

<b>To:</b>	Trust Board meeting
<b>From:</b>	Trust Health & Safety Committee- meeting held on the 18 Jan 2017
<b>Date:</b>	March 2017

<b>Title:</b>	Trust Health & Safety Policy review
---------------	-------------------------------------

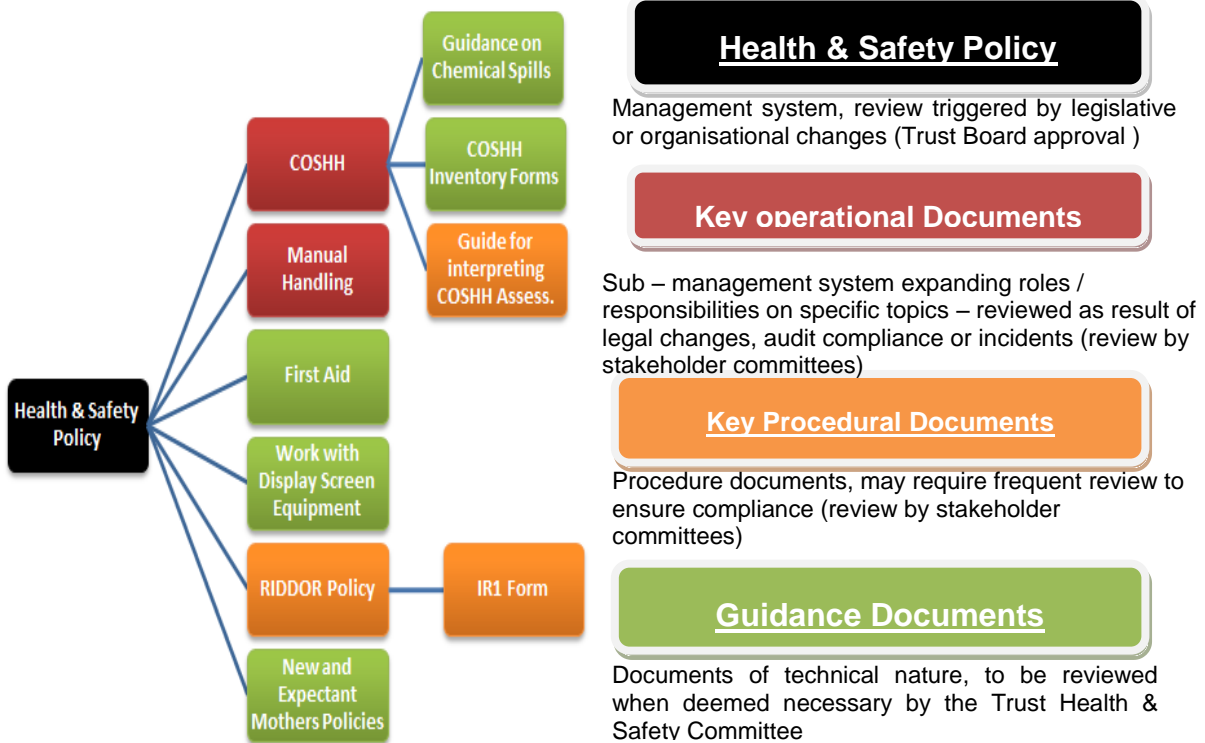
**Author/Responsible Director:** Philippa Fitzmaurice, Senior Health & Safety Manager

**Purpose of the Report:** Provide information to Board members on the rationale behind the review, following consultation and approval by the Trust Health & Safety Committee.

**The Report is provided to the Board for:**

Information		Assurance	
-------------	--	-----------	--

**Summary/Key Points:**



The Health & Safety Policy document as undergone a review to recognise management changes within the organisation and the completion of Equality Analysis Initial Assessment Form. As demonstrated, as an example, above the Health & Safety Team following a 'SMARTER' criteria have streamlined the document to clarify responsibilities and accountabilities, supported by user friendly operational documents.

**Recommendations:**

- The Trust Board to approve the policy document (appendix 1).
- The Chair of the Board to sign the Health & Safety Statement

# Health and Safety Policy

Version:	4.2
New or Replacement:	Replacement
Policy number:	ULH-EST& FAC-H&S-HSP
Document author(s):	Philippa Fitzmaurice
Contributor(s):	Health & Safety Team
Approved by:	Trust Health & Safety Committee
Date approved:	January 2017
Document status (RAG):	Red
Review date:	January 2012

Policy is:	<b>Trust-wide</b>
------------	-------------------

## Version History Log

Version	Date Published	Details of key changes
4.2		Review of Policy, Management changes within the organisation and completion of Equality Analysis Initial Assessment Form
4.1	August 2015	Review of Policy
4.0	July 2013	Management changes within the organisation and updated links to external guidance
3.0	October 2011	Review of Policy
2.0	February 2010	Review of policy created in 2008

## Health & Safety Statement

The United Lincolnshire Hospitals NHS Trust is committed, and recognises, the importance of delivering sustainable, high quality patient-centred care for the people of Lincolnshire. This comes with the responsibility of providing a working environment that is safe and healthy for all patients, employees, contractors, visiting members of the Public, and others who may be affected by our operations and undertakings. It is therefore vital that everyone, the Trust and its employees, take care of their own Health, Safety & Welfare, and that of others.

The objective of the present document is to establish how this will be achieved.

[SIGNATURE]

[Print Name of the Signer, job role of the signer],

[DATE]

## Contents

Summary.....	5
1. Purpose.....	5
2. Context.....	5
3. Objectives.....	5
4. Scope.....	6
5. Compliance.....	6
6. Roles and Responsibilities.....	7
7. Definitions.....	17
8. Associated documentation.....	17
9. General Arrangements.....	18
10. Implementation, Monitoring and Review.....	23
Monitoring Compliance.....	24
Equality Analysis: Initial Assessment Form.....	25
Referenced Documents.....	29

## Summary

This document outlines the Health, Safety & Welfare Management system of the Trust. This Policy is written in accordance with the law and establishes the Trust's standards, to ensure a safe working environment through the implementation of a robust Health & Safety culture.

This document is an integral part of the Organisation's culture, of its values and its guiding principles. The Trust is committed in ensuring the Health, Safety & Welfare of all staff, patients and visitors, as well as those who may be affected by its operations and undertakings.

In achieving this aim, the Trust will comply with all the relevant legislation and guidance, and where feasible, will aim to achieve compliance with recognised best practices.

### 1. Purpose

- 1.1. The purpose of this document is to provide an assurance framework, which will ensure that the Trust and its employees are provided with all the relevant information, in accordance with the United Kingdom legislation for the Management of Health & Safety at Work, to achieve compliance with the law and feasible benchmarking practices.

### 2. Context

- 2.1. This document is written in accordance with section 2 (3) of the Health & Safety at Work etc. Act 1974 and establishes the Trust's standards, to ensure a safe working environment through the implementation of a robust Health & Safety culture.

### 3. Objectives

- 3.1. The objective of this document is to ensure that staff, visitors and patients are safe from harm and able to recognise the importance of staff practices, with regards to:
  - General duties to comply with Legislation;

- Management responsibilities to assess risks to the Health & Safety of employees, and others who may be affected by the work activities;
- Provide safe systems of work and undertake accident/incident investigation;
- Employee responsibilities to attend training, to report accidents, incidents and near misses, and to comply with established safe systems of work;

## 4. Scope

- 4.1. This Policy, and all its associated documents, is an integral part of the Trust's Health & Safety Management arrangements. Therefore it is to be made available and accessible to all Trust Employees and Contractors on-site at all times.
- 4.2. It is the duty of every employee and employer to take reasonable care of themselves and others in order to maintain appropriate Health & Safety standards.
- 4.3. The Trust Board recognises the importance of the involvement of all employees on Health & Safety matters.
- 4.4. The involvement of all employees will be achieved through consultation and communication within the Trust and Site-based Committees, as well as by co-operation with the management teams and fellow employees fulfilling all statutory duties.

## 5. Compliance

- 5.1. This policy complies with the legislation, standards, guidelines, codes of conduct, and any other relevant document listed in the Referenced Documents' section.

## 6. Roles and Responsibilities

### 6.1. The Trust

- 6.1.1. The Trust must ensure that responsibilities and accountability for Health & Safety matters are clearly assigned, accepted and fulfilled at all levels in its Management Structure.
- 6.1.2. Overall responsibility, for all Health & Safety matters, rests with the appointed Chief Executive Officer.
- 6.1.3. Health & Safety matters are the responsibility of all employees regardless of seniority, and not just a Managerial issue. The level of responsibility for ensuring a good Health, Safety & Welfare standard is therefore shared by all employees of the Trust.
- 6.1.4. To ensure compliance is attained and sustained the Trust must ensure that:
  - Health, Safety & Welfare standards for all occupants of Trust premises are met;
  - Management consultation is undertaken in relation to the provision of resources and development of arrangements within the site and Trust wide remits, to efficiently promote and champion Health & Safety;
  - Information, Instruction, Training and Supervision is provided to all members of staff, so as to enable ownership of their own Health & Safety at work and that of others who may be affected by their actions and/or omissions;
  - Risk assessments of Activities, Premises and Work Equipment are carried out and reviewed as appropriate;
  - Adequate action is taken to eliminate or, should this not be possible, reduce as far as is reasonably practicable the risks identified so as to achieve effective control measures, involving all Trust activities and/or Trust controlled premises;
  - Safe systems of Work are developed and implemented for all hazardous activities, including the use of equipment and

vehicles for work purposes, ensuring that risks are controlled or, whenever possible, eliminated;

- Measures are taken to manage Health & Safety risks that are external to Trust premises;
- Monitoring and benchmarking of relevant standards, including those of Occupational Hygiene, to ensure that the Trust provides a safe and healthy workplace striving for continuous improvement.

## **6.2. Chief Executive**

6.2.1. The Chief Executive has the ultimate responsibility for Health & Safety and its implementation within the Trust, and this responsibility cannot devolved to any other member of staff.

6.2.2. The Chief Executive must ensure the effectiveness in the management of all operational aspects at a strategic level of the Trust and therefore must:

- Promote continuous improvement through a systematic approach of all Hygiene, Health & Safety Standards, which includes setting objectives, systems and programmes in partnership with the Executive Managers and all relevant Stakeholders;
- Ensure that legal and policy objectives are met by ensuring that suitable and sufficient resources (financial, personnel, equipment, material and other) are available;
- Take appropriate action in the event of unacceptable performance/behaviour, which results or may result in incorrect practices. This may involve for example additional training, closer supervision and/or disciplinary action;
- Ensure that Health & Safety is incorporated as an element in all job descriptions and it is assessed as part of the staff individual Performance appraisal;



- Effectively communicate the responsibilities and accountability of all members of staff in meeting Health & Safety requirements, ensuring that these are understood and adhered to.

### **6.3. Executive Directors**

6.3.1. The Executive Directors are responsible and accountable for:

- Assisting in the establishment and achievement of overall Health & Safety goals and objectives as part of the Business and Strategic Plans for their areas of responsibility;
- Evidencing commitment to continually improve Health & Safety performance and seek to ensure that all Health & Safety issues identified by staff are properly addressed;
- Supporting participation of staff in all Health & Safety related matters.

### **6.4. Trust Board Members**

6.4.1. The Trust Board Members are responsible and accountable for:

- Leading in the communication of Health & Safety duties throughout the Trust;
- Ensuring that the Board has sufficient knowledge and understanding to address and continually support actions to mitigate significant Health & Safety risks;
- Establishing the strategic guidelines for promotion and championing of Health & Safety.

### **6.5. Director of Estates and Facilities**

6.5.1. Under the direction of the Chief Executive, the Director of Estates and Facilities is Responsible and Accountable for all issues which affect Health & Safety.

6.5.2. The Director of Estates and Facilities is the “Board Champion” for Health & Safety. Providing evidence that Health & Safety is a key

item on the Board agenda the Director will work closely with other relevant Stakeholders to review the implementation of the Trust's Health & Safety Policy, as well as advising the Chief Executive on any issues and/or relevant addition reports regarding Health & Safety matters.

## **6.6. Deputy Directors, Clinical Directors, Site Leads, Service and Business Unit Managers**

6.6.1. Directorate Management is responsible and accountable for the effectiveness of this document, through existing governance arrangements, which include:

- Take ownership, leading and directing the respective directorates in matters affecting Health & Safety;
- Establish responsibilities, commit to, and achieve Health & Safety targets and objectives, as detailed by business and strategic plans for the Directorate;
- Allocate necessary human and financial resources, as well as supporting staff, to achieve Health & Safety goals and standards;
- Demonstrate commitment to continually improve Health & Safety performance, and ensure accurate reporting and recording of all Health & Safety concerns, e.g. risks, incidents, near misses;
- Ensure that arrangements and procedures are assessed and managed to ensure full compliance with the Trust Policy, relevant legislation, regulations, adopted standards & working practices. This includes any arrangements involving contractors whilst performing activities within the workplaces under their remit;
- Determine shortcomings in training of all employees, self-employed and contractors, to ensure competence to perform their responsibilities/tasks safely;

- Ensure that incidents and near misses are reported, and action is taken, according to reporting procedures;
- Monitor employees and appointed contractors, taking action (even disciplinary if justifiable) whenever necessary, to ensure that duties/responsibilities are undertaken in accordance with all Health & Safety standards;
- Establish Directorate specific and appropriately trained Health & Safety Action Teams, supported by a robust management structure;
- Ensure that the premises are prepared for regular inspections, as well as unannounced inspections, of Health & Safety standards;
- Communicate Health & Safety relevant information throughout all departments and services.

## **6.7. Head of the Health & Safety Department**

- 6.7.1. The Head of the Health & Safety Department is the main Health & Safety Advisor for the Trust, reporting to the Director of Estates and Facilities providing support and advice at all levels, on all Occupational Hygiene, Health & Safety.
- 6.7.2. The Head of the Health & Safety Department is responsible for, and supported by, a team of specialists with a diverse range of professional skills and knowledge on Health & Safety matters.
- 6.7.3. It is responsibility of the Head & Safety Department to, update the Trust Board and Business Units on the impact of new / amended laws and regulations.
- 6.7.4. Further updates may be required subject to other circumstances.

## **6.8. Health & Safety Department**

- 6.8.1. The Health & Safety Department, must:
  - Liaise, support, advise, monitor & review all staff within all Business Units to ensure adequate and affective

implementation of Health & Safety legislation, regulations and standards;

- Investigate and review all Accidents, Incidents, and Near Misses, prioritizing by severity;
- Analyse Health & Safety trends, Incidents and Risk Registers, disseminating any pertinent information to staff via the Local, Site or Trust Wide Health & Safety Meetings in the approved format;
- Arrange, and disseminate information regarding, training on pertinent Health & Safety topics, which may require the use of external agencies and/or other Business Units;
- Assist in the development and/or review of policies, procedures and protocols that ensure compliance with all Health & Safety standards;
- Monitor and review compliance with all relevant Health & Safety standards.

## **6.9. Occupational Health Department**

6.9.1. An Occupational Health Department is provided to all members of staff. This Department, working alongside with the Health & Safety Department, may be consulted on any matter regarding the prevention of ill health and the maintenance and promotion of Health at Work. The Department is comprised of:

- Occupational Health Consultant;
- Occupational Health Service Manager;
- Occupational Health Advisors and Nurses;

6.9.2. External Organisations may also provide support in the prevention of Ill Health, including:

- Environmental Health Department;
- Health & Safety Executive;
- Incident Contact Centre;
- Local Authority Enforcement Officers;
- The Inspectorate & Employment Medical Advisory Service;
- Care Quality Commission;

- Care Quality Commission.

## 6.10. Competent Persons

6.11.1 Specific Operational areas/activities of the Trust may be subject to specific Health & Safety Legislation and/or specific guidance/approved codes of practice. Whenever this is the case, specific responsibilities will be assigned to members of staff who are competent within said areas/activities.

6.11.2 The Trust needs to ensure that staff identified a Competent Person is allowed sufficient resources to fulfil the role and is provided with the necessary Health & Safety Training and Support.

6.11.3 To ensure that a holistic approach is achieved, the competent person must communicate and work in partnership with the Health & Safety Department and the Head of Health & Safety.

6.11.4 The following areas may require specialist Competence. The list is not exhaustive, and subject to changes:

- Control of Legionella;
- Asbestos;
- Pressure Vessels;
- Lifting Equipment;
- Electricity at Work;
- Wood Working Machinery;
- Abrasive Wheels;
- Medical Gas Pipeline Systems;
- Security;

6.11.5 The following disciplines require Specialist Competence. The list is not exhaustive, and subject to changes:

- Head of the Health & Safety Department;
- Health & Safety Managers;
- Health & Safety Departmental staff;
- Manual Handling Trainers;
- Fire Safety Advisor and Fire Safety Trainer;
- Local Security Management Specialist;
- Environmental Services Manager;

- Clinical roles with specific / assigned competencies under Health & Safety;
- Union-appointed Health & Safety Representatives;

### **6.11. Ward and Departmental Managers**

6.12.1 All Managers must, as part of their statutory duty, take all reasonable precautions and feasible actions to create a safe and healthy environment for their staff, and these duties cannot be delegated.

6.12.2 Assistance must be sought, from the Trust's Trade Union Accredited Health & Safety Representatives, Health & Safety Department, and other competent persons (as per the regulation 7 of the Management of Health & Safety at Work Regulations 1999).

6.12.3 Managers must:

- Consider Health & Safety a permanent priority for team meetings;
- Cooperate with their Managers and Departmental Health & Safety Representatives;
- Be conversant with the Trust's Health & Safety Policy and related documents;
- Ensure that employees are made aware and have access to Trust's Health & Safety Policy and understand the importance of complying with its requirements;
- Effectively communicate pertinent Health & Safety information to all employees, in line with their job role and Trust's guidelines;
- Instigate a proactive Health & Safety Culture by participating at site/Trust Health & Safety Committees;
- Conduct and keep evidence of regular Health & Safety Inspection, Audits.
- Take, and keep record, all reasonable actions to ensure that hazards, unsafe acts and/or conditions identified are eliminated, isolated or controlled;

- Implement and control a Health & Safety Management system in the areas under their control remit, supported by a robust audit regularly updated within the stipulated timeframe;
- Ensure the accurate reporting, investigation and follow-up action regarding accidents, incidents, near misses and concerns raised by (including data regarding investigation, and actions taken) staff;
- Inform staff (including contractors, when relevant) of any deficiencies and/or hazards to Health & Safety that can impact on their performance, while providing evidence of remedial/control measures taken;
- Ensure that all staff, without exception, receives Health & Safety training after the appointment to a new position and on regular intervals afterwards;
- Ensure that work-related stress is prevented and/or addressed in a sensitive and constructive manner;
- Encourage good Health & Safety Performance by suppliers and contractors;
- Ensure that adequate equipment and human resources are provided to enable safe working practices;
- Ensure that suitable First Aid facilities are made available and prepare risk assessments for work activities, determining the necessary provision of first aid;
- Investigate Incidents, Accidents, and Near Misses, to identify causes, record and take all necessary actions to prevent their reoccurrence, ensuring that Incidents are reported using the recognized channels;
- Report promptly and accurately any Incident, Accident or Near Miss that is covered under RIDDOR (see section 5).

### 6.13 All Staff

- 6.13.1 Employees are required to take reasonable care of the Health & Safety of themselves and of others who may be affected by their actions or omissions at work, in accordance with the Health & Safety at Work etc Act 1974 and associated legislation.
- 6.13.2 All employees have an equal level of responsibility for ensuring and maintaining Health & Safety standards.
- 6.13.3 All staff must be informed of where and how to access the Trust Health & Safety Policy.
- 6.13.4 Everyone working for the Trust must:
- Become familiar with and abide all applicable Trust's policies, procedures, guidelines and relevant statutory obligations;
  - Read and understand the Health & Safety Policy and carry out all their duties in accordance with its provisions;
  - Ensure that General and Local Induction Training is received prior to undertaking their duties;
  - Ensure that they are appropriately prepared, i.e. that sufficient information, instruction and training has been received to perform an activity;
  - Behave in a manner, and follow established procedures, to ensure a safe performance during a task;
  - Report any hazard and risk which may result in an injury, illness or incident (including work-related stress), to their Manager; and ensure that all incidents, accidents and near misses are reported using the Trust's Incident Reporting Procedure;
  - Immediately report any defects in equipment to Managers and/or Facilities Helpdesk and other relevant specialist departments, without using or attempting to repair the defective equipment ;
  - Know where the first aid facilities are located and who your First Aiders within the department/vicinity. Attendance to A&E should only be considered if more than first aid is required, and the medical condition/issue cannot be dealt with by a GP (e.g. suspected fracture);



- Know the established emergency procedures;
- Observe the procedures when working at a Display Screen Equipment;
- Support and Develop a personal Health & Safety culture, for oneself and for others, particularly trainees and young persons.

## 7. Definitions

		<b>Definition</b>
<b>HSE</b>	Health & Safety Executive	Departmental Public Body responsible for encouragement, regulation and enforcement of Health & Safety, Health Risks and Welfare in the Workplace
<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Statutory Instrument of Parliament. Employers, self-employed and those in control of premises are required to report serious accident, accidents who cause absence for over 7 days, or suspicion of diseases and dangerous occurrences which may result in serious harm or death.

## 8. Associated documentation

- 8.1.1 The objective of the present document is to establish the Health & Safety Management System in a clear and unequivocal manner. However, the need for more detailed technical and operational instructions, procedures or processes may arise.
- 8.1.2 Whenever the need for such document is identified, these must be included under the Health & Safety Policy as they will work as specific guidance regarding a subject area, topic, activity or task.

8.1.3 The following rationale shall be adopted:

- Annex – document referring to the establishment, development and management of a system targeting a specific subject area such as, for example, Manual Handling or Control of Substances Hazardous to Health.
- Appendix – technical/operational guidance referring establishing the approach to manage a specific key issue, task or activity.

## 9. General Arrangements

### 9.1. Management Structure

#### 9.1.1. The Board

9.1.1.1. The Trust Board is responsible for ensuring appropriate arrangements are in place to safeguard the Health & Safety of those who may be affected by the Trust's activities, including Staff Side Consultation within the Trust Health & Safety Committee, Site Based Health & Safety Committees, and Health & Safety Action Teams.

#### 9.1.2. Trust Health & Safety Committee

9.1.2.1. The Trust Health & Safety Committee is accountable to the Trust Board and reports to the Trust Board through the Quality Governance Committee.

9.1.2.2. It is responsible for ensuring that the Trust has effective policies and management arrangements to cover all aspects of Health & Safety in line with the Trust's obligations and the overarching Health & Safety Policy.

9.1.2.3 The Trust Health & Safety Committee responsibilities are established in the Constitution and Terms of Reference. These include:

- Promoting co-operation between Management and Staff Side in all matters relating to Fire, Health & Safety Management;
- Advising the Trust Board, Managers and Staff on matters relating to Fire, Health & Safety;

- Reviewing the performance of the Trust against compliance with regulations, policies and procedures, and highlighting areas of concern;

### **9.1.3. Site Health & Safety Committee**

9.1.3.1 The Site Health & Safety Committee's main responsibilities are detailed in the Constitution & Terms of Reference. These include:

- Promoting co-operation between Management and Staff Side in all matters relating to Fire, Health & Safety Management on the site;
- Advising the Trust Health & Safety Committee, Managers and Staff on matters relating to Fire, Health & Safety by submitting an exception report;
- Receiving information from Health & Safety Action Teams, by submitting an exception report, review site performance against compliance with regulations, policies and procedures, as well as highlighting areas of concern.

### **9.1.4. Site Health & Safety Action Teams**

9.1.4.1. The purpose of the Site Health & Safety Action Teams is to enable Managers and Staff within the Business Units to regularly consult on and discuss all relevant Health & Safety issues.

9.1.4.2 Staff will be required to co-operate with management in fulfilling the key functions identified as follows:

- Risk Assessments – ensuring that suitable and sufficient risk assessments are undertaken to identify and evaluate all risks;
- Safe Working Procedures – Review the provision of adequate safe working procedures and practices;
- Equipment – Review the provision of equipment to ensure a Safe & Healthy working environment for Staff, through the risk assessment process;

- Training – Monitor Health & Safety Training attendance with the support and information from Learning and Organisational Development;
- Information – ensure that relevant Health & Safety information is disseminated to all staff using the most appropriate means, e.g. notice boards, staff meetings etc;
- Consultation – Represent the views of all staff when discussing Health & Safety issues and encourage co-operation and joint action to resolve problems;
- Communication – Facilitate good communication on Health & Safety issues so that staff are informed of safe working practices & Standards, relevant risks and precautionary measures, as well as their responsibility to contribute and co-operate within Health & Safety.
- Incidents – Review accident, incident, near miss and ill-health statistics to help identify and evaluate risks using the Trust's Datix Web Based System;
- Inspections / Audits – Conduct and review workplace Health & Safety Inspections, Audits and initiate/monitor follow-up action to address identified deficiencies.

## **9.2. Policies**

- 9.2.1. Appropriate arrangements for the Management of Health & Safety must be in place at all levels of the organisation.
- 9.2.2. Specific Health & Safety Guidance, Procedures, Protocols, relevant Notes and Instructions must be developed as an expansion/extension of this document with the objective of creating a management system which can effectively minimise risk.
- 9.2.3. Other Policies may be developed, which impact on Health & Safety standards (e.g. policies regarding Occupational Health, Fire Safety, Infection Prevention, Tissue Viability, etc.). It is imperative that where such overlapping occur, consultation with

the Health & Safety Department is sought to ensure that no conflicting or inaccurate information is portrayed.

- 9.2.4. All the aforementioned documents must be accessible to all staff, reviewed on a regular basis and approved by the appropriate Trust's Policy Approval Committee(s) prior to publishing.

### 9.3. Consultation

- 9.3.1. In accordance with the Health & Safety (Consultation with Employees) Regulations (1996) and Safety Representatives and Safety Committee Regulations 1977, the following mechanisms will be established for consultation and co-operation between Management and Staff Side.
- 9.3.2. Safety Representatives are nominated by recognised Trade Unions and are recognised by the Trust so that they may be as effective as possible in any tasks they may be involved.
- 9.3.3. The tasks may include:
- Supporting Senior Management and/or Team Leaders with the day to day Management of the Health & Safety Programme in accordance with the legal requirements and Trust's Policies and Procedures;
  - Investigating Hazards, Dangerous Occurrences and Accidents occurring in the workplace;
  - Making representation on matters affecting the Health & Safety and Welfare of employees;
  - Undertaking work inspections as deemed necessary;
  - Participating in Health & Safety Audits in partnership with the Line Managers, Team Leaders, and the Health & Safety Department;
  - Consulting with the Health & Safety Executive;
- 9.3.4. Where a Department has no accredited Trade Union Health & Safety Representative, a member of staff with an interest in Health & Safety may represent staff, if supported by everyone a

majority of staff, in General Consultation. However this person may not sit on the Health & Safety Committees.

- 9.3.5. When the discussion requires it, the member of staff mentioned on 9.3.4, may be invited to join the Health & Safety Committee to discuss a particular issue. This person will not have the right to vote, as it serves as a witness/advisor on the topic to be discussed.

#### **9.4. Audit**

- 9.4.1. Audits will be used periodically as a performance measurement tool of the Health & Safety Management system identified within this policy.
- 9.4.2. Audit arrangements are detailed on appropriate documents of a technical and operational nature ([Insert name of the health & Safety audit procedure document]).

#### **9.5. Training Strategy**

- 9.5.1. Training is fully supported by the Trust, in all Health & Safety matters, in line with the Training Needs Analysis (appendix .....).

#### **9.6. Good Corporate Citizen**

- 9.6.1. Aligning with the Good Corporate Citizen Action Plan, this policy has been reviewed under the consultation process in relation to its contribution delivering the five principles of the Government's Sustainable Development Strategy:

- Ensuring a Strong, Health and Just Society;
- Promoting Good Governance;
- Achieving a Sustainable Economy;
- Living within the Environmental Limits;
- Using sound science in a responsible way

- 9.6.2. A Safe & Healthy working environment is not only a legal requirement; it is a reasonable expectation for employees, other workers and visitors to our premises.

## **9.7. Care Quality Commission**

- 9.7.1. The Care Quality Commission (CQC) is the regulator of Health & Adult Social Care in England, ensuring that the care people receive meets the essential standards of quality and safety by encouraging on-going improvement.
- 9.7.2. The CQC will continuously monitor compliance, with regards to the Outcome 10 – Safety and Suitability of Premises.

## **10. Implementation, Monitoring and Review**

### **10.1. Policy Review**

10.1.1 The approved version of the Health & Safety Policy will be valid for a period of four (4) years.

10.1.2 Derived documentation to this policy however, may have specific review periods; therefore every document shall have a specific review date.

10.1.3 Exceptions to the aforementioned will be situations such as:

- Operational and/or Legal changes, as well as Enforcement Action, which render the current version of the Policy obsolete;
- Accidents, Incidents and Near Misses which justify review and changes to Health & Safety Management System;

10.1.4 Whenever changes are made to the Policy document, in particular exceptional changes, diligent action should be taken to inform all members of staff regarding the nature of the changes and potential consequences.

## 10.2. Monitoring Compliance with the Document

10.2.1 The table below, sets out how compliance with this document will be monitored. This document describes not only the process and the responsible Committees/Groups or Individuals in terms of monitoring compliance but also the arrangements established in all the remainder derived documentation required to ensure compliance through action planning.

### Monitoring Compliance

Minimum requirement to be monitored –monitoring against standards set out in policy	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/ audit/ reporting	Responsible individuals/ group/ committee for review of results and determining actions required
Statutory Duties in taking all practicable measures to create a safe and healthy work environment.  This duty extends to individual employees and other workers	Biennial Audit for Health & Safety  Incident reporting	Departmental Managers  Site based Health & Safety Committees	Biennial Audit completed by Departmental Managers  Annually	Site based Health & Safety Committees escalate to the Trust Health & Safety Committee
Review of the Trust's performance against compliance with regulations, policies and procedures	Biennial Audit for Health & Safety  Incident reporting	Departmental Managers  Site based Health & Safety Committees	Biennial Audit completed by Departmental Managers  Annually	Site based Health & Safety Committees escalate to the Trust Health & Safety Committee
Process for communicating this information	See local procedures for monitoring details			
How minimum requirements are recorded	Completion of departmental Biennial Health & Safety audits	Site based Health & Safety Committees  Trust Health and Safety Committee	Biennial Audits completed by Departmental Managers  Annually	Trust Health and Safety Committee minutes and escalation reports to Quality Governance Committee



## Equality Analysis: Initial Assessment Form

**Title: Health and Safety Policy**

Describe the function to which the Equality Analysis Initial Assessment applies:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Service delivery             | <input type="checkbox"/> Service improvement     | <input type="checkbox"/> Service change     |
| <input checked="" type="checkbox"/> Policy            | <input type="checkbox"/> Strategy                | <input type="checkbox"/> Procedure/Guidance |
| <input type="checkbox"/> Board paper                  | <input type="checkbox"/> Committee / Forum paper | <input type="checkbox"/> Business case      |
| <input type="checkbox"/> Other (please specify) ..... |  |   |

Is this assessment for a new or existing function?	<b>Existing</b>
Name and designation of function Lead professional:	<b>Health &amp; Safety Team</b>
Business Unit / Clinical Directorate:	<b>Estates and Facilities</b>

What are the intended outcomes of this function? (*Please include outline of function objectives and aims*):

The purpose of this document is to provide an assurance framework, which will ensure that the Trust and its employees are provided with all the relevant information, in accordance with the United Kingdom legislation for the Management of Health & Safety at Work, to achieve compliance with the law and feasible benchmarking practices.

Who will be affected? Please describe in what manner they will be affected?

<b>Patients / Service Users:</b>	<b>Staff:</b>	<b>Wider Community:</b>
<p>The Trust is committed in ensuring the Health, Safety &amp; Welfare of all staff, patients and visitors, as well as those who may be affected by its operations and undertakings.</p> <p>In achieving this aim, the Trust will comply with all the relevant legislation and</p>	<p>This document forms an integral part of the Trust's Health and Safety Management arrangements. It is the duty of every employee and employer to take reasonable care of themselves and others in order to maintain</p>	<p>The Director of Estates and Facilities is the "Board Champion" for Health &amp; Safety. Providing evidence that Health &amp; Safety is a key item on the Board agenda the Director will work closely with other relevant Stakeholders to review the implementation</p>

<p>guidance, and where feasible, will aim to achieve compliance with recognised best practices</p>	<p>appropriate Health &amp; Safety standards.</p> <p>This document is to be made available to relevant Trust employees at all times. Managers must ensure that staff have read and are aware of the content of this guidance document at local induction, appraisal and through United Lincolnshire Hospitals NHS Trust Intranet communications.</p>	<p>of the Trust's Health &amp; Safety Policy, as well as advising the Chief Executive on any issues and/or relevant addition reports regarding Health &amp; Safety matters.</p>
--	--	---

What impact is the function expected to have on people identifying with any of the protected characteristics (below), as articulated in the Equality Act 2010? (Please tick as appropriate)				
	Positive	Neutral	Negative	Please state the reason for your response and the evidence used in your assessment.
Disability	√			Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work.
Sex	√			Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work.
Race	√			As a public sector body the Trust is required to evidence compliance with the Equality Act 2010, and specifically the public sector equality duty. The Trust HR recruitment policies have been through an Equality Analysis and the Trust fulfils its mandatory duty in respect of the Workforce Race Equality Standard.
Age	√			Regulation 3(1) of the Management

				of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work.
Gender Reassignment		√		Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work.
Sexual Orientation		√		As a public sector body the Trust is required to evidence compliance with the Equality Act 2010, and specifically the public sector equality duty. The Trust HR recruitment policies have been through an Equality Analysis and the Trust fulfils its mandatory duty in respect of the Workforce Sexual Orientation Equality Standard.
Religion or Belief		√		As a public sector body the Trust is required to evidence compliance with the Equality Act 2010, and specifically the public sector equality duty. The Trust HR recruitment policies have been through an Equality Analysis and the Trust fulfils its mandatory duty in respect of the Workforce Religion or Belief Equality Standard.
Pregnancy & Maternity	√			Regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of the risks to the health and safety of their employees whilst at work. This duty extends to ensuring that new and expectant mothers employed by them are not exposed to risk. Completion of a New and Expectant mothers Risk Assessment Checklist and any significant findings will be documented as part of the action plan process and communicated to

				the employee involved in the activity.
Marriage & Civil Partnership		√		As a public sector body the Trust is required to evidence compliance with the Equality Act 2010, and specifically the public sector equality duty. The Trust HR recruitment policies have been through an Equality Analysis and the Trust fulfils its mandatory duty in respect of the Workforce Marriage & Civil Partnership Equality Standard.
Carers		√		The impact of the policy is expected to be neutral for this characteristic.
Other groups identified (please specify)		√		The impact of the policy is expected to be neutral for this characteristic.

**If the answer to the above question is a predicted negative impact for one or more of the protected characteristic groups, a full Equality Analysis must be completed.** (The template is located on the Intranet)

Name of person/s who carried out the Equality Analysis Initial Assessment:	<b>PA Fitzmaurice and Staff side</b>
Date assessment completed:	<b>January 2017</b>
Name of function owner:	<b>Health &amp; Safety Team</b>
Date assessment signed off by function owner:	
Proposed review date (please place in your diary)	

As we have a duty to publicise the results of all Equality Analyses, please forward a copy of this completed document to [tim.couchman@ulh.nhs.uk](mailto:tim.couchman@ulh.nhs.uk).

## Referenced Documents

### References

1. HSE, HSG65 – Managing for health and safety, Health and Safety Executive, 2013
2. HSE/IoD, Leading Health and Safety at Work, Health and Safety Executive and Institute of Directors, 2013
3. HSG268 The health and safety toolbox, Health and Safety Executive, 2014
4. Risk Management Policy
5. Clinical Policies
6. Health and Safety at Work Act 1974
7. Health and Safety Consultation with Employees Regulations 1996
8. Workplace (Health, Safety and Welfare) Regulations 1992 L24 (Second edition) Published 2013
9. Management of Health and Safety at Work Regulations 1999
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
11. HSE Health Services website [www.hse.gov.uk/healthservices/index.htm](http://www.hse.gov.uk/healthservices/index.htm)
12. Health Care Act 2015
13. Care Quality Commission

*(To be reviewed following Harvard reference styling guidance)*

## Signature Sheet

Names of people consulted about this policy:

<b>Name</b>	<b>Job title</b>	<b>Department</b>
Trust Health & Safety Committee members	Various	Various
Staff Side	Union Representatives	Trust

<b>Names of committees which have approved the policy</b>	<b>Approved on</b>
Trust Health & Safety Committee	
Health & Safety Policy Subgroup	