

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

NHS Calderdale Clinical Commissioning Group (CCCG)

Chief Officer delegated to: Corporate and Governance Manager

Corporate and Governance Manager and line managers

Statement of general policy	Responsibility of	Action / Arrangements
<p>To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities</p>	<p>Corporate and Governance Manager</p>	<p>Ensure, utilising the specialist services of the Yorkshire and Humber Commissioning Support (YHCS) and/or NHS Property Services, that appropriate risk assessments are conducted and maintained to control all identified risks.</p> <p>Ensure management arrangements are in place for the reporting and reviewing of incidents, accidents, staff ill health and Occupational Health referrals.</p> <p>Provide senior management with assurances that effective systems are in place and through exception reporting ensure decisive and timely action is taken for any serious incident or issue. Reports on H&S will be reviewed regularly by SMT and at least annually by the Audit Committee.</p> <p>Review management arrangements to ensure 1:1, team and group meetings are conducted as required to control H&S risks.</p>
	<p>Line Managers</p>	<p>Ensure that actions identified from risk assessments and risk management systems are implemented promptly to prevent further risks arising.</p> <p>Ensure that staff are aware of procedures for reporting incidents, accidents and other H&S risks.</p>

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		Ensure that appropriate action is taken to ensure the workplace is free from H&S risks.
	Staff	<p>Ensure that they understand the CCG's systems for reporting incidents, accidents and other H&S risks; that they use these systems to report risks identified.</p> <p>Report to management any concerns around H&S.</p> <p>Take personal responsibility for minimising H&S risks relating to themselves and their workplace.</p>
To provide adequate training to ensure employees are competent to do their work.	Corporate and Governance Manager	<p>Ensure, using expert advice and services from YHCS, appropriate staff training is in place for Health and Safety.</p> <p>Monitor completion of H&S training and instigate appropriate action to address any issues which arise.</p> <p>Report to senior management the attendance and/or any training issue that may arise. Specifically, this will be included in the reports prepared by YHCS for SMT/Audit Committee.</p>
	Line Managers	<p>Ensure that all new employees receive a copy of the Staff H&S Handbook.</p> <p>Ensure all new employees receive induction training.</p> <p>Ensure staff attend/complete mandatory training.</p>
	Staff	<p>Ensure that they read and understand the Staff H&S Handbook.</p> <p>Ensure that they attend scheduled mandatory training sessions.</p>
To engage and consult with employees on day-to-day health and safety conditions and provide advice and	Corporate and Governance Manager	Ensure, using expert advice and services from YHCS, that management arrangements are in place to conduct 1:1s, team and

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supervision on occupational health		<p>group meetings as required to control H&S risks.</p> <p>Specifically, Health and Safety issues will be discussed at the Staff Forum.</p> <p>Staff workshops will be used to communicate H&S issues. Work with the YHCS HR service to ensure that an Occupational Health service is in place and arrangements for accessing the service are communicated to management and staff.</p>
	Line Managers	<p>Ensure the CCG routes of communication are used to engage with staff on Health and Safety issues.</p> <p>Utilise the services of YHCS and/or Occupational Health where appropriate to address Health and Safety issues.</p>
	Staff	<p>Utilise the CCG's routes of communication to raise concerns regarding Health and Safety.</p> <p>Be aware of the services offered by Occupational Health and how to access them.</p>
To implement emergency procedures - evacuation in case of fire or other significant incident	Corporate and Governance Manager	<p>NHS Property Services' manages the SLA for fire safety and firefighting equipment and reviews performance of contractors.</p> <p>The Corporate and Governance Manager will ensure that the CCG obtains assurance on these arrangements via NHSPS.</p> <p>Fire Warden(s) identified to manage emergency procedures. These procedures include the conducting of weekly alarm tests by Dean Clough security officers.</p> <p>Ensure managers are aware of the need to identify staff or visitors who may through disability have difficulty evacuating the building and the need to complete a Personal Emergency Evacuation Plan (PEEP) where appropriate.</p>

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	Fire Wardens	<p>Fire warden team in place who manage emergency procedures. These procedures are practiced and revised if necessary.</p> <p>Escape routes kept clear and without obstruction and is part of the Fire warden weekly check.</p> <p>Regular checks undertaken and defects/faults/poor practice is reported to the Corporate and Governance Manager or NHSPS for action.</p>
	Line Managers	<p>PEEPs if required are written and practiced with the individual and the fire warden team.</p> <p>Ensure staff and visitors aware of emergency procedures.</p>
	Staff	<p>Ensure mandatory fire safety training is completed.</p> <p>Understand and co-operate with emergency procedures</p>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Corporate Team Manager	<p>All electrical equipment is PAT tested.</p> <p>Formal audit of workplace is conducted utilising the specialist services of YHCS and results reported to Senior Management team.</p> <p>Ensure arrangements are in place regarding staff safety and security</p>
	Corporate and Governance Manager	<p>Ensure arrangements are in place regarding asset security. Arrangements monitored through incident reporting and line management supervision. Security advice and support is provided by YHCS.</p> <p>Ensure, with specialist advice from YHCS and occupational health that DSE assessments are conducted by staff and their line managers as required.</p>

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		Ensure that arrangements for access to Occupational health specialist advice are in place for complex or special medical workstation conditions.
	Line Managers	<p>To ensure the workplace is maintained in a safe and clutter free condition</p> <p>Report all hazards, defective equipment or damaged or faulty Safety & security measures (i.e. fire doors, access controls, CCTV etc.) To supervise staff and ensure they follow all safety procedures.</p> <p>Maintain security measures regarding access to premises and security of organisational assets including fixed and any mobile assets issued to their staff.</p>
	Staff	<p>To follow guidance or rules in the staff handbook.</p> <p>Report any shortfalls in safety arrangements to line managers.</p> <p>To be responsible for their own H&S behaviour and report or challenge others who ignore or work outside of the safety arrangements.</p> <p>Report all hazards, defective equipment or damaged or faulty Safety & security measures (i.e. fire doors, access controls, CCTV etc.)</p> <p>All staff have responsibility for their own personal security in premises and ensuring any portable equipment if issued is securely held when working off site</p>
Health and safety law poster is displayed:	On the display board in reception area.	
First-aid box is located in the kitchen.	<p>First Aiders are trained and identified by notices in the workplace. First aid boxes checked and managed by First aiders.</p> <p>Accidents reported as incidents or near misses – Incidents reviewed quarterly by SMT, serious accidents</p>	

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Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (For HSE Guidance www.hse.gov.uk/riddor)	investigated and reported to SMT. RIDDOR reporting is the responsibility of the Corporate and Governance Manager with the support of the specialist services of YHCS			
Subject to review, monitoring and revision by:	Governing Body	Every:	12	months or sooner if work activity changes

This Health & Safety Policy template has been published for use by the HSE 09/09. Further HSE Health & Safety advice is available from the HSE website <http://www.hse.gov.uk/simple-health-safety/index.htm>

This policy document and Health & Safety advice and support for NHS Calderdale CCG has been provided by the Yorkshire and Humber Commissioning Support Service Health and Safety team.

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Version Control

Version	Descriptions	By	Date
1.0	Approved	Governing Body	20 March 2014
1.1	Reviewed by Head of Specialist Advice/Health and Safety- took into account: <ul style="list-style-type: none"> ▪ Health and Safety Audit of CCG headquarters (July 2014). ▪ Review of any changes in legislation, national guidance. 	Ruth Nutbrown	21 January 2015

	No amendments required.		
	Submitted to Governing Body for approval	Judith Salter	2 nd April 2015

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