Policy

**Health and Safety Policy, Organisation & Arrangements**

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| 7.1 | H&S Manager | 2 March 22 | Refinement |
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| 7.3 | H&S Manager | April 22 | Refinement |

1. **Quick Reference Guide**

* This Policy defines the organisation and arrangements for health and safety management at the Trust.

1. **Statement of Health and Safety Policy**

Salisbury NHS Foundation Trust is committed to protecting the health and safety of all staff, patients, visitors, contractors and members of the public. The Trust will comply with the requirements of the Health & Safety at Work etc. Act 1974 and other relevant statutory provisions to ensure, so far as is reasonably practicable, a healthy and safe environment for all people who work, use or visit the Trust premises.

The aim of this policy is to act as a pivotal document in implementing Salisbury Foundation Trust’s Health & Safety Management System (H&SMS).

The objectives of this Policy cannot be met without the co-operation of all employees who must act responsibly so as not to endanger themselves or others.

Competent people will be appointed to assist the Trust in meeting its statutory duties including, where appropriate, specialists from outside the organisation. The Trust will consult fully with staff representatives and stakeholders in matters concerning occupational health and safety.

**3.** **Eligibility**

This policy applies to all medical and non-medical employees engaged on a contract of service as well as, Bank Workers, contractors and volunteer colleagues.

**4.** **Scope**

It applies when working on Trust premises and also when working on behalf of the Trust at premises not managed by the Trust e.g., off-site medical facilities or outreach workers at patients’ homes.

**5. Our Policy Health and Safety Objectives**

The Trust is committed to:

* Following the principles for health and safety management systems as described in Health and Safety Executive’s Managing for Health and Safety (HSG 65).
* Prevention of injury, impairment of health and avoidance of loss arising from the undertakings of the Trust.
* Complying with health and safety legislation.
* Adopting safe systems of work and good practice.
* Applying the principles of risk management to identify, record and manage health and safety risks.
* Providing training, resources and information required by employees to perform all tasks and duties safely and without risk to health.
* Reviewing the Health and Safety Policy every 3 years or when a significant organisational or legislative change takes place.

**6. Organisation and Arrangements for the Management of Health & Safety**

**6.1** **Post Holders with duties**

**Chief Executive Officer (CEO)**

The Chief Executive is accountable to the Trust Board for the Trust’s compliance with health and safety legislation. This means leading the implementation of this policy ensuring that appropriate structures, systems and procedures are in place.

**Chief People Officer (CPO)**

The Chief People Officer has been appointed by the Chief Executive with responsibility for ensuring that our Health and Safety Policy is established and implemented across all Trust locations and kept up-to-date. This includes: an effective Health and Safety Management System as well as reporting on health and safety performance to the Trust Board and that the CEO is alerted if there are failings in the safe systems of work.

**Director of Estates and Head of Facilities**

The Director of Estates and Head of Facilities are responsible for providing estate and building management systems and services that are safe and healthy for their intended use by the building occupants.

**Health and Safety Manager**

The Health and Safety Manager is accountable to the Chief People Officer for:

* The delivery and maintenance of a Health and Safety Management System.
* The provision of expertise on the requirements of health and safety legislation.
* The delivery of an audit programme agreed by the Trust Board that arises from enquiry concern, or risk.
* Providing advice and guidance to managers on health and safety, in particular undertaking health and safety risk assessments.
* Consulting with health and safety representatives (including trade union and employee health and safety representatives).
* Reporting health and safety incidents in line with regulatory requirements (e.g., RIDDOR).

**Divisional Operations Directors and Corporate Service Directors**

Divisional Operations Directors and Corporate Service Directors are accountable for ensuring compliance with health and safety policy on a day-to-day basis for their Division or Corporate Service. This means ensuring there are satisfactory safe systems of work, procedures, mechanisms and guidelines in place to provide a safe and healthy environment for all people on hospital premises. This accountability should be met by gathering assurance that the actions delegated to others have been implemented. This includes:

* Fostering a health and safety culture in which health, safety and related welfare issues are seen as essential and integral parts of the Division or Corporate Service activity.
* Ensuring effective governance on health and safety issues in the Division or Directorate with appropriate structural and operational arrangements in place to support the management of health and safety.
* Producing and disseminating a Division/Corporate Service health and safety plan in line with the Trust health and safety policy and associated documentation.
* Ensuring that risk assessments and procedures are in place to identify and control ‘significant’ risks.
* Nominating employees for specific health and safety functions, as necessary.
* Ensuring that all locations and services are inspected on at least an annual basis by a member of the Division or Directorate’s senior management team.
* Ensuring that all relevant health and safety communications, notices and requirements are brought to the attention of, understood by and applied by employees, workers, patients and visitors as appropriate.
* Ensuring that employees attend appropriate training courses both in terms of developing and maintaining specific expertise and in terms of general awareness and understanding.
* Ensuring that accidents and incidents are reported promptly and investigated.
* Escalating major or significant health or safety incidents resulting from activities in their Division/Corporate Service.

**Departmental Health and Safety Lead**

One or more Health and Safety Leads may be appointed by a Director to be the focal point for health and safety in the Division or Directorate. The actual tasks that Health and Safety Leads carry out will vary between Divisions and Directorates and will be dependent on hazard profile, size and range of work carried out in the Division or Directorate. Health and Safety Leads will not have line management responsibility for health and safety, nor should they be the ones asked to carry out specific health and safety duties on behalf of line managers, e.g., to carry out all the risk assessments in a Division or Service. Line managers will retain the health and safety responsibility for the work they direct.

**Line Managers**

Line managers, including Supervisors and Team Leaders, must set performance standards for their specific area of responsibility and monitor those standards. They will ensure that:

* Risk assessments for activities under their control are completed and maintained up to date.
* The people working under their direction are aware of the risk assessments and safety systems of work and of all relevant safety policies, procedures and arrangements.
* They undertake regular inspections of the workplaces under their control and the monitor the behaviours of their staff.
* They support and cooperate with the Health and Safety Leads.

**Union Health and Safety Representatives**

The role of trade union appointed health and safety representatives is independent of management. Representatives represent the interests and concerns of colleagues including:

* Representing collective employees’ interests and consulting them about specific matters that will affect the health, safety and welfare of employees.
* Representing individual employees’ interests on matters of health and safety.
* Investigating accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
* Presenting the findings of investigations to the Trust.
* Inspecting the workplace.
* Attending Health and Safety Committee meetings as a representative of employees.

**All Staff**

All members of staff are responsible for their own health and safety, and the health and safety of others who may be affected by their acts and omissions. They must ensure that duties are conducted in a safe manner and in accordance with the Health and Safety Policy and procedures including: Divisional safe systems of work and procedures; any specific codes of practice relating to particular activities; the results of risk assessments; and any relevant safety legislation and guidance. All staff must:

* Take reasonable care of themselves and have due regard for others.
* Help the Trust meet the duties imposed on it.
* Not interfere with, or misuse, anything provided for health and safety.
* Immediately notify their manager of any hazards.
* Report any accident at work which results in personal injury or ill-health, every dangerous occurrence, including fire and every ‘near-miss’ incident, using the incident reporting system (Datix).
* Notify Occupational Health if they are suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
* Not proceed with any activity if they believe it poses a threat to their health and safety, or to that of others.
* Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay.
* Assist any visitors who may not be familiar with the Health and Safety Policy and procedures.

Any concerns regarding Health and Safety should be raised via the management structure where possible. Additionally, The *Freedom to Speak Up: Raising Concerns Policy* outlines the procedure for raising concerns about suspected wrongdoing, illegal or inappropriate practices within the Trust which put others, or the Trust, at risk. The Trust also has Freedom to Speak Up Guardians to offer support when speaking up.

* 1. **Committees and Groups with Duties**

**Trust Board**

The Trust Board provides leadership and the strategic approach for health and safety, and carries ultimate responsibility for the health and safety of employees, patients and other individuals on hospital premises. The Board’s duties include holding the CEO to account on matters of health and safety. The Board will address matters in light of information received on health and safety performance through:

* Reports from the Health and Safety Manager.
* Summary reports from the work of the Health and Safety Committee (via the Trust Management Committee and People and Culture Committee).
* The Trust Annual Health and Safety report and action plan.
* Escalation reporting.

Members of the Trust Board are required to undertake Board-specific mandatory health and safety training to ensure they are aware of their legal roles and responsibilities in terms of health and safety.

**Trust Management Committee**

Members of the Trust Management Committee are responsible as individual directors for their part of the Trust, and collectively for advising the Chief Executive on directing health and safety. The Trust Management Committee will receive information on health and safety through:

* The bi-monthly health and safety escalation report from the Trust Health and Safety Committee.
* The Trust Annual Health and Safety report and H&S Plan of Work.
* The quarterly Divisional Board reports.

**Trust Health and Safety Committee**

The Trust Health and Safety Committee is appointed by the Trust Senior Management Team to support the Trust in fulfilling its statutory and regulatory responsibilities to provide on-going systematic governance arrangements for effective management of health and safety. This committee meets bi-monthly. The purpose of the Trust Health and Safety Committee is:

* To provide a consultative forum on policies, procedures and developments in health and safety management at the Trust.
* To determine action necessary to implement the vision for health and safety within the Trust.
* To monitor the Health and Safety Management System and its implementation.
* To ensure the Trust complies with its statutory and regulatory duties in relation to health and safety.
* To support the implementation of the Trust Risk Management Framework.
* To identify and act on Trust-wide health and safety issues and risks including sharing findings from audits, tours and inspections.
* To act as a forum for employees and employee safety representatives to raise health and safety issues.

**Divisional and Corporate Health and Safety Committees**

Each Clinical Division and Corporate Directorate will have a Health and Safety Committee. These Committees will meet quarterly and will enable management to address their duties regarding health and safety including:

* To monitor the implementation of health and safety policies across the Division, including compliance with annual audit requirements.
* To review audit and inspection outcomes to inform a Division or Directorate health and safety plan of work.
* To monitor the completion and application of health and safety risk assessments across the Division.
* To monitor completion of health and safety training.
* To review incident and risk data to identify and act upon opportunities for improvement.
* To escalate health and safety issues as required.
* To provide a forum for employees and workers to raise health and safety issues, including safety representatives.

Each of these Committees may decide to have further sub-committees or working groups, as appropriate.

1. **Arrangements for the Management of Health & Safety**

**7.1** **Training**

Health and safety training will be provided during the Induction of all employees, Bank workers contactors and volunteer colleagues. This will be repeated periodically through the mandatory training process, in accordance with the Trust Training Policy.

Other specialist training necessary for those employees or workers with specific health and safety responsibilities is identified within the Health and Safety Management System or will be identified by risk assessments and individual employee appraisals.

* 1. **Risk assessment**

Risk assessment is the key to effective health and safety management. The findings from risk assessments will be used to identify prioritise and control risks across the Trust. All managers will ensure that:

* All significant hazards in their workplace / work activities under their control have been subject to a suitable and sufficient risk assessment that identify the legal requirements of the activity and that any subsequent risks are adequately controlled.
* That these assessments are reviewed annually.
* Risk assessments are reviewed should there be:
  + changes in legislation which effects the assessment; and,
  + changes to working practices or environmental conditions that could affect employee safety;
  + an accident, near-miss or serious incident.
  + an indication that the assessment is no longer valid.
  1. **Risk Register**

Where hazards / risk exposures are identified that are not effectively managed, the manager of the activity must ensure that an entry is made in their Unit Risk Register. If a risk has been identified as being high or may have a major impact and/or be detrimental to service users, employees or workers and the organisation, the Corporate Risk Manager (CRM) must be informed. All high risks that have been placed on the Unit Registers will be monitored and reviewed regularly by the CRM as appropriate, to ensure that progress is being made to reduce or eliminate the risk. All other health and safety risks that are on the local risk register should be reviewed regularly until resolved.

It should be noted that all statutory requirements must be met, they are not risks to be prioritised.

* 1. **Accident / incident reporting and investigation**

All accidents / incidents and ‘near-misses’ should be recorded, reported and investigated in accordance with the Trust Incident Reporting Policy.

Each employee is responsible for reporting accidents and incidents to which they are party or witness and should liaise with their line manager in this regard. The line manager should ensure that the Trust accident / incident report is completed in each instance.

Managers will review all reported incidents/accidents which occur in their workplace and investigate certain incidents further, e.g. those which are actually or potentially more serious or those which are frequent. The main purpose of the investigation is a ‘lessons-learnt’ approach – wherever possible, to reduce the likelihood of repeat events occurring.

Having made an initial investigation of the accident/incident and reviewed / revised any risk assessment and informed representatives of any changes, the manager should ensure that Datix and any allied data-base is updated accordingly.

All incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) should be investigated and recorded, with action taken to prevent a recurrence identified, shared as appropriate and actioned.

The Manager of the activity is responsible for reporting incidents through the Trust accident reporting system and to the Health & Safety Manager.

* 1. **First Aid at work**

The Trust will ensure that adequate provision is made through the appointment by Divisions and Directorates of First Aiders, to enable:

* Immediate assistance to be given to employees suffering from potential injuries or illness associated with our undertakings.
* Rapid summoning of an ambulance or medical assistance.

The level of provision provided will be appropriate to the risks identified in each workplace risk assessment.

All First Aiders will be competent in either (FAW/EFAW) and hold a valid certificate of training and their names and locations will be prominently displayed in each workplace.

1. **Benefits**

**For our organisation**:

* Acting promptly on health and safety matters can prevent serious injury and consequences for our people and patients.
* Happy and healthy staff are the cornerstone of an effective workforce.
* Reduced costs associated with absence due to workplace accidents and ill-health, and costs associated with claims against the Trust for harm or damage.
* Promoting the organisation as a healthy and safe place to work and environment for our patients increases our reputation as both an employer of choice and a service provider of choice to our patients.
* Good health and safety management requires a systematic approach to processes and systems of work, making the Trust’s activities lean, efficient and effective.

**For our people:**

* Acting positively to minimise the incidence of all workplace risks increases employee confidence and pride in our hospital.
* Improved employee engagement making the Trust an attractive career choice.
* A safe and healthy environment increasing efficiency and effectiveness.

1. **Monito****ring Compliance and Effectiveness Of This Policy**

The effectiveness of this policy will be monitored by the Trust Health and Safety Committee.

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| **Post Holder /Author Responsible for Policy:** | Health and Safety Manager |
| **Date Written:** | June 2022 |
| **Approved By:** | Health and Safety Committee |
| **Ratified by:** | Operational Management Board |
| **Next Due for Review:** | June 2025 |