility to monitor the operation of this procedure with respect to all capital and project work undertaken by the Trust.
- In the event there is insufficient information on the location of legionella and other water bacteria an appropriate assessment will be arranged by the Facilities Health and Safety Advisor and Operations and Engineering Managers to be undertaken by external specialist contractors to identify at risk areas.
- Where at risk areas have been identified the elimination of the risk with engineering controls are put into place at the first instance.
- Where at risk areas have been identified, the Responsible Managers are informed of at risk systems so that they can manage the risk where engineering controls cannot be implemented

Deputy Directors

- Have or undertake to obtain such information, instruction and training to enable them to lead on and co-ordinate matters of health and safety, commensurate with their respective role or position
- Make adequate funding available to provide any necessary equipment, Personal Protective Equipment (PPE), procedures and on-going training and supervision to meet the requirements of the Health and Safety Policy and/or where a risk assessment has identified such control measures as being necessary
- Set health and safety performance standards and objectives for their managers and those under their supervision
- Make arrangements for the managers, supervisors and staff under their control or responsibility to have the competency to manager health & safety issues and to arrange for them to attend suitable training courses to enable them to do so

Divisional Managers

- Have or undertake to obtain such information, instruction and training to enable them to lead on and co-ordinate matters of health and safety, commensurate with their respective role or position
- Support local managers, staff, staff representatives and unions to provide suitable and sufficient equipment and put systems and procedures in place to control and safely manage any identified risks
- Discuss and disseminate Trust safety policies, procedures and implement the requirements of those respective policies, in co-operation with their managers and staff
- Make adequate funding available to provide any necessary equipment, Personal Protective Equipment (PPE), procedures and on-going training and supervision to meet the requirements of the Health and Safety Policy and/or where a risk assessment has identified such control measures as being necessary

- Set health and safety performance standards and objectives for their managers and those under their supervision
- Make arrangements for the managers, supervisors and staff under their control or responsibility to have the competency to manager health & safety issues and to arrange for them to attend suitable training courses to enable them to do so
- Reprimand or discipline (as per the Trust Disciplinary procedure) any member of staff who ignores or wantonly or deliberately fails to discharge their responsibilities in relation to health and safety
- Maintain a system of regular inspections and audits to determine the degree of compliance with both Trust and local policies & procedures and take appropriate remedial action to address any areas of non-compliance
- Understand or take steps to find out their obligations under common and statute law towards their employees (on Health and Safety matters) and the potential for civil claims and subsequent compensation payments
- Such provisions are made in the Community Division to manage fire safety, security, waste management, infection control and all other Trust services to ensure the safety of Trust staff working out in the community.

Note: The Trust's disciplinary procedure may also be used where managers themselves knowing, wantonly or deliberately ignore their above-mentioned health & safety responsibilities

Line Management

Quality Improvement and Assurance Leads/Matrons

- Intervene to prevent poor Health and Safety practice or procedures, as needs be
- Ensure lessons learned are implemented through spot checks at locations visited
- Aid local and Divisional Managers by inspecting risk assessments and paperwork to ensure staff and service user safety

Business Managers

- Intervene to prevent poor Health and Safety practice or procedures, as needs be.
- Ensure health and safety is reduced during the design phase of any capital works
- Ensure large items that are procured are done so through the procurement procedure to prevent introducing risks.
- Seek advice where necessary for individual projects undertaken

Service Managers / Team Leaders

- Undertake documented risk assessments in consultation with their managers, staff and others competent to undertake such assessments
- Risk assessments are systematically reviewed and where necessary, ensure that suitable protocols, plans and procedures are further updated or developed to provide adequate controls and safety precautions
- Manage the timely reporting of accidents and incidents; using the Electronic Risk Management incident reporting system. (RIDDOR and suspected RIDDOR incidents must be reported immediately to the Health and Safety Advisor)
- Undertake investigations by following the Trust Incident Reporting Procedure and that the Serious Incident (SI) procedures are followed, where necessary
- Estimate the cost of damage, loss, injury, etc. and that they document and manage the consequences of an incident appropriately

- Intervene to prevent poor Health and Safety practice or procedures, as needs be
- Make arrangements for the managers, supervisors and staff under their control or responsibility to have the competency to manager health & safety issues and to arrange for them to attend suitable training courses to enable them to do so
- Reprimand or discipline (as per the Trust Disciplinary procedure) any member of staff who ignores or wantonly or deliberately fails to discharge their responsibilities in relation to health and safety
- Attend appropriate induction training, local induction and familiarisation, mandatory and statutory training, and any other Health and Safety training and refresher training that is necessary and ensure their staff do likewise
- Understand or take steps to find out their obligations under common and statute law towards their employees (on Health and Safety matters) and the potential for civil claims and subsequent compensation payments
- The monthly Health & Safety calendar checklists are completed and that identified gaps and omissions are dealt with locally or escalated as appropriate

Note: The Trust's disciplinary procedure may also be used where managers themselves knowing, wantonly or deliberately ignore their above-mentioned health & safety responsibilities

All Line managers

- It is the duty of the line manager to ensure, so far as is reasonably practicable, that systems of work are safe and without risk to health; therefore suitable and sufficient risk assessments of all the risks to the health and safety of staff from their job role as required within the health and safety procedures i.e. Manual Handling
- Are responsible for ensuring risk assessments are carried out by a competent person (Assessor) with the co-operation of supervisors and operators
- The Line Manager is responsible for ensuring that assessments are in place and that risk control measures are being adhered to and are continually monitored for effectiveness

The Employee

All employees at work must take reasonable care to ensure the health and safety of themselves and others who will be affected by their acts or omissions and to co-operate with management to ensure compliance with statutory requirements.

Employees at work are required to:

- Ensure safe working practices and necessary safety precautions are followed
- Use protective clothing and equipment provided
- Ensure that any items provided in the interests of health and safety is not intentionally or recklessly interfered with
- Comply with all health & safety rules and procedures
- Comply with instructions in connection with emergency and fire alarms, fire drills, fire prevention and firefighting equipment
- Report all accidents/near misses to the appropriate supervisor or manager using the electronic Risk Management systems, i.e. DATIX or any future Risk Management systems which the Trust put in place for reporting accidents/near misses
- Report all observed hazards or unsafe conditions to the appropriate supervisor
- Report any maintenance issues immediately to the appropriate manager or supervisor

- Undertake necessary and authorised safety training

Health & Safety Leads

Health and Safety Advisor

- The Health & Safety Manager is responsible for providing advice and guidance on the requirements of this Policy to managers and staff groups; including proposing changes as and when new legislation or regulations are introduced. Other duties include:
- Proactively promoting safe working practices and procedures and publish the monthly health & safety checklist; monitor and audit its effectiveness
- Reviewing and updating policies or developing new policies to incorporate amendments and advances in Health and Safety legislation, Approved Codes of Practice (ACOP) and Guidance, and informing senior managers of all such relevant requirements
- Ensuring serious incidents including RIDDOR incidents are investigated and incidents are made known to the Occupational Health Department where necessary
- Monitoring and auditing health and safety management systems, safe systems of work, incident reports and trends and make recommendations to improve safety, so far as is reasonably practicable
- Identifying training needs and deliver suitable health and safety training (Initial Induction, Corporate Induction etc.). Advising in any procurement of suitable H&S training where required
- Advising, monitoring and auditing health and safety issues which may affect individual staff or staff groups; including health surveillance programmes
- Producing appropriate Health and Safety reports for Trust committee and disseminate relevant Health and Safety posters & information and liaise with Trade Union and staff representatives
- Intervening to prevent poor Health and Safety practice or procedures, as needs be. This includes serving (Internal) Improvement and Prohibition notices on managers & services where there is an immediate or continuing breach of health & safety standards
- Liaising with and obtaining information from the Health and Safety Executive (HSE) and other statutory bodies

Security Manager

- Providing advice and guidance on all security related issues within the Trust.
- Completing security management risk assessments via agreed work plan approved by the Health and Safety Committee
- Ensuring the Trust complies with statutory responsibilities relating to security management issues i.e. Secretary of State Directives
- Producing reports for committees and updating relevant Trust policies

Fire Safety Officer

- Providing advice and guidance on all fire safety related issues within the Trust
- Completing fire safety risk assessments for buildings and individual wards and departments
- Ensuring the Trust complies with statutory responsibilities relating to fire safety
- Producing reports for committees and give advice towards updating relevant Trust Policies and Procedures
- Carry out Fire Audits as per the inspection schedule
- Providing a range of training courses to Trust staff on fire safety

Estates and Capital Works

Estates Officer

- Plan and execute maintenance and new works projects liaising with Trust departments and contractors
- Be familiar with all relevant legislation and guidance relating to operation and maintenance of healthcare premises.
- Write and review policies acting on all relevant statutory guidance, incorporating into maintenance and new work activities
- Identify and specify planned maintenance tasks, writing all relevant H&S documentation and procedural documents, and inputting maintenance routines into CAFM system.
- Co-ordinate the trusts water safety programme, planning water testing, receiving results, identifying remedial works and re-sampling
- Act as the Trust's Competent Person for lifts and lifting equipment (LOLER), asbestos, and pressure systems, maintaining registers where required.
- Act as the Trust's Competent Person for lifts and lifting equipment (LOLER), asbestos, and pressure systems, maintaining registers where required.
- Act as the Trust's Responsible Person for water systems

Contractors

- They and other self-employed persons (engaged on Trust business) assess and document the risks of their work and undertakings and make provision to protect themselves and others in respect of their own work activities.
- They are competent and authorised to carry out the required work and they have the supporting documentation to evidence this.
- They provide; documented risk assessments, safety plans and/or method statements, permits to work, etc., detailing how the work will be undertaken to ensure the health, safety and welfare of all who might be involved with or affected by their undertakings.
- They comply with all statutory safety provisions; in particular the Construction Design and Management Regulations. They must notify the Health and Safety Executives, Local Authority, Environment Agency, Fire Authority and any other relevant agencies in accordance with relevant statutory legislation.
- Their work is brought to the attention of all those who may be affected by them and their work activity (particularly clinical services) well in advance of the work commencing so that adequate safety precautions can be planned, put in place and managed.
- All their employees (& sub-contractors) are appropriately informed, instructed and trained in health, safety and welfare related matters pertaining to their own and Trust work activities.
- They provide evidence to the Trust of training, briefing sessions & 'toolbox talks' given to their staff relevant to their work (Where required, contractors and sub-contractors may need to attend Trust training programs or briefings).

- They take reasonable steps to ensure co-operation, co-ordination and communication between all contractors and Trust staff and other relevant persons.
- They report significant accidents and incidents to the Trust when undertaking their contractual obligations.
- The Trust's Health and Safety Advisor is notified of incidents that fall within Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 which occur as a result of the contractor's undertakings.
- They undertake or assist the Trust in Serious Incident investigations and put in place remedial actions to prevent a reoccurrence of an accident or incident.
- They provide safe access to and from their workplace for their own staff and all others affected by their undertakings.
- They put in place provisions to deal with a fire and do nothing to compromise the fire systems and procedures already in place within the Trust

Corporate Services

Moving and Handling Lead

- Advise on the development, implementation and evaluation of the manual handling supporting procedures/ protocols.
- Offer expert advice to staff and managers on all aspects of manual handling and to train Line Managers on how to perform manual handling risk assessments.
- Support staff and managers undertaking manual handling risk assessments (people and loads).
- Take a responsibility in the assessment of complex people handling assessments where a high level of manual handling knowledge and expertise is required. This will be done in collaboration with local staff involved with the care /rehabilitation of the person.
- Undertake ergonomic assessments for complex load handling problems in conjunction with local managers when requested to do so.
- Give advice on environmental improvements for safer manual handling including design and planning of workspaces along ergonomic lines.
- Make recommendations about new equipment making sure any patient handling equipment purchased has been properly evaluated and is suitable for the requirements of the work area.
- Provide manual handling training as agreed with The Trust Training Department and maintain full and accurate records of training provided.
- Work alongside the Health & Safety Advisor with regards to the design and layout of workspaces in relation to manual handling and good ergonomics.
- Support managers, where requested, with the investigation of accidents and incidents.

Risk Assessors (Manual Handling Specific)

Wherever there is a potential of harm from manual handling activities, the risk must be assessed and evaluated by a competent person who must have knowledge of the process/activity, how and in what environment the activity is to be carried out and in conjunction with staff undertaking the activity. If the person assessing the risk is not the line manager, they must inform the relevant line manager of the findings of the assessment and, if appropriate, explain the risks and the required control measures to manage those risks. Where risks are identified this should be included in local risk register.

Link Nurse/Therapist Network (High and Medium Risk Clinical Areas)

- All areas classified as high and medium risk will have nominated members of staff who will act as Link Nurses/Therapists for moving and handling. These staff will have additional responsibilities for moving and handling within their own work area as part of the overall risk reduction strategy. The role of the Link Nurse/Therapist is as follows:
- To attend meetings of the Moving and Handling Link Group on a quarterly basis. (Meetings lasting for approximately three hours).
- To act as a communication link between the Moving & Handling Lead and staff in the work area.
- To ensure that relevant information from meetings is passed on to staff in the locality/team.
- To assist in monitoring standards of practice for moving and handling within their local staff team and to report problems and hazards to their manager.
- To maintain an up-to-date inventory of moving and handling aids and equipment. (In-patient areas only).
- To ensure that all moving and handling equipment is stored safely.
- To regularly check the condition of patient handling equipment and report any problems immediately to the Estates & Facilities Department. This includes checking that patient handling equipment has been serviced/inspected on a six monthly basis in accordance with the Health Safety and Environment Policy
- To ensure, as part of the local induction process, that new staff are given all relevant information about the moving and handling techniques and equipment used in their work area.
- To maintain a current resource base including relevant publications, codes of practice and legislation.
- To assist in moving and handling assessments and problem solving within their local team and scope of professional practice.

Occupational Health Department

- The Principal Physician and the Occupational Health Department are responsible for:
- Carrying out pre-employment health screening, health assessment and surveillance, including immunizations for staffs' protection from infections & diseases acquired at work.
- Providing advice, guidance and education to the Trust and individuals on work-related health issues (including stress) and fitness to return to work following illness or injury.
- Keeping suitable and secure records of the impact of Trust work activities on an individual's health and the effects that ill health has on an employee's ability to work.
- Promoting and helping to maintain the health and well-being of all Trust employees through the provision of suitable literature, e-messaging, information, training sessions and educational materials.
- Advising the Trust and its staff on occupational / work related health issues, diseases and accidents (Staff can either self-refer or be referred by their line manager to the Occupational Health Department).
- Providing suitable information, advice and prophylactic treatment for staff that have received sharps, needle stick injuries, splashes and work related diseases.
- Undertaking or facilitating relevant Health Surveillance programs as per the requirements of the Control of substances Hazardous to Health (COSHH) Regulations.
- Liaise with the Health & Safety Advisor when a RIDDOR report is being submitted (in particular, incidents involving needle stick, sharps & splash incidents, contact with chemical substances, DSE acquired injuries, occupational dermatitis).

- The head of Occupational Health will monitor and audit the work of the department, produce reports on this work activity and escalate relevant (Occupational Health related) incidents reported to them through to the Trust's health & safety committee.
- Produce and update Trust policies and procedures relevant to the work of the Occupational Health services

Infection Prevention and Control Team

- Current legislation and national standards of best practice are an integral part of the Trust's Infection Prevention and Control Policies and procedures, and they are updated appropriately.
- The co-ordination and maintenance of a programme of infection prevention and control throughout the Trust is implemented.
- Training and education of healthcare professionals in all appropriate aspects of infection control is provided; advising on the appropriate treatment and isolation measures for infectious patients and overseeing their transfer and discharge arrangements.
- They provide advice and guidance on all matters relating to infection control throughout the Trust and produce reports for committee on these matters

Legal Services

- Providing advice and guidance on all clinical and non-clinical negligence claims and litigation.
- Collating all such information (statements, documentation, patient notes, incident & RIDDOR reports, and other evidence) relating to a claim or legal challenge, in order to defend or represent the Trust.
- Ensuring the Trust complies with its statutory legal responsibilities.
- Producing reports for committees and updating relevant Trust Policies

Head of Information Technology (IT) and IT Managers

- Technology (hardware and software) across the Trust and setting up Display Screen Equipment as per the requirements of the Display Screen Equipment Regulations 1992 as amended 2002.
- Obtaining clearance and obtaining permits to work on IT systems and networks in specified areas, from the Estates and Facilities Departments, clinical or capital project managers, The Trust, PFI partner or any other relevant stakeholder as necessary.
- Purchasing IT equipment that is inherently safe and fit for its intended purpose and use

Quality and Safety Team

- Maintaining the Trust Risk Register.
- Providing leadership and Governance on risk management issues throughout the Trust.
- Providing systems for the collection and collating of Electronic Risk Management incident and near miss reports.
- Liaising with the Health & Safety Advisor on CQC standards; clinical & non-clinical incidents; serious incidents and safety alerts to determine compliance levels

Human Resources

- Ensuring that safety legislation and the Trust's Health and Safety Policy is specified as an essential part of all job descriptions within the Trust.

- Promoting Health and Safety as a key element of all staff appraisals; it is one of the main dimensions of the NHS Knowledge and Skills Framework.
- Collecting and collating information on staff sickness, industrial injuries (related to or sustained at work) and absence levels.
- Consulting staff and trade union representatives on matters affecting the safety and welfare of the persons they represent.
- Providing counselling services in the Trust and making provisions to manage work related stress.
- Giving special consideration to the work done by groups of people such as apprentices, young and inexperienced staff, visitors, foreign staff and dignitaries, pregnant and nursing mothers, temporary, voluntary, locum, disabled staff, bank and agency workers.
- Introducing or contributing to safety policies and procedures so as to ensure the safety and welfare of all such groups whilst visiting or engaged on Trust work and activity.
- Producing reports for relevant committees on all these matters

Hotel Services

- Assist in the tendering of contracts for Soft FM services such as contracted cleaning, pest control, food (inpatient), clinical waste, general and recycled waste, WEEE waste, feminine hygiene, window cleaning, removals, non-patient transport, and grounds & gardens.
- Hold quarterly meetings to monitor contract performance to include safety performance
- Produce and maintain recommended list of equipment and cleaning products
- Ensure COSHH files for cleaning services at each location are in place

Sustainability

- Pushing forward the sustainability agenda
- To communicate environmental performance and raise awareness of the organisation's impacts
- To implement the organisation's sustainable development strategy
- To contribute widely to the safe, secure, sustainability of the Trust's estate to ensure it is fit for purpose

Responsible Managers

- Have or undertake to obtain such information, instruction and training to enable them to lead on and co-ordinate matters of health and safety, commensurate with their respective role or position.
- Make adequate funding available to provide any necessary equipment, Personal Protective Equipment (PPE), procedures and on-going training and supervision to meet the requirements of the Health and Safety Policy and/or where a risk assessment has identified such control measures as being necessary.
- Provide safe access and egress to Trust buildings, wards, departments and areas they have control over or are responsible for and provide safe means of transport and methods of movement of patients and staff; particularly when evacuation is required.
- Maintain a system of regular inspections and audits to determine the degree of compliance with both Trust and local policies & procedures and take appropriate remedial action to address any areas of non-compliance for any building under their control. This will be done in conjunction with the Subject Matter Experts who may be involved with the inspection but organised and co-ordinated by Divisions to reduce impact upon service delivery.

- Ensure all legislation is adhered to within the buildings under their control, this will be done in conjunction with Subject Matter Experts knowledge and the Responsible Managers authority.
- The monthly health & safety checklists are completed and that identified gaps and omissions are dealt with locally or escalated as appropriate

Building Administrators

- Will work in conjunction with Responsible Managers to complete all risk assessments for the premise in which they are based.
- Undertake all necessary training to ensure competence with hazard identification and risk assessment
- Raise awareness of risks amongst staff and visitors in their location
- Place unmitigated risks on the risk register for escalation and address
- Must comply with requests from Responsible Managers due to their responsibilities for all premises under their control
- Must make all information, assessment, inspection and testing available for inspection officers upon request
- Must ensure clear procedures are in place to enable continuation of premise management if they are taken ill
- Must be confident and persuasive when addressing safety issues to all staff members regardless of their position and title, as they speak for the Trust and its legal requirements

Other Groups with Responsibilities

Volunteers

Volunteers generously give their time, work and expertise to the Trust, these people are regarded as honorary employees in the eyes of the law and as such are bound by the same health and safety conditions as all other Trust staff. Any Trust manager or representative responsible for them must ensure that:

- Risk assessments of their activities are undertaken and the identified risks are managed.
- Suitable health and safety information instructions and training must be provided commensurate with their charitable activities.

They are adequately supervised and informed of the hazards and risks associated with the Trust that may impact on their charitable work or activities.

Trade Union and Staff-side Representatives

Trade Union and Staff-side Health and Safety Representatives have specified rights and responsibilities (as per legislation and ACOPs) and are required to:

- Represent Trust employees in consultation and co-operation with managers with a view to developing measures to ensure the health and safety at work of employees.
- Highlight potential hazards, risks and dangerous occurrences in the workplace (whether or not they are drawn to their attention by employees they represent) and to be proactive by assisting in preventing accidents and adverse incidents in the workplace.
- Investigate complaints by any employee whom they represent relating to that employee's health, safety or welfare at work.
- Make representations to Trust management on any matter affecting the health and safety of employees in the workplace.

- Assist in Health and Safety
- Attend and contribute towards Health & Safety Committee meetings

Community Services

Managers and staff who work in the community have particular health & safety requirements in that in many cases they are lone workers away from the Trust's main building sites, moving to and from domestic dwellings 24/7. It is essential that managers in these settings undertake and document suitable and sufficient risk assessments to help manage the work of community workers.

Other Staff Groups

It is not possible to list all the specialist groups within the Trust but the principles of risk assessing, documenting, controlling and managing hazards and risks, reporting of accidents and incidents and ensuring that staff have the appropriate information, instruction, training, supervision and resources necessary to ensure their safety and welfare is applicable to all of them; further details are provided in the relevant Trust Policies and procedures.

6. RISK ASSESSMENTS

6.1 Rationale

A key aspect of health and safety legislation is the requirement under the Health & Safety at Work etc. Act 1974 to risk assess the hazards that are present within a work place. This process is the first step in mitigating dangers that may be present and therefore safeguarding staff and visitors.

6.2 Standards

This is the Trust approved risk assessment and should be used where there is a requirement to assess risk to staff, service users and others from any area of health and safety, environment or fire.

6.3 Procedures

The requirements of the policy will be implemented through the local undertaking and documentation of suitable and sufficient risk assessments. The findings of the assessments will be implemented locally and suitable control measures put in place to mitigate risks so far as is reasonably practicable.

The basic process of undertaking a risk assessment is based on the HSE model 'Five steps to risk assessment'

A key component of the arrangements will be the completion of the monthly health & safety checklists. At the beginning of each month a different checklist is published on the Trust intranet. Managers and staff can also access the checklists on the Health & Safety intranet page.

The purpose of the checklists is to assist local ward and department managers to assess whether the local arrangements for managing safety issues are adequate. In most situations, omissions or identified problems can be managed locally; for example, broken building fixtures & fittings can be reported to the Trust Intranet Estates & Facilities helpline or on the Trust intranet. A Risk Management incident report can also document and highlight the problem. If the hazards and risks are more urgent they can be escalated quickly.

If the identified problem is likely to persist or require more resources, then the matter can be raised through the respective Divisional Health & Safety Committees, thence on to the Trust Health and Safety Committee and on again to the Quality Committee. There is the option to document the problem on the respective Divisional Risk Register or on the Trust's Corporate Risk Register.

7. FIRE SAFETY

7.1 Rationale

The Trust is aware of the requirements and duties placed upon the Trust through the Regulatory Reform (Fire Safety) Order 2005. The Trust strives to achieve compliance with this important legislation while providing a therapeutic environment.

7.2 Standards

CQC - Premises and Equipment

Safety

Staffing

Fit and Proper Staff Refer to Annex B

7.3 Procedure

All procedures and duties required to attain compliance with the relevant legislation is contained within Health and Safety Manual [Leaflet 08 – Fire Safety Management](#). Each location will require its own local fire procedures which are specific to the environment and needs of individuals.

8. FIRST AID

8.1 Rationale

First Aid at Work Regulations 1981(Amended 2013) place the duty upon the employer to ensure all persons upon their premise or anyone harmed by their activities have access to immediate medical attention should it be required.

8.2 Standards

CQC - Staffing

Fit and Proper Staff Refer to Annex B

8.3 Procedure

Health and Safety [Leaflet 04 - First Aid at Work](#) contains the necessary procedures, assessments and information for all sites to comply with this legislation.

9. MANUAL HANDLING

9.1 Rationale

The Manual Handling Operations Regulations place a duty to reduce the risk of injury from manual handling to a level that is as low as is reasonably practicable through an assessment procedure of all manual handling tasks undertaken within the Trust.

9.2 Standards

CQC - Premises and Equipment

Staffing

Fit and Proper Staff

9.3 Procedure

The Health and Safety Manual [Leaflet 07 – Manual Handling](#) provides the duties, training arrangements and templates and guidance to comply with this legislation.

10. DISPLAY SCREEN EQUIPMENT (DSE)

10.1 Rationale

The Trust recognises that health and safety legislation places duties on the Trust to ensure the safety and wellbeing of all staff that use display screen equipment. Managers and employees should make themselves aware of the requirements here to ensure each individual is compliant with the needs of the Trust.

10.2 Standards

CQC - Premises and Equipment
Fit and Proper Staff

10.3 Procedure

The relevant legislation and guidance to comply with our legal duties is laid out within Health and Safety Manual [Leaflet 06 – Display Screen Equipment](#).

The Trust procedure aims to assist all staff in preventing health problems such as Musculoskeletal disorders (MSD), fatigue and stress, psychosocial issues by encouraging good ergonomic design of equipment, furniture, the working environment and the job.

11. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

11.1 Rationale

COSHH regulations place a duty to prevent or adequately control exposure to hazardous substances of all people that may be harmed by the Trust practices through an assessment procedure of all substances used within the Trust.

11.2 Standards

CQC - Premises and Equipment
Safety

11.3 Procedure

The Health and Safety Manual [Leaflet 03 – Management of Hazardous Substances](#) provides the duties and templates to comply with this legislation.

12. SECURITY

12.1 Rationale

Security is a necessary part of managing the Trust's business. It needs to address both internal and external threats. Security should be subject to risk assessment exercise to ensure that the measures taken are proportionate to the risks to the organisation. This is undertaken via the LSMS annual work plan, crime reduction surveys, local security procedures and health and safety assessments. The management oversight is by the Health and Safety Committee.

Security involves the protection of all assets of the Trust, not just physical assets. It includes protection for staff, equipment, premises, and information (especially intellectual property).

12.2 Standards

CQC – Premises and Equipment
Fit and Proper Staff

12.3 Procedures

The risk assessment process will lead to the development of action plans outlining the necessary mitigation to be managed through the risk register process by local management structures. Where an mitigation required on an action plan has exceeded the deadline set on the plan, the LSMS will send a reminder to the Responsible Manager to prompt resolution, unless reasons for this delay are outlined within the risk register: for example awaiting decision on capital planning bid, meeting to be held quarterly.

All of the above will be monitored by local management through the risk register process and overseen for compliance by the Health and Safety Committee

The response to the perceived risks will be a combination of procedural, physical, manual and electronic measures. Crime reduction is only one aspect of this approach, since loss can occur through the advent of natural risks too (e.g. fires, floods, storms) and it is essential that all security risks to the Trust are identified.

Security should be 'designed in' during the designs and construction of a development and involves the protection of all assets of the Trust, not just physical assets. The response to perceived risks (an integrated security system) may be procedural, physical, manual or electronic measures whether alone or in combination. The aim being to protect the physical security of property and assets by using for example:

- Departmental procedures (Cultivating a security culture)
- Access control systems – automated or manual
- Lighting
- Intruder alarms
- CCTV
- Signage

For the full procedure please refer to Health and Safety Manual [Leaflet 16 - CCTV](#)

13. LONE WORKING

13.1 Rationale

The risk of harm and serious harm to any individual is greatly increased when they are lone working. A minor injury or health condition can lead to serious problems if an individual cannot raise the alarm to get help and there is no chance of them being discovered quickly, therefore the Trust look to reduce lone working as far as is reasonably practicable in our working procedures.

Where that is not possible local procedures need to be arranged and taught to all involved to reduce risk to lone workers.

13.2 Standards

CQC – Staffing
Fit and Proper Staff
Premises and Equipment

13.3 Procedures

All managers who have lone workers must ensure that staff have access to the Lone Working procedure section. All managers are required to work with staff and the LSMS to ensure a robust procedure to safeguard lone workers is in place within their local area and that it reflects local practice and individuals, this must be built into the local induction of all staff whether temporary or permanent. The accompanying procedure outlines the arrangements for making sure lone worker are safe as is reasonably practicable.

All staff have a duty to familiarise themselves with the local procedure to ensure there is no delay and therefore an increased risk to staff safety should the procedure be instigated from the community and to ensure no staff open themselves up to an unnecessary risk within an office environment. For full procedures please refer to Health and Safety Manual [Leaflet 17 – Lone Working](#)

14. SLIPS, TRIPS AND FALLS

14.1 Rationale

Slips, trips and falls on level ground consistently account for 1 in 3 major injuries and 1 in 5 over 3 day injuries in work place areas throughout Great Britain. The Trust has duty to assess the risks of slips, trips and falls involving staff and others who may be affected by their work.

14.2 Standards

CQC – Premises and Equipment
Safety

14.3 Procedures

All environments within the Trust sites internal and external need to be assessed for risks that may be present which lead to STF incidents as well as job roles to identify any job specific STF risks. The attached procedure Health and Safety Manual [Leaflet 10 – Slips, Trips and Falls](#) will enable those responsible for our sites and premises to carry out the assessments and raise risks to appropriate level for mitigation.

15. ENVIRONMENT AND SUSTAINIBILITY

15.1 Rationale

This procedure defines the duties and actions necessary to meet the requirements of food safety and hygiene legislation and guidance.

15.2 Standards

CQC – Premises and Equipment
Safety

15.3 Procedures

The procedure outlines details for staff to adopt to help the Trust to reduce its environmental impact and meet local and national statutory and regulatory targets, which will enable the Trust to meet the needs and expectations of our patients, staff, visitors and provider partners.

16. FOOD SAFETY

16.1 Rationale

This procedure defines the duties and actions necessary to meet the requirements of food safety and hygiene legislation and guidance.

16.2 Standards

CQC – Premises and Equipment

16.3 Procedures

The procedure includes details for staff to adopt safe and suitable principles of food procurement, transport, storage, handling and cooking for food provision to patients and staff of the Trust.

Food provided to patients and staff by the Trust must be safe, nutritious and appropriate.

17. ACCIDENT REPORTING

17.1 Rationale

All accidents/incidents and near misses should be reported in line with the Trust Reporting and Management of Incidents, Complaints and Claims Policy

18. HEALTH AND SAFETY ON MULTI-OCCUPIER SITES

18.1 Rationale

The Trust operates its core business from varying locations and buildings. Many of these buildings have different ownership and lease agreements, these arrangements do not remove the duty of care of the Trust to all staff, service user and/or visitor to our services.

18.2 Standards

CQC – Premises and Equipment
Fit and Proper Staff

18.3 Procedures

Health and Safety Manual [Leaflet 05 – Health and Safety on Multi-Occupier Sites](#) outlines the duties of the Trust, managers and employees at our varying sites. The Estates Department should be consulted for clarification if there is any confusion regarding what type of site you work at.

19. CONTRACTORS AND VISITORS

19.1 Rationale

Under the Health and Safety at Work Act (1974) the Trust has a duty of care to anybody that may be hurt by our actions. We therefore must take steps to ensure that those that are on or are around our sites are made safe. We must also ensure that anyone we invite onto our premises to carry out work for us are fully trained and competent to do the work safely.

19.2 Standards

CQC – Premises and Equipment
Fit and Proper Staff
Safety

19.3 Procedure

This procedure describes a structured methodology that will enable the Trust to ensure that all the Trust sites can manage and control the hazards in any shared work area effectively through the principle of the 4Cs:-

- Co-ordination

- Co-operation
- Communication
- Control

Please refer to Health and Safety Manual [Leaflet 14 – Control of Contractors and Visitors](#) for the full procedure

20. VULNERABLE WORKERS

20.1 Rationale

The Health & Safety at Work etc. Act 1974 place a duty on all employers to risk assess the dangers to New or Expectant Mothers and the protection of young persons. Legal precedent also dictates that we owe a higher duty of care to any member of staff that suffers from a physical or mental disability.

20.2 Standards

CQC – Premises and Equipment
 Fit and Proper Staff
 Staffing
 Safety

20.3 Procedures

The risk assessments for any vulnerable workers are in addition to generic environmental and job role risk assessment and should be done before an individual comes onto site or if they are existing staff should be carried out immediately after the line manager becoming aware of the issue.

Health and Safety manual Leaflet 18 Lays out the full procedure to meet these duties

21. WORKING AT HEIGHT

21.1 Rationale

This procedure outlines the steps to be taken by the Trust to ensure that all employees, clients, members of the public and contractors do not work at height where it can be avoided and where it cannot; suitable and sufficient controls are introduced.

To achieve this, the corner stone of this procedure requires a suitable and sufficient risk assessment to be completed for all tasks which require working at height. The Trust has a duty to assess the risks of working at height involving staff and others who may be affected by their work.

All environments within the Trust sites internal and external need to be assessed for risks that may be present which lead to Working at Height incidents as well as job roles to identify any job specific Working at Height risks. To carry out these risk assessments please refer to Health and Safety Leaflet 02.

21.2 Standards

CQC – Premises and Equipment
 Fit and Proper Staff
 Refer to Annex B

21.3 Procedures

Health and Safety Manual [Leaflet 11 – Working at Height](#) for guidance on the approved procedures

22. WORKPLACE INSPECTION PROCEDURE

22.1 Rationale

There is a large onus upon the Trust to self-regulate under health and safety legislation. Under new Health and Safety Executive guidance in which they state they will now reclaim costs from unsatisfactory inspection and enforcement procedures there is now a further financial costs as well as human costs to health and safety failure.

22.2 Standards

CQC – Premises and Equipment
Safety
Fit and Proper Staff

22.3 Procedures

The Trust will adopt a vigorous local inspection procedure to ensure health and safety procedures are adhered to at all times. These will be routinely reinforced by an inspection program from Subject Matter Experts which will be tasked to audit the compliance of local procedures by local managers.

The accompanying procedure [Leaflet 15 - Workplace Inspections Audits](#) outlines responsibilities and document templates to enable this to occur.

23. ASBESTOS

23.1 Rationale

Asbestos is considered to be a dangerous substance and as such the Trust is legally bound to ensure that all staff and visitors do not come into contact with Asbestos.

23.2 Standards

CQC – Premises and Equipment
Safety

23.3 Procedures

The accompanying procedure Health and Safety Manual [Leaflet 09 – Management of Asbestos](#) is to inform staff how Asbestos is managed within the Trust and stipulates what information is required for each building and where it is to be found.

24. LEGIONELLA

24.1 Rationale

Legionnaires' disease is a type of pneumonia caused by organisms found in water. It is the most well-known and serious form of a group of diseases known as Legionellosis.
The Trust must monitor and prevent any Legionella bacteria forming within our water supplies

24.2 Standards

CQC – Premises and Equipment
Safety

24.3 Procedures

The accompanying procedure Health and Safety Manual [Leaflet 12 – Legionella Water Quality Management](#) outlines how the Trust manage this risk and how local managers should risk assess and monitor Legionella risk within their premise, plus actions to take if an outbreak of Legionella does occur.

25. OCCUPATIONAL ROAD RISK

25.1 Rationale

Any driving undertaken for the purpose of your job role will be classed as occupational driving and as such your vehicle becomes your place of work for that duration, this therefore extends the health and safety laws to your vehicle and as such the Trust endeavour to ensure all staff and passengers are as safe as possible in this environment.

25.2 Standards

CQC – Premises and Equipment
Fit and Proper Staff

25.3 Procedures

Health and Safety Manual [Leaflet 19 – Occupational Road Risk](#) provides detailed guidance on how to reduce the risk of driving at work. All line managers should take this procedure into account when planning the job roles for the staff.

26. CONFINED SPACES

26.1 Rationale

Under the Confines Spaces Regulations (1997) the Trust has a duty to ensure its estate is risk assessed to ensure any areas that are classed as confined spaces are identified and communicated to all staff to highlight the risks. These areas must only be entered or worked within when a safe system of work is in place.

26.2 Standards

CQC – Premises and Equipment

26.3 Procedures

Health and Safety [Leaflet 20 – Working in Confined Spaces](#) outlines the systems in place within the Trust to manage confined spaces that are identified.

27.

Monitoring Template

Standard	Measurable	Lead	Frequency	Reporting To	Action Plan/ Monitoring/Follow up
ALL areas of safety, fire, security are adequately assessed and controlled as per procedural requirements	Risk assessments in place and competent in safety inspections	H&S Advisor	Annually or more frequently if required (legislation changes or lessons learned)	H&S Committee	Divisional Managers / Building Managers / SHARON
ALL action plans from risk assessments are monitored through to completion	Electronic action plans - SHARON	Divisional Managers	Ongoing	H&S Committee	Divisional Managers / Building Managers / SHARON
Health, safety, security, environmental and fire Compliance with training for permanent staff	Training records held by Workforce	Training Centre Health & Safety Advisor / Fire Officer for any bespoke training packages	Every 2 months	H&S Committee	Divisional Management Team report back to H&S Committee once signed off for assurance
Compliance with follow up reminders to line managers for non-attendees of training	Reminders sent against training records	Training Centre	Every 2 months	H&S Committee	Divisional Management Team report back to H&S Committee once signed off for assurance
Systems in place to monitor the use of premise and fire safety checklists	Compliance with use of premise and fire safety checklists by teams	Building Administrator	Monthly	Team Leaders	Divisional Management Teams
Risk Assessment for physical security of premises and assets in place and monitored	Assessments in line with work plan	LSMS	Every H&S Committee meeting	H&S Committee	Divisional Management Team returned to H&S Committee once signed off
Action plans from Crime Reduction Surveys (CRS) of premises and assets risk assessment produced and	Action plans Meeting minutes	Responsible Managers	Annual audit	Operations Director	Health and Safety Committee

actioned	Divisional risk register				
	Improvement in local procedures and practices				

28.

Associated Documentation

Document	Available From
All associated documents are covered within the procedural documents	SHARON via hyperlink from policy

29.

References & Further Reading

Where further reading is advised or required the documents have been included within the accompanying procedures.

Introduction to PLAN, DO, CHECK, ACT Managing for Health and Safety

Plan

- Think about where you are now and where you need to be.
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this policy and your plan to deliver it.
- Decide how you will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators. These are also called active and reactive indicators
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to you.

Do

Identify Risk

- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.
- Decide what the priorities are and identify the biggest risks.

Organise activities for plan delivery

- In particular, aim to:
- Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- Provide adequate resources, including competent advice where needed.

Implement Plan

- Decide on the preventive and protective measures needed and put them in place.
- Provide the right tools and equipment to do the job and keep them maintained.
- Train and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

Check

- Measure your performance
- Make sure that your plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
- Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- Investigate the causes of accidents, incidents or near misses

Act

- Review your performance
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
- Revisit plans, policy documents and risk assessments to see if they need updating.
- Take action on lessons learned, including from audit and inspection reports

You may need to go round the cycle more than once, particularly when:

- starting out;
- developing a new process, product or service; or
- Implementing any change.

A full text of Managing for Health and Safety can be obtained from the HSE website at www.hse.gov.uk/managing/plan-do-check-act.htm

Health and Safety Law Poster



Health and Safety Law *What you need to know*

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report injuries, diseases and dangerous incidents at work to our Incident Contact Centre: **0845 300 9923**
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, phone our Infoline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name.

HSE Infoline:

0845 345 0055

HSE website:

www.hse.gov.uk

Your health and safety representatives:

Other health and safety contacts:

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at:

www.direct.gov.uk



Health and Safety Executive

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CQC Standards covered by this policy and procedures

CQC Fundamental Standard	Title and summary of outcome
Safety	<p>People must not be given unsafe care or treatment or be put at risk of harm that could be avoided.</p> <p>Providers must assess the risks to your health and safety during any care or treatment and make sure their staff have the qualifications, competence, skills and experience to keep you safe.</p>
Cleanliness, safety and suitability of premises and equipment	<p>The places where people receive care and treatment and the equipment used in it must be clean, suitable and looked after properly.</p> <p>The equipment used in care and treatment must also be secure and used properly.</p>
Fit and proper staff	<p>The provider of care must only employ people who can provide care and treatment appropriate to their role. They must have strong recruitment procedures in place and carry out relevant checks such as on applicant' criminal records and work history</p>
Staffing	<p>Provider of care must have enough suitably qualified, competent and experienced staff for make sure they can meet these standards.</p> <p>Their staff must be given the support, training and supervision they need to help them do their job</p>