

Health and Safety Policy

NHS Leeds Clinical Commissioning Group

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Ratified by:	NHS Leeds Quality & Performance Committee
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Name of responsible committee/individual:	CCG Quality and Performance Committee
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Target audience:	All Leeds CCG employees and support services employees

Executive Summary

This document details the NHS Leeds Clinical Commissioning Groups health and safety policy providing direction and clarity in how the CCG will meet its statutory obligations to ensuring safe workplaces and safe and healthy working conditions for all employees.

The initial part of the document contains the employer's statement of intent and acceptance of responsibility for health and safety.

The following part contains the delegated responsibilities and organisation for putting the policy and arrangements into effect.

This policy is supported by a number of health and safety procedures:

- Workplace Safety
- Violence and Aggression
- Display Screen Equipment
- Fire Safety
- Lone Working
- Manual Handling
- Risk Assessments

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1. Introduction

The law requires that the CCG must have a signed Health and Safety Policy setting out the organisation's commitment to health, safety and welfare at work.

This policy covers the CCG's statutory responsibility under the Health and Safety at Work etc. Act 1974 to prepare a written policy statement covering the employer's organisation and arrangements for ensuring health and safety.

2. Purpose

The CCG acknowledges its responsibility for the health and safety of employees and visitors within the CCG and to ensure, so far as is reasonably practicable, its health and safety at work in accordance with The Health and Safety at Work etc Act 1974 and all relevant subsequent legislation. This policy, together with any subsequent revisions, will be brought to the notice of all CCG employees.

3. Scope of the Policy

This policy applies to all employees of the CCG which includes Governing Body/Board members and other workers including temporary, voluntary, honorary, trainees/students and seconded staff who must all comply with this policy.

4. Definitions

Reasonably practicable: This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk, (Health and Safety Executive).

Competent person: A competent person is someone who has sufficient skills knowledge and attitude to complete the task

Hazard: A hazard is anything that may cause harm, eg chemicals, electricity, working from ladders, noise etc

Risk: Risk is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be

5. Duties

The CCG recognises its responsibilities to ensure that reasonable precautions are taken to provide a safe and healthy working environment, and to comply with legislation. Individual responsibilities with regard to the functioning of this policy are detailed in section 7.

6. Health and Safety Policy Statement

The CCG acknowledges its duty of care to the health, safety and welfare of staff, visitors and external contractors. The CCG is committed to:

- the provision of safe and healthy conditions for all employees and visitors, to maintain safe and healthy working conditions, provide and maintain work equipment and ensure safe storage / use of substances;
- compliance with all relevant health and safety legislation;
- prevent accidents and cases of work-related ill health and provide adequate control of Health and Safety risks arising from work activities;
- provide adequate training to ensure employees are competent to do their work, and to implement emergency procedures;
- engage and consult with employees, including trade union health and safety representatives, on day-to-day health and safety matters and provide advice and supervision. The co-operation of employees, visitors and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

7. Health and Safety Roles and Responsibilities

7.1 Accountable Officer

The Accountable Officer is ultimately responsible for compliance with the Health and Safety at Work etc. Act 1974 and other relevant legislation. It is their duty to, as far as reasonably practicable:

- ensure that this policy is adopted by the Governing Body/Board and that the roles and responsibilities set out in this policy are clearly understood by all;
- ensure that a robust health and safety management system is in place and that the organisation and arrangements set out in this policy are providing and effective means of hazard control and risk reduction; and
- to be the Responsible Person for fire safety as defined by the Regulatory Reform (Fire Safety) Order 2005.

7.2 Responsible Director

The Responsible Director within the CCG is responsible for promoting a high degree of health and safety awareness amongst all staff and includes the following key responsibilities:

- Managing health and safety throughout the CCG;

- Ensuring internal and external health and safety related reports are acted on;
- Ensuring there are suitable systems and policies in place to effectively manage health and safety;
- Planning and allocating resources to improve health and safety standards controlling or eliminating risks;
- Promoting health and safety management as an integral management function;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;
- Ensure management arrangements are in place for the reporting and reviewing of incidents, accidents, staff ill health and occupational health referrals, and ensure action is taken for any serious incident or issue; and
- Ensure an Occupational Health service is in place and arrangements for accessing the service are communicated to management and staff.

The CCG may occupy a building that is managed by another organisation and therefore management of responsibilities in this policy may be carried out by staff from these organisations on a day to day basis. The Responsible Director will be responsible for ensuring this is done in line with legal requirements.

7.3 Director of Corporate Services

The CCG Director of Corporate Services (or nominated deputy), in conjunction with the Office Services Lead, is responsible for the day to day management of the health and safety function and is responsible for:

- Reviewing the health and safety policy and related procedures to ensure they remain valid and that the arrangements outlined within the policy are effectively implemented and remedial actions taken as necessary;
- Hazards are identified and documented arrangements are made and implemented to control significant risks and comply with the relevant health and safety legislation and to liaise with line managers and staff where appropriate;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out;
- Health and safety standards and training levels are monitored and reviewed, and appropriate action taken to address any issues which arise;
- Ensure health and safety related incidents are reported and managed appropriately and that risks assessments are conducted to control any significant risks;
- Ensure the Workforce & Diversity Group is operational and acting in accordance with its terms of reference;
- Support the Health and Safety Lead to conduct routine inspections; and
- Ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.

7.4 Line Managers

Line Managers are responsible for the safety of their staff, visitors, contractors, volunteers and members of the public, in regard to all the activities within their charge and they must:

- Undertake risk assessments and complete safety procedures to control all significant workplace risks, and ensure that actions identified are implemented promptly;
- Ensure all incidents and near misses are reported and recorded promptly and that appropriate action is undertaken to prevent reoccurrence;
- Ensure that staff are aware of procedures for reporting incidents, accidents and other health and safety risks;
- Ensure that appropriate action is taken to ensure the workplace is free from health and safety risks, and that received health and safety information is acted upon and passed to the appropriate people;
- Ensure that all new employees undertake induction training and the appropriate assessments;
- Ensure that all staff attend/complete mandatory training and are competent to deal with the health and safety requirements of their work;
- Supervise staff and ensuring they follow all safety procedures;
- Ensure the CCG routes of communication are used to engage with staff on health and safety issues;
- Ensure that health and safety arrangements are monitored to ensure they are effective, and remedial actions are taken as necessary; and
- Ensure staff and visitors are aware of emergency procedures, and that Personal Emergency Evacuation Plans (PEEPs) if required are written and practiced.

7.5 Employees

Employees have a duty under the Health and Safety at Work etc Act 1974 to comply with the following:

- To take personal responsibility for minimising health and safety risks relating to themselves, others and their workplace by monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented;
- To cooperate with the CCG with regard to action that is needed for the CCG to comply with the Health and Safety at Work etc. Act 1974;
- To ensure compliance with all statutory and mandatory training requirements;
- To carry out their work activities in accordance with the training they have received and where appropriate, exercising effective supervision of colleagues so as to minimise risks to their health and safety;
- To inform their line manager of any work situation where there is a serious and/or immediate danger to staff and to identify any shortcomings in the health and safety arrangements for protecting staff and others;

- Checking work areas and equipment are safe prior to use, and using any work equipment in accordance with the training and instructions provided, bringing to the notice of managers any defective equipment which may cause an incident; and
- Dress sensibly and safely for their working environment and their work activities.

Staff are also required to ensure that they understand the CCG system for reporting incidents, accidents and other health and safety risks, and that they use these systems when necessary and to ensure that they read, understand and follow all appropriate CCG health and safety policies, procedures and other documentation, and attend scheduled training sessions.

7.6 The Workforce & Diversity Group

The Workforce & Diversity Group is the formal group by which the CCG will assure itself of the responsibilities to provide health and safety as an employer and as a landlord to those other than employees.

The Group will:

- ensure that the CCG has robust systems and processes to actively manage health and safety, the estate, fire and security to;
 - Protect employees and non-employees from occupational ill health and injury;
 - Be compliant with safety legislative requirements; and
 - Manage health and safety in a robust and cost effective manner to achieve corporate objectives.
- oversee the development and implementation of the health and safety policies and procedures ensuring appropriate interpretation that reflects relevant issues.
- approve the health and safety related procedures and submit any policies to the Quality & Performance Committee for approval
- ensure that systems are in place to organise, implement, monitor, audit and review performance of health and safety, fire, and non-clinical risk including the monitoring of training compliance of all staff.
- keep under review the organisation's legal obligations with regard to health and safety statutory requirements and to identify through regular monitoring and bring to the attention of senior management where appropriate.
- receive reports and review safety for staff, occupiers and visitors on CCG premises, particularly where it could impinge on health and safety including any associated risks that have been identified.
- receive, and consider, any recommendations made as a result of analysis of

reports from internal audit and external bodies

7.7 Employee Representation

The Workforce and Diversity Group provides representation from each directorate within the CCG to ensure wider staff engagement and to enable staff consultation during the preparation and review of all health and safety policies and procedures.

The role of the Trade Union appointed health and safety representative is recognised and encouraged. A Trade Union health and safety representative will support the CCG to deliver its health and safety responsibilities. Facilities and time off from normal duties will be provided so that the representative can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Where a recognised Trade Union is not represented, employees are consulted with directly in accordance with The Health and Safety Consultation with Employees Regulations 1996. This is via regular employee meetings held within the CCG, during which employees are provided with any relevant health and safety information or news, and their consultation sought on matters affecting them.

7.8 Health and Safety Advisor

The CCG is required to have a competent person, as required by the Management of Health and Safety at Work Regulations 1999, who has designated responsibility for providing health and safety advice and assistance. The competent person will seek information and guidance from HSE when appropriate.

On an annual basis the competent person will seek an independent review of the H&S processes that are in place to give additional assurance to the CCG.

7.9 Occupational Health

The aim of the Occupational Health service is to ensure the provision of professional help to promote and maintain high standards of health for all persons working in the CCG. Specific areas of advice are as follows:

- New starter health clearance;
- Work protection immunisation programme;
- Management referral programme; and
- Supporting the return to work of employees who have been temporarily incapacitated and unable to work.

The occupational health service is provided to the CCG via the Human Resources team.

8. Incident Reporting

Incidents within the context of this policy mean accidents, deliberate acts, near misses and any untoward event that may have a detrimental effect to the health and safety of staff, contractors, visitors or members of the public. The CCG requires that all incidents are accurately reported, in line with the CCG incident management policy. The policy outlines the requirements of investigating all incidents including the dissemination of all lessons learned.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the CCG to report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive. In the case of an incident as defined under RIDDOR the incident must be fully investigated and the investigating manager is responsible for reporting these incidents upwards to the Health and Safety Executive. Guidance and support for managers can be obtained from the CCG appointed Competent Person for health and safety.

9. Equality Impact Assessment (EIA)

This policy has been assessed to ensure consideration has been given to the actual or potential impacts on staff, certain communities or population groups, appropriate action has been taken to mitigate or eliminate the negative impacts and maximise the positive impacts and that the and that the implementation plans are appropriate and proportionate.

The equality impact assessment for this policy can be found below. The CCG will monitor any themes and trends to identify, understand and address issues linked to a particular location, staff group or individual with an Equality Act “protected characteristic” (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

Equality Impact Assessment

Title of policy	CCG Health and Safety Policy	
Names and roles of people completing the assessment	Helen Avery, Office Services Lead Sharon Moore, Senior Equality and Engagement Manager	
Date assessment started/completed		
1. Outline		
Give a brief summary of the policy	The health and safety policy provides direction and clarity in how the CCG will meet its statutory obligations to ensuring safe workplaces and safe and healthy working conditions for all employees	
What outcomes do you want to achieve	To inform staff, and visitors, that the CCG acknowledges its responsibility for the health and safety of employees	

	and visitors within the CCG, so far as is reasonably practicable, in accordance with The Health and Safety at Work etc Act 1974 and all relevant subsequent legislation.
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2. Evidence, data or research

Give details of evidence, data or research used to inform the analysis of impact	The policy has been written in conjunction with current legislation. Characteristics protected by the Equality Act 2010 have been considered when developing this policy to enable us to identify any positive or negative impacts and subsequently consider how any adverse impacts might be reduced or removed.
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3. Consultation, engagement

Give details of all consultation and engagement activities used to inform the analysis of impact	This policy has been shared with a number of staff through the Workforce & Diversity Group.
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4. Analysis of impact

This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations

	Are there any likely impacts? Are any groups going to be affected differently? Please describe.	Are these negative or positive?	What action will be taken to address any negative impacts or enhance positive ones?
Age	No		
Carers	No		
Disability	No		
Sex	No		
Race	No		
Religion or belief	No		
Sexual orientation	No		
Gender reassignment	No		
Pregnancy and maternity	No		

Marriage and civil partnership	No		
Other relevant group	No		
If any negative/positive impacts were identified are they valid, legal and/or justifiable? Please detail.	The health and safety policy provides direction and clarity in how the CCG will meet its statutory obligations to ensuring safe workplaces and safe and healthy working conditions for all employees therefore no negative impacts have been identified. Should there be any impact in respect of this policy these would be positive in relation to staff health and safety.		
5. Monitoring, Review and Publication			
How will you review/monitor the impact and effectiveness of your actions	Line managers will undertake ongoing monitoring to ensure staff compliance and ongoing review of the policy will be undertaken at the Workforce and Diversity Group.		
Lead Officer	Helen Avery	Review date:	December 2018
6. Sign off			
Lead Officer	Sharon Moore		
Director	Sabrina Armstrong	Date approved:	December 2018

10. Implications and Associated Risks

The implementation of this policy ensures compliance with all relevant health and safety legislation and will not create any significant risks that require recording on the risk register.

11. Education and Training Requirements

All staff will receive an organisation induction session over the first two days at work. This induction undertaken by line managers will identify any individual training needs appropriate to the work being undertaken.

Training is then an ongoing process and is required every two years.

12. Monitoring Compliance and Effectiveness

Line managers will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to the Workforce and Diversity Group for review.

The policy document itself will be reviewed by the health and safety lead and Workforce & Diversity Group on an annual basis. The effectiveness of this policy will also be monitored by the health and safety lead which will be varied and may include review of:

- Audit
- Risk Assessment
- Systematic inspections
- Incident and accident statistics
- Sickness and ill health statistics
- Risk registers

Items identified as requiring significant amendment will be referred to the CCG committee responsible for health and safety on behalf of the governing body/Board for authorisation before being actioned.

13. Associated Documentation

The following health and safety procedures support this health and safety policy.

- Workplace Safety
- Violence and Aggression
- Display Screen Equipment
- Fire Safety
- Lone Working
- Manual Handling
- Risk Assessments

The following CCG Policies are to be read in conjunction with this policy include but are not limited to:

- Incident Management Policy
- Risk Management Strategy and Policy
- Parental Leave Policy
- Flexible Working Policy
- Managing Sickness Policy
- Travel and Subsistence Policy
- Working Time Regulations Policy
- Security Management Policy

Other CCG Policies may be appropriate and can be found on the NHS Leeds CCG website.

14. References

[Health & Safety at Work Act 1974](#)

[Management of Health & Safety at Work Regulations 1999](#)

[The Safety Representatives and Safety Committees Regulations 1997](#)

[The Health and Safety \(Consultation with Employees\) Regulations 1996](#)

[Care Quality Commission – Essential Standards](#)

[NHS Litigation Authority Risk Management Standards](#)

[Successful Health & Safety Management HSE HSG 65](#)

[Leading Health and Safety at Work \(Corporate Manslaughter\)](#)

[Construction Design & Management Regulations 2015](#)

and all subsequent relevant supporting legislation

15. Policy Consultation Process

This policy has been created by the health and safety lead in conjunction with members of the Workforce & Diversity Group. The policy has been shared with CCG staff, representative at the Workforce & Diversity Group, for consultation prior to review at the Quality & Performance Committee.

The Policy will be presented to the CCG committee with delegated responsibility for health and safety (see front cover of policy for detail). Following approval the policy will be disseminated to staff and available on the CCG website.