

Health and Safety Policy

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1. Introduction

NHS Calderdale Clinical Commissioning Group (NHS Calderdale CCG) acknowledges a duty of care to the health, safety and welfare of staff, visitors and contractors.

This policy recognises that NHS Calderdale CCG staff have a role in the provision of a safe working environment and details the responsibilities of staff for producing effective health and safety management across the CCG.

2. Aims and Objectives

The aims and objectives of the policy are to:

- promote standards of health, safety and welfare across all CCG areas and ensure they comply fully with the Health and Safety at Work Act 1974 and all other relevant statutory provisions;
- ensure that CCG owned equipment and systems of work are safe and risk managed so as to ensure the health of employees, or others who come into contact with any of the activities of the CCG;
- ensure that agreements are in place to cover the maintenance of buildings or areas of buildings which CCG staff may work in and be responsible for and any equipment which the CCG staff use;
- ensure that first aid cover is available for staff who may become ill or injured while at work; this includes visitors and the provision of first aid equipment and training in first aid for relevant staff;
- encourage full and effective consultation on health, safety, welfare and amenity matters;
- work closely with a safety representative appointed by trade unions to achieve the above objectives;
- promote a safer workplace by increasing awareness of work related issues such as slips, trips and falls, electrical safety and use of display screen equipment;

- ensure that staff are aware of the process for reporting and investigating such incidents;
- encourage staff awareness of health and safety issues;
- ensure that staff are adequately trained in health and safety matters by complying with statutory and mandatory requirements.

The principles underlying NHS Calderdale CCG's approach are given below:

3. Scope of Policy

This policy must be followed by all staff who are employed by the CCG, including while on another organisation's premises or staff who are travelling during their working hours. This includes staff on temporary or honorary contracts, secondments, pool staff and students. It also applies to volunteers, visitors and contractors.

Independent contractors are responsible for the development and management of their own procedural documents and for ensuring compliance with relevant legislation and best practice guidelines.

4. Duties/Accountabilities/Responsibilities

4.1 Accountable Officer

The Chief Officer has strategic responsibility for Health and Safety; however operational responsibility is delegated to the Corporate Systems Manager.

4.2 Corporate Systems Manager

The Corporate Systems Manager will support the Accountable Officer in the implementation of health and safety related policies and ensuring that NHS Calderdale CCG is compliant with all relevant health and safety related legislation.

Additionally the Corporate Systems Manager will ensure that:

- There are effective systems in place for the management of health and safety within the CCG

- That the CCG meets its legal obligations under relevant health and safety related legislation.
- A competent person is appointed to provide advice and guidance on health and safety.
- Management arrangements are in place for the reporting and reviewing of incidents, accidents, staff ill health and Occupational Health referrals.
- Senior management are provided with assurances that effective health and safety management systems are in place through regular reporting using the governance arrangements of NHS Calderdale CCG.
- There are effective arrangements in place for consulting with employees on health, safety and welfare issues.
- There is a system in place to ensure that staff have been adequately trained in health and safety matters and that allows staff to meet their statutory and mandatory training requirements.
- Report to senior management the attendance and/or any training issue that may arise. Specifically, this will be included in the reports prepared by the Risk, Health and Safety Manager for SMT/Audit Committee.

4.3 Heads of Service/Line Managers

- Heads of service/managers have day to day responsibility for ensuring that the policy is put into practice and all employees are aware of their responsibilities.
- Ensure that actions identified from risk assessments and risk management systems are implemented promptly to prevent further risks arising.
- Ensure that staff are aware of procedures for reporting incidents, accidents and other health and safety risks.
- Ensure that all new employees receive a copy of the Staff Health and

Safety Handbook.

- Ensure all new employees receive induction training.
- Ensure staff attend/complete mandatory training.
- Promote a positive and proactive approach to health and safety within their teams.

4.4 Risk, Health and Safety Manager (within role of Corporate Systems Manager)

The Risk, Health and Safety Manager has responsibility:

- To ensure that NHS Calderdale CCG is compliant with the range of legislative requirements including the Regulatory Reform Fire Safety Order 2005 (RRFO), the Health and Safety at Work Act 1974, moving and handling legislation and other applicable legislation and is operating in line with national guidance and good practice.
- To provide competent person expert advice (as defined by the Health and Safety at Work Act 1974) on all aspects relating to health and safety management, fire safety and security management, including training of staff and provision of support and advice on day to day health and safety issues.
- To be responsible for developing, implementing and reviewing relevant health and safety policies and procedures, ensuring their approval and disseminating to staff and Governing Body members as appropriate.
- To advise on risk assessments and the development of risk control strategies relating to the employees of NHS Calderdale CCG.
- To provide advice and support in response to health and safety related incidents reported through the incident reporting system.
- When required to provide assistance when liaising with the Health and Safety Executive (HSE).

4.5 Employees

All employees are to:

- Take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions.
- Co-operate with management and comply with all relevant health and safety legislation, CCG policies and procedures.
- Attend or complete any mandatory and statutory training.
- Report any hazards, damage or defects to their line manager / health and safety manager as soon as reasonably practicable.
- Report any accidents, incidents or near misses to their line manager and assist with any subsequent investigation.

4.6 Responsibilities for Approval

The CCG's Governing Body has responsibility for review, monitoring and approval of this policy.

5. General Arrangements

5.1 Risk assessments

The Management of Health and Safety Work Regulations 1999 make more explicit the general duties placed on NHS Calderdale CCG under the Health and Safety at Work etc. Act 1974. In order to meet with these regulatory requirements, the CCG will ensure:

- Risk assessments are undertaken in order to evaluate and adequately control hazards, so as to ensure the health, safety and welfare of employees, and others who may be affected by the work activities of the CCG.
- Risk assessments will be regularly monitored and reviewed to ensure on an annual basis or as and when circumstances dictate e.g. legislative changes or when accidents/incidents occur.

- The outcome of risk assessments will be communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks.

5.2 Fire Safety

NHS Calderdale CCG has a separate fire safety policy which deals with the arrangements for the management of fire safety in the premises that the CCG has responsibility for.

5.3 First Aid

NHS Calderdale CCG is based within a low risk office environment however adequate first aid cover will be provided to minimise the consequence of injury or illness in the workplace by treating minor injuries and where necessary until professional assistance can be obtained. This will be achieved by:

- Undertaking of a risk assessment to determine the extent of first aid provisions required. This risk assessment has identified the need to have two trained first aiders.
- Providing an adequately stocked and accessible first aid kit which is stored in the kitchen of the CCG's Dean Clough office.

5.4 Accident and Incident Reporting

In the event of an accident or incident staff will ensure that a detailed DATIX incident report form is completed and their line manager notified as soon as reasonably practicable. Advice should be sought from the Risk, Health and Safety Manager on whether notification is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR incidents are reported to SMT and will also be included in the Governance Assurance Dashboard which is reported to Audit Committee for assurance purposes.

5.5 New and Expectant Mothers

The law requires every employer to assess workplace risks for all their employees, and take practical action to control those risks under the Management of Health and Safety at Work Regulations 1999. The regulations require employers to take particular account of risks to expectant and new mothers. NHS Calderdale CCG must identify hazards in the workplace that could pose a health or safety risk to expectant and new mothers and take appropriate action to remove or reduce the risk.

The CCG has a Maternity, Adoption, Maternity Support (Paternity) and Shared Parental Leave Policy which documents these roles and responsibilities and the specific arrangements in place.

5.6 Display Screen Equipment

The vast majority of the work of NHS Calderdale CCG is within an office environment. Although the associated risks of working in this type of environment are low, as an employer the CCG must protect employees from the health risks of working with display screen equipment (DSE) such as PCs, laptops and smartphones.

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. These are described as 'DSE users' and all CCG staff will be categorised as DSE users. CCG staff may use display screen equipment in a variety of circumstances:

- 5.6.1** At a fixed work station
- 5.6.2** Mobile workers
- 5.6.3** Working from home on an ad hoc basis (with the agreement of their manager)
- 5.6.4** Hot desking (employees should carry out a basic risk assessment if they change desks regularly)

The CCG fulfils its legal obligations by:

- 5.6.5** Requiring staff to complete a DSE assessment as part of their induction
- 5.6.6** Reducing risks, including making sure employees take breaks from DSE work or doing something different
- 5.6.7** Having arrangements in place for ensuring employees can claim back for eye tests
- 5.6.8** Providing training and instructions for employees via the CCG's intranet pages

5.7 Lone working

Working alone is not against the law and for the vast majority of the CCG's activities it will be safe for staff to do so. However it is that this group of staff may face an increased risk because they do not have the immediate support of colleagues or others if an incident occurs.

The CCG has an organisational risk assessment in place covering all aspects of the workplace. The main control measure in this risk assessment for lone working is a separate lone working procedure which offers advice and guidance to employees. Where a one off activity takes place where the control measures in the organisational risk assessment may not be sufficient e.g. a public engagement event then an individual risk assessment for lone working should be completed.

5.8 Control of Substances Hazardous to Health (COSHH)

The aim of this legislation is to ensure that no individual is exposed to avoidable risks to their health or safety resulting from substances used within the work environment. COSHH assessments are not required for routine commercially obtainable products that are used as intended and are provided with adequate safety information, unless they are used in volume, stored in bulk or used in a process which combines them with another substance that

significantly alters their nature. Employees of the CCGs are exposed to very few products e.g. washing up liquid and with normal every day usage the risks from these products are minimal.

Where contractors are employed (e.g. cleaners) the contract must stipulate that they have a COSHH file which is readily available on request.

5.9 Contractors

The majority contractors who visit Dean Clough to undertake work have already prearranged the visit with either the Dean Clough landlord or NHS Property Services and any risk assessments have already been undertaken and identified risks been appropriately managed. However it is important that any associated risks continue to be managed. This includes adequate communication on any potential risks to which contractors and CCG employees are exposed to. The risks to contractors working at the CCG's premises at Dean Clough are low however contractors must be made aware of these. This includes fire safety arrangements.

5.10 Portable Electrical Equipment

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they do not make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

Nevertheless NHS Calderdale CCG takes its responsibilities for electrical safety very seriously and has a system in place for the annual portable appliance testing of all portable electrical appliance testing e.g. docking stations, laptops, desk fans etc. Any new equipment should be supplied in a safe condition and not require a formal portable appliance inspection or test. However, a simple visual check on any portable electrical equipment being used is recommended to verify the item is not damaged. Staff are not

permitted to bring in any personal items of electrical equipment into the workplace e.g. portable heaters.

5.11 Provision of health and safety information

- Health and safety law poster is displayed in the reception area of the CCG office on the Fifth Floor, F Mill, Dean Clough

- First-aid box is located in the kitchen of the CCG offices

First Aiders are trained and identified on the health and safety notice board in the open area near reception. The first aid box is checked and managed by the first aiders.

- Fire Safety arrangements

Evacuation notices posted at each exit from the offices

Copy of fire safety plan available in fire safety folder on window ledge next to main door

- Details of fire wardens and fire evacuation assistance on health and safety board in the open area near reception.

6 Equality Impact Assessment

NHS Calderdale CCG aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

Whilst there is no requirement for an Equality Impact Assessment for this policy the CCGs will monitor any themes and trends from the following:-

Identify, understand and address any trends linked to a particular building, staff group or people with an Equality Act “protected characteristic” (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation)

7 Training

In line with the Health and Safety at Work Act 1974 NHS Calderdale CCG provides health and safety training to all staff, ensuring that staff are aware of their responsibilities for the provision and maintenance of a safe and healthy environment for staff and visitors. This enables employees to work safely and understand their obligations under the Act and associated legislation e.g. Regulatory Reform (Fire Safety) Order 2005. All training throughout the CCGs is recorded on an electronic system called ESR.

8 Monitoring Compliance with the Document

The Governing Body approves the policy however the Audit Committee will monitor the number of RIDDOR reported incidents via the Governance Assurance Dashboard.

9 Arrangements for Review

The policy will be reviewed as a minimum every 2 years by the Corporate Systems Manager or more frequently in the event of substantial changes occurring both internal to the CCG or statutory which impact on the policy.

10 Dissemination

Approval of this policy will be sought by the Corporate Systems Manager from the Governing Body. Once approval the policy will be disseminated and made available to all members of staff via the CCG intranet.

11 Associated Documentation

The Health and Safety Policy should be read in conjunction with the CCG's other related policies dealing with health and safety issues:

- Integrated Risk Management Framework
- Incident Reporting Policy
- Health and Safety Staff Handbook
- Fire Safety Policy

12 References

The requirements in relation to all aspects of health and safety within NHS Calderdale CCG are contained within current legislation as detailed below:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
1999 The Workplace (Health, Safety and Welfare) Regulations
1992 The Provision and Use of Work Equipment Regulations
1998
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations
2002 The Electricity at Work Regulations 1989
- The Health and Safety (First Aid) Regulations 1981 (as amended 2013)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (as amended 2013)
- The Health and Safety (Information for Employees Regulations) 1998 (as amended 2009)
- The Corporate Manslaughter and Corporate Homicide Act 2007