# Health and Safety Policy

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<th><strong>Version:</strong></th>
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<tr>
<td><strong>Status:</strong></td>
<td>Final Draft</td>
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<tr>
<td><strong>Title of originator/author:</strong></td>
<td>Health, Safety and Security Manager</td>
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<tr>
<td><strong>Name of responsible director:</strong></td>
<td>Executive Director of Nursing and Governance</td>
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<td>Health and Safety Committee August 2016</td>
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<td>01 January 2018</td>
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<td><strong>Date Equality Impact Assessment Completed</strong></td>
<td>25 September 2013</td>
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<tr>
<td><strong>Regulatory Requirement:</strong></td>
<td>Health and Safety at Work etc. Act 1974</td>
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Trust Policy Foreword
SWASFT has a number of specific corporate responsibilities relating to patient and staff safety and wellbeing which should be included within all Trust policy and strategy, as a foreword inside the front cover:

Code of Conduct and Conflict of Interest Policy - The Trust Code of Conduct for Staff and its Conflict of Interest and Anti-Bribery policies set out the expectations of the Trust in respect of staff behaviour. SWASFT employees are expected to observe the principles of the Code of Conduct and these policies by declaring any gifts received or potential conflicts of interest in a timely manner, and upholding the Trust zero-tolerance to bribery.

Compassion in Practice – SWASFT will promote the values and behaviours within the Compassion in Practice model which provide an easily understood way to explain our role as professionals and care staff and to hold ourselves to account for the care and services that we provide. These values and behaviours reflect the Trust’s commitment to developing an outstanding service through the conduct and actions of all staff. SWASFT will encourage staff to demonstrate how they apply the core competencies of Care, Compassion, Competence, Communication, Courage, and Commitment to ensure our patients experience compassionate care.

Duty of Candour – SWASFT will, as far as is reasonably practicable, apply the statutory Duty of Candour to all reported incidents where the Trust believes it has caused moderate or severe harm or death to a patient. This entails providing the affected patient or next of kin (within strict timescales) with: all information known to date; an apology; an explanation about any investigation; written follow-up; reasonable support; and the outcome fed back in person (unless they do not want it). The only exception is where making contact could have a negative impact upon the next of kin. SWASFT employees are expected to support this process by highlighting (early) any incident where they believe harm may have been caused.

Equality Act 2010 and the Public Sector Equality Duty - SWASFT will act in accordance with the Equality Act 2010, which bans unfair treatment and helps achieve equal opportunities in the workplace. The Equality Duty has three aims, requiring public bodies to have due regard to: eliminating unlawful discrimination, harassment, victimization and any other conduct prohibited by the Act; advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and fostering good relations between people who share a protected characteristic and people who do not share it. SWASFT employees are expected to observe Trust policy and the maintenance of a fair and equitable workplace.

Fit and Proper Persons – SWASFT has a statutory duty not to appoint a person or allow a person to continue to be an executive director or equivalent or a non-executive director under given circumstances. They must be: of good character; have the necessary qualifications, skills and experience; able to perform the work they are employed for (with reasonable adjustments); able to provide information required under Schedule 3 (Health and Social Care Act 2008 (Regulated Activities) Regulations 2014). The definition of good character is not the test of having no criminal convictions but instead rests upon judgement as to whether the person’s character is such that they can be relied upon to do the right thing under all circumstances. This implies discretion for boards in reaching a decision and allows that people can change over time.

Health and Safety - SWASFT will, so far as is reasonably practicable, act in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation and approved codes of practice. It will provide and maintain, so far as is reasonable, a working environment for employees which is safe, without risks to health, with adequate facilities and arrangements for health at work. SWASFT employees are expected to observe Trust policy and support the maintenance of a safe and healthy workplace.

Information Governance - SWASFT recognises that its records and information must managed, handled and protected in accordance with the requirements of the Data Protection Act 1998 and other legislation, not only to serve its business needs, but also to support the provision of highest quality patient care and ensure individual’s rights in respect of their personal data are observed. SWASFT employees are expected to respect their contact with personal or sensitive information and protect it in line with Trust policy.

NHS Constitution - SWASFT will adhere to the principles within the NHS Constitution including: the rights to which patients, public and staff are entitled; the pledges which the NHS is committed to uphold; and the duties which public, patients and staff owe to one another to ensure the NHS operates fairly and effectively. SWASFT employees are expected to uphold the duties set out in the Constitution.

Risk Management - SWASFT will maintain good risk management arrangements by all managers and staff by encouraging the active identification of risks, and eliminating those risks or reducing them to the lowest level that is reasonably practicable through appropriate control mechanisms. This is to ensure harm, damage and potential losses are avoided or minimized, and the continuing provision of high quality services to patients, stakeholders, employees and the public. SWASFT employees are expected to support the identification of risk by reporting adverse incidents or near misses through the Trust web-based incident reporting system.
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<th>CONTENTS</th>
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<td>5. MAIN TEXT .......................................................................... ERROR! BOOKMARK NOT DEFINED.</td>
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<td>9. ASSOCIATED DOCUMENTS ................................................................ ERROR! BOOKMARK NOT DEFINED.</td>
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<td>APPENDIX A ............................................................................... ERROR! BOOKMARK NOT DEFINED.</td>
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<td>VERSION CONTROL SHEET ................................................................ ERROR! BOOKMARK NOT DEFINED.</td>
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1. **Purpose**

1.1 South Western Ambulance Service NHS Foundation Trust (hereafter referred to as the Trust) is committed to the provision of a safe, healthy and secure working environment, ensuring, so far as reasonably practicable, the health, safety, welfare and security of its employees and those affected by its activities.

1.2 In acknowledging its health and safety responsibilities, this Health and Safety Policy is intended to:

- Clarify the duties and responsibilities of staff, line managers and senior executives in the effective management of health and safety at work;
- Provide guidance to those with concerns about health and safety matters;
- Ensure that the Trust complies with all statutory requirements and codes of practice;
- Provide a framework in which other health and safety policies can be developed.
- Meets the requirement as set out by Care Quality Commission

1.3 The Trust will, so far as reasonably practicable, act in accordance with the Health and Safety at Work etc. Act 1974 and associated legislation and approved codes of practice.

1.4 The Trust will provide and maintain, so far as is reasonable, a working environment for employees which is safe, without risks to health, with adequate facilities and arrangements for health at work.

1.5 The Trust will, so far as reasonably practicable:

a) Provide and maintain plant, equipment and systems of work which are safe and without risk to health and safety;

b) Reduce or eliminate risks to health arising from the use, handling, storage and transportation of articles (including patients) and substances;

c) Provide information, instruction, training and supervision as is necessary to ensure a healthy and safe working environment and that staff are capable of carrying out their jobs safely and avoiding any unnecessary risk to themselves or others;

d) Maintain places of work in conditions that are safe and healthy with appropriate facilities, allowing safe means of access and egress;

1.6 The Trust will establish comprehensive health and safety arrangements for the effective planning, organisation, control, monitoring, auditing and review of preventative and protective measures as identified in HSG 65 Managing Health and Safety.
1.7 The Trust acknowledges that if risks are to be adequately controlled and harm to its employees and others prevented then it will need to manage health and safety with the same degree of expertise and to the same standard as its other core business activities.

2 Scope

2.1 The policy applies to all employees, all contractors working on Trust premises, patients/clients, visitors and others whilst on the business of the Trust or on its premises, including vehicles or at the scene of incidents.

2.2 The legal requirements for the Health and Safety Policy are summarised below:

a) Section 2 (3) Health and Safety at Work etc Act 1974 requires employers to:
   • Prepare a written Health and Safety Policy Statement
   • Revise the statement when necessary
   • Bring the statement and any revisions to the notice of all employees

b) In order to comply with Section 2 (3) Health and Safety at Work etc Act 1974, the policy statement must include:
   • General Policy - aims, objectives and standards
   • Organisation - who carries out the policy
   • Arrangements - how the objectives will be achieved

3 Definitions

3.1 ‘Competence’ - Competence as defined in Regulation 7 (5) Management of Health and Safety at Work Regulations 1999 as:
   • Sufficient training and experience or
   • Sufficient knowledge and other qualification

3.2 ‘Health and Safety Culture’ - The safety culture of the Trust is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to and the style and proficiency of an the Trust's health and safety management.

4 Duties, Responsibilities and Reporting

4.1 The responsibilities and relationships which promote a positive health and safety culture, and secure the implementation and continued development of the health and safety policy required the Trust to:
   • Establish and maintain management control within the Trust
   • Promote co-operation between individuals, safety representatives and groups so that health and safety becomes a collaborative effort
   • Ensure the communication of necessary information throughout the Trust
   • Secure the competence of employees.
4.2 To ensure commitment to and the provision of a safe working environment it is important to establish management control and outline the obligations of those responsible for the attainment, maintenance and continuous improvement of health and safety standards within the Trust.

4.3 **Trust Board of Directors**

Trust Board of Directors has overall responsibility for ensuring the implementation of this Health and Safety Policy and for health and safety issues throughout the Trust.

4.4 **Chief Executive**

The Chief Executive of the Trust has overall responsibility on behalf of the Trust Board of Directors, for ensuring the implementation of this Health and Safety Policy and for health and safety issues throughout the Trust.

4.3 **Executive Directors**

Executive Directors are responsible for:

a) Implementing the Trust’s Health and Safety Policy on behalf of the Chief Executive;

b) Delegating to local managers responsibility for the policy’s implementation at local level and monitoring the effectiveness of local managers implementing the policy;

c) Ensuring sufficient resources are available, so far as reasonably practicable, to achieve and maintain the standards set out within this policy.

d) Obtain specialist health and safety guidance and information they require from the competent person.

4.4 **Executive Director of Nursing and Governance**

Executive Director of Nursing and Governance are responsible on behalf of the Chief Executive for health, safety and welfare matters, in particular:

a) Ensuring effective systems exist for the maintenance, monitoring and review of the Trust’s health and safety arrangements, activities and performance.

b) Responsible for maintaining a Health and Safety Committee and act as an ex-officio member for the Health and Safety Committee.

4.5 **Non-Executive Director**

The Non-Executive Director appointed with the responsibility for health and safety will be expected:

a) To promote the defined area at the Board and Committee meetings

b) Ensure appropriate challenge of the information

c) Celebrate successes and ensure that the service has the appropriate visibility in the Boardroom

d) Add expertise to discussion when developing strategy

e) Test assurances offered by Management through spending time with the Trust.
f) Add Board input into initiatives as appropriate

g) Support the Trust in complying with relevant legislation, regulations, and guidance

The role of the Non-Executive Director will be to:-

a) Liaise with the Health Safety and Security Department regarding health and safety priorities and development actions, and provide positive support and constructive challenge

b) Advise on, and assist with, strategies to enhance health and safety within the Trust

c) Advise on, and assist with, strategies to enhance health and safety by promoting health and safety awareness through station visits and the work of the Board.

d) Attend Health and Safety Committee meetings as required and offer advice and challenge as appropriate. Ensure that the Board is aware of the work of the service and offer assurance to support Executive through observations and attendance.

e) Network with member champions involved in health and safety in other Forums.

f) Assure the report prepared for the Board of Directors on an annual basis and presentation of an annual report for submission to the Board in July each year setting out the actions taken during the course of the year and how these have contributed to the Trust’s priorities.

4.6 **Line Managers/Department Heads**

Line Managers and Department Heads have a responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each manager will:-

a) Ensure that the Trust’s Health and Safety Policy is implemented, so far as is reasonably practicable, by both themselves and those under their control;

b) Ensure that those under their control receive training and instruction on safe working practices and hazards at work and encourage awareness of health and safety matters;

c) Consult with Health and Safety Representatives and request their participation in carrying out periodic inspections which provide the opportunity to:

- Ensure Trust procedures are being followed;
- Check that equipment and premises are free from actual or potential risks.
d) Keep up to date with health and safety matters, updating staff, in writing, if necessary, on any changes in legislation or safe systems of work in liaison with the Health, Safety and Security Manager;

e) Ensure that staff have available to them any necessary safety equipment and that they have received appropriate training or instruction in its use;

f) Ensure that equipment is appropriately maintained at all times including lighting, environmental systems, fire alarms, fire extinguishers and first aid facilities;

g) Consider invoking the Trust’s disciplinary procedures, as necessary, for staff who do not abide by the Trust’s health and safety policies and procedures taking into account the Trade Union Reform and Employment Rights Act 1993;

h) Ensure all accidents and incidents are reported and documented in accordance with the Incident reporting policy, ensuring that any appropriate investigation and remedial action is taken;

i) Access specialist advice, including advice from Occupational Health, Human Resource and Estates functions;

j) Ensure all visitors and contractors are of aware of and conform with relevant health and safety policies and procedures e.g. Control of Contractors and Contracts Policy.

4.7 Employee
All employees are required to make the workplace as safe as is reasonably practicable in fulfillment of their obligations under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. Specific obligations include to:

a) Safeguard themselves, as far as reasonably practicable, from potential hazards, both human and environmental, and to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work;

b) Familiarise and conform with the Trust’s Health and Safety Policy, associated policies and procedures;

c) Wear or use any appropriate safety equipment or devices in accordance with any training or guidance provided;

d) Advise line managers of any identified training need in relation to their health and safety at work

e) Co-operate with Trust policies and procedures to enable their manager(s) to discharge their health and safety responsibilities;
f) Comply with the Trust’s instructions regarding reporting accidents or incidents and report any hazard or unsafe working practice to their line manager.

4.8 **Health and Safety Representatives**
The Safety Representatives and Safety Committees Regulations 1977 define a legal framework within which Trade Unions may appoint Safety Representatives who have the following statutory rights:

a) To investigate workplace hazards, dangerous occurrences, accidents and complaints relating to health and safety

b) To make representation to the Trust about such matters

c) To carry out periodic safety checks and inspections in liaison with local managers;

d) To participate in consultation with the Trust via the Health and Safety Group

e) Undergo, within available resources, any training necessary to enable them to carry out their functions effectively;

f) Contribute to health and safety initiatives and developments within the Trust;

g) Keep up to date with health and safety matters, helping managers to update staff, as necessary, in changes to legislation or safe systems of work;

h) To participate in consultation with the Health and Safety Executive Inspectors.

4.8.1 The Lead Unison health and safety representative in agreement with one of the full time branch secretaries can issue a *UNION Inspection Notice* in instances where local management/estates have failed to take action in a reasonable time frame.

This notice will only be issued if:

1. There is a breach of H&S Law
2. The breach has been brought to the attention of the local managers and ops managers through an agreed forum
3. The Management/Estates have failed to respond in an appropriate time frame
4. The breach is NOT the subject of an improvement notice from the HSE of appropriate local authority.

4.9 **Health, Safety and Security Department**
The Health, Safety and Security Department consists of a number of competent staff accredited to the Institute of Occupational Safety and Health (IOSH) and are required to:

a) Provide expert advice, guidance and instruction on health and safety matters including risk assessments to assist the Trust in meeting its statutory obligations and high safety standards;
b) Carry out safety audits, checks and analyses of health and safety policies and procedures to ensure safety management standards are achieved and maintained;

c) Raise awareness of health and safety obligations and responsibilities amongst all staff and managers;

d) Provide managers with the tools and skills to assist them in managing health and safety within their areas of control;

e) Assist managers to update staff, as appropriate, on general and specific matters affecting health and safety;

f) Maintain liaison with other departments and specialists within the healthcare community and other external agencies.

5 Health and Safety Objectives

5.1 The Trust is committed to the delivery of high quality services designed around the needs of patients, staff, carers, local communities and the public. To do this, the Trust must ensure that staff and patients are kept as safe as reasonably practicable in accordance with Health and Safety legislation and good practice.

5.2 In order that the Trust can appropriately set a strategy for the further development of Health and Safety across the organisation it needs to identify a set of clear objectives.

5.3 **Objective 1 – Acting Together**  
*Promoting broader ownership of health and safety*

Health and safety should not be a responsibility assigned to a particular individual or part of an organisation, but an integral part of everyone’s role. It has been identified that there needs to be a much broader ownership of the issues. This means engaging everyone who shares the responsibility for helping SWAST work well, because they have a vital role in managing risk and preventing damage to individuals, the organisation and the wider economy.

Across each region or sector, we need collective ownership that best reflects local circumstances. The Health and Safety team will continue to provide targeted advice and guidance for key audience groups and should take appropriate action when and where necessary. Encouraging others to take ownership of health and safety will be critical in making this theme successful. This means everyone collaborating to reach those who may have been less engaged.

This will be achieved by increasing staff involvement in health and safety by providing them with guidance, training and development to enable them to understand their responsibilities, participate in risk assessments, reporting and investigating accidents and incidents; encouraging a strong sense of responsibility and ownership and the development of a health and safety culture.

5.4 **Objective 2 – Tackling Ill Health**  
*Highlighting and tackling the costs of work-related ill health*
Work related ill-health is a problem for every section of society. Greater awareness of the harm, costs and preventability of work-related ill health should drive collective action to improve health outcomes.

This will require long-term and coordinated action across all sectors, which may involve bringing in additional partners to support the substantial behaviour change and awareness programmes that will be required.

A key element of this theme will be earlier prevention, which is more cost effective than trying to intervene when a person is suffering from more serious ill health. This will involve a greater focus on health issues at work, while continuing to ensure that maintaining standards around safety remains a priority.

This will be achieved by reducing work related ill-health by developing and maintaining standards around safety resulting in the identification and implementation of prevention methods and by providing a safe working environment without risks to health by complying with all appropriate health and safety standards.

5.5 Objective 3 – Managing Risk Well

_Simplifying risk management and helping the Trust to develop_

Successful organisations understand that sensible and proportionate risk management is integral to delivering their business. This approach supports growth, enables innovation and protects an organisation’s most vital asset, its people. A good health and safety culture will result in positive outcomes which will include reduced sickness absence, lower costs and a good reputation.

Sharing examples of practice, supported by targeted relevant advice and information will allow the Trust to set a common understanding of what proportionate health and safety looks like. The Health and Safety team have an important role to play. Helping managers to get it right in an efficient and effective way will build trust and improve standards

This will be achieved by developing a proportionate health and safety system to allow for the simplification of the management of risks encouraging a greater ownership of health and safety, enabling the formation of a positive health and safety culture across the organisation and by developing coherent policies and procedures – making sure internal policies, procedures, guidance and advice are simplified and understood and are easily accessible to all staff, and where appropriate, patients, visitors and contractors.

5.6 Objective 4 – Providing Support Across All Areas of the Trust (Supporting Small Employers)

_Giving Trust managers and staff simple advice so that they know what to do_

Reaching all Trust premises can be difficult, but not impossible. Working together, the Health and Safety team have already done much to assist Trust managers. For the Trust, managing workplace risks shouldn’t be complicated or costly. Making support available which is quick and easy for managers to understand, so they can fulfil their obligations, can be a challenge for all sectors but is an important factor in the development of a strong health and safety culture.
It will also be important to identify who the key influencers are, working with them to raise awareness levels about the peer and expert support that is available. This can be further embedded into the role of Site Responsible Officers.

This will be achieved by providing support and straightforward advice to Trust managers, enabling them to manage their health and safety responsibilities including making common sense and appropriate decisions about the management of health and safety risks.

5.7 **Objective 5 – Keeping Pace with Change**  
*Anticipating and tackling new health and safety challenges*

Anticipate and tackle new health and safety challenges that come with social, economic and technological change.

The ability to horizon scan, when combined with the deep knowledge and expertise of the system, means that anticipating new health and safety challenges is an area where the Trust could play a leading role to improve health and safety as well as better business outcomes.

To become a leading organisation in health, safety and risk management, the Trust needs to develop high quality capability, anticipating the workplace challenges of tomorrow and using the flexibility of a goal-setting approach to solve them in ways that enable innovation and the use of technologies.

Tackling the problems of tomorrow today is a responsible investment that protects workers, enables new and different approaches and provides the new knowledge, skills and expertise that can be shared.

This will be achieved by undertaking horizon scanning, reporting through to the Trust Board of Directors, to anticipate and tackle new Trust health and safety challenges that come with social, economic and technological change.

5.8 **Objective 6 – Sharing Our Success**  
*Promoting the benefits of the Trust’s health and safety system*

The Trust should take pride in and promote any health and safety successes. We should look to share best practice and the latest thinking and innovation internally and externally, the benefit of this will be a source of inspiration and achievement.

This will be achieved by promoting H&S successes internally and externally, and encourage staff to be involved in developments and to share their own ideas for health and safety improvement.

6 **Training Requirements**

6.1 Health and safety needs to be imbedded in all aspects of the Trust’s activities. Staff are expected to complete the Mandatory Workbook over the 3 years. A Training Needs Analyses will be carried out by the Education Department in discussion with the Health, Safety and Security Department to identify the competence criteria for each role taking in to account the responsibilities of the role.

6.2 The following tables identified the Health and Safety training is required for each level of staff
Health and Safety Training for Staff

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<tr>
<th>Executive Directors / Non Executive Directors</th>
<th>Assistant Directors, Heads of Operations / Functions</th>
<th>Department Managers</th>
<th>Line Managers</th>
<th>Employees</th>
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<td>Patient Handling e-learning – for staff who handle / move patients</td>
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<td>Display Screen Equipment – for staff who use computer workstations during their working day</td>
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6.3 The Health, Safety and Security Department provide various ad hoc training for staff on request.

7 Monitoring

7.1 Section 2 (2) of Health and Safety at Work etc. Act 1974 imposes a duty on the Trust to provide:

- Such information, instruction training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

7.2 Successful and effective health and safety management as defined in HSG 65 requires to be both active and reactive monitoring.

- Reactive reporting includes accident investigations, fire drills and equipment testing. Reactive systems monitor accidents, ill-health, incidents and other evidence of a deficiency in health and safety performance.

- Active monitoring gives feedback on the Trusts performance before an accident, incident or ill-health. Active monitoring can be carried out in three ways:

  - Inspections of premises, vehicles and equipment
  - Evaluation of performance of safety arrangements
  - Audit of activities through independent evaluation

7.3 The Health, Safety and Security Department will:

- Ensure annual Workplace Inspections are carried out by competent Health and Safety personnel and any issues identified are assessed and reported to the relevant department for action;

- Carry out ad hoc / random safety checks of a specific area, workplace or process.
• Review all injuries to staff and patients and ensure they are fully investigated.

• Develop a regular report for various groups including:
  ➢ Number of injuries
  ➢ Number of security incidents
  ➢ Number of RIDDORS
  ➢ Number of staff completing Fire e-learning training
  ➢ Number of Health and Safety Inspections, Fire Risk Assessment,
  ➢ Number of Display Screen Assessment completed

• Any exceptions identified will be highlighted and included in the regular report to the Quality Committee and the Health and Safety Committee.

8 References

• Health and safety at Work Act etc. 1974
• Management of Health and Safety at Work 1999
• HSG65 Managing of Health and Safety

9 Associated Documents

• Health and Safety Policy Statement
• Risk Management Strategy
• Control of Substances Hazardous to Health (COSHH) Policy
• Workplace Inspection Policy
• Incidents Reporting Policy
• Risk Assessment Policy
• Safety Reps and Safety Committees Policy
• Display Screen Equipment Policy
## Appendix B

### Version Control Sheet

<table>
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<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Summary of Changes</th>
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| 5       | 23/10/13   | Health, Safety and Security Manager         | 3. Membership – membership of the Group has been reduced down and the chairperson has changed from head of Logistics to Director of HR …  
3 (b). Staff Representative – this has been reduced down and not included North Area.  
3 (e) Co-opted members – now includes the Risk Manager and Deputy Clinical Director  
5. Meetings – number of meetings reduced from 6 to 2. |
| 6       | 01/09/14   | Health, Safety and Security Manager         | Removal of Appendix A – Terms of Reference – to be included in Safety Reps and Safety Committee Policy                                                                                                           |
| 7       | 01/08/15   | Health, Safety and Security Manager         | 4.7 (h) Included – and other enforcement agencies such as the Fire Authority and Maritime and Coastguard Agency  
4.8 Included - consists of a number of competent staff accredited to the Institute of Occupational Safety and Health (IOSH) and abide by the IOSH Code of conduct.  
5.4 Included - The Health, Safety and Security Department provide various training for staff including:  
  - Risk Assessment Training  
  - Display Screen Equipment on-line Training  
  - Fire E-learning on-line Training  
  - Manual Handling and Patient Handling on-line Training  
  - COSHH on-line Training  
  - Any adhoc training as requested |
| 8       | 12/07/16   | Health, Safety and Security Manager         | Change of Health and Safety Group to Committee.  
Inclusion of the role of the NED – 4.5                                                                                                                                  |
| 8       | 21/07/16   | Unison H&S lead                             | Section 4.8.1                                                                                                                                                                                                 |
| 8       | 21/07/16   | Health, Safety and Security Manager         | H&S Objectives                                                                                                                                                                                                 |