

Health and Safety Policy

CONTROLLED DOCUMENT

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¹ If this Controlled Document will have an impact on any contracts held by the Trust, once approved, this will need to be sent to the Procurement Team requesting that it be added to the Procurement Policy Portal

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1. Policy Statement

- 1.1 The purpose of this policy and its associated documents is to ensure that University Hospitals Birmingham NHS Foundation Trust ('the Trust') plans for and safeguards the health, safety and welfare of all patients as well as of staff and visitors to the Trust's sites and other places of work, and everyone who is likely to be affected by its activities, in line with section 2(3) of the Health And Safety At Work etc Act 1974.
- 1.2 The aim of this policy is to set out the framework to enable the Trust to continually improve its health and safety arrangements.
- 1.3 The Trust will also ensure that:
 - 1.3.1 It complies with statutory requirements;
 - 1.3.2 It continues to develop a culture that recognises the importance of health and safety;
 - 1.3.3 Appropriate arrangements are in place for liaising with other organisations that work on shared premises.

2. Scope

This policy applies to all areas of the Trust and all individuals employed by the Trust including contractors, volunteers, students, locum, bank and agency staff and staff employed on honorary contracts who are involved in Trust business on and off the premises.

3. Definitions

Enforcing Authority	An enforcing authority is an agency specified in statute as being responsible for ensuring compliance with its provisions. Health and safety enforcing authorities include the Health and Safety Executive (HSE), Environment Agency, Local Authority (Council), Office For Nuclear Regulation, Trading Standards etc
Health and Safety	Health and safety refers to the duty of care that an employer has to safeguard the health, safety and welfare of staff and non-staff
Nominated Manager	The post holder identified by the Board Director or Director Of Operations (DOps) as having responsibility for carrying out the duties set out in Section 5 of this policy for a particular ward/area. Details of Nominated Managers will be notified to the Health and Safety Team and unless notified otherwise will be the ward/area Senior Sister, Charge Nurse or Manager.

Safety Representatives	Staff appointed either by Trade Unions or professional bodies, or at the request of staff in the relevant ward/area to represent the staff in consultation with management on general or specific matters affecting their health, safety and welfare.
Young Worker	Any individual under the age of 18 who falls within the scope of this policy as described in Section 2

4. Framework

- 4.1 This policy sets out the broad framework for ensuring health and safety within the Trust. Detailed health and safety arrangements are contained in the associated procedures.
- 4.2 Trust health and safety procedures will be approved by the Trust Health, Safety and Environment Committee (Committee) who will also approve any significant changes.
- 4.3 Local health and safety procedures such as those applicable only to specific wards/areas will be approved by the local management team as required.
- 4.4 The Trust has arrangements in place to ensure that it can:
 - 4.4.1 Protect staff, patients and visitors from risks to their health and safety at work through elimination of those risks or the implementation of appropriate control measures;
 - 4.4.2 Ensure that Trust premises, processes and plant are safe and without undue risk to health and safety;
 - 4.4.3 Ensure staff, patients and visitors are aware of potential hazards, safe working practices and arrangements for emergencies;
 - 4.4.4 Provide staff, patients and visitors, where appropriate, with personal protective equipment, together with information and guidance regarding its use as required;
 - 4.4.5 Ensure staff meet their legal duty of care through encouraging co-operation in the management of their own health and safety, through appropriate information and training;
 - 4.4.6 Consult staff on matters affecting their health and safety at work, and encourage collaboration with staff, Trade Unions/professional bodies and Safety Representatives; and

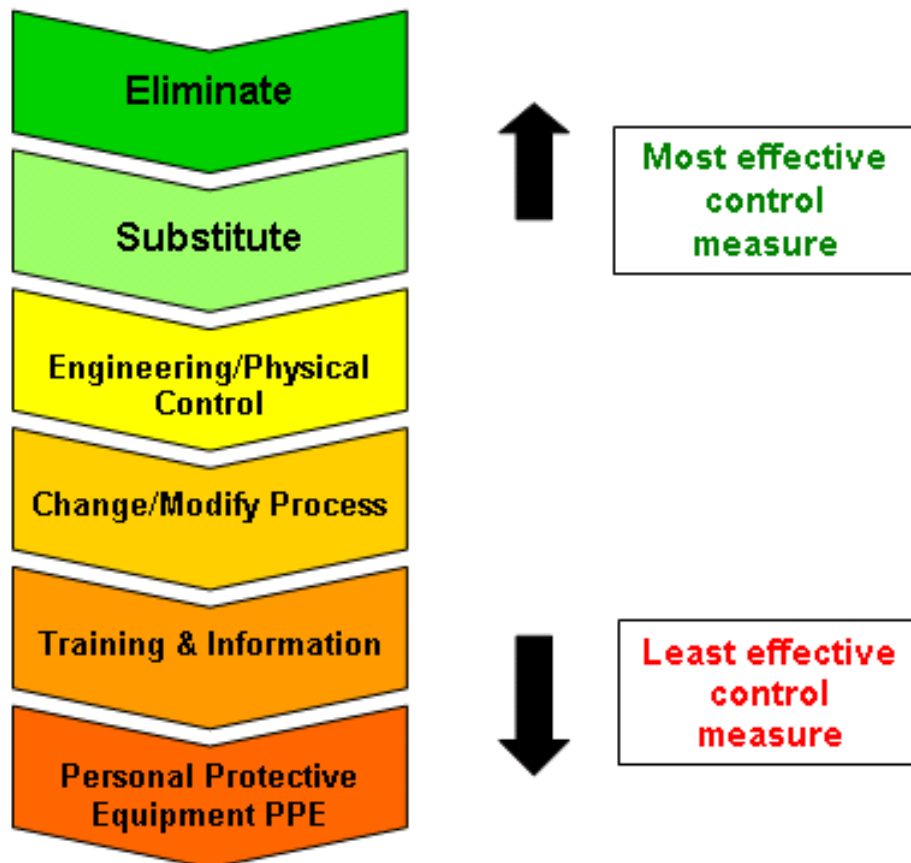
4.4.7 Provide support to managers to assist them to continuously improve and maintain a consistently high standard of health and safety management in their areas of responsibility.

4.5 Risk Assessments

4.5.1 Health and safety risk assessments for all activities and areas of the Trust must be undertaken by Nominated Managers. These assessments must be reviewed whenever significant changes occur and at least annually in any event.

4.5.2 Where risks are identified, managers should introduce control measures to eliminate or reduce the risk to an acceptable level.

4.5.3 Appropriate control measures must follow the HSEs hierarchy of control:



4.5.4 Where the risk cannot be reduced to an acceptable level, the appropriate Board Director/Director of Operations must consider whether it is appropriate to continue the activity in accordance with the Risk Management Policy and Procedure.

4.6 Specific Hazards

Specific hazards, including but not limited to those relating to display screen equipment (DSE), fire safety, first aid, infection control, manual handling, medical devices and equipment, medical sharps, occupational dermatitis, personal protective equipment, radiation, slips, trips and falls, stress, violence and aggression will be managed in accordance with the relevant Trust procedures.

4.7 Documentation

All health and safety documentation will be retained in an electronic folder and maintained in accordance with the Record Management Policies and Procedures.

4.8 Incidents – Reporting and Investigations

All health and safety incidents including “near miss” incidents that may be considered a shortcoming in the health and safety arrangements must be reported and investigated in accordance with the Incident Management Policy and associated Procedures.

4.8.1 All reported health and safety incidents and investigations will be monitored by the Health and Safety Team.

4.8.2 External reporting of health and safety incidents to the appropriate enforcing authority will be made by the Health and Safety Team except for radiation incidents. Imaging and Medical Physics Senior Managers are responsible for reporting radiation incidents to the appropriate enforcing authority, following advice from the Regional Radiation Physics and Protection Service (RRPPS).

4.8.3 Incidents resulting in serious harm or death must also be investigated by the Health and Safety Team in conjunction with local management.

4.9 Competence

All individuals employed by the Trust must be competent to undertake role specific work. Pre-employment competence is established in accordance with the Recruitment Policy.

4.10 Information, Instruction, Training and Supervision

4.10.1 All staff must receive appropriate health and safety training in accordance with the Mandatory and Statutory Training Policy and procedures;

- 4.10.2 Role-specific health and safety training will be identified and provided at local induction and recorded in the local induction form in accordance with the relevant Trust policy and procedure.
- 4.10.3 Line Managers must ensure that documentation regarding health and safety staff competencies is maintained and kept up to date.
- 4.10.4 Training requirements for new equipment and systems of work must be identified as part of the risk assessment process and completed prior to being assigned to the equipment or system of work.
- 4.10.5 Provision of appropriate information, instruction, training and supervision must be considered whenever risks change. Refresher training must be provided as required and evidence of competency documented.
- 4.10.6 Young Workers must be supervised in accordance with the relevant Trust policy and procedure.
- 4.10.7 The Health and Safety Team is responsible for the production of posters, leaflets and guidance on health and safety matters.

4.11 Consultation

4.11.1 Safety Representatives

The Trust recognises the appointment of Safety Representatives, either by Trades Unions or professional bodies, or at the request of staff. The contact details of Safety Representatives and any subsequent changes to their duties must be notified by email to the relevant Nominated Manager and the Health and Safety Team

4.11.2 Consultation Forums

The Trust recognises the benefits of consultation and cooperation between the Trust and staff in health and safety matters, and will work with Safety Representatives to ensure consultation as required. Consultation forums may include Divisional Consultative Committees (DCCs) or local groups. If resolution of a health and safety matter cannot be achieved at a consultation forum, it will be taken to the Trust's Health, Safety and Environment Committee.

4.12 Trust Health, Safety and Environment Committee

The Trust has established the Committee Terms of Reference (Appendix B). The primary function of the Committee is to keep under review the measures taken to ensure health and safety at work.

4.13 Health and Safety Advice and Assistance

4.13.1 The Trust will ensure that all staff have access to competent advisors in areas of health and safety including, but not limited to:

- a) General health and safety;
- b) DSE and ergonomics;
- c) Fire safety;
- d) Infection control;
- e) Manual handling;
- f) Occupational health;
- g) Radiation protection;
- h) Security;
- i) Waste management

4.13.2 Competent advisors will, relevant to their field of competence, interpret the law to provide advice on risk assessments, control measures and the establishment and maintenance of best practice standards.

4.13.3 If competent advice is not available internally, external consultants will be contracted to provide it.

5. Duties

5.1 Chief Executive

The Chief Executive has overall responsibility for health and safety and compliance with statutory requirements and legislation.

5.2 Board Directors and Directors of Operations

5.2.1 Board Directors and DOPs will ensure that health and safety is actively managed within their respective wards/areas and that health and safety policies and procedures are implemented within those wards/areas.

5.2.2 Board Directors and DOPs will ensure the DCA is notified of any material failures of compliance with health and safety legislation, this policy or any other concerns regarding health and safety.

5.2.3 It is the Board Directors' and DOPs' responsibility to ensure that, for all wards/areas within their control:

- a) Nominated Managers are identified;
- b) Senior Manager health and safety inspections are conducted over a three year rolling programme;
- c) A matrix detailing health and safety responsibilities and accountabilities is maintained;
- d) Recommendations arising out of health and safety audits and inspections are implemented in accordance with the timescales required;
- e) Health and safety risks are properly managed;
- f) Adequate resources are made available for health and safety; and
- g) Assurance of compliance with health and safety arrangements is documented through a quarterly report to the relevant Health and Safety Group or Corporate Health and Safety Group

5.3 Director of Corporate Affairs (DCA)

5.3.1 The Board of Directors has assigned responsibility for health and safety to the DCA, who is responsible for overseeing compliance with this policy.

5.3.2 The DCA will provide assurance to the Board of Directors and report any material failures of compliance or any other concerns regarding health and safety.

5.3.3 The DCA will ensure appropriate reviews of the Trust's health and safety arrangements.

5.3.4 The DCA will act as the link between the Committee, Board of Directors and DOPs.

5.3.5 The DCA will ensure that health and safety performance is adequately monitored.

5.3.6 The DCA will also ensure that:

- a) The Health and Safety Team is comprised of individuals with the appropriate competences in health and safety issues arising from health service activities;

- b) Members of the Health and Safety Team and other competent advisors have the authority, in consultation with the executive on call, to stop work if it is considered likely to cause death or serious injury;
- c) The Health and Safety Team have access to specialist advice, both internal and external as required to safeguard the health and safety of patients, staff and visitors; and
- d) Adequate resources are available to enable the Health and Safety Team to perform the duties recorded in this policy.

5.4 Nominated Managers

5.4.1 Nominated Managers will ensure that health and safety is actively managed within the ward/area, that health and safety policies and procedures are implemented and that staff with delegated health and safety responsibilities receive appropriate training.

5.4.2 Nominated Managers will provide assurance to Board Directors/DOps of any material failures of compliance with health and safety legislation or this policy or other concerns regarding health and safety.

5.4.3 It is the responsibility of Nominated Managers to:

- a) Ensure all staff receive appropriate information, instruction, training and supervision necessary for them to perform their role safely and competently;
- b) Maintain an electronic record of health and safety documentation including risk assessments; audit and inspection reports; incident and investigation data and training records;
- c) Ensure that all health and safety incidents including near miss incidents are reported and investigated in accordance with the Incident Reporting Policy and Procedure;
- d) Ensure that risk assessments are completed and reviewed annually, or sooner if required, and available to all staff affected by them;
- e) Ensure there is adequate consultation with their staff and Safety Representatives in all matters relating to health and safety;

- f) Monitor work practices as appropriate to ensure policies and procedures are being implemented and that control measures are effective;
- g) Ensure that appropriate emergency procedures are made available and that staff are aware of them. Emergency procedures must be checked/rehearsed regularly in accordance with the relevant Trust policy and procedure;
- h) Ensure that individuals coming into the ward/area are properly instructed in health and safety matters as required;
- i) Perform health and safety inspections of the ward/area with Safety Representatives or Board Directors/DOps;
- j) Undertake Nominated Managers mandatory health and safety training.

5.5 Safety Representatives

5.5.1 It is the Safety Representatives responsibility to:

- a) Represent staff in consultation with management on any general or specific matters affecting their health and safety;
- b) Perform inspections of work places;
- c) Notify the Nominated Manager of any matters which are considered unsafe;
- d) Investigate incidents within the workplace and to examine the cause of those incidents and liaise with management on prevention; and
- e) Investigate health and safety complaints made by any staff.

5.6 Health and Safety Leads

5.6.1 It is the responsibility of the Health and Safety Leads to:

- a) Design and facilitate the Trust health and safety plans, objective setting and priority setting;
- b) Design and administer health and safety management systems for the Trust;

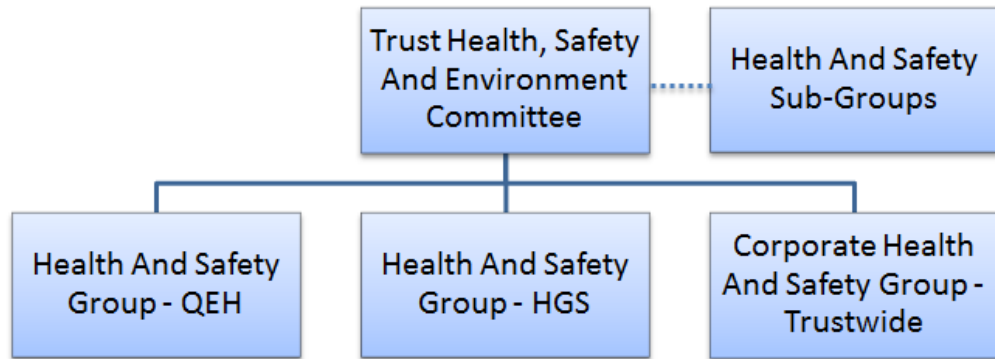
- c) Advise the Trust on health and safety legislation, standards, best practice, risk assessments and control measures;
- d) Publicise and promote health and safety information, policies, procedures and guidance;
- e) Ensure the Committee and where delegated, any additional health and safety groups receive appropriate reports in line with their respective terms of reference ;
- f) Organise and deliver mandatory and elective health and safety training for the Trust;
- g) Act as the formal point of contact between the Trust and relevant enforcing authorities;
- h) Manage a three year rolling programme of leadership interventions of all wards/areas in the Trust to include audits, environmental inspections and Board Director/DOPs inspections;
- i) Manage bi-annual health and safety self-assessments of all wards/areas; and
- j) Consult and liaise with Safety Representatives on health and safety matters.

5.7 Heads of Health and Safety Groups

The Committee has established site-specific Health and Safety Groups and Terms of Reference (Appendix C), as well as a Corporate Health And Safety Group and Terms of Reference (Appendix D). These groups meet quarterly and report to the Committee.

5.8 Heads of Health and Safety Sub-Groups

Additional ad-hoc health and safety sub-groups can be set up, with the Committee's approval. Subject to the approved Terms of Reference, these sub-groups will have the remit to advise, investigate, and make recommendations, as well as to report on any health and safety-related issues.



5.9 Staff

5.9.1 All staff must comply with this Policy and associated procedures and all local safety rules. Staff must not perform any actions that could compromise their own health and safety or that of others.

5.9.2 It is the staff's responsibility to:

- a) Take reasonable care of their own and others' health and safety;
- b) Cooperate with and assist managers in relation to health and safety;
- c) Use safety devices in accordance with any instruction and training provided by the Trust;
- d) Not interfere with or misuse anything provided in the interests of health and safety;
- e) Report any hazards, incidents, unsafe practices or any matter that represents a shortcoming in the protection arrangements for health and safety to the Nominated Manager;
- f) Complete health and safety incident reports on DATIX in accordance with the Incident Reporting Policy; and
- g) Attend health and safety training sessions as required and put training into practice.

6. Implementation and Monitoring

Implementation

This policy will be available on the Trust intranet. The policy will also be disseminated through the management structure by the Health and Safety Team.

Monitoring

Monitoring of this policy is detailed in the Monitoring Matrix (Appendix A).

7. References

Health and Safety at Work etc Act 1974 HMSO - reprinted 1989

Health and Social Care Standards and Planning Framework 2004, Department of Health, July 2005/06-2007/08

Management of Health and Safety at Work Regulations HMSO – Statutory Instrument 1999 No. 3242

HSG65 Successful Health and Safety Management HSE Books - reprinted in 2003 (ISBN 0 7176 1276 7)

Health and Safety Executive Website www.hse.gov.uk

8. Associated Policy and Procedural Documentation

Display Screen Equipment and Workstation Policy (HGS)

Display Screen Equipment Procedure (QEH)

Fire Safety Policy (QEH)

Fire Safety Policy (HGS)

Fire Safety Procedure (QEH)

Infection Prevention and Control Policy (QEH)

Manual Handling Policy (HGS)

Manual Handling Procedure (QEH)

Radiation Safety Policy (QEH)

Radiation Safety Policy (HGS)

Prevention and Management of Violence and Aggression Policy (HGS)

Security Policy (including the Prevention and Control of Violence and Aggression) (QEH)

Security Procedures (QEH)

Waste Policy (QEH)

Waste Management Policy (HGS)

Appendix A

Monitoring Matrix

Monitoring of Implementation	Monitoring Lead	Reported to Person/Group	Monitoring Process	Monitoring Frequency
Risk Documentation				
All wards/areas will have: <ul style="list-style-type: none"> Risk assessments to include: general health and safety; COSHH; DSE; lone working; manual handling; violence and aggression; work at height and; stress plus any additional risk assessments as required Health and safety incident reports and investigations Emergency evacuation procedures Training records 	Health And Safety Team	All levels of management, Health and Safety Committee, DCA	Rolling programme of health and safety audits of Trust wards/areas	All wards/areas in a three year cycle
		All levels of management, Health and Safety Committee, DCA, Enforcing authorities including the HSE or Environment Agency	Daily review of reported health and safety incidents and associated documentation RIDDOR reports to the HSE Reports to Committee, Board of Directors and Audit Committee	Daily Ad-hoc Quarterly, biannual and annual reports
	Board Directors and DOps	Health And Safety Team, Health and Safety Committee, DCCs	Rolling programme of Board Director/DOps inspections of Trust wards/areas	All wards/areas over a three year period
Health and Safety Data Reporting				
All wards/areas to comply with relevant legislation and the Health and Safety Policy including but not limited to: Audits; Nominated Managers - Managing Risks training; DOps/Senior Manager inspections; Environmental inspections; RIDDORs; enforcing authority activity	Health And Safety Team	Health and Safety Committee, DCC	Compliance data is recorded on a Trust wide Matrix Divisional reports to DCC and the Committee Reports to Board of Directors and Audit Committee	Ongoing Quarterly Biannual and annual reports

Monitoring of Implementation	Monitoring Lead	Reported to Person/Group	Monitoring Process	Monitoring Frequency
Health, Safety And Environmental Standards				
All wards/areas to comply with Trust environmental standards	Health and Safety Team	All levels of management Operational Contracted Services Manager The Committee, DCA	Rolling programme of environmental inspections	Minimum of 100 per annum
The Trust's compliance with all relevant health and safety legislation and to plan for, and safeguard, the health and safety of all patients and everyone who works at, or visits, its hospitals and other places of work and who is likely to be affected by its activities	Health and Safety Team	Committee Trust Board DCA	DCA to receive assurance, via Committee, of compliance with health and safety legislation, HSE guidance and Trust standards from: - 1. Trust appointed competent persons including but not limited to: health and safety; ergonomics; fire safety; manual handling; occupational health; radiation protection; security; waste management; estates and common areas; facilities management; specialist advisory groups; external experts 2. Board Directors/DOPs reports; Health and Safety Groups and ad-hoc Health and Safety Sub-Groups reports Health and Safety Team key performance indicators including compliance with RIDDOR legislative timescales	Quarterly Quarterly

Appendix B Terms of Reference

Health, Safety and Environment Committee

Reporting Arrangements

The Trust Health, Safety and Environment Committee reports to the Board through the DCA.

Membership

Director of Corporate Affairs (Chair)
Operational Representative
Head of Occupational Health
Health and Safety Leads
Specialist Health and Safety Advisor(s)
RCDM Representative
Regional Radiation Physics and Protection Service (RRPPS) Representative
Heads of Estates
Heads of Facilities
Trust Security Management Specialist
Staff Side Health and Safety Chair

Secretary

The administration of the Committee will be undertaken by the Health and Safety Coordinator. They will attend all meetings and provide appropriate support to the Chair and members. Their duties include:

Agreement of the agenda with the chair and collation and circulation of papers. The agenda and papers will be prepared and circulated one week in advance of the meeting allowing members time to give them due consideration

Minuting the proceedings and resolutions of Committee and recording: matters arising; issues to be carried forward; the names of those present and those absent. Minutes will be circulated to the members of the Committee within one week of the meeting.

Quorum

The Committee will be deemed quorate if there is representation of a minimum of four members including the Chair. A duly convened meeting of Committee at which a quorum is present will be competent to exercise all or any of the authorities, powers and duties vested in or exercised by Committee

Terms of Reference

- Consider and approve health and safety policies and procedures and make recommendations to the DCA;
- Advise the DCA to ensure the Trust achieve the aims and objectives specified in the Trust Health and Safety Policy and healthcare standards;

- Make strategic decisions on the development of a health and safety culture within the Trust and to consider priorities and resourcing issues;
- Provide assurance to the DCA on all health and safety issues through quarterly reports;
- Notify the DCA of any material failures of compliance with health and safety legislation or the Trust Health And Safety Policy or other concerns regarding health and safety and notify appropriate actions to remedy and prevent reoccurrence;
- Encourage the protection and promotion of staff health;
- Consult on all aspects of health and safety
- Receive and review reports and issues raised by Health and Safety Groups, Corporate Health And Safety Groups, ad-hoc Health and Safety Sub-Groups or other operational groups;

Frequency of Meetings

Quarterly Meetings

Other Matters

Terms of Reference, which are approved by the Director of Corporate Affairs, will be reviewed every three years or sooner if required.

Health, Safety and Environment Groups**Reporting Arrangements**

The Health, Safety and Environment Groups reports through the Trust Health, Safety and Environment Committee.

Membership

Deputy Director of Corporate Affairs (Chair)
Health and Safety Leads
Divisional Management Team Representative
Deputy Head of Occupational Health
Security Management Specialist
Estates Representative
Facilities Representative
Human Resources/Wellbeing Representative
Education/Mandatory Training Representative
Manual Handling Manager
Staff Side Health and Safety Representatives

Secretary

The administration of the groups will be undertaken by the Health And Safety Coordinator. They will attend all meetings and provide appropriate support to the Chair and members. Their duties include:

Agreement of the agenda with the chair and collation and circulation of papers. The agenda and papers will be prepared and circulated one week in advance of the meeting allowing members time to give them due consideration

Minuting the proceedings and resolutions of the Group and recording: matters arising; issues to be carried forward; the names of those present and those absent. Minutes will be circulated to the members of the groups within one week of the meeting

Quorum

The chair of the meeting has authority to make any decisions regarding the remit of the groups as appropriate.

Terms of Reference

- Receive and review reports and issues raised by operational groups;
- Consider reports on health, safety and environmental issues, e.g. divisional reports, incident reports, DOps Reports and audit reports;
- Monitor standards to ensure they are being met
- Encourage the protection and promotion of staff health.

- Escalate serious risk issues and matters arising that have the potential to adversely affect the safety of patients, staff and visitors to Committee;
- Advise the DCA on the implementation of policies by means of regular audits, reports and recommendations made by the Specialist Advisory Groups;
- Recommend action as appropriate where standards are not being met;
- Facilitate policy, procedures and information development in accordance with Trust systems;

Frequency of Meetings

Quarterly Meetings. Meetings to be held prior to Trust Health, Safety and Environment Committee

Accountability and Reporting

The Health and Safety Groups are accountable to the Trust Health, Safety and Environment Committee and will provide quarterly assurance to the DCA.

Other Matters

Terms of Reference, approved by the Director of Corporate Affairs, will be reviewed every three years or sooner if required.

Corporate Health and Safety Group**Reporting Arrangements**

The Health, Safety and Environment Groups reports to the Trust Health, Safety and Environment Committee.

Membership

Health and Safety Lead(s) (Chair)
Communications Directorate Representative
Corporate Nursing Directorate Representative
Corporate Strategy, Planning and Performance Directorate Representative
Finance Directorate Representative
IT Directorate Representative
Quality Development Directorate Representative
Strategic Operations Directorate Representative
Workforce and Innovation Directorate Representative
Staff Side Health and Safety Representatives

Secretary

The administration of the group will be undertaken by the Health And Safety Coordinator. They will attend all the meetings and provide appropriate support to the group chair and members. Their duties will include: -

Agreement on the agenda with the chair, collation and circulation of papers. Agenda and briefing papers will be prepared and circulated one week in advance of the meeting allowing members time to give them due consideration

Minuting the proceedings and resolutions of the group and recording matters arising and issues to be carried forward and include recording the names of those present and those absent. Minutes will be circulated to the members of the group within 1 week of the meeting

Quorum

The chair of the meeting has authority to make any decisions regarding the remit of this group as appropriate

Terms of Reference

- Receive and review reports and issues raised
- Consider reports on health, safety and environmental issues, e.g. divisional reports, incident reports and audit/inspection reports;
- Monitor standards to ensure they are being met
- Encourage the protection and promotion of staff health.
- Escalate serious risk issues and matters arising that have the potential to adversely affect the safety of patients, staff and visitors to Committee;

- Advise the DCA on the implementation of policies by means of regular audits, reports and recommendations made by the Specialist Advisory Groups;
- Recommend action as appropriate where standards are not being met;
- Facilitate policy, procedures and information development in accordance with Trust systems;

Frequency of Meetings

Quarterly Meetings. Meetings to be held prior to Trust Health, Safety and Environment Committee

Accountability and Reporting

The Corporate Health and Safety Group is accountable to the Trust Health, Safety and Environment Committee and will provide quarterly assurance to the DCA.

Other Matters

Terms of Reference, approved by the Director of Corporate Affairs, will be reviewed every three years or sooner if required.