

Health and Safety Policy

Key Points

- To ensure that the Trust provides a healthy and safe environment in which to carry out healthcare activities
- To ensure that all staff are aware of their responsibilities under the Health and Safety at Work etc. Act 1974
- To ensure that staff are safety conscious when conducting their day to day working practices paying particular attention to any risk to health that may occur
- To ensure that processes undertaken at work do not affect our staff, patients, visitors or the environment.

Version:	1.0
Role of Policy Lead(s):	Deputy Head of Occupational Health and Safety
Role of Executive Lead:	Director of HR and Corporate Services
Date Approved by Executive Lead:	November 2017
Name of Responsible Committee:	Health, Safety and Environment Committee
Date Approved by Professional Approving Group:	October 2017
Date Approved by Policy Review Group:	October 2017
Date Ratified by Hospital Executive Board:	November 2017
Date Issued:	November 2017
Review Date:	October 2022
Target Audience:	All Staff
Key Words & Phrases:	Health & Safety, Hazard, Risk

Version Control Sheet

Version	Date	Policy Lead(s)	Status	Comment
0.1	August 2015	Deputy Head of Occupational Health and Safety	Draft	New policy to reflect Frimley Health
0.2	March 2017	Deputy Head of Occupational Health and Safety	Draft	
0.3	August 2017	Deputy Head of Occupational Health and Safety	Draft	Policy review – new Frimley Health intranet arrangements
1.0	November 2017	Policy Officer	Final	Approved at HEB

Document Location

Document Type	Location
Electronic	Policy Hub (Trust-wide)
Electronic	Trust intranet
Paper	Occupational Health and Safety Offices at Frimley Park and Wexham Park

Related Documents

Document Type	Document Name
Strategy	Risk Management Strategy
Policy	Security Policy
Policy	Incident and Serious Incident Reporting Policy
Policy	Central Alert System (CAS) Policy
Policy	Policy on the Management of Healthcare Equipment
Policy	Slips, Trips and Falls (Staff and Others) Policy
Policy	Stress Policy
Policy	Fire Policy
Policy	Trust Induction and Essential Training Policy
Policy	Manual Handling Policy
Policy	Occupational Health Surveillance Policy

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1. INTRODUCTION

- 1.1 For an organisation the size and complexity of Frimley Health NHS Foundation Trust (the Trust), it is imperative that an effective and unambiguous framework is in place to ensure that Health and Safety issues are managed in a co-ordinated manner. This Health and Safety policy details the framework for the organisation and management of health and safety issues within the Trust.
- 1.2 The nature of the Trust's work in providing best practice healthcare to its local population means that there may be some Health and Safety risk to staff, patients and visitors. This policy details how the Trust will prevent or manage such risks to ensure the Health and Safety of all individuals affected by the work of the Trust.
- 1.3 In order to do this, the Trust, its managers and staff, must know what Health and Safety hazards and risks exist within the working environment, and what their potential consequences are. Once risks and hazards have been identified, action for preventing their consequences must be made known in order that staff and managers can reduce the risk to Health and Safety as far as reasonably practicable.
- 1.4 The Trust is a host hospital for the Defence Medical Group South East (DMG(SE)). Individuals employed by the MOD and working for the DMG(SE) are expected to comply fully with all the Trust's Health and Safety policies and procedures, whilst working for the Trust.
- 1.5 It is recognised that in addition, the DMG(SE) may establish its own Health and Safety management structure. However, it is expected that there will be close liaison between both parties to ensure the efficient and effective management of Health and Safety across the Trust.
- 1.6 Frimley Health NHS Foundation Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.

2. SCOPE OF THE POLICY

- 2.1 The contents and requirements of this policy are applicable to the following groups:
- all employees of the Trust
 - individuals who are not employees of the Trust but who undertake duties on any premises owned, leased or managed by the Trust
 - bank and agency staff
 - volunteers
 - contractors and suppliers working on Trust premises.
- 2.2 This policy covers general Health and Safety issues. Clinical Risk Management issues will be addressed and managed under the requirements of the Trust's Risk Management Strategy, which is the responsibility of the Trust's Director of Nursing

and Quality. However, it is recognised that there needs to be a close, effective and co-ordinated relationship between clinical and non-clinical risk management.

3. DEFINITIONS

- 3.1 **Health and Safety:** Regulations and procedures intended to prevent / reduce accidents and / or injury in the workplace.
- 3.2 **Hazard:** Something with the potential to cause harm (HSE).
- 3.3 **Risk:** The chance, high or low, that somebody could be harmed by these and other hazards together with an indication of how serious the harm could be (HSE).
- 3.4 **Deputy and Associate Directors / Chiefs of Service:** Managers who report directly to the Chief Executive Officer, an Executive Director or a Clinical Director.
- 3.5 **Line Managers:** All individuals who have responsibility for managing staff.
- 3.6 **Health and Safety Officers / Lead Individuals:** Individual members of staff who have been identified by their line manager as having responsibility across specified wards / departments for aspects of health and safety.
- 3.7 **Health and Safety Representatives:** Employees elected by their trade union / staff association as being the safety representative for a specified staff group within the Trust.
- 3.8 **Control of Substances Hazardous to Health (COSHH)** the law that requires employers to control substances that are hazardous to health.
- 3.9 **RIDDOR:** the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – reports are submitted to the Health & Safety Executive.
- 3.10 **RAF:** The Trust Risk Assurance Framework

4. PURPOSE OF THE POLICY

- 4.1 The health and safety of anyone affected by the work of the Trust is a responsibility that is taken extremely seriously. This document sets out the Trust's policy for protecting the health and safety of anyone working on Trust premises, visitors and patients, thus complying with the requirements of the Health and Safety at Work, etc., Act 1974, and all other relevant Health and Safety legislation.
- 4.2 This policy details the organisation and arrangements for the management and application of health and safety practices in the workplace in order to ensure a co-ordinated, systematic and focused approach.

- 4.3 The policy makes explicit the responsibilities of staff and managers within the Trust, in order to ensure that no aspect of the management of health and safety is omitted.
- 4.4 This policy must be read and implemented in conjunction with a number of other Trust policies and procedures. These provide more detailed guidance on specific Health and Safety issues.

5. THE POLICY

5.1 Health and Safety

- 5.1.1 Frimley Health NHS Foundation Trust (the Trust) recognises and accepts its duties and responsibilities as an employer to provide, so far as is reasonably practicable, a safe and healthy environment for all staff, volunteers, patients, members of the public and anyone else on Trust premises.
- 5.1.2 The Trust recognises, and takes seriously, its responsibilities to safeguard the health and safety of individuals other than employees, e.g., patients, the general public, volunteers, contractors.
- 5.1.3 The Trust regards the promotion of health and safety as an objective for all managers and employees, and expects ALL staff to have read and understood the Trust's Health and Safety Policies, Procedures and Guidance governing their operation(s), to follow safety practices and procedures as determined by the Trust at all times and to co-operate with management to ensure compliance.
- 5.1.4 The Trust will encourage the active participation and involvement of all employees and their representatives in health and safety issues in the workplace. This will include consultation on Health, Safety and Environmental issues with employee safety representatives and the inclusion of staff and/or their representatives on working groups as appropriate.
- 5.1.5 The Trust recognises the importance of communication, information and training in the effective management of health and safety and will put into place effective mechanisms to ensure that this takes place within the workplace.
- 5.1.6 The overall responsibility for health and safety within the Trust rests with the Chief Executive. However, all employees are required to accept responsibility for their own health and safety and that of others affected by their work activities. Employees are also required to implement the policy and relevant procedures in so far as it affects their working environment.
- 5.1.7 The Trust will ensure that reasonable resources will be made available to ensure that the requirements of this policy can be effectively implemented.
- 5.1.8 The Trust's Head of Occupational Health and Safety will be able to meet with the Chief Executive to discuss the implementation of this policy, if at any time he considers that the Trust is not complying with its responsibilities and that the health and safety of staff, visitors or patients is being placed at risk.

- 5.1.9 If an official order (i.e., Health and Safety Executive or Management Order) is made to stop work, the staff concerned will not suffer any financial loss as a result of obeying safety instructions.
- 5.1.10 The complexity of the Trust's work means that no one person will be an 'expert' on the full range of health and safety issues relevant to the Trust. However the Trust's Head of Occupational Health and Safety will have access to a portfolio of third party experts, both internal and external to the Trust. The Head of Occupational Health and Safety will be the link between the Trust and these experts.
- 5.2 **Central Alerting System (CAS)**
The Trust regularly receives Medical Devices Agency Hazard Notices via the Department of Health's Central Alerting System (CAS) relating to medical equipment. The Deputy Head of Patient Safety will be responsible for ensuring that these notices are issued to relevant managers, and that a record is maintained of distribution and action taken following receipt of such notices.
- 5.3 **Risk Assessment**
- 5.3.1 The Management of Health and Safety at Work Regulations 1999 requires the Trust to undertake regular risk assessments of the workplace. These assessments should identify the risks to employees whilst at work, and the risks to non-employees arising from, or connected with, the Trust's activities.
- 5.3.2 Risk Assessment is a careful examination of the workplace to identify what risks are present, and to ensure that appropriate controls are in place to remove or minimise risks. The ultimate objective of risk assessment is to achieve safe systems of work.
- 5.3.3 Risk Assessments must be undertaken in accordance with the Trust's Risk Assessment procedure.
- 5.3.4 As well as general risk assessments, the following specific assessments may also need to be undertaken in accordance with Trust policy:
- Control of Substances Hazardous to Health (COSHH)
 - Display Screen Equipment (DSE)
 - Manual Handling
 - Fire
 - Personal Protective Equipment (PPE)
 - Stress
 - Violence and Aggression
 - New and Expectant Mothers.
- 5.3.5 Staff who are required to complete risk assessments must have received appropriate training in order that they can undertake the task competently.
- 5.3.6 Copies of all risk assessments must be held by the manager of the ward / department. General Managers/Heads of Service should identify to the Head of Occupational Health and Safety any action required that is outside of their ability to resolve. The Head of Occupational Health and Safety will feed this information into

the Health, Safety and Environment Committee and, in the case of COSHH assessments, to the Occupational Health Department, for consideration, and resolution where possible. Where resolution is not possible (e.g., due to local ward / department funding), the Trust's local ward / department will prioritise these risk assessments and make their recommendations via their RAF to the Board of Directors.

5.3.7 Line Managers must ensure that all employees are informed about the risk assessment process in terms of:

- what the process is
- when it takes place
- who is involved in the risk assessment
- what to do if they identify a new risk
- what action has been taken and will take place as a result of risk assessments.

5.4 **Fire**

5.4.1 Under the Regulatory Reform (Fire Safety) Order 2005 the Trust is required to provide sufficient fire risk assessments for all premises occupied or owned by the Trust. It will be the responsibility of the Chief Executive, as the responsible person, to ensure that the Trust complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

5.4.2 The Trust's Policy for the Management of Fire Precautions details the policy, procedures and processes for the management of fire safety. The policy details the responsibilities of all managers and staff.

5.4.3 The Trust's Director of Nursing, Quality and Patient Services is responsible for the operational management of Fire Precautions.

5.4.4 The Trust's Fire Safety Manager has a number of responsibilities detailed under the above policy. These include advising and assisting managers in the interpretation and implementation of the Fire Code, and advising the Trust of its ongoing responsibilities. He/she will also ensure that sufficient staff are trained in fire prevention and evacuation procedures.

5.4.5 The Trust's Policy for the Management of Fire Precautions details the procedure for the conducting of Fire Risk Assessments and the provision of fire training.

5.5 **Accidents / Incidents / Near Misses**

5.5.1 All staff are required to report accidents / incidents / near misses via the Trust's Accident/Incident Reporting System – Datix.

5.5.2 All staff must comply with the requirements of the Trust's Incident and Serious Incident Policies with regard to the management and reporting of incidents and accidents within the Trust.

5.5.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

(RIDDOR) 2013 requires that the following incidents be reported to the Health and Safety Executive:

- **death or major injury** to a member of staff, or member of the public. Examples of major injury include: fractures, dislocations
- when there is an accident connected with work which results in an employee being incapacitated (away from their work or unable to perform their normal work duties) for **over seven consecutive days**
- when an employee suffers from a **reportable work-related disease** as diagnosed by a medical practitioner, e.g., lung diseases, hepatitis, dermatitis
- a **dangerous occurrence**, e.g., a collapse of lifting equipment, accidental release of a biological agent.

5.5.4 It is the responsibility of line managers to ensure that all incidents, which may fall under any of the above headings, are reported as soon as possible to the Head of Occupational Health and Safety at Frimley Park Hospital, and the Deputy Head of Occupational Health and Safety at Wexham Park and Heatherwood Hospitals. It is the responsibility of the Head of Occupational Health and Safety to ensure that the Trust complies with the RIDDOR regulations, and to ensure that these incidents are reported to the Health and Safety Executive.

5.6 **Control of Substances Hazardous to Health (COSHH)**

5.6.1 Managers are responsible for assessing the risks posed to staff from any hazardous substances used in wards / departments.

5.6.2 They will ensure that there is an up to date COSHH Manual in their area(s) of responsibility; that this contains a Material Safety Data Sheet and COSHH assessment of all hazardous substances held in their ward / department; and that this information is given to all staff working in that area.

5.6.3 Risk assessments must be carried out and reviewed on an annual basis or as the need arises, e.g., the introduction of a new substance(s) to the ward / department.

5.6.4 COSHH assessments identify if health surveillance for certain roles is required – if so, then the Manager must contact Occupational Health to arrange this.

5.7 **Role of the Health and Safety Executive**

5.7.1 The Health and Safety Executive (HSE) is the body designated by Government to administer Health and Safety legislation across the country. The Executive enforces legal requirements and provides an advisory service to organisations and companies.

5.7.2 Health and Safety Inspectors have, under Section 20 of the Health and Safety at Work etc. Act 1974, the power to enter, at any reasonable time, any premises which they have reason to believe it is necessary for them to enter for the purpose of carrying into effect any of the legal provisions within the field of responsibility of the enforcing authority.

5.8 **Communication and Information**

5.8.1 Line managers must ensure that all employees and individuals working in their areas of responsibility are made aware of this policy and also other specific Health and Safety policies and procedures relevant to them and their work. The Trust, through line managers, will provide employees with information about:

- risks to health and safety arising from the work environment
- measures taken to prevent risks and to protect people from them
- emergency procedures, and the names of people in charge if the premises need to be evacuated.

5.8.2 The Trust's Health, Safety and Environment Committee will be the main forum for communication, consultation and involvement of staff on health and safety issues.

5.8.3 The Occupational Health and Safety Department will maintain records of health and safety training provided by the Department. A report of attendance on health and safety training will be made each year to the Board of Directors within the Health and Safety Annual Report.

5.8.4 Associate Directors/General Managers/Heads of Service are responsible for ensuring that risk assessments are conducted effectively. Associate Directors/General Managers/Heads of Service will retain the original copy for their records and these will be held in the relevant ward / department.

5.8.5 Associate Directors/General Managers/Heads of Service are responsible for ensuring that incident reports are completed effectively as soon as an untoward incident or accident occurs. Once the form has been completed by the individual identifying the incident, it must be signed by the relevant Manager and any necessary action identified must be entered onto the form.

5.8.6 The accident / incident form is held on the Trust's central accident / incident reporting database, Datix.

5.9 **Employee Welfare**

5.9.1 Through the effective application of its policies and procedures, the Trust aims to promote and maintain the welfare of its employees.

5.9.2 The Trust will take a number of steps to support work to improve staff health and wellbeing. These include ensuring the Occupational Health services are accredited to the Faculty of Occupational Medicine Standards, implementing recommendations set out in the NICE public health guidance, making pledges through the Public Health Responsibility Deal in relation to food, alcohol, physical activity and health at work, and working to promote improved programmes of flu vaccination for staff.

5.10 **Health at Work in the NHS**

5.10.1 The Trust recognises the importance of utilising the results from the NHS staff survey to continuously improve staff experience and services to patients.

5.11 Occupational Health

5.11.1 The Trust's Occupational Health Department plays a crucial role in promoting the welfare of all staff. This includes:

- ensuring that all staff are health checked prior to employment
- identifying individuals who are exposed to particular hazards, and providing appropriate treatment and advice
- undertaking health surveillance as relevant
- working with managers to effectively manage the absence of staff from work due to ill health, including redeployment.

5.11.2 Managers may refer individual members of staff to the Occupational Health Department if they have any concerns. Additionally, individuals may access the department in order to receive advice and guidance on health and welfare issues. Through the Occupational Health Department the Trust will provide confidential access to an independent, trained counsellor via the Employees Assistance Programme (EAP) provided by Workplace Options.

5.11.3 The Occupational Health Department and the Trust's Head of Occupational Health and Safety will remain in close communication in matters of a common interest. The interchange of information will be facilitated by regular update meetings and attendance at the HSEC.

6. DUTIES / ORGANISATIONAL STRUCTURE

6.1 Duties of the Trust as an Employer

6.1.1 Under the Health and Safety at Work etc. Act 1974, the Trust has the following duties:

- To ensure, so far as is reasonably practicable, the health and welfare at work of all employees (Section 2(1)).
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health (Section 2(2)(a)).
- To put in place arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (Section 2(2)(b)).
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees (Section 2(2)(c)).
- So far as is reasonably practicable, as regards any place of work under the Trust's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to, and egress from, it that are safe and without such risks (Section 2(2)(d))
- To prepare, and as often as may be appropriate revise, a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements for the time being in force

for carrying out the policy, and to bring the statements and revisions of it to the notice of employees. (Section 2(3))

- To consult any employer safety representatives to make and maintain arrangements which will enable the Trust and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures
- To conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that persons not employed by the Trust who may be affected thereby are not exposed to risks to their health and safety (Section 3(1)).

6.2 **Chief Executive Officer**

6.2.1 On behalf of the Board of Directors, the Chief Executive Officer has overall legal responsibility and accountability for the compliance of the Trust with all aspects of Health and Safety legislation and regulations. This ultimate accountability cannot be delegated to any other individual within, or external to, the Trust.

6.2.2 The Chief Executive Officer is responsible for determining the level of resources to be allocated corporately for health and safety issues. These resources must be sufficient to ensure that the Trust can comply with its responsibilities.

6.2.3 The Chief Executive Officer will be responsible for ensuring that the objectives of the Trust's Health and Safety Policy are fully understood by all members of the Board of Directors, including Non-Executive Directors.

6.2.4 The Chief Executive Officer may delegate responsibility for the operational implementation of the Health and Safety Policy and procedures to Executive Directors, Clinical Directors, General Managers or Heads of Service. However, it must be made clear to the individuals concerned, and all other employees, the parameters of this delegation, e.g., through job descriptions, Inform, notice boards, etc.

6.2.5 The Chief Executive Officer will be responsible for ensuring that health and safety matters are regularly reported to, and discussed by, the Board of Directors. This will include statistical reports on such issues as incidents and sickness absence.

6.3 **Director of HR and Corporate Services**

6.3.1 The Chief Executive Officer delegates responsibility for the co-ordination of health and safety matters to the Director of HR and Corporate Services.

6.4 **Executive and Clinical Directors**

6.4.1 Executive Directors and Clinical Directors are responsible for ensuring that the requirements of the Trust's Health and Safety Policy, and associated policies and procedures, are effectively implemented and standards maintained in their areas of responsibility.

6.4.2 Clinical Directors are specifically responsible for ensuring that all medical staff, including Consultants working within their core service, are aware of, understand

and discharge their responsibilities for health and safety in accordance with Trust policies and procedures.

6.4.3 Clinical Directors are responsible for ensuring the attendance of all medical staff on Health and Safety training. This includes attendance as required at the Trust's Occupational Health Department and at Corporate Induction programmes.

6.4.4 Clinical Directors are responsible for working with their Consultant colleagues to ensure that clinical practices adhere to established Health and Safety standards. This will involve ensuring that appropriate action is always taken to eliminate risk, or protective measures implemented to reduce any risk to colleagues and/or patients

6.5 **Associate Directors / General Managers / Heads of Service / Line Managers**

6.5.1 Associate Directors/General Managers/Heads of Service / Line Managers must ensure that the health and safety of their staff, patients and anyone else on Trust premises is in accordance with agreed Trust Health and Safety policies and procedures.

6.5.2 In particular, Associate Directors/General Managers/ Heads of Service / Line Managers are responsible for ensuring that Trust standards for health and safety issues, and Health and Safety policy and procedures, are implemented and monitored within their areas of responsibility.

6.5.3 Associate Directors / General Managers / Heads of Service / Line Managers have a duty to disseminate information and advice to all employees (and, where relevant, to site users) in respect of all health and safety matters, including the contents of this policy statement. Managers are also responsible for circulating details of all new Health and Safety legislation coming into operation which directly affects employees and hospital users

6.5.4 Associate Directors, Heads of Service/Line Managers must ensure that they implement systems and procedures in their areas of responsibility to:

- ensure that all employees and non-employees working within their area of responsibility are aware and understand the importance of Trust Health and Safety policies and procedures;
- establish and maintain effective mechanisms for communicating with their staff on health and safety issues, and ensuring that all staff have access to Health and Safety policies, procedures and information;
- be accountable for the implementation of all Health and Safety policies and procedures within their sphere of control;
- ensure that wards/departments have identified 'lead' individuals for specific aspects of health and safety, e.g., Health and Safety, Fire and Manual Handling, and that these individuals and all other staff are appropriately trained and aware of their responsibilities;
- ensure that specific health and safety standards are established and maintained in individual wards/departments;
- design, document and implement specific Health and Safety policies and procedures for their ward/department, taking advice from the Trust's Head of

Occupational Health and Safety, or other experts as appropriate, e.g. Manual Handling Adviser and Fire Safety Manager;

- ensure that all relevant risk assessments are undertaken by competent individuals, and reviewed when new risks become apparent through changes to working practice, or the introduction of new technology;
- ensure that action identified through risk assessments is taken and reviewed, and that any action required which is outside their remit or ability is communicated in a timely way to their ward / department Managers;
- inform the Trust's Head of Occupational Health and Safety of specific Health and Safety issues, ensuring that he/she is kept up to date with local policies and procedures;
- ensure that their Managers inform the Trust's Head of Occupational Health and Safety of incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- ensure that effective frameworks and mechanisms are in place to make certain that staff are appropriately trained and updated, including the implementation of the Trust Induction Policy and Procedure;
- ensure that staff attend the Occupational Health Department when they commence employment for required immunisations, and when requested by the Occupational Health Department for reasons connected to health monitoring and surveillance.

6.5.5 Associate Directors /General Managers/Heads of Service must monitor the activities of their Line Managers to ensure that they are discharging their health and safety responsibilities effectively and in accordance with Trust policies and procedures.

6.5.6 It should be noted that the Head of Occupational Health and Safety is not responsible for ensuring compliance with Health and Safety policy and procedure within work areas. This remains the responsibility of managers, taking advice and guidance as appropriate.

6.6 **Head of Occupational Health and Safety**

6.6.1 The Head of Occupational Health and Safety is responsible for the co-ordination of Health and Safety on a daily basis throughout the Trust, and will be able to offer specialist advice on Health and Safety legislation as well as Health and Safety Policies and Procedures. The role and responsibilities of the Trust's Head of Occupational Health and Safety are:

- to be the designated Trust 'competent person' for the provision of Health and Safety advice and guidance to managers and staff, facilitating specialist advice from third parties as appropriate;
- to be responsible for the design, development and implementation of the Trust's strategy, policies and procedures on Health and Safety, ensuring that the Trust complies with relevant legislation;
- to develop, maintain and support an effective framework within the Trust for the management of Health and Safety to support the above strategy, policies and procedures;

- to be responsible for the overall management of the Health and Safety team across all Trust sites, thus ensuring that the Trust complies with Health and Safety legislation.

6.7 **Deputy Head of Occupational Health and Safety**

6.7.1 The Deputy Head of Occupational Health and Safety will assist the Head of Occupational Health and Safety throughout the Trust with the duties above, and is the lead for the Health and Safety, Fire and Manual Handling functions on a day to day basis across all Trust sites.

6.8 **The Health and Safety / Manual Handling Manager**

6.8.1 The Health and Safety / Manual Handling Manager will offer advice and training on safe moving and handling for staff according to Trust Policy and Guidance. The post holder will advise on the correct type of equipment to use for particular tasks, and will co-ordinate with Procurement on the purchasing of such equipment. The Health and Safety / Manual Handling Manager will also be able to offer general advice on Health and Safety legislation.

6.9 **The Fire Safety Manager**

6.9.1 The Fire Safety Manager will be able to offer advice on fire risks, fire precautions and fire training, in accordance with current legislation.

6.10 **Employees**

6.10.1 Under the Health and Safety at Work etc Act 1974, (Section 7) all employees have a responsibility to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions, at work. In particular employees have a duty to:

- co-operate with their employer, and appointed section heads, to achieve a healthy and safe workplace;
- be familiar with, understand and comply with, the specific requirements of Trust and departmental Health and Safety policies and procedures;
- ensure that safe working practices, and necessary safety precautions, are followed by working in accordance with Trust policies and procedures;
- use protective equipment, and/or clothing when required, and not misuse or abuse anything provided for the purposes of health and safety;
- co-operate with their employers on health and safety issues;
- inform their employer, or another employee with responsibility for Health and Safety, of any work situation which they consider creates a serious and imminent danger, and of any shortcoming in health and safety arrangements;
- comply with instructions in relation to emergency procedures, including fire, resuscitation and major incident procedures;
- attend the Trust's Corporate Induction Day, and any other sessions identified by their line manager, as part of their Induction Programme;
- attend required Health and Safety training as requested by their line manager and/or their ward/departmental Health and Safety 'lead'. This includes regular updates;

- comply with the Trust's policy on the wearing of Identification Badges when on duty;
- attend appointments when requested with the Trust's Occupational Health Department.

6.11 **Health, Safety and Environment Committee**

6.11.1 The Trust's Health, Safety and Environment Committee (HSEC) is responsible for the implementation of environmental Health and Safety Policy. It will also monitor and receive information on risk assessment and incidents, in order to audit compliance and to assist in the sharing of best practice across the Trust.

6.11.2 The Terms of Reference and membership of the Committee have been agreed by the Committee members and will be reviewed on a regular basis.

6.11.3 The Trust's Health Safety and Environment Committee will act as the key mechanism for communication between staff and the Trust on Health and Safety issues.

6.11.4 All members of the HSEC have a duty to disseminate information to their colleagues in areas that they represent on all matters relating to their health and safety that have been raised at the Committee.

6.11.5 The HSEC will provide an annual report to inform the Trust's Annual Report.

6.11.6 The HSEC will report directly to the Board of Directors.

6.12 **Trust Health and Safety Representatives**

6.12.1 Recognised Trade Unions/Staff Associations are entitled to appoint Safety Representatives who are employees of the Trust, in accordance with the 'Safety Representatives and Safety Committee Regulations 1977'. They will be afforded all reasonable facilities to enable them to undertake their role and attend appropriate training.

6.12.2 Safety Representatives must inform Human Resources which staff groups and/or departments they are representing. They must also inform the Health and Safety Administrator, at Wexham Park Hospital, who is Secretary to HSEC, of their attendance or non-attendance at the HSEC.

The responsibilities of Safety Representatives include:

- representation of staff on health and safety issues;
- attendance and participation at the Health, Safety and Environment Committee meetings;
- advising on, and involvement in, health and safety issues, e.g., participation in investigations;
- consultation on health and safety issues;
- communication of information on health and safety issues to the staff they represent;
- assisting in the risk assessment process for their ward/department.

6.13 Non-Employees

6.13.1 The Trust has a number of people working on its premises who are not employees. These include the following groups:

- Volunteers
- Bank and Agency staff
- Contractors
- Suppliers
- DMG(SE) staff
- Staff from other Trusts

6.13.2 It is the responsibility of the managers of these individuals to ensure that they are aware of, and comply with, relevant Health and Safety policies and procedures. This may include making arrangements for non-employees to attend all appropriate training such as Trust Induction, Health and Safety, Fire and Manual Handling training.

6.13.3 Line managers must also ensure that non-employees are aware of where information on Health and Safety issues can be accessed and inform them about Health and Safety risks associated with their work activity and of the workplace.

6.13.4 All contractors to the Trust have a duty under the Health and Safety at Work etc Act 1974 to comply with all necessary “relevant statutory provisions” and to have read, accepted and signed the Trust’s document ‘Contractor Safety Rules’ whilst carrying out relevant work.

6.13.5 It is the responsibility of line managers to ensure that all contractors, and other persons working on the site, receive adequate and sufficient safety information to enable them to conduct their business safely and without risk to themselves and others who may be affected by their work.

6.13.6 In endeavouring to provide a safe and healthy working environment, the Trust expects all contractors, delivery drivers and other persons who come on to the site for various purposes to obey the Health and Safety Policy of the Trust and in particular:

- all contractors, including self-employed contractors, are required to adopt safe systems of work at all times during the contract period on site;
- all contractors and other persons working on site must take reasonable care of their own Health and Safety, and are expected to exercise normal due diligence in respect of the Health and Safety of patients and other visitors;
- all contractors will have their own written Health and Safety policy, and risk assessments, including those for hazardous substances, where relevant and required in the circumstances.

7. RAISING AWARENESS / IMPLEMENTATION / TRAINING

- 7.1 The Trust will ensure that appropriate information, instruction and training is available to enable employees and other agencies, to undertake their duties safely. This will be in accordance with the Trust's Training Strategy.
- 7.2 Line Managers are responsible for ensuring that staff receive appropriate training (and update training) on health and safety issues. This should take place when they are recruited, if the systems of work change, or if the risks they are exposed to change (because of a change in what they do or because new equipment and/or technology is introduced, e.g., a change of job or responsibilities). This training includes the Trust Induction programmes, and annual refresher/update training as relevant.
- 7.3 Staff are to be booked on to Health and Safety training (including training for manual handling and fire safety) by Line Managers and/or Training Co-ordinators only.
- 7.4 Normally the Trust will operate a system of 'cascade training'. This will involve the provision of training to those individuals who have been identified by their line manager as a 'Link individual' on a specific Health and Safety issue in their ward/department. 'Link Individuals' will then be responsible for ensuring that all employees within their area of training responsibility are appropriately trained for the tasks they undertake. This will take place as part of an individual's induction, if/when the tasks they undertake change and update training as appropriate.
- 7.5 The selection of Health and Safety Links by Managers should take into account the requirement on these staff to train others. The training provided to 'Links' will take account of this requirement to train others and training sessions will incorporate an assessment of competence in this area.
- 7.6 Ward/Department 'Links' are responsible for maintaining local systems and documentation and to ensure that all staff receive training and updates as necessary. The Health and Safety Administrator, or the Learning and Organisational Development department (L&OD), will maintain records of attendance at Health and Safety training courses and will make this information available to Managers as requested. In cases of non-attendance on courses, L&OD will inform the relevant Manager/Head of Service/Training Co-ordinator.
- 7.7 Trade Union/Staff Association Safety Representatives should receive appropriate training and updates through their trade union/staff association. Representatives will be able to attend this training during work time as part of their Trade Union duties. Non-Trade Union representatives will receive training from the Trust's Head of Occupational Health and Safety / Health and Safety team during their working hours.
- 7.8 Staff should not be disadvantaged by the need to attend Health and Safety training. All training of staff should take place either in normal work time or, if outside of

these hours, staff should receive payment equivalent to their salary as if they had been working at the time spent training.

7.10 The Trust is required to display Health and Safety Law Posters providing staff, patients and visitors with specific information on Health and Safety. These can be found in prominent places across the Trust and a list of those places is held in the Health and Safety Department.

7.11 The Policy will be implemented as follows:

- The Policy will be placed on the Intranet for viewing by any member of staff
- A notice will be placed on the Intranet informing staff of the Policy
- A paper copy of this Policy will be held in the Health and Safety Department as a reference and for general viewing

8. MONITORING COMPLIANCE OF POLICY

8.1 All Managers, the Trust's Head of Occupational Health and Safety and the Trust's Health, Safety and Environment Committee have a responsibility for monitoring the effective implementation of Health and Safety policies across the Trust on behalf of the Board of Directors.

8.2 Line managers must record and document all inspections and monitoring that they undertake of equipment, plant and the environment, for the purposes of Health and Safety. The frequency of such monitoring will vary according to the specific task, and advice can be obtained from manufacturers or the Trust's Head of Occupational Health and Safety.

8.3 The Terms of Reference of the above Committee will detail the regular reporting requirements on Health and Safety issues. Reports will come from a variety of sources including line managers, departments such as Occupational Health, Infection Control, and individuals such as the Trust's Head of Occupational Health and Safety.

8.4 The above Committee has a responsibility to report to the Trust's Executive Board and the Board of Directors on the effectiveness of Health and Safety policies.

8.5 The contents and application of this policy will be reviewed in line with any change in legislation or national guidance. This policy will also be reviewed every five years, in accordance with the Occupational Health and Safety policy review programme developed by the Trust's Health, Safety and Environment Committee.

8.6 Any review of the policy will be initiated by the Head of Occupational Health and Safety, and the revised policy validated by the Trust's Health, Safety and Environment Committee.

- 8.7 When reviewing the policy, the Head of Occupational Health and Safety will consider all other relevant feedback, for example from; departmental safety committees, the process of risk assessment across the Trust and incident reports recorded electronically on the Trust's DATIX incident management programme.
- 8.8 Following any policy review, a consultation process will be undertaken to meet the duties placed upon the Trust under the Health and Safety (Consultation with Employees) Regulations 1996.

9. REFERENCES

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Control of Substances Hazardous to Health 2002
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- Safety Representatives and Safety Committee Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Personal Protective Equipment Regulations 1998

10. EQUALITY ANALYSIS

This policy has been analysed for impact on equality and does not have an adverse impact on any protected characteristic.