

Livewell Southwest

## **Health and Safety Policy**

Version 2:8

Review: June 2017

### **Notice to staff using a paper copy of this guidance**

**The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.**

**Author: Head of Health, Safety and Security**

**Asset No: 200**

## Reader Information

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<b>Supersedes document</b>	All previous versions
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## Document review history

Version no.	Type of change	Date	Originator of change	Description of change
2	Review	22/2/2005	C Wagner	Document review and date change Chris Wagner, Risk Manager
2.1	Review	27/2/2006	C Wagner	Document reviewed.
2.2	Review	7/4/2008	K Spencer	Job roles changed and document review
2.3	Review	08/07/2010	K Spencer	Review and Minor Amendments
2:4	Minor Amendments	20/07/2010	K Spencer	Minor Amendments
2:5	Minor Amendments	23/06/2012	Risk Management Advisor	Minor amendments to reflect change of organisational arrangements and presentation; no impact to staff
2:6	Extended	05/07/2012	PRG	Review date extended, no other changes made.
2:7	Extended	29/08/2014	Assistant Director For Risk and Safety Management	Review date extended, no other changes made.
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<b>Contents</b>		<b>Page</b>
1	Introduction	6
2	Purpose	6
3	Definitions	6
4	Part 1: General Policy Statement	7
5	Part 2: Organisation, Duties & Responsibilities:	9
5.1	Level 1 – Chief Executive	10
5.2	Level 2 – Chair, Executive and Non-Executive Directors	11
5.3	Level 3 – Locality / Senior Managers	13
5.4	Level 4 – Service Managers	14
5.5	Level 5 – Supervisors / Team Leaders	15
5.6	Level 6 – Employees	16
5.7	Safety Representatives	17
5.8	Health and Safety Competent Advisor	18
5.9	Specialist Health and Safety Advisors	18
5.10	Deputy Director of Governance	18
5.11	Head of Estates	19
6	Part 3: Health and Safety Arrangements	20
6.1	Communication	20
6.2	Hazard and Risk	20
6.3	Health, Safety and Security Committee	21
6.4	Fire	21
6.5	Arrangements for Shared Workplaces and Premises	22
6.6	Inspections – Health and Safety Executive	22
6.7	Statutory Notices	23
6.8	General	23
7	Training Implications	23

8	Related Health and Safety Policies and Procedures	24
9	Monitoring	24

# Health and Safety Policy

## 1 Introduction

- 1.1 The Health and Safety Policy is a legal document required in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974 which states that: “Except in such cases as may be prescribed, it shall be the duty of the employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”

## 2 Purpose

- 2.1 This Health and Safety Policy provides an overarching framework, and identifies the specific arrangements necessary for dealing with all aspects of health and safety at work, across all activities carried out by Livewell Southwest (hereafter referred to as “LSW”).
- 2.2 This policy is in three parts:  
Part 1: Overall policy statement.  
Part 2: The organisation for managing the policy.  
Part 3: The detailed arrangements and procedures for putting the policy into effect.

## 3 Definitions

- 3.1 The majority of the terminology used is explained in the body of the document; however some terms need further explanation:
- a) Hazard - that which has the potential to injure or harm.
  - b) Risk - the likelihood that the harm will happen.
- 3.2 **Service Managers** - this designation is intended to cover all of those managers who have direct responsibility for the day-to-day work of a number of staff (i.e. ward managers, departmental managers, administration managers etc). These areas are referred to as ‘the department’ in this document.
- 3.3 **Supervisors** - this designation is intended to cover anyone having a direct responsibility for the supervision of other staff (i.e. Team Leaders). These areas are referred to as “Teams” in this document. In instances where a Service Manager is also the direct supervisor of other personnel, these responsibilities would be added to their Level 4 responsibilities.

## **4 Part 1: General Policy Statement**

LSW is committed to the provision of a healthy and safe environment for all employees, people that use our services, contractors and the general public. This responsibility rests with the Chief Executive (delegated from LSW Board). LSW in meeting this statement shall:

- 4.1 Ensure so far as is reasonably practicable the health, safety and welfare of its employees whilst they are at work;
- 4.2 Ensure that its conducts is undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in employment who may be affected thereby are not thereby exposed to risks to their health or safety;
- 4.3 Comply with the Health and Safety at Work Act 1974 together with other relevant legislation and legal requirements;
- 4.4 Provide the necessary resources to meet these requirements;
- 4.5 Provide and maintain safe premises (including safe access/egress) safe working practices and safe equipment;
- 4.6 Where applicable, provide and maintain adequate, suitable and sufficient personal protective clothing;
- 4.7 Provide such training, information, instruction and supervision to new and existing employees to ensure, so far as is reasonably practicable, their health and safety whilst at work;
- 4.8 Ensure that risk assessments are carried out and records maintained in accordance with legal requirements;
- 4.9 Provide and maintain first aid services appropriate to LSW services and operations;
- 4.10 Maintain proper measures for fire prevention and fire protection and supply suitable and sufficient fire fighting equipment with appropriate systems employed for emergency evacuation;
- 4.11 Consult with employees on matters relating to health and safety at work. Primarily such consultation will be through the appointed Safety Representatives (see 5.7);
- 4.12 Ensure the established Health, Safety and Security Committee maintains an effective profile and continuously monitors measures in place to secure the health and safety of LSW employees, patients, general public and contractors;
- 4.13 Maintain adequate records of near misses, accidents and incidents and ensures that these are monitored and if necessary investigated;
- 4.14 Ensure all levels of management are aware of their health and safety responsibilities and their obligation to provide and maintain, so far as is reasonably practicable, safe systems of work;

- 4.15 Ensure all employees understand their individual statutory duties, so securing so far as is reasonably practicable the health, safety and welfare of themselves and other persons;
- 4.16 Make arrangements for ensuring, so far as is reasonably practicable, the safety and absence from any risk connected with the use, handling, storage or transportation of articles and substances;
- 4.17 Maintain a proactive attitude regarding safety criteria when consideration is given to planning new or refurbishing existing premises;
- 4.18 Review this policy on a regular basis to ensure compliance with new or existing legislation is maintained.

Signed: Chief Executive, Livewell Southwest

Date: 21 May 2015

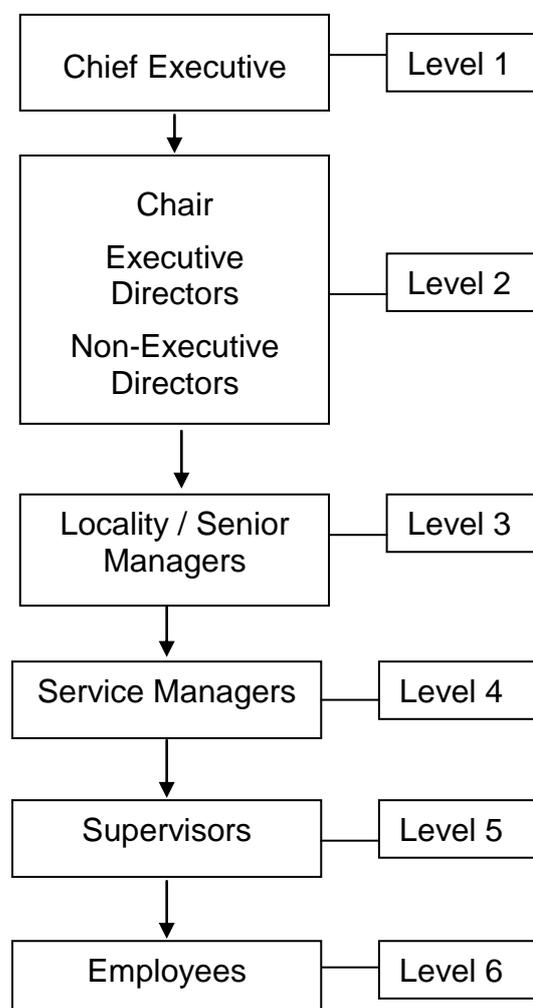
## 5 Part 2: Organisation, Duties & Responsibilities

Health and safety is managed throughout LSW by delegation of functions down the line management organisation. This organisation is complex, but the management of health and safety has been divided into six levels of responsibility. The relationships between the levels are shown in Figure 1. To identify individual managers and employees allocated to each level it is necessary to refer to LSW's organisational charts which are not included in this document (to avoid need for frequent updating because of, for instance, staff changes). The schematic diagram below, however, outlines the generic levels of health and safety responsibilities.

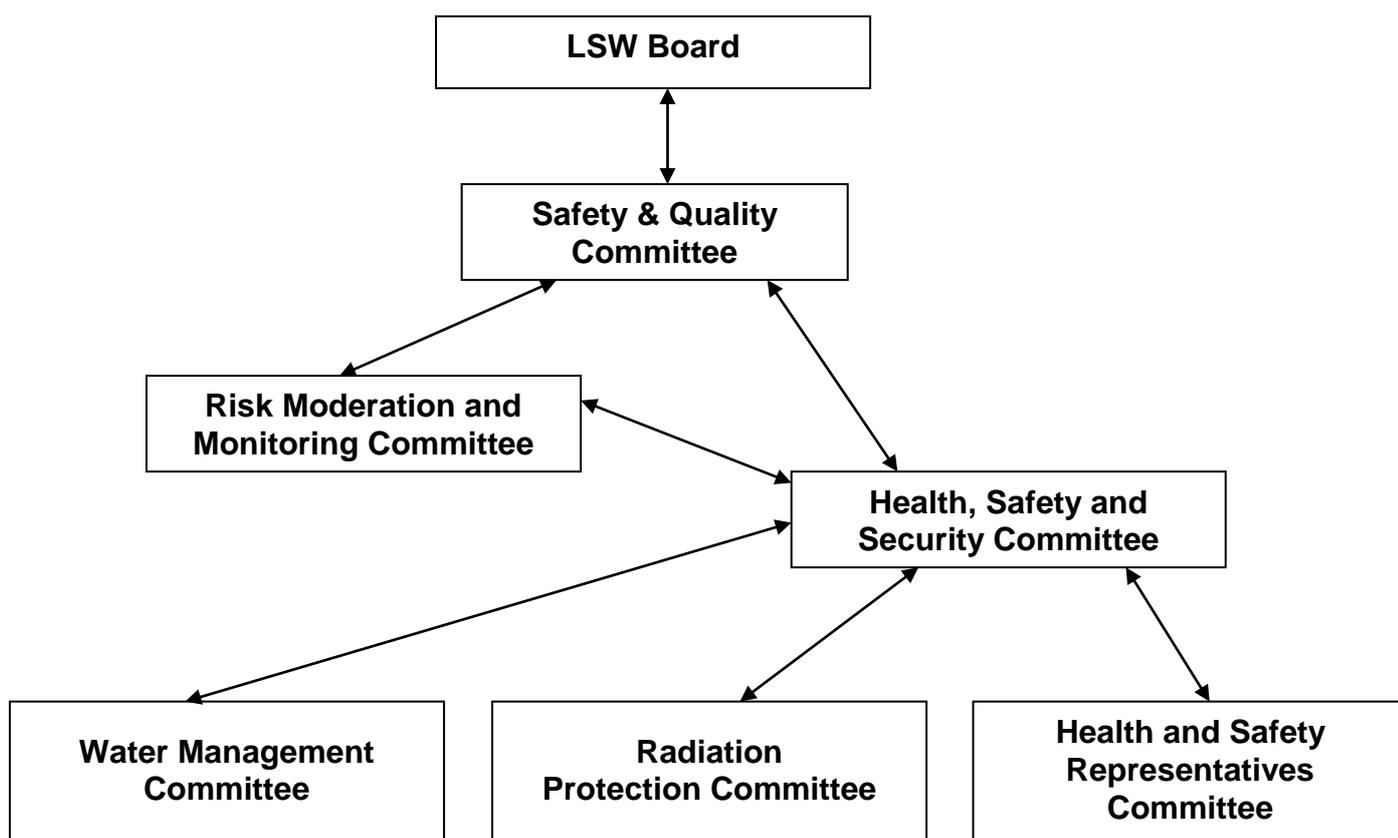
Generic health and safety responsibilities have been allocated to each level and these are described in detail in the following pages, along with other pertinent details.

As well as the generic health and safety responsibilities, certain roles have been allocated specific detailed responsibilities, for example, the Deputy Director of Governance has been allocated the responsibility for ensuring that Induction Training includes suitable initial health and safety training.

**Figure 1 — Schematic diagram of the levels of health and safety responsibilities**



**Figure 2 - Schematic diagram of Livewell Southwest Health and Safety Management Structure**



## 5.1 Generic Health and Safety Responsibilities – Level 1

5.1.1 The **LSW Board** has the ultimate responsibility for ensuring that LSW discharges its statutory duties under the Health and Safety at Work Act, however, executive powers and decisions are delegated to the **Chief Executive**, who is responsible for co-ordinating and implementing the Health and Safety Policy. The Chief Executive is responsible to the LSW Board for ensuring that an appropriate and effective Health and Safety Policy is in place, resourced, supported and complied with at all levels.

### 5.1.2 Chief Executive's Responsibilities:

- a) To ensure a Health and Safety Policy is established for all areas of LSW, which identifies how LSW will meet its legal duties under health and safety legislation and authorising the policy;
- b) Together with the Board, monitor health and safety performance and ensure that the aims of the Health and Safety Policy are met across LSW;
- c) To ensure health and safety issues are considered and debated at Board level, and that health and safety is a regular agenda item at Board meetings. In particular, the **Chief Executive** is to ensure that health and safety matters of a critical or intractable nature are resolved;

- d) To ensure that adequate resource in terms of funding, personnel and time are made available to carry out the aims and objectives of the Health and Safety Policy;
- e) To ensure specific health and safety responsibilities are delegated to appropriate Directors;
- f) To ensure Directors are trained in, and are fully aware of, their responsibilities towards health and safety;
- g) To include health and safety performance as part of all staff appraisals and Knowledge and Skills Framework (KSF) process;
- h) To establish a common set of performance indicators for inclusion in Performance Reports;
- i) To ensure arrangements are in place for the Board to receive competent professional health and safety advice and assistance;
- j) To ensure effective means of communication exist for the dissemination of health and safety information throughout LSW;
- k) To receive, consider and act upon major matters arising from communications from the Health and Safety Executive and other enforcement authorities, safety committees, accredited trade union representatives and topic-specialist officers.

## 5.2 Generic Health and Safety Responsibilities – Level 2

5.2.1 There are collective and individual objectives and responsibilities required to ensure compliance with LSW's Health and Safety Policy and subsequently legislation.

5.2.2 Collective objectives and responsibilities apply equally to the **Chair, Executive Directors** and **Non-Executive Directors**:

- a) **Collective Objectives** - to advise and assist the Chief Executive to ensure that LSW is fulfilling its obligations in accordance with health and safety legislation;
- b) **Collective Responsibilities** - together with the Chief Executive, monitor health and safety performance and ensure that the aims of the Health and Safety Policy are met across LSW;

5.2.3 Individual objectives and responsibilities only apply to **Executive Directors**:

- a) **Individual Objectives** - to ensure all activities within their areas of responsibility are carried out in accordance with the standards defined in LSW's Health and Safety Policy;
- b) **Individual Responsibilities**:

- i) To know and understand the aims and objectives of this Health and Safety Policy; ensuring suitable measures are taken to ensure that these are achieved in their areas of responsibility;
- ii) To establish performance indicators within their services; this will enable them to monitor the performance of their services against the Health and Safety Policy. These will be reported up as part of the appraisal process;
- iii) To ensure that adequate resource in terms of funding, personnel and time are made available to carry out the aims and objectives of the Health and Safety Policy;
- iv) To ensure health and safety responsibilities are allocated to appropriate senior managers;
- v) To ensure designated senior managers in their service(s) are trained in, and fully aware of, their responsibilities regarding health and safety;
- vi) To attend training for their responsibilities when required to do so;
- vii) To ensure employees are consulted on matters of health and safety through elected Trade Union Employee Representatives;
- viii) To be a point of contact along with the Assistant Director for Risk and Safety for Health and Safety Enforcement Officers making arrangements for inspections and visits, receiving reports and ensuring that any matters arising from these reports are followed up;
- ix) Monitor records and statistics for all incidents and work-induced ill health in their services, and initiate appropriate action to reduce occurrences where appropriate;
- x) To make certain effective systems of communications are established for ensuring that all LSW policies and procedures for health and safety are made known, understood and observed by their staff.

5.2.4 The **Chair and Non-Executive Directors** do not have individual responsibilities beyond those of any other employee.

5.2.5 The **Chair / Executive Directors / Non-Executive Directors** are responsible to the Chief Executive and LSW Board.

### 5.3 Generic Health and Safety Responsibilities – Level 3

5.3.1 **Locality / Senior Managers** are responsible to Executive Directors to ensure that the day-to-day operations for the departments for which he/she is responsible are carried out with full regard to and application of health and safety standards as defined in this Health and Safety.

5.3.2 **Locality / Senior Managers'** responsibilities:

- a) To know and understand the aims and objectives of this policy, and to make certain that suitable measures are taken to ensure these are achieved in areas under their control;
- b) Together with their Service Managers, to identify those procedures in the Arrangements section of the Health and Safety Policy that are applicable to the areas under their control;
- c) To establish organisational arrangements within their area of responsibility for putting this Health and Safety Policy into effect. This will include details of the allocation of duties to other managers or supervisors;
- d) To establish performance indicators within areas under their control, and to enable them to monitor the performance against the Health and Safety Policy;
- e) Ensuring performance indicators required are delivered at pre-determined intervals;
- f) To ensure adequate resources in terms of funding, personnel and time are made available to carry out the aims and objectives of the Health and Safety Policy;
- g) To ensure health and safety responsibilities are allocated to appropriate managers of the departments under their control;
- h) To establish organisational arrangements within their area of responsibility to identify and address any health and safety concerns, in order to provide a safe place of work for staff, patients, visitors and others;
- i) To attend training for their responsibilities when required to do so;
- j) To ensure those managers in areas under their control are trained in, and understand, their responsibilities towards health and safety;
- k) To receive incident report forms and work with service managers in the investigation of incidents / accidents;
- l) To monitor records and statistics for all incidents and work induced ill health in the areas under their control, and initiate appropriate action to reduce occurrences where appropriate;
- m) To ensure effective systems of communications are established to make certain that all LSW policies and procedures for health and safety are made known, understood and observed by their staff;
- n) To facilitate health and safety representatives (trained Risk Assessors or Union Health & Safety representatives) to carry out inspections of the workplace, when reasonable notice of the inspection has been given, and to receive and take appropriate remedial action on the findings documented in their written report / risk assessments.

#### **5.4 Generic Health and Safety Responsibilities – Level 4**

5.4.1 **Service Managers** are responsible to Locality / Senior Managers, to ensure that the day-to-day operations in the department for which he/she is responsible are carried out in compliance with standards defined in this Health and Safety Policy.

5.4.2 **Service Managers'** responsibilities:

- a) To know and understand this Health and Safety Policy aims and objectives and make certain that suitable measures are taken to ensure that these are achieved in their department;
- b) Together with their Senior Manager, to identify those procedures in the Arrangements section of the Health and Safety Policy that are applicable to their departments and prepare local procedures, work instructions and other arrangements as necessary;
- c) To establish organisational arrangements within their department for putting the Health and Safety Policy into effect. This will include details of delegation of duties to supervisors;
- d) To establish performance indicators within their department that will enable them to monitor the performance of the department against the requirements of the Health and Safety Policy;
- e) To ensure the performance indicators required by their Locality / Senior Manager are delivered at pre-determined intervals;
- f) To ensure that adequate resources in terms of funding, personnel (trained Risk Assessors) and time are made available to carry out the aims and objectives of the Health and Safety Policy in their department;
- g) To ensure specific health and safety responsibilities are delegated to appropriate supervisors in their department;
- h) To ensure supervisors in their department are trained in, and fully aware of, their responsibilities towards health and safety;
- i) To attend training for their responsibilities when required to do so;
- j) To review Incident Report Forms and work with senior managers in the investigation of incidents and work related ill health in their department;
- k) To monitor all incidents and work-induced ill health in their department, and initiate appropriate action to reduce recurrence;
- l) To monitor departmental safety performance both proactively and reactively on a regular on-going basis, and initiate training or support action as necessary;
- m) To ensure all clinical procedures having a health and safety implication (i.e. inoculation injury, clinical waste and infection, prevention and control, lone working) are rigorously followed in their department;

- n) To ensure effective systems of communications are established to ensure that all LSW policies and procedures for health and safety are made known, understood and observed by their staff;
- o) To identify and report to the appropriate manager deficiencies in processes, equipment or accommodation requiring attention, advising on the need for extra resources or a policy decision;
- p) To ensure that all staff have access to all documents pertaining to health and safety, (i.e. risk assessments) departmental safety policies/procedures, LSW policies concerned with any aspect of health and safety, details of specialist committees, including safety and safety representatives;
- q) To make arrangements for the issue, purchase, storage, maintenance, testing and wearing of suitable personal protective equipment (PPE);
- r) To ensure new staff are given suitable and sufficient local health and safety induction training;
- s) To ensure all staff, for which they are responsible, are provided with identified health and safety training needs;
- t) To maintain records on the health and safety training received by each of their members of staff including attendance at fire training;
- u) To set an example to all employees and others in good health and safety practice;
- v) To hold regular meetings with supervisors within the department on topical safety issues and initiate or recommend action where appropriate;
- w) To seek advice on health and safety matters from internal and external sources;
- x) To prepare/evaluate proposals and prepare expenditure recommendations for the outcomes of risk assessments.

## **5.5 Generic Health and Safety Responsibilities – Level 5**

**5.5.1 Supervisors / Team Leaders** – are responsible to Service Managers, to ensure the work of staff they are supervising is carried out safely without risk to health and safety. In particular, supervisors are responsible for ensuring all LSW work is carried out in accordance with safe systems of work, which will have been derived from risk assessment.

**5.5.2 Supervisors / Team Leaders'** responsibilities include:

- a) To know and understand LSW's Health and Safety Policy aims and objectives applicable to the work that they are supervising, and ensure that the measures devised to meet them are implemented by themselves and those they are supervising;

- b) To ensure procedures for reporting incidents and work-related ill health are properly followed;
- c) Ensure all clinical procedures having a health and safety implication (i.e. inoculation injury procedure, clinical waste and infection control, lone working) are rigorously followed;
- d) To ensure effective systems of communications are established to ensure that all LSW policies and procedures for health and safety are made known, understood and observed by their staff under their supervision;
- e) To attend training for their health and safety responsibilities when required to do so;
- f) To ensure safe systems of work are maintained at all times;
- g) To instruct and guide employees in safe working practices;
- h) To constantly monitor employee performance to ensure safety standards are maintained;
- i) To report faults or weaknesses in any protective device or system and ensure corrective action is taken.

## **5.6 Generic Health and Safety Responsibilities – Level 6**

5.6.1 **Employees** - this designation is intended to cover all staff carrying out work under supervision which could be to any level in the organisation, to ensure the day-to-day operations that are undertaken by them are in compliance with the standards defined in the organisation's Health and Safety Policy. The following responsibilities, therefore, may also apply to employees having other health and safety responsibilities, in which case they are additional to them.

5.6.2 **Employees' responsibilities** include:

- a) To know and understand LSW's Health and Safety Policy aims and objectives in so far as they apply to the work being carried out;
- b) To identify and report to their supervisor or manager deficiencies in any processes, equipment, building fixtures, fittings or fabrication, which they consider to be unsafe;
- c) To attend training for their responsibilities when required to do so;
- d) To ensure they fully understand the safe systems for the work (which includes LSW policies, procedures, protocols, etc), which they are undertaking;
- e) To co-operate with the arrangements that LSW has put in place to carry out work safely;
- f) Not to mistreat or misuse any safety equipment provided by LSW;

- g) To report all incidents or work related ill-health to their Supervisor or Line Manager and online using the Safeguard Incident Reporting System;
- h) To use and store protective clothing and equipment supplied by LSW in the manner in which they were trained to use it;
- i) To co-operate in the investigation of incidents involving staff, patients or others and provide full information upon request;
- j) To adhere to any local Health and Safety policies;
- k) All staff involved in food handling or preparation must comply with the requirements of LSW Food Safety and Hygiene and Pest Control Policies;
- l) To raise any concern regarding health and safety with their Supervisor or Line Manager in the first instance;
- m) To inform their Supervisor, Line Manager and Head of Health, Safety and Security in the first instance of any situation which can reasonably be considered to represent a serious or immediate danger to the health, safety and welfare of any person; and/or a matter that would reasonably be considered to represent a shortcoming in LSW health and safety protection arrangements.

## **5.7 Safety Representatives**

- 5.7.1 Safety Representatives (as defined in Section 2 (4) of the Health and Safety at Work Act 1974) will be elected by accredited Trade Unions to represent the workforce in consultation with the employer (LSW).
- 5.7.2 LSW recognises its duty to consult with such representatives with a view to initiating and maintaining arrangements which will enable LSW and employees to cooperate fully and effectively in the promotion of health and safety.
- 5.7.3 Safety Representatives will, with the appropriate manager, investigate potential hazards, dangerous occurrences and complaints by employees on matters relating to health and safety.
- 5.7.4 The relevant Safety Representative may accompany the appropriate manager on his/her proposed formal inspections of their department.
- 5.7.5 The importance of training is fully recognised and managers will, subject to the exigencies of the service, grant reasonable requests for time off to attend trade union organised courses for the Safety Representative. Such time off will only be withheld in exceptional circumstances.
- 5.7.6 In addition, reasonable periods of time away from their normal duties will be necessary to enable Safety Representatives to discharge their responsibility properly.

5.7.7 Safety Representatives will be formally recognised in writing from the relevant trade union, in accordance with the Safety Representatives and Safety Committee Regulations 1977.

## 5.8 Health and Safety Competent Advisor

5.8.1 The Management of Health and Safety at Work Regulations 1999 (MHSWR) require an employer to appoint one or more competent people to help them implement the measures they need to take to comply with the legal requirements for Health and Safety;

5.8.2 The **Health and Safety Competent Advisor** has specialist health and safety advisory and co-ordinating functions which reach across all levels of management. It includes direct access to the Chief Executive and the Board;

5.8.3 The overall objective of the **Health and Safety Competent Advisor** is to provide an expert advisory service to LSW in matters of health and safety, and to provide a co-ordinating service for health and safety matters to all levels of management;

## 5.9 Specialist Advisors

5.9.1 Advice on specialist health and safety issues is available through LSW **Specialist Advisors**. The Specialist Advisors provide advice for the whole of the organisation unless otherwise stated. Specialist Advisors cover the following areas (contact details can be obtained from the Risk Management Team):

- Local Security Management
- Infection Prevention & Control
- Radiological/Laser Protection
- Manual Handling
- Fire Safety
- Staff Health and Wellbeing
- Facilities / Estates Management

## 5.10 The Deputy Director of Governance

5.10.1 The **Deputy Director of Governance** is accountable to the Director of Governance, Chief Executive and LSW Board, shall ensure arrangements are in place to identify and provide suitable and sufficient health and safety training to enable all employees to work safely. Such training provision is to be compliant with the requirements of health and safety legislation.

Their responsibilities include:

- a) To ensure suitable arrangements are in place to make certain that all health and safety training needs for each role within LSW have been identified, training objectives have been defined, suitable training methods have been sourced and training effectiveness is evaluated. Such arrangements are to include refresher training at appropriate intervals.

- b) To ensure suitable arrangements have been developed to provide induction training for all new employees. In particular new employees are to be informed of, and instructed in:
  - i) LSW's Health and Safety Policy
  - ii) The main health and safety hazards identified within LSW and within their area of work in particular
  - iii) The procedures for the reporting of incidents
  - iv) The role of Staff Health and Wellbeing (formerly known as Occupational Health)
  - v) The Infection Prevention and Control Policy
  - vi) Procedures for fire prevention, raising the alarm, tackling a fire and fire evacuation
  - vii) The employee's responsibilities under the Health and Safety at Work Act 1974
- c) To monitor the health and safety content of LSW's corporate induction training and ensure arrangements are in place to create and maintain a record of attendance at induction training.

## 5.11 The Head of Estates

5.11.1 The **Head of Estates**, accountable to the Director of Finance, shall ensure all estates and facilities work, including that undertaken on behalf of LSW by outside agencies is carried out in a safe manner.

Their responsibilities include:

- a) To consult with the **Health and Safety Competent Advisor** on any matters requiring health and safety advice;
- b) To ensure suitable and sufficient arrangements are in place to vet all contractors and other outside agencies, for their competence to carry out work safely and such contractors' details are held in a register of "Approved Contractors";
- c) To ensure suitable and sufficient arrangements are in place to ensure only approved contractors and outside agencies are permitted to work on LSW occupied property;
- d) To ensure all approved contractors receive suitable and sufficient information, instruction and training about hazards and risks they may encounter when working for LSW;
- e) To ensure contractors engaged by LSW observe safe working practices whilst at work, and provide for the safety, health and welfare of all people employed, whether by a contractor, nominated sub-contractor, or LSW and all others affected by their actions;
- f) Contractors will comply with the requirements of LSW procedure relating to health and safety legislation, trade standards and industrial agreements applicable to their work.

- g) To ensure all Estates and Facilities Health and Safety related policies are reviewed and updated regularly.

## **6 Part 3: Health and Safety Arrangements**

### **6.1 Communication**

- 6.1.1 The Health and Safety Competent Advisor will be responsible for any necessary amendments to this policy. Employees may review the policy at any reasonable time;
- 6.1.2 This policy has been reviewed by and consulted through the JTUF and the Health, Safety and Security Committee;
- 6.1.3 All managers and team leaders will ensure that this policy is available for all employees;
- 6.1.4 This policy will be reviewed by the Health and Safety Competent Advisor in line with any major legislative changes, European Directives, every two years or if circumstances indicate it may no longer be valid.

### **6.2 Hazard and Risk**

- 6.2.1 Regulation 3 of the Management of Health and Safety at Work Regulations 1999 creates a duty on the employer to make “Suitable and Sufficient” assessments of:
- The health and safety risks to their employees whilst they are at work;
  - The risks to the health and safety of persons not in his employment arising from, or in connection with the conduct of LSW undertaking.

Such assessments will be recorded according to the LSW Risk Management Strategy.

- 6.2.2 Separate arrangements are in place for assessments demanded under the Control of Substances Hazardous to Health Regulations 2002 (and Amendments). These assessments are on-going and will be reviewed on a regular basis.
- 6.2.3 Risk assessments will be carried out by individual managers following appropriate training provided by the Risk Management Team and with advice from specialist advisors if required;
- 6.2.4 Monitoring of Occupational Exposure Limits to persons working with hazardous substances will be undertaken by Staff Health and Wellbeing.
- 6.2.5 Monitoring of Workplace Exposure Limits in workplaces where hazardous substances are used will be undertaken by the Health and Safety Competent Advisor.

### **6.3 Health, Safety and Security Committee**

- 6.3.1 LSW recognises the following trade unions:

- Amicus
- CSP (Chartered Society of Physiotherapy)
- GMB (General, Municipal and Boilermakers Union)
- RCN (Royal College of Nursing)
- SOCAP (Society of Chiropody and Podiatry)
- T&GWU (Transport and General Workers' Union)
- UCATT (Union of Construction, Allied Trades and Technicians)
- Unison
- BDA (British Dental Association)
- BMA (British Medical Association)

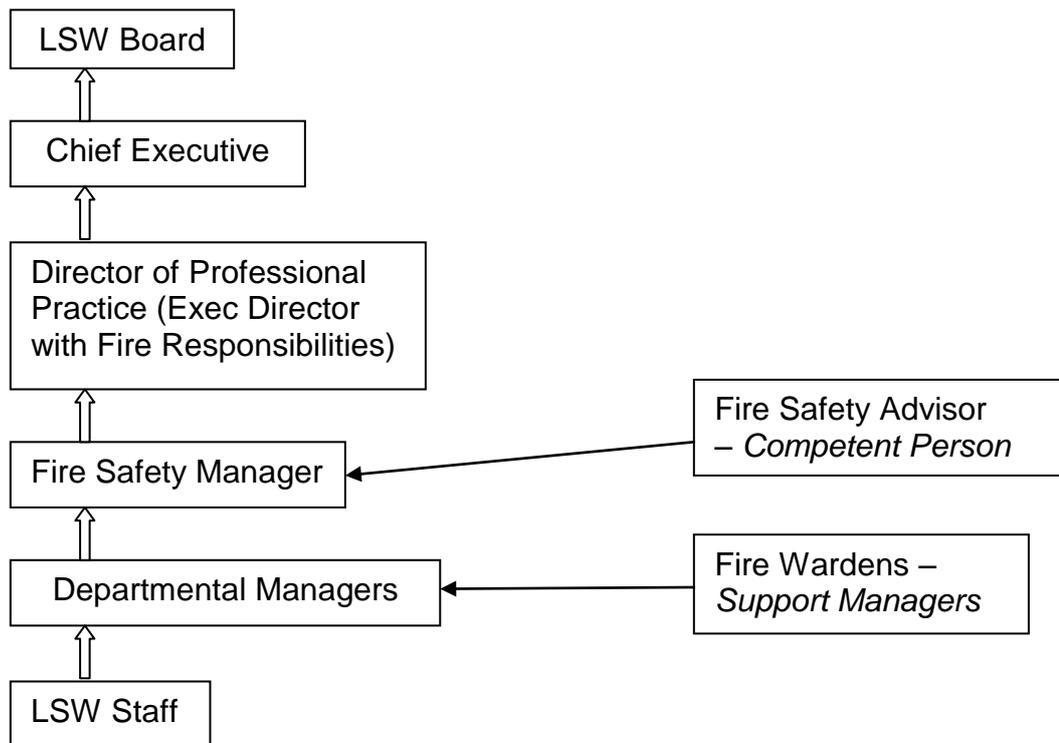
Note: Amicus and T&GWU are the two sections of Unite

6.3.2 The objectives of the **Health, Safety and Security Committee** are as follows:

- a) The promotion of co-operation between LSW and Trade Union Safety Representatives in instigating, developing and carrying out measures to ensure the health and safety at work of employees and others;
- b) The study of accident/incident statistics and notifiable diseases to identify trends, unsafe and unhealthy conditions and practices and to agree corrective action;
- c) Consideration of safety audits/inspection reports prepared by management, Safety Representatives and enforcing authorities and agree corrective action;
- d) The Committee itself may carry out an inspection;
- e) To facilitate development and implementation of LSW-wide health and safety policies and to promote development of local safety rules to ensure safe systems of working;
- f) To ensure effective communications with all groups of staff on health and safety matters;
- g) Any other health and safety business that the Committee considers appropriate.

## 6.4 Fire

6.4.1 LSW has the following management structure in place for the safe management of fire across the organisation:



6.4.2 LSW has a separate Fire Safety Policy in place which details the processes for the management of fire risks across LSW.

## 6.5 Arrangements for Shared Workplaces and Premises

6.5.1 LSW is responsible for the health and safety of all staff, its own employees and employees of other organisations, working on its premises. Where two or more employers share the workplace there must be demonstrable evidence of co-operation and co-ordination of health and safety measures. Where the activities of different employers interact their senior and local managers must co-operate with their counterparts to ensure their respective statutory obligations are met. This will include:

- a) Exchanging information on risks in the work environment and safe systems of work;
- b) Co-operating on implementing evacuation procedures, first aid, and waste disposal;
- c) Routine inspections in common parts of the premises.

## 6.6 Inspections – Health and Safety Executive

6.6.1 Section 20 of the Health and Safety at Work Act 1974 determines the power of inspectors appointed by the enforcing agencies. The Health and Safety Executive are the enforcing agency for LSW;

6.6.2 Every facility will be afforded to such inspectors who have the right of entry at any reasonable time (in the event of a 24 hour service, this may be at any time during the day or night);

6.6.3 All employees will co-operate fully with the inspectors;

6.6.4 The relevant Service Manager and Locality Manager and the Health and Safety Competent Advisor must be informed immediately of any HSE inspection.

## **6.7 Statutory Notices**

6.7.1 All wards and departments will display the statutory notices required under Health and Safety legislation. These are currently:

- A copy of the Certificate of Insurance under Employers Liability.
- A copy of the “Health and Safety Law – What should you know” notice issued by the Health and Safety Executive and showing details of the appropriate enforcing agency (HSE) and the HSE Employment Medical Advisory Service.

## **6.8 General Arrangements**

6.8.1 On the first day of employment or as soon as is reasonable practicable thereafter, employees shall receive practical demonstration (if necessary) and be advised of:

- The duties which they have to perform, including the use of machinery and equipment in accordance with the Provision and Use of Work Equipment Regulations 1998.
- All foreseeable hazards which could arise from their work.
- Correct methods for lifting and handling and the correct use of any Personal Protective Equipment (PPE) supplied by LSW.
- Emergency and safety devices with regard to their purpose and effectiveness.
- The commitment to keep them informed at all times of current trends and new developments in the sphere of health and safety.
- Notification of day, time and venue of Mandatory Induction Training programme which includes Health and Safety related training.

## **7 Training Implications**

7.1 It is essential that staff at all levels, should be competent to undertake the health and safety responsibilities commensurate with their role.

7.2 Local management should assess any training needs for their direct reports and put in place arrangements for suitable training. Advice on the levels of training that would be deemed reasonable can be obtained from the Health Safety and Security Management Advisor.

## **8 Other Policies and Procedures**

- 8.1 The LSW Health and Safety Policy will act as an umbrella policy for other LSW health and safety related policies and procedures, examples include the Lone Working Policy, Manual Handling Policy, Display Screen Equipment Policy, Security Policy, Violence and Aggression Policy etc. All current health and safety related policies, procedures and guidance can be downloaded from the Intranet.

## **9 Monitoring**

- 9.1 This policy applies to all directly employed staff and others working within LSW. Failure to comply with this policy could result in disciplinary action being taken. If in exceptional circumstances it is not possible, or is difficult, to strictly adhere to the policy staff must immediately notify their manager.

**All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.**

**The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.**

**The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.**

Signed: Director of Professional Practice Safety & Quality

Date: 03 June 2015