



Working together
for Patients



Working together
with Compassion



Working together
as One Team



Working together
Always Improving

HEALTH AND SAFETY POLICY

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Summary

This Policy reflects the Trusts commitment to ensuring there are adequate measures in place to protect the Health and Safety of PHU employees and all others that may be affected by the acts or emissions of daily activities.

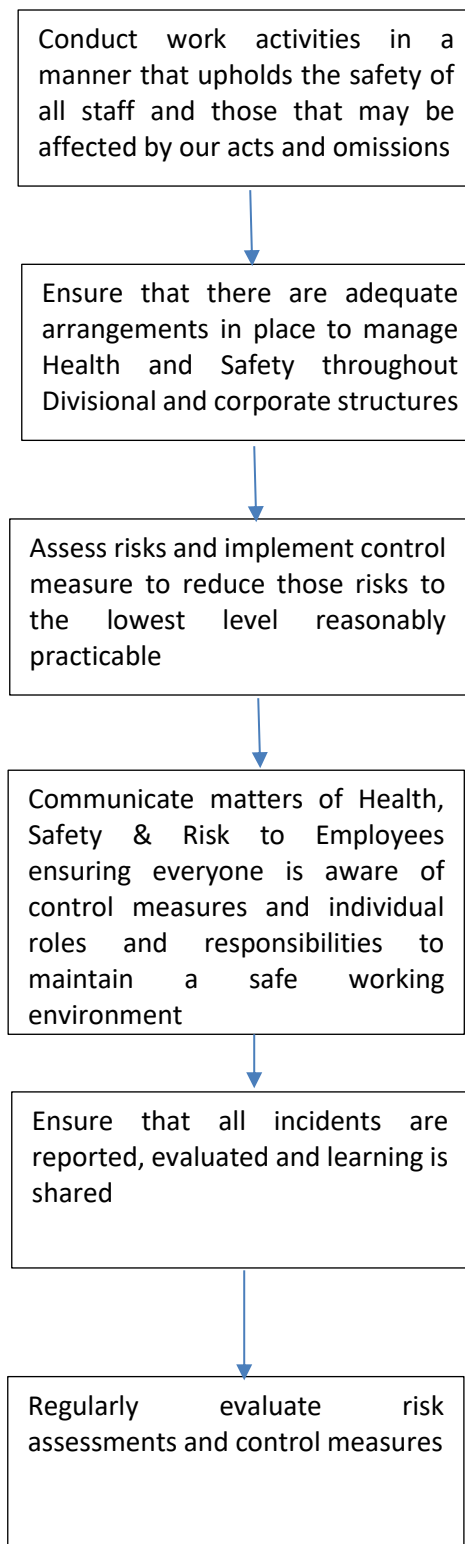
Version tracking

Version	Date Ratified	Brief Summary of Changes	Author
9	02.11.2021	<ul style="list-style-type: none"> Minor grammatical changes, transfer to new policy template, updated roles and responsibilities for FM services 	Health, Safety & Wellbeing Manager
8.1	01.02.2021	<ul style="list-style-type: none"> Due to the second wave of the Coronavirus pandemic and continuing exceptional circumstances, the Trust Board have agreed that all policies which are currently within review date will have their review date further extended by six months 	-
8	02.11.2018	<ul style="list-style-type: none"> Policy Re-Written 	Health, Safety & Wellbeing Manager

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QUICK REFERENCE GUIDE



In order to effectively manage Health and Safety throughout the organisation the Trust will follow the guidance and recommendations as laid out in HSG65 Managing for Health and Safety model produced by the Health and Safety Executive.

Plan, Do, Check, Act	As an Organisation we will
Plan	<ul style="list-style-type: none"> • Strive to create a working environment that is safe for all • Ensure that our H&S policy meets the needs of our workers and is disseminated to all • Ensure that throughout each divisional structure there are adequate arrangements for the management of Health and Safety
Do	<ul style="list-style-type: none"> • Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk. • Decide what the priorities are and identify the biggest risks • Involve workers and ensure that matters of Health and Safety are communicated. • Develop positive attitudes and behaviours towards Health and Safety amongst our workforce • Implement preventative measures • Provide the necessary tools and equipment for staff to undertake their roles in a safe and effective manner • Provide training as required to ensure everyone is competent to carry out their work • Supervise staff to make sure that arrangements are being followed
Check	<ul style="list-style-type: none"> • Monitor incidents and accident trends to ensure that our control measures are effective and understood • Monitor Health and Safety performance and management across the organization through the Health, Safety & Security committee
Act	<ul style="list-style-type: none"> • Learn from accidents and incidents • Take action on lessons learned • Revisit plans, policies, documents, and risk assessments to ensure they are current

1. INTRODUCTION

Statement of Intent:

Portsmouth Hospitals University NHS Trust (The Trust), the Board of Directors and I are committed to ensuring the Health, Safety, & Wellbeing of all staff, patients, contactors and members of the public who are in any way affected by the Trusts activities.

Collectively we will ensure the provision of appropriate resources, including, staff, finance and equipment to enable the Organisation is to conduct its activities in a safe and effective manner and, in accordance with Statutory and Regulatory requirements.

Through our managers we will endeavour to reduce risks by ensuring staff have the right skills and competencies for the job, are appropriately supervised and have access to educational programs that allow all staff to understand their responsibility in the provision of safe systems of work and safe working environments.

In our vision to achieve the highest levels of Safety Performance and deliver the highest standards of patient care we will look to embrace best practice from the wider healthcare community and pro-actively seek out innovative and dynamic initiatives that will support our policies and aims.

In delivering these aims, the board and I expect and require that all those working within the Organisation will embrace this policy and conduct themselves a safe manner at all times.

Collaboratively we will ensure that a positive Health, Safety & Wellbeing culture is sought and nurtured throughout the organisation and that the policies, procedures and guidelines that are in place to support this statement are effectively communicated and adhered to by all.

Penny Emerit
Chief Executive Officer

2. SCOPE

This policy refers to all children under 18 years of age as per the Children's Act (2004) however consideration should be given to the right to confidentiality for children who are Gillick Competent and who may access health care without the knowledge of their parents or carers. This should be considered when assessing whether to follow the procedures in this policy, and where it does not apply this should be documented clearly in the record.

All Trust staff (including permanent, locum, secondees, students, agency, bank and voluntary), the Ministry of Defence Hospital Unit, Joint Hospitals Group South (Portsmouth) and Retention of Employment (ROE) staff must follow the policies agreed by the Trust. Breaches of adherence to Trust policy may have potential contractual consequences for the employee.

In the event of an infection outbreak, pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety.

The Trust is committed to promoting a culture founded on the values and behaviours which will bring us closer to achieving our vision of working together to drive excellence in care for our patients and communities. All staff are expected to uphold the Trust Values of Working Together: For Patients, With Compassion, As One Team, Always Improving and all leaders are expected to display and role model the behaviours outlined in the Trusts Leadership Behaviours Model

This policy should be read and implemented with the Trust Values and Leadership Behaviours in mind at all times

3. PROCESS

In order to effectively manage Health and Safety across the Organisation managers should follow the [Managing for Health and Safety guidance produced by the HSE](#).

Assessing Risk

The Management of Health and Safety at Work Regulations 1999 requires the Trust to undertake regular risk assessments of the workplace. These assessments should identify the risks to employees whilst at work and the risks to non-employees arising from, or in connected with, the Trusts activities.

As well as general risk assessments, the following specific assessments may also need to be undertaken in accordance with relevant trust policies:

- Control of Substances hazardous to health (COSHH) assessments
- Display Screen Equipment assessments
- Manual Handling Assessments
- Fire Risk assessments
- Security assessments
- Lone working
- Violence and Aggression
- Stress
- New and Expectant Mothers

All Health and Safety Risk assessments (except COSHH) should be undertaken and recorded onto the DATIX. The named divisional Health and Safety lead is responsible for ensuring that all required risk assessments are completed and evidence of completion forms part of the reporting process into the Health and safety committee. Findings of the risk assessments must be shared to employees and escalated to divisional risk registers where appropriate.

All risk assessments should be subject to review in the following circumstances:

- Whenever there is a significant change e.g. staff, environment or equipment
- Following an accident or near miss
- After non-compliance identified through audit or inspection
- At least annually

Accident and Incident management

In order to monitor trends and prevent reoccurrence it is important that workplace accidents and incidents are appropriately reported using our internal reporting procedures.

All staff are actively encouraged to report incidents, including near misses at their earliest opportunity.

Managers must:

- Ensure that there are adequate systems in place to review incidents that occur within their areas
- Ensure that appropriate post incident support is made available to staff as required
- Ensure that the Health and Safety Manager is notified of all incidents that may be deemed as [RIDDOR reportable](#) – further information can be found on PHU RIDDOR policy.

4. TRAINING REQUIREMENTS

Health & Safety forms part of the Trust's Core Essential Skills and Training requirements, as identified by the Training Needs Analysis Matrix. Health & Safety is delivered as part of Mandatory Corporate Induction for all staff on commencement of their employment within the trust.

Local Induction

As part of local induction, managers should satisfy themselves that their staff are able to recognise the hazards associated with the workplace and the associated control measures. All local induction will be recorded in accordance with the Trust Policy on Local Induction.

Relevant Health and Safety updates will be made available and provided to all staff, As required, by the following means: -

- Health and Safety Newsletter
- Team brief
- Link Articles
- Department/locally delivered update training as required

The uptake of training is tracked by the use of the Electronic Staff Records (ESR) system and monitored through the divisional structure.

Raising Awareness

In addition to the training described above, there are

- Workshops and events guided and/ or undertaken by the Occupational Health & Safety Team
- Displays and information bulletins using the Trust intranet system
- Posters displayed in work areas
- Participating in the National Awareness Days

5. REFERENCES AND ASSOCIATED DOCUMENTATION

- *Health and Safety at Work etc. Act 1974*
- *Management of Health and Safety at work Regulations 1999*
- *Workplace, Health, Safety and Welfare Regulations 1992*

- *Strategy for Staff and Staff Management*
- *Annex to Council Directive 94/33/EC on the protection of young people at work*
- [Trust Health and Safety Policies](#)
- [Relevant Human Resources/Management Policies](#)

6. EQUALITY IMPACT SCREENING

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This procedural document has been assessed accordingly. The assessment document is held centrally and is available by contacting the Trust Policy Management Inbox

7. MONITORING COMPLIANCE

This procedural document will be monitored to ensure it is effective and to provide assurance of compliance.

Element to be monitored	Lead	Tool	Frequency of Report	Reporting arrangements	Lead
Submission of divisional H&S reports	H&S Advisor	Minutes from meeting	Minimum three yearly	Policy audit to: <ul style="list-style-type: none"> • H&S Committee 	Divisional H&S leads
Accident & Incident trends	H&S Advisor	DATIX	Bimonthly	Policy audit to: <ul style="list-style-type: none"> • H&S Committee 	Divisional H&S leads
Divisional Management attendance at H&S committee	H&S Committee chair	register	Bimonthly	Policy audit to: <ul style="list-style-type: none"> • H&S Committee 	Divisional SMT

Appendix A: Roles and Responsibilities**Chief Executive Officer**

Is accountable for all matters of Health and Safety within the Trust, and will ensure that: -

- The Board, Directors and Executive Team understands and accepts its responsibilities and accountabilities for the implementation and monitoring of the Health and Safety Policy
- The requirements of health and safety legislation are applied throughout the organisation
- Matters of Health and Safety are discussed and Monitored at Trust Board
- The Trust's Policies and Codes of practice are observed
- That appropriate resources are made available to meet these requirements
- There is a 'named' executive lead for Health, Safety & Wellbeing for the organisation

The framework which identifies the levels of management responsible for implementing and monitoring health and safety within the Trust is as follows: -

Named Executive Director – Director of Governance and Risk

The Director of Governance and Risk has delegated executive responsibility for health and Safety in particular for:

- Informing the Board on all relevant Health and Safety management issues, including alerting the board to the requirements of this policy and any actual or potential breaches of Health and Safety Legislation
- Ensuring through the Quality and performance structure that, relevant persons are consulted with and informed of any changes that may substantially affect their health and safety
- Ensuring that there are effective systems in place for the management of Health and Safety across the divisional structures of the organisation and that this is monitored through the Health and Safety Committee

Board of Directors

The Board of Directors have responsibility for ensuring that all Board decisions reflect effective Health and Safety risk management. It will provide leadership through written and oral communications, and by its physical actions, and ensuring that Health and Safety risk management is resourced at all levels as required in meeting its duties.

In carrying out these responsibilities, the Directors will be aware of, and keep abreast of, the appropriate health and safety legislation.

Divisional Management

Have specific responsibility for the management of Health and Safety throughout their Divisions. To enable that responsibility to be effectively discharged they must: -

- Integrate Health and Safety aspects with all business activities/reviews through the management structure
- Ensure that staff safety forms an integral part of their Governance agenda
- Ensure that all employees receive health and safety training commensurate to their field of employment and level of exposure to risks
- Investigate serious accidents and take appropriate steps necessary to reduce future risks
- Identify hazards associated with their areas of work, and in conjunction with specialist advisors, recommend ways of eliminating them
- Know and keep abreast of the appropriate health and safety legislation
- Ensure that there is an allocated named lead/sponsor for Health and Safety within the division

- Ensure that all matters of Health, Safety, Security and Wellbeing are reported to the Health, Safety and Security committee in line with annual reporting requirements

Managers

All managers have a direct responsibility for implementing the Health and Safety Policy of the Trust and to positively reinforce staff health and wellbeing whilst at work. To enable that responsibility to be effectively discharged they must:

- Ensure that all staff who they manage know and understand their responsibilities under the Health and Safety Policy, and that they are equipped through information, training and supervision to play their part
- Undertaking the appropriate risk assessments as for generic hazards or those identified in other policies such as Manual Handling, Display screen equipment etc...
- Know and operate within all legal and Trust requirements applicable to work within their areas of responsibility. This involves the regular checking of these requirements against actual practice
- Promote appropriate health and safety and wellbeing programs
- Ensure that all health and safety operating procedures and instructions are known and observed. Regularly review and examine these procedures and instructions in practice and discuss them with employees concerned with the aim of ensuring that they are still workable and understood
- As part of the normal routine, maintain high standards of housekeeping through auditing of health and safety practices relating to the operation of the department
- Ensure that health and safety receives full consideration in current Trust practices, planning new methods of work, use of new equipment and the commissioning or carrying out of health and safety risk assessments as required by Trust Policies
- Ensure that the health and safety training needs of all staff are identified and training is carried out to enable staff to perform their duties correctly
- Ensure no new or transferred employee is required to undertake any task without appropriate instruction, information, training or supervision
- All training should be evaluated for its effectiveness and recorded
- Ensure that after formal assessment for suitability and appropriateness, personal protective clothing and safety equipment is readily available and used at all times, where such clothing and equipment is necessary to safeguard employees safety
- At all times set a good example for employees to follow
- Ensure that all injuries and dangerous occurrences, near misses (however slight), and exposures to hazardous materials are reported in accordance with the Trust's adverse incident reporting procedure, ensuring all necessary investigations and reporting procedures are carried out
- Examine all accident reports and implement any remedial actions
- Ensure that health and safety considerations are incorporated in job descriptions
- Periodically inspect and monitor working practices to ensure compliance with relevant legislation and best current practice

Divisional/Care Group Health and Safety leads

Nominated H&S leads are responsible for ensuring that:

- With support from the divisional senior management team that Staff health and Safety issues form an integral part of the divisional governance agenda.
- A Health and Safety report is submitted to the Health and Safety committee three times per year
- They co-ordinate the completion of Health and Safety risk assessments throughout their areas
- They act as 'a link' between the H&S committee and the divisional management teams for reporting and escalating H&S concerns

Health, Safety & Wellbeing Manager

Holds delegated responsibility to act the competent person for Health and Safety matters across the organisation advising the Trust in respect of health and safety policy formulation and development.

Additionally in carrying out their duties the Health, Safety & Wellbeing Manager will:-

- Ensure that the Trust is kept informed of any relevant Regulatory or legislative changes
- Adopt a standard systems approach to safety management across the Trust
- Provide advice on specific health and safety issues
- Carry out random audits/inspections of work areas
- Be a resource available to managers and staff for compliance with the Health and Safety at Work etc. Act and subordinate legislation
- Contribute to the production of the Trust's annual Occupational Health and Safety plan
- Monitor staff work related Accidents and Incidents

Other Trust Specialist Advisors (Competent Persons)

These advisors are responsible for areas to which they are qualified or have competency to do so. The Trust currently supports the following advisors: -

- Health & Safety
- Fire Safety
- Moving and Handling / Back Care
- Radiological Protection Advisor
- Infection Prevention and Control
- Risk Management
- Occupational Health
- Accredited Security Management Specialist

Duties of Employees

Members of management may be "employees" within the meaning of health and safety legislation. The duties of employees are given in Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, which are as follows: - "it shall be the duty of every employee while at work to:

- "Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work"
- "As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with"
- "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All staff must follow any instructions, training and guidance given to them when required to use any machinery, equipment, dangerous substance, and transport equipment, means of Production or safety device provided to them by the Trust.

The Trust also charges staff to report any work situation which could be reasonably considered to give rise to a serious and immediate danger to health and safety and of any situation or work instruction which could be reasonably considered to represent a shortcoming in the Trusts protection arrangements for health and safety.

Health and Safety Committee

A Trust Health and Safety Committee comprising of management, staff and recognized Union Representatives will meet at least six times each year to deal with issues requiring Trust-wide consideration and recommendations, and to participate in the dissemination of information regarding good practice. Minutes of meetings will be published and made available to all staff in the Trust. The objectives of the group are: -

- To monitor the effectiveness of health and safety policies within the organisation by reference to accident/incident reports; compliance with codes of practice; workplace audits; and external benchmarking data, used as indicators of levels of compliance
- To provide advice on the management of risk and action on new risks and ensure risk assessments are carried out
- To identify health and safety training for inclusion in the various departments training programmes, including the identification of mandatory or essential training
- To receive reports from the organisation (management and staff) on health and safety issues for review and analysis. Where necessary make recommendations for a course of action to be taken by senior management
- To share information reports through briefing papers, bulletins and newsletters
- To develop, consult and approve safety policy, procedure and standards
- To consider elements that contribute to staff health at work and their wellbeing
- Ensure matters of Health, Safety, Security and Wellbeing are discussed as an open forum and escalated through the Divisional management teams, Quality and performance group and trust Board as required.

Membership of the Health and Safety Committee shall consist of:

- Deputy Director Governance and Risk or their nominated representative (Chair)
- Health, Safety & Wellbeing Manager (vice chair)
- Health & Safety Advisor (staff side chair)
- Representative from Occupational Health
- Divisional Manager Representative / H&S lead (co-opted to report on action plans)
- Risk Management Representative – as required
- Accredited Security Management Specialist
- Fire Safety Advisor
- Specialist Nurses Practitioner – Moving & Handling
- Radiological Protection Advisor
- Development team representative
- Defence Medical Group South representative
- FM Services Limited Representative

Staff Side Representatives

Staff members shall consist of accredited representatives from the following Unions or be nominated department safety representatives:

AMICUS, British Dental Association, British Dietetic association, British and Irish Orthoptic Society, British Medical Association, Community and District Nursing Association, Chartered Society of Physiotherapy, Royal College of Midwives, Royal College of Nursing, Society of Chiropodists and Podiatrists, Society of Radiographers,

- Transport and General Workers Union, Unison, Union of Construction, Allied Trades and Technicians, or
- as shall be determined from time to time by the Committee

Health and Safety Representatives

The Trust must consult with employee Health and Safety Representatives with a view to making and maintaining arrangements which enable employers and employees to co-operate effectively in promoting and developing measures to ensure employees health and safety at work, and in checking the effectiveness of such measures.

Duties of Health and Safety Representatives

Appointed Health and Safety Representatives may cover one or more work locations in respect of dealing with health and safety brought to their attention by the members. Such matters should be dealt with by representation to management via the agreed communications structure.

Appointed Health and Safety Representatives may take part in the regular inspections with management appointed representatives of all Trust work locations and premises. Additionally, where a substantial change in the conditions of work has taken place e.g. introduction of new machinery/equipment, or new information has been published by the Health and Safety Commission or Executive relevant to the hazards of the workplace, additional inspections may take place following appropriate consultation with management.

FM Services Limited

The FM Service provider is responsible for delivering effective and safe services to the Trust. This includes:

- Complying with the arrangements in the Trust's Estate and Facilities Management Policy
- Maintenance of the site in a safe condition, including plant (to the extent determined by the agreed SA05 contract)
- Delivery of small works and larger projects (as agreed by service variation requests)
- Effective provision of Health, Safety & Welfare to their employed staff, their sub-contractors, and the staff they control and manage under 'Retained Offer of Employment' model by secondment arrangements in accordance with their company guidelines as set out in the service specification.
- Acting as the Trusts competent person for
 - Asbestos
 - Legionella
 - Medical gases (accepting Pharmacy provision)
 - Permits to work (electricity, hot work, roofs etc.)
 - Decontamination certification for medical devices that they work upon
 - Food Safety
 - Waste Management (Environmental and Special Waste Regulations)
- Issuing of 'Permits to Work' for work on LV & HV electrical systems, mechanical pressure systems, water, and medical gas
- Providing site records, maps, drawings and the asbestos register to other contractors working on site (such as AMS and Trust Project contractors)

- Co-operating and co-ordinating their work with the Trust staff and other contractors on site

The FM Service provider will be consulted on and in all matters pertaining to Health, Safety & Welfare in respect of joint occupiers liability.

The Hospital Company (Non – FM Service Provider contractors) and Trust projects contractors

Other contractors are appointed to carry out certain project work on site outside the scope of the FM providers SA05 contract:

- AMS (architectural Management Services LTD) is the contractor appointed by 'The Hospital Company'
- Other contractors are appointed by the Trusts project Team.

In carrying out this work, the Hospital Company and Trust Projects Team are responsible for delivering effective and safe service to the Trust. This includes:

- Complying with the arrangements in the Trusts Estate and Facilities management policy
- Safe delivery of small works and larger projects
- Maintenance of their worksites in a safe condition
- Effective provision of Health, Safety and Welfare to their employed staff and their sub-contractors
- Co-ordinating with the FM service provider's AP for receipt of 'permits to work' for work on LV & HV electrical systems, mechanical pressure systems, water and medical gas
- Co-operating and co-ordinating their work with the trust staff and other contractors on site