

# Health and safety policy

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# **1. Document summary**

## **1.1 Why do we have this policy?**

The policy details the trust's health and safety management arrangements, including:

- what the trust must do to keep people safe
- what managers must do
- what employees must do
- how risks will be managed
- how accidents and incidents are reported

The aim is to prevent people being harmed while at work.

Health and safety management within the trust is based on identifying hazards, assessing risks, putting suitable controls in place, consulting employees, providing information and training, and learning from accidents, incidents and near misses. All staff are expected to work safely, follow local procedures, attend required training, report hazards and incidents, and co-operate with health and safety arrangements.

## **1.2 What will the trust do?**

The trust will make sure that:

- workplaces are safe
- equipment is safe to use
- buildings are safe to enter and leave
- dangerous substances are managed properly
- staff receive training and support
- risks are assessed and controlled
- consult employees about health and safety
- health and safety standards are checked regularly

The trust also provides specialist health and safety advice when needed.

## **1.3 Risk assessment**

Risk assessment is a fundamental part of the trust's approach to health and safety. Managers are responsible for ensuring that hazards are identified, significant risks are assessed, controls are implemented and reviewed, and employees understand the measures in place to keep them safe. Risk assessments must be reviewed regularly and whenever there are significant changes or incidents.

## **1.4 Incident reporting**

All accidents, incidents and near misses must be reported through the trust's incident reporting system. Reporting helps identify trends, improve controls and prevent future harm. Where required by law, serious incidents will be reported externally under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

## **1.5 Training**

The trust provides health, safety and security training to ensure employees understand their responsibilities and know how to work safely. Additional role-specific training may be required depending on the workplace and risks involved.

## **1.6 Monitoring**

Health and safety compliance is measured through workplace inspections carried out by the Health and Safety Team.

## **2. Introduction and aim**

The trust has a duty of care to employees, patients, service users, visitors and other people who may be affected by its work. The Health and Safety at Work etc. Act 1974 requires employers to have a health and safety policy. The Management of Health and Safety at Work Regulations 1999 require employers to make arrangements for managing health and safety risks and, where there are five or more employees, to record those arrangements.

This policy sets out the trust's organisation and arrangements for managing non-clinical health and safety risks. It should be read with the trust's subject-specific health and safety policies, procedures and guidance. These include, but are not limited to, fire safety, first aid, lone working, COSHH, manual handling, work equipment, display screen equipment and incident management.

The policy applies to all trust employees and to others who may be affected by the trust's activities. It focuses on non-clinical health and safety risks. Some areas overlap with clinical risk, but clinical risk is mainly managed through the trust's patient safety policies, procedures and governance arrangements.

The aim of this policy is to make clear what the trust will do to manage health and safety, what managers must put in place locally, and what employees must do to protect themselves and others.

### **2.1 Health and safety policy statement**

The trust will, so far as is reasonably practicable, protect the health, safety and welfare of employees while they are at work. The trust will also have proper regard to the health and safety of patients, service users, visitors, contractors and others who may be affected by its work.

Every employee has a legal duty to take reasonable care of their own health and safety and the health and safety of other people who may be affected by what they do, or fail to do, at work. Employees must also co-operate with the trust so that the trust can meet its legal duties.

To meet these duties, the trust will assign health and safety responsibilities at the right level, make sure those responsibilities are understood, and support managers and employees to manage risk in a consistent and proportionate way.

The trust will, so far as is reasonably practicable:

- provide and maintain a safe and healthy working environment
- provide safe equipment and safe systems of work
- provide safe access to and from trust workplaces
- make arrangements for the safe storage, handling, use and transport of articles and substances
- provide employees with the information, instruction, training and supervision needed to work safely
- make sure suitable and sufficient risk assessments are completed where required
- monitor health and safety arrangements to check that standards are being maintained and improved.

The Health and Safety Lead is the trust's competent person for health and safety under the Management of Health and Safety at Work Regulations 1999. The trust will give the Health and Safety Lead suitable authority and access to resources to support compliance with health and safety law.

The Health, Safety and Security Forum provides a formal route for consultation and communication between management, employees, trade unions and employee representatives. The trust expects all employees to co-operate with health and safety arrangements and to support continuous improvement.

Signed: Toby Lewis, Chief Executive

### 3. Procedure

The trust will meet the requirements of this policy through a clear health and safety management system. This includes subject-specific policies and guidance, suitable and sufficient risk assessments, appropriate controls, training, consultation, reporting and monitoring.

The key elements of health and safety management are:

1. identify hazards that may cause harm, such as manual handling, hazardous substances, unsafe environments or unsafe equipment
2. assess who may be harmed and how, and decide how likely and serious the harm could be
3. remove the hazard where this is reasonably practicable
4. where the hazard cannot be removed, put controls in place to reduce risk as far as is reasonably practicable
5. consult employees and their representatives about health and safety matters that affect them
6. provide relevant information, instruction, training and supervision
7. report accidents, incidents and near misses through the trust incident reporting system
8. monitor arrangements, learn from incidents and update controls when needed.

### **3.1 Risk assessment**

Risk assessment is a core part of effective health and safety management. It helps managers identify work-related hazards, decide who may be harmed and how, and put proportionate controls in place to prevent injury, ill health, damage or loss.

Managers must make sure that suitable and sufficient risk assessments are completed for significant health and safety risks in their area of responsibility. A suitable and sufficient risk assessment should identify reasonably foreseeable significant hazards, consider who may be harmed, evaluate existing controls, identify any further action needed, and be appropriate to the activity being assessed.

Risk assessments must be completed before work starts where the work creates a significant risk. They must also be reviewed when tasks, processes, premises, equipment, technology, staffing, legislation or guidance change, and after any incident or near miss that suggests existing controls may not be adequate.

Risk assessments should normally be reviewed at least annually, unless the subject-specific policy or local risk level requires a different review period. Managers must record significant findings on the relevant trust risk assessment form and make sure the findings and controls are shared with employees who may be affected.

Advice, guidance and templates are available from the Health and Safety team on the trust intranet.

### **3.2 Information, instruction and training**

The trust will provide employees with the information, instruction, training and supervision needed to protect their health and safety at work, so far as is reasonably practicable. This includes corporate induction, local induction, job-specific training and refresher training.

Managers must make sure employees understand the health and safety arrangements that apply to their role and workplace. This includes how to report accidents, incidents and near misses, what local risks and controls apply, what emergency arrangements are in place, and how to access advice or support.

The Health and Safety Law poster, or equivalent approved information, must be available in employee areas. Suitable safety signs must be displayed where they are needed to warn people about hazards, require specific action, identify emergency arrangements or restrict access.

### **3.3 Consultation with employees**

The trust recognises that good health and safety depends on managers and employees working together. Employees, trade unions and employee representatives must be given meaningful opportunities to raise issues, comment on proposals and contribute to safer working arrangements.

Recognised trade unions may appoint safety representatives under the Safety Representatives and Safety Committees Regulations 1977. Where employees are not represented by a recognised trade union safety representative, the trust will

consult employees directly or through nominated employee representatives in line with the Health and Safety (Consultation with Employees) Regulations 1996.

The Health, Safety and Security Forum is the trust's formal consultation route for health and safety matters. The Forum meets every two months and includes trade union and employee representatives from across the trust. Information and learning from the Forum should be shared with care groups and relevant teams. Feedback about health and safety policies, trust-wide issues and local concerns should be used to support improvement.

### **3.4 Accident and incident reporting**

All employees must report accidents, incidents and near misses. Reporting helps the trust identify hazards, understand whether controls are working and take action to prevent harm. Incidents must be reported in line with the trust Incident Management Policy using the trust incident reporting system, Radar, accessed via the intranet.

Some serious work-related events must also be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These are commonly referred to as RIDDOR reports. RIDDOR reports must be made by the manager for the area where the incident occurred or by the Health and Safety Lead, depending on local arrangements. The report and any related actions must be recorded on the trust incident reporting system.

## **4. Responsibilities**

Everyone has a part to play in keeping trust workplaces safe. Responsibilities must be understood, acted on and escalated where risks cannot be managed locally.

### **4.1 All employees**

All employees are responsible for working in a way that does not put themselves or others at avoidable risk. Employees must:

- follow local health and safety arrangements, including fire and emergency procedures
- co-operate with health and safety arrangements and attend required training
- use equipment, substances and safety devices in line with the information, instruction and training provided
- report accidents, incidents, near misses, hazards and unsafe conditions promptly
- tell their line manager about circumstances that may affect their ability to work safely, such as pregnancy, injury, illness or a change in health that may affect work activities
- not interfere with or misuse anything provided for health, safety or welfare.

### **4.2 Managers**

Managers are responsible for implementing this policy in their area of control. They must make sure employees understand the risks linked to their work, the controls that must be followed and the training they need.

Managers must ensure that significant risks are assessed, recorded and reviewed; controls are put in place and monitored; local safety arrangements are communicated; incidents are reported and investigated; and action is taken to correct unsafe conditions where this is within their authority.

Where a manager does not have the authority or resources to resolve a health and safety issue, they must escalate the matter through their management line or through the relevant specialist advice route. Immediate risks must be managed without delay, including stopping an activity where necessary to prevent harm.

### 4.3 Health and safety lead

The Health and Safety Lead is the trust's competent person for health and safety under the Management of Health and Safety at Work Regulations 1999. The Health and Safety Lead provides advice, guidance and training to support the trust to comply with health and safety law and to maintain effective health and safety arrangements.

The Health and Safety Lead will support managers with risk assessment, incident review, health and safety inspections, statutory reporting where required, policy development and monitoring of health and safety performance.

### 4.4 Other specialist advisors

The trust also has access to specialist advice from employees and external providers. These specialists support managers and employees within their areas of competence. Their advice does not remove the responsibility of managers to manage risks in their own areas.

- **Fire safety advisor:** Advice on fire safety, fire risk assessments, fire equipment and means of escape.
- **Local Security Management Specialist and Security Advisor:** Security inspections, personal safety advice, incident investigations and liaison with the police.
- **Health and Safety Team:** Advice and support on health and safety and security matters, inspections, monitoring and guidance.
- **Manual Handling Team:** Training and advice on manual handling of objects and patients, and support with manual handling and display screen equipment assessments.
- **Occupational health:** External occupational health advice and services to support employee health, wellbeing and fitness for work.

## 5. Training

The trust provides health, safety and security training so employees understand their responsibilities and know how to work safely. Managers must make sure employees complete the training required for their role and workplace.

- **Training course:** Health, safety and security
- **Employee groups requiring training:** All employees
- **Frequency:** at induction and then every three years

- **Length of the training:** Online: approximately 20 minutes. Face to face: approximately 3 hours, including safe use of sharps and waste management.
- **Delivery method:** Online and face to face
- **Deliver by:** Electronic Staff Record (ESR) and Health and Safety Team

Additional subject-specific training may be required depending on the employee's role, workplace and risks. Examples include moving and handling, safe use of oxygen, display screen equipment, COSHH, fire safety, first aid, lone working and violence prevention. Managers must refer to the relevant role training matrix and subject-specific policy.

## 6. Monitoring Arrangements

Monitoring is used to check whether this policy is working effectively and whether health and safety arrangements remain suitable. Findings from monitoring, inspections, incidents and trend reports should be used to improve controls and reduce risk.

The Health and Safety Team carries out annual health and safety inspections. These include review of the physical environment and relevant documentation. Ward and building managers must also make sure regular local workplace checks are completed, recorded and escalated where risks cannot be resolved locally.

Employee incidents are monitored regularly. Incident themes and trends are reported to relevant committees and groups, including the Health, Safety and Security Forum.

### 6.1 Health and safety compliance

- **How and who by:** Workplace and premises inspections by the Health and Safety Team and local manager
- **Reported to:** Health safety and security forum
- **Frequency:** Annually

### 6.2 Health and safety performance

- **How and who by:** Annual health and safety report by the Health and Safety lead
- **Reported to:** Board of Directors
- **Frequency:** Annually

### 6.3 Ongoing health and safety issues

- **How and who by:** Minutes of the Health, Safety and Security Forum by the Forum chair
- **Reported to:** Risk Management Group
- **Frequency:** Bi-monthly

## 7. Related documents and reference documents

The trust has other policies and procedures that support the health and safety of employees, patients, service users, visitors, contractors and others:

- Asbestos Containing Materials Policy
- Control of Substances Hazardous to Health (COSHH) Policy
- Display Screen Equipment (DSE) Policy
- Electrical Systems Policy
- Fire Safety Policy
- First Aid Policy
- Incident Management Policy
- Lone Working Policy
- Management and Control of Contractors Policy
- Personal Protective Equipment (PPE) Policy
- Work Equipment Policy
- Safe Working at Height Policy
- Safer Driving at Work Policy
- Safer Manual Handling Operations Policy
- Security Policy
- Slips, Trips and Falls (Staff and Visitors) Prevention and Management Policy
- Water Safety Policy
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- HSE HSG65 Managing for Health and Safety
- HSE Health and Safety Law poster and related guidance.