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<b>Director leads:</b>	Director of Human Resources, Organisational Development and Estates
<b>Contact for advice:</b>	Health & Safety Manager

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## Health & Safety Policy

### 1. Introduction

The policies, procedures, guidelines, clinical protocols and local work procedures of South West Yorkshire Partnership NHS Foundation Trust (SWYPFT) are intended to provide a framework to ensure that SWYPFT manages Health and Safety risks in an effective, sensible, professional and legal way as far as is reasonably practicable. The Health and Safety management system is intended to prevent injury and ill health to all those who are employed by SWYPFT or come into contact with its activities, including service users and visitors

### 2. Purpose

The purpose of this policy is to:

- Ensure SWYPFT's Health & Safety management arrangements reflect the SWYPFT organisation and the over-arching structures within.
- Enable SWYPFT to comply with the requirements of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation.
- It is a legal requirement for SWYPFT under section 2 of the Health and Safety at Work etc Act 1974, to have a written health and safety policy. This and associated management structures, policies and procedures fulfil this requirement for SWYPFT. Where Business Delivery Units and Services are required by this policy to develop local policies, they shall adopt the HSG65 model.

### 3. Management System

The Health and Safety Management system adopted by SWYPFT is based on the HSG65 model of **Plan, Do, Check & Act**

**Plan;** Trust Health & Safety management will be delivered as a team approach, involving business and stakeholder partners.

Measuring health & safety performance will be through regular analysis of:-

- DATIX reports
- Complaints
- Training Needs Analysis
- Annual monitoring returns from the Health & Safety process
- Reports from colleagues in Fire, Security, Personal Safety, Manual Handling, Staff side Representatives, Emergency

- Planning, Infection Control, Occupational Health
- External agencies reports, i.e. HSE, Environment Agency

Training requirements will be directed by asking managers to identify where they think their department is in regards to Health & Safety, measured against annual monitoring returns, audits, inspections and internal policies and their individual action plans.

**Do;** The Trust will endeavour to maintain and develop a positive safety culture by underpinning and consolidating additional safety related policy and procedural documents as necessary, containing clear information and instruction. This will be backed up with a flexible, safety related training programme and regular supporting audits and visits by the health & safety team and Specialist Advisers to services and departments.

The Health & Safety Team and Specialist Advisers will follow up on action plans where these are of concern.

### **Risk profiling**

It is recognised that Health & Safety is just one strand of risk management and that the health & safety management approach dovetails into other areas where there may also be risks e.g.

- Human Resources
- Environmental
- Clinical
- Financial
- Reputational
- Fire
- Infection Control
- Occupational Health

**Checking** and measuring Trust Health & Safety performance will be through a planned, systematic approach to enable SWYPFT to carry out its statutory and mandatory duties. This will include:-

- The investigation of the causes of accidents, incidents or near misses
- Formal audits
- Inspections
- Working with staff side colleagues
- Regular Health & Safety Trust Action Group and Sub-Group meetings
- Analysis of DATIX reports
- Analysing and reviewing safety alerts from the Department of Health
- Liaising with Occupational Health where work related ill health issues are identified.

The Trust Health & Safety Team will ensure a pro-active monitoring & inspection regime, balanced against reactive information on incidents, injuries and work-related ill health, such as, information on

risk assessment completion. Results will be fed back to individual teams and services in the first instance for action.

**Acting/Reviewing;** on all health & safety matters is a firm Trust commitment in order to learn from accidents and incidents, ill health reports, errors and relevant experience will be taken into account, including incidents from external sources, where necessary existing plans, policy/procedural documents and risk assessments will be reviewed to see if these need amendments.

Action will be taken on lessons learned, from audits, inspections and visits to services and teams by health & safety advisers.

#### 4. The Risks of Not Having This Policy In Place

Failure to comply with this policy may result in the following corporate risks arising:

- The health and welfare of staff may not be adequately managed and controlled.
- The wellbeing of staff may be compromised.
- Health and safety arrangements may not be achieved and implemented in a consistent manner across the organisation.
- SWYPFT may not meet its legal obligations and standards set by such organisations as the Health & Safety Executive (HSE), Care Quality Commission (CQC), NHS Improvement etc.
- Potential loss of reputation both as a provider of care and employer.

#### 5. Definitions

##### 5.1 Employees

Individuals who work on behalf of SWYPFT e.g. Direct employees of SWYPFT.

- Agency staff, apprentices, volunteers, cadets and any other staff on placement with SWYPFT.
- Employees of other organisations but directly managed by SWYPFT.
- **N.B.** Direct employees of SWYPFT that are directly managed by another organisation (e.g. Local Authority) or work on their premises will work to that organisation's Health and Safety policies and procedures, unless specific agreement is reached to the contrary and their staff will work to SWYPFTs. The Trust has joint working protocols with Kirklees, Calderdale, Wakefield and Barnsley Local Authorities.

## 5.2 **Accredited Health & Safety Representative** means:

A person appointed by a recognised Trade Union and acknowledged as such by SWYPFT who represents the employee group(s) represented by that Union in consultations on health and safety matters affecting the group(s).

## 6. **Principles**

SWYPFT will take all steps, so far as is reasonably practicable, to pursue the following principles:

- The provision and maintenance of plant and systems of work that are safe and without risk to health.
- Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of appropriate information, instruction, training and supervision as is necessary to ensure the health and welfare at work of SWYPFT employees.
- To safeguard the health, safety and welfare of employees working in other premises and in the community, including those entering private homes.
- The preparation, and revision (as often as may be appropriate), of a written statement of general policy with respect to the health and safety at work of its employees that is harmonised with partnering organisation's policy statements. Also, to bring the statement, policy and any revision of them to the notice of all its employees.

SWYPFT will take all steps, so far as is reasonably practicable, to pursue the following principles in the maintenance of:-

- Any place of work under the control of SWYPFT, in a condition that is safe and without risk to health. This includes the provision and maintenance of a means of access to and from it that is safe and without such risks.
- The provision and maintenance of a working environment for employees that is without risk to health and is adequate as regards facilities and arrangements for their welfare at work.
- The provision and maintenance of appropriate facilities that will enable clients to receive their full and proper treatment without detriment to their health, safety or welfare. Special attention will be paid to risk assessments in areas where clients 'sleep-in' (known as the 24/7 risk) due to the increased level of risk associated with sleeping areas.

## **7. Roles & Responsibilities**

### **7.1 The Trust Board**

The Trust Board will ensure, so far as is reasonably practicable:

That all steps are taken to ensure the health, safety and welfare of all staff, partners, service users, visitors and others.

### **7.2 Chief Executive**

As accountable officer for SWYPFT, the Chief Executive has overall responsibility for all health, safety and welfare matters.

### **7.3 Director of Human Resources, OD and Estates**

It is the responsibility of the Director of Human Resources, OD and Estates, so far as reasonably practicable to:

- Co-ordinate all health and safety matters across SWYPFT.
- Ensure a fit for purpose Health & Safety policy that reflects all safety aspects of the SWYPFT organisation is in place.
- Ensure the review of safety policies, procedures and systems for the overall management of health and safety are undertaken on a regular basis.
- Ensure the effective running of the Safety and Resilience Trust Action Group (TAG) reflecting the structures and operating framework of the SWYPFT organisation.
- Maintain the appropriate Corporate Sub Safety group that assists the Safety and Resilience Trust Action Group (TAG) in the management, monitoring and performance of safety.
- Ensure appropriate arrangements are in place to periodically monitor the safety performance of SWYPFT.
- Report to the Trust Board on an annual basis the health & safety performance of SWYPFT.
- Ensure systems are in place to identify and meet safety training needs of staff ensuring competence is appropriate to the role.
- Provide performance management systems to ensure all mandatory training is monitored at all levels of the organisation.

## 7.4 **Directors**

It is the responsibility of Directors, so far as reasonably practicable to:

- Be responsible for all aspects of health, safety and welfare of employees under their management.
- Ensure any health & safety matters which are of concern are brought to the attention of the Director of Human Resources, OD and Estates
- Be responsible for the health, safety and welfare of any person who could be affected by activities over which the Director has management responsibility.
- Be responsible for the management of risks within premises or workplaces under their management or control.
- Set health and safety objectives for those Senior Managers reporting to them on an annual basis.
- Monitor the health and safety performance of Senior Managers by reference to objectives and targets set.
- Establish local arrangements for consultation on health & safety within their areas of responsibility.
- Attend any health & safety training as required, appropriate to their grade.
- Ensure managers within their control attend health and safety training appropriate to their grade.
- Ensure their areas of responsibility fully participate in the Trust mandatory annual Health & Safety monitoring programme to achieve a 100% rate
- Ensure they and their management teams understand the level and nature of risk and how this fits into the overall Trust risk management and governance structure.
- Ensure they and their management teams are aware of how risks are defined and escalated through the organisation to the place where appropriate resources and or decisions can be made

## 7.5 **Head of Estates and Facilities**

It is the responsibility of the Head of Estates and Facilities, as far as reasonably practicable to:

- Ensure Health & Safety and Welfare of employees under their management.
- Attend any health & safety training as required, appropriate to their role
- Ensure that SWYPFT premises are developed and maintained, in a fit and proper condition or reasonable adjustments made as far as is reasonably practicable for service users, visitors and staff.
- Act as Chair to the Trust Safety and Resilience Trust Action Group (TAG) and to bring to the attention of the Director of Human Resources, OD and Estates any matter that has a bearing on the Health & Safety provision or performance of SWYPFT.
- Ensure staff within their control attend appropriate health and safety training as required by risk assessment, policy, statutory directive, appraisal or agreement
- Ensure the control and co-ordination of technical requirements in relation to buildings, fixtures, fittings and equipment to maintain continued safe use of facilities and equipment in accordance with legislative requirements and Medical and Healthcare Products Regulatory Agency (MHRA)/National Patient Safety Agency (NPSA) guidance.
- Identify which equipment and facilities require specific statutory testing and arranging for appropriate testing to be carried out. A schedule of testing and servicing will be drawn up and maintained.
- Facilitate consultation with all the relevant Health & Safety Advisers at the design stage of any new building work, major alterations to existing property or change of use of accommodation, to ensure all risks are considered within the planning.
- Ensure, prior to carrying out any building work, structural alterations, changes to fire alarm systems, changes to means of escape or the protection of means of escape, or altering emergency lighting, that the Health & Safety Manager and Fire Prevention Adviser have been consulted, and that compliance with Fire Safety Legislation and/or Building Regulations is adhered to.
- Ensure the selection and control of contractors working on SWYPFT premises includes vetting the contractor's health & safety performance, setting safety standards, providing contractors with information on hazards they may encounter and monitoring safety performance of contractors whilst on

SWYPFT premises.

## 7.6 Health & Safety Manager

It is the responsibility of the Health & Safety Manager as far as reasonably practicable to:-

- Lead on all aspects of health and safety and to contribute to the SWYPFT strategic agenda.
- Provide specialist advice as the competent person on all aspects of health and safety legislation.
- Assist the Director of Human Resources, OD and Estates in the development of a strategy for the overall management of health and safety within SWYPFT.
- To be responsible for the planning and preparation of SWYPFT policies related to health, safety and welfare, in conjunction with the Fire Safety Officer and Security Management Specialists and other Specialist Advisers as required.
- Provide an annual Health & Safety, report for the consideration of the Board.
- Bring to the notice of the Director of Human Resources, OD and Estates any matter, which has a bearing on the health and safety provision or performance of SWYPFT.
- Keep up to date with health and safety developments and new legislation so as to advise SWYPFT on actions to take.
- Provide assistance to managers in the development of risk assessment and control strategies so as to ensure that they meet legislative or other standards.
- Monitor the health and safety performance of managers by ensuring audits, reviews and visits to Directorates/Business Delivery Units on a frequent basis to ensure that they meet legislative or other standards.
- Provide a report for relevant managers, Health & Safety Trust Action Group, Health & Safety Sub-Groups and the SWYPFT Clinical Governance & Clinical Safety Group.
- Monitor and analyse health and safety activity across SWYPFT by reference to incident/accident reports and take action to alert managers where risks are a concern.
- Ensure that the incident/accident reporting procedures and actions taken conform to legislative requirements and promote a proactive safety culture.

- Liaise with the local Health & Safety Executive (HSE) Officers as required.
- Advise on health and safety training needs of the organisation and arrange, or provide training as appropriate.

**7.7 Heads of Service, General Service, Line Managers and those with staff management responsibilities.**

It is the responsibility of the Heads of Service, General Service and Line managers, so far as reasonably practicable to:

- Ensure the health, safety and welfare of all employees, including individuals with any physical impairment or other special needs within their control and that the specific provisions of health & safety policies and procedures are followed.
- Ensure that staff within their control attend appropriate health and safety training as required by risk assessment, policy, statutory directive, appraisal or agreement.
- Ensure that new employees receive a full local induction into the local risks and procedures for managing their health & safety whilst at work.
- Ensuring completion of the annual Health & Safety monitoring programme from all of their services, all foreseeable risks have been identified and that subsequent adequate controls are implemented, with appropriate action plans to address any gaps
- Ensure risk assessments of significant risks have been conducted, findings are acted upon and relevant people made aware of these.
- Ensure that local safety procedures are monitored, managed maintained and reviewed when appropriate
- Ensure the management of risks within their premises or workplaces are under their control.
- Prioritise and allocate resources to address identified risks or hazards and to escalate to the Director responsible for Health & Safety, or their delegate responsible for safety, any issues that require immediate attention.
- Ensure areas of concern are raised at the Health & Safety Sub-Group and the overarching Safety & Resilience Action Group.
- Ensure that Health & Safety Advisers and Health & Safety

representatives are consulted when considering any alterations to premises, or changes of use of accommodation, to ensure all risks have been considered.

- Comply with specific provisions of health and safety policies.
- Prioritise and allocate resources, or request additional resources as required.
- Understand the importance of working with employees and their H&S representatives to understand risks in their areas.
- Have sufficient knowledge and understanding of the Trust risk system so that they can make informed decisions about all risks in their areas of responsibility take responsibility for suitable and sufficient risk assessments.
- Risk assessors need to be trained in the organisation's risk assessment process that should include the HSE's 5 steps to risk assessment but managers also need to be aware of their role in this process, supported by relevant Specialist Advisers
- Understand how and who to escalate risk matters to when they are unable to action them at their level, i.e. due to resources available.

## **7.8 Departmental/Ward/Team Managers**

It is the responsibility of Departmental/Ward/Team Managers, so far as is reasonably practicable to:

- Ensure the health, safety and welfare of employees under their management and that the specific provisions of health & safety policies and procedures are followed.
- Report to their Head of Service, any health and safety matters that are a concern to them but which they do not feel capable of acting upon.
- Ensure that the health, safety and welfare is maintained of any other person not managed by them, e.g. service users, visitors, contractors or other employees who could be affected by activities under their control.
- Carry out regular risk assessments to ensure that work places, equipment and working practices are safe, including completion of the annual Health & Safety monitoring programme
- Develop and implement control measures to manage identified risks and where necessary develop written procedures for safe working methods and appropriate precautions for significant hazards, ensuring that staff are aware of these.

- Ensure they and their supervisors understand how to feed into Trust monitoring systems, i.e. annual monitoring, incident reporting, sickness rates etc for Health & Safety, what the escalation routes are and when to use them.
- Monitor and review local Health & Safety procedures, risk assessments and control measures on an annual basis or sooner if there is reason to do so.
- Identify training needs of employees within their area of control and ensure that suitable and sufficient training is attended and put into practice.
- Foster a supportive work environment to facilitate the reporting of risks and incidents.
- Ensure staff are fully informed of, and understand the risks associated with their work, and that there are appropriate control measures and procedures to manage these risks.
- Ensure staff attend all mandatory training and other health & safety training appropriate to their roles, and that they understand their responsibilities under this policy. In particular they must ensure that new employees receive full local induction into the local risks and procedures for managing their health & safety whilst at work.
- Monitor the Health & Safety performance of their staff by keeping records of relevant training, through staff development reviews and Team meetings as appropriate.
- Ensure all incidents, accidents and near misses are reported, investigated and results of investigations fed back to their teams and lessons learned incorporated into improved working practices.
- Managers will ensure their supervisors know how to interpret risk assessments and communicate the hazard, risks and controls in their area.
- Report to their Heads of Service, General Service & Line Managers any health & safety issues beyond their control that require urgent action, or for which they do not feel capable of acting upon.
- Arrange workloads and staffing rotas to ensure that staff attend appropriate health and safety training as required by risk assessment, policy, statutory directive, appraisal or agreement.
- Be aware of internal escalation processes required, i.e. never events and how to correctly report incidents to the HSE where

required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations in line with the Trust RIDDOR Notification Policy and Guidance

**7.9 Employees** (Including those individuals working on behalf of the Trust e.g. Contractors etc.)

It is the responsibility of all Employees, so far as reasonably practicable to:

- Work to SWYPFT Health & Safety policies and procedures.
- Be responsible for the health, safety and welfare of themselves and those who may be affected by their acts or omissions. This includes all other staff, partners, service users, visitors and others
- Co-operate with any person who has health and safety responsibilities.
- Not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.
- Use work equipment in a way that they have been trained to and/or in accordance with manufacturer's instructions.
- Observe safe methods of work and safety procedures as laid down in departmental policies, protocols, work instructions, safe systems of work or procedures.
- Report to an appropriate supervisor/manager (or the Health & Safety Team) any problem they observe which could affect health and safety and seek advice and assistance as required.
- Attend appropriate health and safety training as required by risk assessment, policy, statutory directive, appraisal or agreement.
- Attend the Trust "Welcome" induction programme.
- Carry out dynamic risk assessments as necessary, for example in moving and handling or lone working situations
- Accurately and promptly report accidents and near misses onto the Trust's DATIX reporting system or to their immediate supervisor/manager.
- Ensure that any over seven day injury as a result of an incident or accident at work is promptly reported to their immediate supervisor/manager in line with the Trust RIDDOR Notification Policy and Guidance

**7.10 Contractors**

Any member of staff who procures and oversees contractors needs to appreciate Health and Safety implications for the contractor personally, and the risks that contractors import into the Trust, with an understanding of method statements, risk assessments and vetting procedures. (See also the Trust's Control of Contractors policy).

It is the specific responsibility of Contractors to:

- Adhere to the procedures, permits and systems of work with which they will be provided as appropriate by the service authorising and supervising the contractor when they are awarded a contract.

**N.B.** Supervision of contractors will normally be the responsibility of the service authorising and supervising the contractor, but any employee can raise concerns over the health and safety aspects of their work.

## **8. Arrangements**

SWYPFT will, from time to time, produce policies and procedures to deal with specific health and safety situations.

Where such a policy document has been produced employees will be expected to adhere to the requirements of that document. If a specific policy document has not been produced employees will adhere to the general principles of this policy.

Policies and guidance to support the Risk Assessment process including documentation to be used are published on the SWYPFT Intranet site ([nww.swyt.nhs.uk](http://nww.swyt.nhs.uk)) and are available from the Health & Safety Department.

Consultation with employees will take place on matters of health and safety. Where a group of employees is represented by a recognised trade union, and that union has appointed Safety Representatives recognised by SWYPFT, they can represent those employees in consultations.

### **8.1 Competent Health & Safety Advice & Assistance**

- SWYPFT has appointed the following to provide competent advice:
  - Health & Safety Manager
  - Occupational Health
  - Health & Safety Advisers
  - Local Security Management Specialists
  - Fire Safety Advisers
  - Specialist Moving and Handling Advisers

- Infection Prevention & Control Service

## 8.2 Co-operation and co-ordination between Employers and Others:

Where employees are based at non-SWYPFT premises, arrangements for the co-operation and co-ordination of health and safety provision between SWYPFT and the controller of the premises will be established. Managers must facilitate this, involving SWYPFT competent advisers.

Where employees directly employed by SWYPFT are integrated into another employer's organisation, and vice versa, they shall enter into a formal 'partnership agreement' whereby the health and safety provision of each employer shall be harmonised so far as is reasonably practicable. The 'Controlling Mind' principle shall then apply and employees will comply with the Policies and Procedures of the host organisation. These arrangements must be included in any contract. Joint working protocols covering integrated teams in Barnsley, Calderdale, Kirklees & Wakefield have been agreed and should be referred to.

The Competent Advisers of SWYPFT must be consulted at all stages of developing such arrangements.

If SWYPFT considers that the health and welfare of its directly employed employees, clients or others to whom it owes a direct duty of care, is being compromised by the actions or inaction of the partnering organisation, then it shall have the right to withdraw from the services causing concern. Such withdrawal shall be a last resort and shall only occur on authorisation of the SWYPFT Board who shall seek advice from SWYPFT Governance Committee prior to making such a decision. The withdrawal shall remain in force until SWYPFT is satisfied that the partnering organisation has undertaken appropriate steps and measures to redress the matters of concern to SWYPFT.

Specific building projects shall fully comply with the Construction (Design and Management) Regulations 2015 and all associated construction legislation. SWYPFT Health & Safety Department shall be consulted at all stages of such projects so as to ensure the organisation's duty of care and liabilities are being fully considered at each stage.

## 9. Procedures

### 9.1 Training & Competence

All levels of staff within the Trust need to show competence in their work. This includes staff being trained in the correct use of equipment that is provided as part of their role and in line with regulation and guidance.

Competence commences with the recruitment and selection process, assessment and training of individuals for jobs and tasks.

Managers who undertake selection and recruitment will consider how Health & Safety relates to the particular role and identify knowledge and skills required throughout their services and teams.

Staff will prove their competency to their supervisors and managers through a mixture of skills, knowledge, and experience, gained through a combination of training, practice, coaching or supervision.

The Health & Safety Team will offer a variety of in-house training packages, each having objectives, measures and feedback to ensure the learning outcome has been delivered.

External safety related training courses will be offered when these are identified a necessary through the annual appraisal process.

The health & safety training needs of staff will be determined in line with the Trust's Mandatory Training Policy and this will form part of their annual Appraisal process.

The Learning & Development Department will maintain records of the majority of training, but managers and supervisory staff need to ensure records are maintained where local policies and procedures have to be adhered to and understood in the work place.

New employees must attend Trust "Welcome" induction training, which will include basic health and safety information, as soon as practical after commencing work. This will be supplemented by appropriate training information at their place of work.

## **9.2 Risk Assessment**

Risk controls will be proportionate to identified hazards in terms of likelihood and severity. Safe systems of work will be developed by managers and supervisors for hazards identified, risks and controls. These may be formally recorded in written procedures and Specialist Advisers are a source of advice and support where necessary.

Formal risk assessments will be completed by suitable competent staff and managers, supported by the Trust's Specialist Advisers, on those risks relevant to their work activities where necessary.

Where a high, significant hazard is identified, managers and supervisors should consider implementing the introduction of a safety system, such as permit to work, supported if necessary for advice and support by the Health & Safety Team

**All staff have responsibility to escalate their concerns to their immediate line manager, and to the Health & Safety Team if necessary where there are concerns that risk management processes are not followed which could lead to serious and/or**

**imminent danger.**

## **10. Monitoring the Compliance and Effectiveness of This Policy**

This will be achieved by:

- The Health & Safety Manager will, with other specialists provide reports to the SWYPFT Clinical Governance & Clinical Safety Group and Safety and Resilience TAG and Sub - Group detailing all incidents/accidents and identifying trends and exceptions.
- The Learning and Development Team will provide monthly reports on mandatory training attendance for the consideration of the Heads of Service, General Service & Line Managers.
- The SWYPFT Clinical Governance & Clinical Safety Group will review the Corporate Risk Register which includes all high level health and safety risks on a regular basis.
- All departments will fully participate in the annual health and safety monitoring programme. A report will be provided to the Safety and Resilience Trust Action Group (TAG) and Sub - Groups by the Health & Safety Manager of those received/not received.
- The responsibilities in this policy are clearly outlined in Section 6. The performance of individuals who are expected to fulfil the responsibilities eg managers, will be monitored as part of the annual Staff Development Review process and aligned to their Knowledge and Skills Framework outline.

## **11. References**

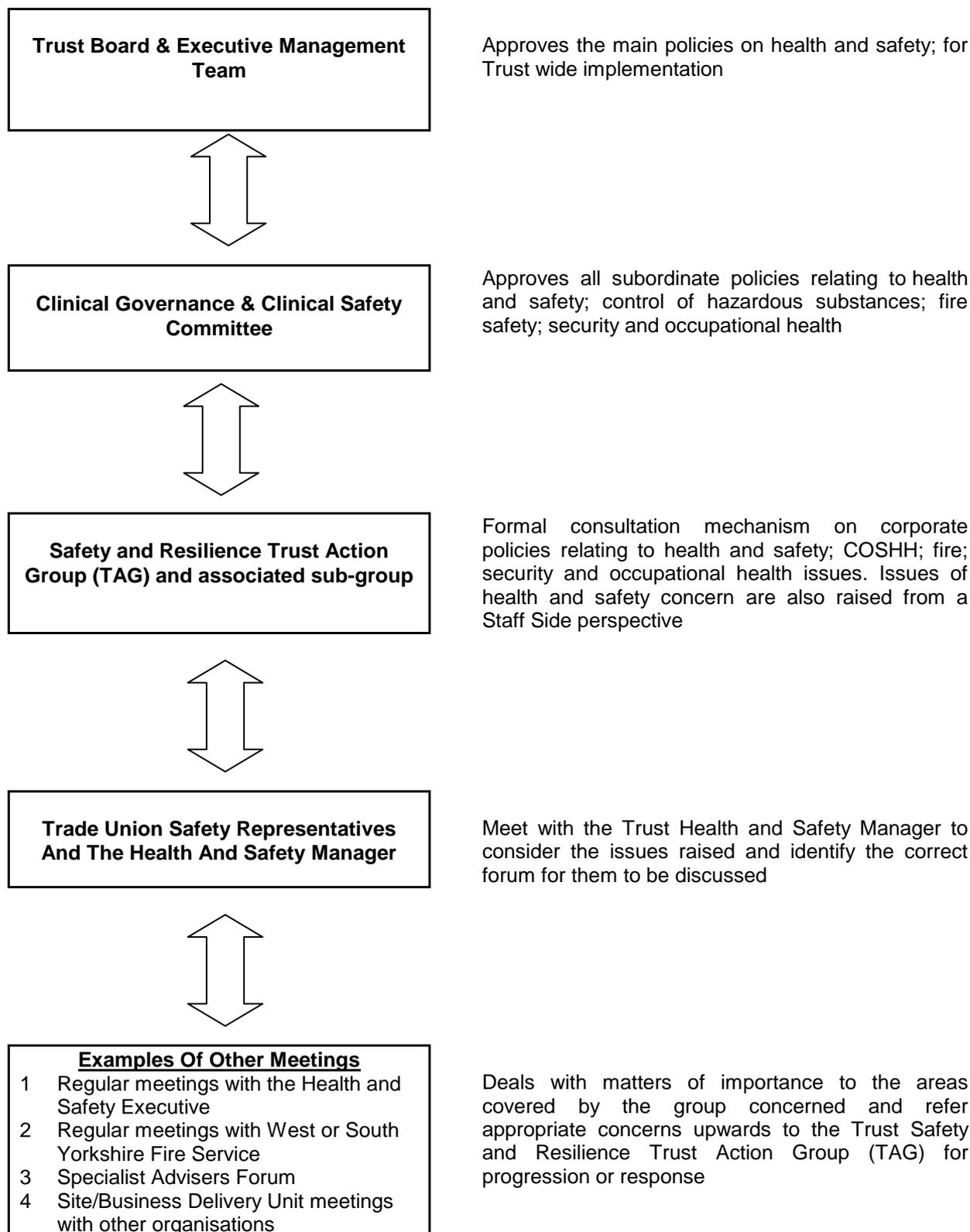
- The Health and Safety at Work etc. Act 1974.
- The Safety Representatives and Safety Committees Regulations 1977.
- The Health and Safety (Consultation with Employees) Regulations 1996.
- The Management of Health and Safety at Work Regulations 1999.
- HSG65
- NHS Employers; Health and Safety Competences for NHS managers March 2015
- [Trust Control of Substances Hazardous to Health \(COSHH\) Policy & Guidance](#)
- [Trust Health & Safety Risk Assessment Policy & Guidance](#)
- [Trust Control of Contractors Policy](#)
- [Trust RIDDOR Notification Policy and Guidance](#)

## **12. Review of this Policy**

This policy will be reviewed three years from the date of Board and/or Executive Management Team approval or sooner if there is a requirement to meet legal, statutory or good practice standards.

## Appendix 1

### Health and Safety Consultation Process



## Appendix 2

### - Equality Impact Assessment (EIA) Tool

To be completed and attached to any policy document when submitted to the Executive Management Team for consideration and approval.

18<sup>th</sup> May 2018

Date of Assessment: \_\_\_\_\_

	<b>Equality Impact Assessment Questions:</b>	<b>Evidence based Answers &amp; Actions:</b>
1	<b>Name of the document that you are Equality Impact Assessing</b>	Health and Safety Policy
2	<b>Describe the overall aim of your document and context?</b> <b>Who will benefit from this policy/procedure/strategy?</b>	The overall aim of the policy is to describe the Trust's approach to the management of Health & Safety, covering service users, all staff, visitors and contractors.  All stakeholders
3	<b>Who is the overall lead for this assessment?</b>	
4	<b>Who else was involved in conducting this assessment?</b>	
5	<b>Have you involved and consulted service users, carers, and staff in developing this policy/procedure/strategy?</b> <b>What did you find out and how have you used this information?</b>	
6	<b>What equality data have you used to inform this equality impact assessment?</b>	

7	<b>What does this data say?</b>		N/A
8	<b>Taking into account the information gathered above, could this policy /procedure/strategy affect any of the following equality group unfavourably:</b>	<b>Yes/No</b>	<b>Evidence based Answers &amp; Actions. Where Negative impact has been identified please explain what action you will take to remove or mitigate this impact.</b>
8.1	<b>Race</b>	No	
8.2	<b>Disability</b>	No	
8.3	<b>Gender</b>	No	
8.4	<b>Age</b>	No	
8.5	<b>Sexual Orientation</b>	No	
8.6	<b>Religion or Belief</b>	No	
8.7	<b>Transgender</b>	No	
8.8	<b>Maternity &amp; Pregnancy</b>	No	
8.9	<b>Marriage &amp; Civil partnerships</b>	No	
8.10	<b>Carers*Our Trust requirement*</b>	No	
9	<b>What monitoring arrangements are you implementing or already have in place to ensure that this policy/procedure/strategy:-</b>		

9a	Promotes equality of opportunity for people who share the above protected characteristics;	
9b	Eliminates discrimination, harassment and bullying for people who share the above protected characteristics;	
9c	Promotes good relations between different equality groups;	
9d	Public Sector Equality Duty – “Due Regard”	
10	Have you developed an Action Plan arising from this assessment?	
11	Assessment/Action Plan approved by	Signed: .....Date:..... Title: AD
12	<p><b><i>Once approved, you <u>must forward a copy of this Assessment/Action Plan to the Equality and Inclusion Team: <a href="mailto:inclusion@swyt.nhs.uk">inclusion@swyt.nhs.uk</a></u></i></b></p> <p><b>Please note that the EIA is a public document and will be published on the web. Failing to complete an EIA could expose the Trust to future legal challenge.</b></p>	

*If you have identified a potential discriminatory impact of this policy, please refer it to the Director of Corporate Development or Head of Involvement and Inclusion together with any suggestions as to the action required to avoid/reduce this impact.*

**Appendix 3 - Checklist for the Review and Approval of Procedural Document**  
*To be completed and attached to any policy document when submitted to EMT for consideration and approval.*

	<b>Title of document being reviewed:</b>	<b>Yes/No/Unsure</b>	<b>Comments</b>
<b>1.</b>	<b>Title - Health and Safety Policy</b>		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
	Is it clear in the introduction whether this document replaces or supersedes a previous document?	Yes	
<b>2.</b>	<b>Rationale</b>		
	Are reasons for development of the document stated?	Yes	
<b>3.</b>	<b>Development Process</b>		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
<b>4.</b>	<b>Content</b>		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
<b>5.</b>	<b>Evidence Base</b>		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	

<b>6.</b>	<b>Approval</b>		
	Does the document identify which committee/group will approve it?	Yes	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	N/A	
<b>7.</b>	<b>Dissemination and Implementation</b>		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	N/A	
<b>8.</b>	<b>Document Control</b>		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
<b>9.</b>	<b>Process to Monitor Compliance and Effectiveness</b>		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
<b>10.</b>	<b>Review Date</b>		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
<b>11.</b>	<b>Overall Responsibility for the Document</b>		
	Is it clear who will be responsible implementation and review of the document?	Yes	

## Appendix 4

### Version Control Sheet

Version	Date	Author	Status	Comment / changes
1	October 2010	Roland Webb	Draft	Revision to Trust Health & Safety Policy, reflecting new Business Development Units
2	November 2010	Roland Webb	Draft	Updated with comments from Health & Safety TAG
3	June 2011	Roland Webb & Martin Brandon	Draft	Updated overall Health & Safety Policy to reflect the new organisation.
4	July 2011	Roland Webb & Martin Brandon	Draft	Version 4 amendments include comments and observations from the Wakefield, Calderdale, Kirklees & Forensics Health & Safety TAG and additional comments from the Director of Human Resources, OD and Estates
5	26 <sup>th</sup> July 2011	Roland Webb & Martin Brandon	Approved	Final version approved by Trust Board
6	November 2014	Roland Webb	Draft	Policy updated to reflect HSG65
7	January 2015	Roland Webb	Draft	Updated to reflect Comments from H&S TAG's and West/South Sub-Groups
8	April 2015	Roland Webb	Draft	Further updates to reflect enhanced Head of Estates and Facilities role and new guidance in terms of staff competencies from NHS Employers
9	June 2015	Roland Webb	Approved	Minor update from comments received by the Equality & Inclusion Team
10	May 2018	Roland Webb	Approved	Policy updated to reflect learning from the last three years and ensures the Trust continues to fulfil it's legal obligations