

HEALTH AND SAFETY POLICY (F-016)

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Policies should be accessed via the Trust intranet to ensure the current version is used

Contents

1. INTRODUCTION	4
2. SCOPE	4
3. POLICY STATEMENT	4
4. DUTIES AND RESPONSIBILITIES	4
5. PROCEDURES.....	7
5.1. Accident/Incident/Work Related Ill-Health Case/Near Misses.....	7
5.2. Asbestos	8
5.3. Control of Substances Hazardous to Health (COSHH).....	8
5.4. Control of Contactors.....	8
5.5. Display Screen Equipment (DSE)	8
5.6. Driving at Work.....	9
5.7. Electrical Equipment Safety	9
5.8. Fire Safety.....	9
5.9. First Aid at Work.....	9
5.10. Health Surveillance.....	9
5.11. Latex – Prevention of Allergic Reactions	10
5.12. Water Safety Management	10
5.13. Lone Working	10
5.14. Monitoring Health and Safety.....	10
5.15. Moving and Handling.....	11
5.16. New and Expectant Mothers.....	11
5.17. Night Work and Shift Work.....	11
5.18. Noise at Work.....	11
5.19. Personal Protective Equipment (PPE)	11
5.20. Pressure Systems	11
5.21. Records.....	12
5.22. Risk Assessment (Health and Safety)	12
5.23. Sharps.....	12
5.24. Signs/Signage	13
5.25. Slips, Trips and Falls.....	13
5.26. Smoking	13
5.27. Stress at Work.....	13
5.28. Training	13
5.29. Waste Disposal.....	13
5.30. Work Equipment.....	14
5.31. Work at Height.....	14
5.32. Working Time	14
5.33. Young Persons	14
6. IMPLEMENTATION.....	15
7. MONITORING AND AUDIT	15

8. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS	15
9. RELEVANT POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES	16
Appendix 1: Document Control Sheet	17
Appendix 2: Equality Impact Assessment (EIA) Toolkit	19
For strategies, policies, procedures, processes, guidelines, protocols, tenders, services.....	19

1. INTRODUCTION

Humber Teaching NHS Foundation Trust (known at the Trust) has produced this Health and Safety Policy to comply with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

This policy, which is issued with the approval of the Trust Board, details the Trust's continued commitment to maintaining a high standard of Health and Safety for all staff, service users, visitors, and others. The policy also describes the organisation and arrangements which have been established by the Trust to achieve these standards.

This policy supports compliance with the Care Quality Commission Outcome 10, Safety and suitability of premises and Outcome 11, Safety, availability and suitability of equipment.

2. SCOPE

The Trust has a legal and moral responsibility to manage and reduce all significant organisational risks. The provision and maintenance of safe workplaces and safe working practices so staff, service users and others are not injured or suffer ill health as a result of any of our work activities, are fundamental parts of the Trust's Risk Management Strategy.

The Trust recognises that it has responsibility for all staff working on its premises or conducting business elsewhere. In addition, it is responsible for all individuals, including patients, visitors and contractors whilst on our premises and those in the community around us, who may be affected by our activities.

3. POLICY STATEMENT

It is the policy of the Trust, so far as is reasonably practicable:

- To have health and safety as a core management function.
- To provide adequate control of the health and safety risks arising from our work activities.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To maintain safe and healthy working conditions.
- To reduce the number of accidents and cases of ill-health to as low a level as is reasonably practicable.
- To provide safety information, instruction and supervision for staff.
- To ensure all staff are competent to do their tasks, and to provide them with adequate training.
- To consult with staff on matters affecting their Health and Safety.
- To review and revise this policy as necessary at regular intervals.

4. DUTIES AND RESPONSIBILITIES

Chief Executive

Responsible for:

- All Trust health and safety matters.
- Ensuring the Trust has systems and processes in place to implement this policy.
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the policy.
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon.

Director of Finance

Is the designated executive director lead for health and safety and is responsible for ensuring the implementation of this policy.

All Directors

Responsible for:

- Ensuring that the Health and Safety Policy is effectively implemented in all areas under their control.
- Allocating sufficient resources to achieve policy objectives.
- Reviewing the health and safety performance of areas under their control.
- Understanding health and safety-related policies and procedures and disseminating them through the management of the Trust.
- Ensuring that all levels of management undertake the required health and safety training, including refreshers, according to their responsibilities.
- Ensuring management health and safety responsibilities are contained within job descriptions.

All Managers

Responsible for:

- Implementing the Health and Safety Policy in all areas under their control.
- Ensuring that assessments of hazards are undertaken, reviewed and communicated to all staff.
- Ensuring that incidents, near misses and occupational health issues are reported and investigated in line with the Trust's Adverse Incident Reporting Policy.
- Ensuring risk assessment control measures are implemented.
- Maintaining health and safety-related policies, procedures, details of first aid arrangements and emergency evacuation procedures and ensuring that these are communicated.
- Employee health and safety training requirements are identified and implemented in line with the Trust Statutory & Mandatory Training Policy and training needs analysis.
- Providing information and support to safety representatives and safety champions to enable them to fulfil their roles.
- Ensuring that staff are not given unrealistic deadlines which may lead to safe working practices being compromised or work-related stress.
- Co-operating with the safety and information manager to maintain safe working practices and safe working areas.

All Staff (including Bank, Agency, Volunteer and Work Placements)

Responsible for:

- Taking reasonable care of their and others' health and safety.
- Co-operating with management in maintaining a safe and healthy environment.
- Reporting accidents, incidents, near misses, cases of work related ill health and shortcomings in health and safety arrangements to their manager.
- Adhering to safe working procedures in accordance with Trust policies.

Deputy Director of Estates and Facilities

Responsible for:

- Ensure that service users and others having access to premises where a regulated activity is carried on are protected against the risks associated with unsafe or unsuitable premises, by means of:
 - a) suitable design and layout;
 - b) appropriate measures in relation to the security of the premises; and
 - c) adequate maintenance and, where applicable, the proper:
 - (i) operation of the premises, and
 - (ii) use of any surrounding grounds, which are owned or occupied by the

service provider in connection with the carrying on of the regulated activity.

- Where premises are altered or their use changed, the continued safety and suitability of the premises is assessed and maintained.
- In regards to infrastructure, the safety of people who enter or use the premises, including the safety of children and other vulnerable people where they are permitted to enter is considered.
- In regards to infrastructure, there is space provision for children to be accompanied accessing services.
- Appropriate risk assessments are undertaken regarding the safety and suitability of the premises, when the Trust is not responsible for the premises in which the care, treatment and support is delivered.
- Maintaining Trust sites in a safe condition including premises, plant and equipment.
- Ensuring all statutory premises inspections are undertaken.
- Reporting health and safety issues to the Executive Management Group.

Safety and PPE Manager

Responsible for:

- Fulfilling the role of competent person on Health and Safety matters within the Trust.
- Developing corporate health and safety-related policies and associated health and safety documentation.
- Developing and delivering health and safety training.
- Reporting on Health and Safety performance and issues to the Trust Board and Health and Safety Group.
- Reporting to the Trust any actions taken by enforcement agencies, both formal and informal, and monitoring progress made by the Trust in complying with statutory requirements.
- Investigating accidents, near misses and cases of work-related ill health.
- Providing advice and guidance on health and safety issues at all levels of the Trust.

Senior Training and Organisational Development Manager

Responsible for:

- The provision of Trust-wide training and maintenance of relevant records.
- Working closely with the safety and information manager to establish and maintain a programme of health and safety training within the Trust.

Consultant Occupational Health Advisor

Responsible for:

- The provision of confidential advice on the work environment, as it affects the mental and physical health of staff.
- Ensuring that an opinion of fitness to work is offered on all Trust staff following a pre-health assessment, periodic health surveillance where indicated and following a management referral.
- Liaising with managers on health and safety matters affecting staff.

Head of Nursing

Responsible for:

- Identifying existing and potential infection problems and recommending remedial action.
- Being aware of new developments and procedures relating to infection control and disseminating this information appropriately throughout the Trust.
- Liaison with the Trust's risk manager/safety and information manager and other Safety specialists.
- Provision and content of infection control training for all relevant Trust staff.
- Providing advice and guidance to managers and staff on infection control matters.
- Liaising with the Occupation Health Team on infection control matters affecting staff.

Safety and PPE Manager

Responsible for:

- Ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 and NHS codes of practice related to fire risk within Trust properties and work activities.
- Ensuring compliance with Civil Contingencies Act 2004
- Liaising with regulatory bodies as required
- Provision of fire and resilience training when required.
- Providing advice and guidance on fire safety, security and resilience issues at all levels of the Trust.

Local Security Management Specialist (LSMS)/Safety Advisor

Responsible for:

- Monitoring and reporting of all violence related incidents and initiatives to reduce them.
- Providing advice and guidance to managers and staff in personal safety and security matters.
- Producing security related reports and statistics for the Trust.
- Investigation of security incidents as necessary.
- Liaising with and assisting the safety and information manager on the implementation of this policy.

Employee Representation

Union safety representatives will be recognised in line with the safety representatives and Safety Committee Regulations 1977. Unions are recognised by the Trust as playing an important role in partnership to the management of health and safety within the Trust.

Recognised trade union representatives have the rights and function as set out in the above legislation.

For Trust units/teams which do not have in place union safety representatives, the Trust will seek to communicate with staff via health and safety champions under the Health and Safety (Consultation with Employees) Regulations 1996.

Health and Safety Group

The role of the Health and Safety Group is set out in the Terms of Reference for the Health and Safety Group document.

The Trust Health and Safety Groups' main objectives will be to:

- Promote health and safety awareness throughout the Trust.
- Monitor the effectiveness of the Trust health and safety performance.

When relevant, the safety and information manager will submit items from the Health and Safety Group to the Operational Delivery Group (ODG) for consideration and approval.

5. PROCEDURES

5.1. Accident/Incident/Work Related Ill-Health Case/Near Misses

Any of the above is required to be recorded on the relevant Datix form and in accordance with the Trust's Risk Management Strategy.

Completed Datix web entries are forwarded to the Risk Management Team where information is stored onto the Datix database. Reports will be reviewed by the safety and information manager to ascertain whether further investigation is required.

If the accident, incident, work related ill health case is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the departmental manager is responsible for reporting to the Health and Safety Executive via the link on the Datix reporting form.

5.2. Asbestos

The Trust acknowledges the health hazards arising from exposure to asbestos and will protect staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials in the workplace premises.

The Trust has, through the Estates Department, developed and implemented asbestos management documents to ensure that the Trust meets and exceeds the requirements of the Control of Asbestos at Work Regulations 2012.

The estates asbestos management documents are available to view in the Estates Department from the estates operations and compliance manager or the estates officer (building).

5.3. Control of Substances Hazardous to Health (COSHH)

The Trust acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of staff and others to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Trust undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with staff or their representatives.

All staff will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The Trust has developed and implemented a Substances Hazardous to Health Policy to meet the above requirements.

The policy is available to view in the Policies and Procedures section of the Trust's intranet site.

5.4. Control of Contactors

As site occupiers, the Trust will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to staff, other persons on site and the public.

Furthermore, the Trust is committed to ensuring that where any construction work is carried out at its premises, it is done so without risks to the health and safety of its staff or others and in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and related statutes.

The Trust has developed and implemented through the Estates Department, a Control of Contractors Procedure to meet the above requirements.

5.5. Display Screen Equipment (DSE)

All reasonable steps will be taken by the Trust to secure the Health and Safety of staff who work with display screen equipment.

The Trust acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Trust to ensure that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of display screen equipment can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. The Trust will seek to give information and training to enable a fuller understanding of these issues.

The Trust has developed and implemented a Display Screen Equipment Policy to meet the above requirements.

The Display Screen Equipment Policy and assessment documents are available to view in the Policies and Procedures section of the Trust's intranet site.

5.6. Driving at Work

The Trust recognises that the use of motor vehicles on Trust business requires additional health and safety measures to protect both staff and third parties.

The Trust has developed and implemented a Driving at Work Policy to meet the above requirements.

The Driving at Work Policy is available to view in the Policies and Procedures section of the Trust's intranet site.

5.7. Electrical Equipment Safety

All reasonable steps will be taken to secure the health and safety of staff that use, operate or maintain electrical equipment. The Trust acknowledges that work with and on electrical equipment can be hazardous and it is therefore the Trust's intention to reduce the risks as far as is possible.

The Trust has developed and implemented through the Estates Department, electrical equipment safety management systems to meet the above requirements.

The electrical equipment safety management system documents are available to view in the Estates Department from the estates operations and compliance manager or the estates officer (electrical).

5.8. Fire Safety

The Trust recognises the importance of protecting staff, service users, visitors and others from any fire-related risks associated with the work undertaken, and is committed to complying with any relevant legal duties and obligations. As far as is reasonably practicable, all steps shall be taken to prevent fire from occurring.

The Trust has developed and implemented through the Estates Department, a Trust-wide Fire Safety Policy.

The Fire Safety Policy is available to view in the Policies and Procedures section of the Trust intranet site.

5.9. First Aid at Work

The Trust is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work areas under the control of the Trust.

To this end, the Trust will provide information and training on first aid to staff to ensure that statutory requirements of the Health and Safety (First Aid) Regulations 1981.

5.10. Health Surveillance

The Trust recognises that some work activities may lead to a requirement for health surveillance procedures to be implemented.

Where identified through risk assessments or medical referrals, the Occupational Health and Human Resources Departments will implement health surveillance measures.

5.11. Latex – Prevention of Allergic Reactions

In recent years there has been an increase in the incidence of latex allergy due to the increase in products containing the substance. As the frequency and duration of the use of latex products has increased, the emergence of latex sensitisation has been identified as a problem for some individuals and can lead to anaphylactic reaction which can result in death.

To manage the hazards posed by latex products the Trust has developed and implemented the Occupational Dermatoses including Latex Allergy Policy.

The Occupational Dermatoses including Latex Allergy Policy is available to view in the Policies and Procedures section of the Trust's intranet site.

5.12. Water Safety Management

The Water Safety Management Group (WSMG) will ensure a strategic approach is taken for the management of Legionella and Pseudomonas Aeruginosa throughout the Humber Teaching NHS Foundation Trust.

The group, which is multi-disciplinary in nature, and has formal representation from Estates, Hotel Services, Capital Project Team, IPC Team, Health and Safety, Clinical and Appointed Independent Consultants, will have nominated, formally appointed Responsible and Deputy Responsible Persons, who as a collective, will provide a forum for communication and consultation on all water related issues and also oversee the development, implementation and ongoing monitoring of the Trust's Water Management Policy. The group will also formally develop; monitor and risk assess the Trust's operational procedures in this respect through development of the Trust Water Safety Plan.

The estates legionellosis management documents are available to view in the Estates Department from the appointed responsible or deputy responsible persons, or members of the Water Safety Management Group.

5.13. Lone Working

The Trust acknowledges that due to the nature of work the Trust undertakes, lone working situations cannot be eliminated. To manage the hazards posed by lone working, the Trust has devised and implemented a Lone Worker Policy.

The Lone Worker Policy is available to view in the Policies and Procedures section of the Trust's intranet site.

5.14. Monitoring Health and Safety

The Trust acknowledges that effective monitoring arrangements must be in place to ensure effective health and safety standards are maintained.

The safety and information manager, working with the management of the Trust, will introduce a review and monitoring programme focusing on the following areas:

- Review new and upcoming health and safety legislation to ascertain its impact on the Trust.
- Reviews of all health and safety related policies.
- Reviews of health and safety guidance documents.
- Unit/team reviews of risk assessments and safe working procedures.
- Numbers and types of incidents and cases of work related ill health.

The Trust's Health and Safety performance will be reported via:

- Three-monthly Trust Board health and safety report;
- Three-monthly Health and Safety Group minutes.

5.15. Moving and Handling

The Trust acknowledges that due to the nature of work the Trust undertakes, moving and handling activities present a risk to Trust staff.

To manage the hazards posed by moving and handling activities, the Trust has devised and implemented a Moving and Handling Policy.

The Moving and Handling Policy is available to view in the Policies and Procedures section of the Trust's intranet site.

5.16. New and Expectant Mothers

The Trust will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers, and of their unborn children.

The Trust undertakes to assess all risks to new and expectant mothers arising from their work activities and to take implement appropriate control measures.

5.17. Night Work and Shift Work

The Trust, in recognising the obligations placed upon it by the various statutory instruments in respect of hours of work, will take such steps as it considers necessary to meet those obligations.

The Trust will endeavour, so far as is reasonably practicable, to maintain similar standards of health, safety and welfare for people who are required to work shifts as those enjoyed by persons on normal day work. Where deemed necessary, care will be taken to monitor the effect of shift work on the individual and, in the event of any problems becoming manifest, action will be taken to address these problems by medical treatment, counselling or other appropriate means.

5.18. Noise at Work

The Trust will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum.

The Trust also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

The Trust will also take all reasonable steps to minimise the disturbance caused by noise from Trust premises affecting people in the neighbourhood.

5.19. Personal Protective Equipment (PPE)

The Trust will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Trust to secure the Health and Safety of staff who work with PPE.

The Trust acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the Trust to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

5.20. Pressure Systems

The Trust will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required in law, will be

made available from the estates operations and compliance manager and kept for record purposes.

5.21. Records

The Trust acknowledges both the managerial and legislative requirement for effective Health and Safety record keeping.

The safety and information manager is responsible for the central administration of document control procedures, obtaining the correct authorizations, maintaining document identity and issue status, controlling distribution, updating, and keeping archive files.

Unit/Team Managers will be responsible for maintaining health and safety records.

These will be reviewed on an on-going basis by the safety and information manager and health and safety advisor.

5.22. Risk Assessment (Health and Safety)

The Trust accepts that some of its activities may, unless properly controlled, create risks to staff members and other people who enter and the premises including children and other venerable people. The Trust will take all reasonably practicable measures to reduce these risks to an acceptable level.

The Trust will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with the use of premises and working operations together with any necessary remedial actions.

Appropriate risk assessments will be undertaken regarding the safety and suitability of the premises, when the Trust is not responsible for the premises in which the care, treatment and support is delivered.

Where premises are altered or their use changed, the continued suitability of the premises will be assessed.

Standard risk assessment forms and guidance on completing them have been developed and are available on the staff intranet.

Unit/team health and safety risk assessments will be periodically reviewed by the safety and information manager and safety advisor.

5.23. Sharps

The Trust acknowledges that some of the work activities undertaken by the Trust may require staff to be exposed to sharps hazards.

The Trust will take all steps to eliminate sharps hazards where possible and to introduce comprehensive safe working procedures where sharps hazards cannot be eliminated.

Staff will be provided with information, instruction and training on the hazards posed by sharps and the control measures which they must follow.

To manage the hazard, the Trust has devised and implemented a Management of Injuries from Contaminated Sharps Policy.

The Management of Injuries from Contaminated Sharps Policy can be accessed in the Policies and Procedures section of the Trust's intranet site.

5.24. Signs/Signage

Safety signage will be provided where required throughout the Trust. The safety signage will conform to the requirements of the Health and Safety (Signs and Signals) Regulations 1996.

5.25. Slips, Trips and Falls

The Trust acknowledges that slips, trips and falls are the most common cause of major injuries in the United Kingdom.

The Trust will take all reasonably practicable measures to ensure that all workplaces and grounds under its control, are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

To manage the hazard, the Trust has devised and implemented a Slips, Trips and Falls (Non-Patient) Policy and a Patient Falls Policy. These policies can be accessed in the Policies and Procedures section of the Trust's intranet site.

5.26. Smoking

The Trust operates a policy of no-smoking on any Trust property for staff, contractors, patients and visitors. Signage indicating this policy is clearly displayed across Trust sites.

To manage the hazard, the Trust has devised and implemented a Smoke Free Policy.

The Smoke Free Policy can be accessed in the Policies and Procedures section of the Trust's intranet site.

5.27. Stress at Work

The Trust recognises that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work.

The Trust is committed to promoting good health at work; it is therefore concerned to recognise any negative effects that stress may have and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

To manage the hazard posed by excessive stress levels the Trust has devised and implemented a Stress at Work Policy.

The Stress at Work Policy is available to view in the Policies and Procedures section of the Trust's intranet.

5.28. Training

Increasing knowledge and awareness through information and training plays an important part in the Trust's systems for managing health and safety.

For all staff joining the Trust or moving to a different location within the Trust, induction training will be provided.

Staff training needs will be identified through the KSF/PDR process and training will be provided in line with the Trust Statutory and Mandatory Training Policy and training needs analysis.

5.29. Waste Disposal

The Trust is committed to ensuring the health, safety and welfare of its staff and of others who may be affected by the waste materials which result from our work. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The Trust's Waste Management Policy is available to view in the Policies and Procedures section of the Trust's intranet.

5.30. Work Equipment

The Trust is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance Programmes (PPMs).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the Provision and Use of Work Equipment Regulations 1998.

To manage the risk, the Trust has devised and implemented Medical Equipment and Non-Medical Equipment Policies.

These policies can be accessed in the Policies and Procedures section of the Trust's intranet site.

5.31. Work at Height

It is the Trust's policy to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable, then all reasonable steps shall be taken by the Trust to provide a safe working environment for staff required to carry out their trade or professional skills at height.

The Trust shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The staff members and any other person involved in the work activity shall cooperate in the implementation of this policy.

5.32. Working Time

The Trust will comply with the requirements of the Working Time Regulations 1998 (as amended).

The Trust has created a Working Time Policy which can be located in the Policies and Procedures section on the Trust intranet.

5.33. Young Persons

The Trust is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The Trust will assess and document the additional risks and measures provided, to ensure the health and safety of young persons.

The Trust is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

6. IMPLEMENTATION

This policy will be disseminated by the method described in the Policy and Procedural Documents Development and Management Policy.

Awareness of this policy will be via Team Talk. It should then be discussed and shared via the interactive sessions within MDT/team meetings, by senior staff within teams/units.

Clear accountability and responsibility is identified within teams/units.

The implementation of this policy requires no additional financial resource.

7. MONITORING AND AUDIT

This policy is adequately monitored and accurately evaluated in order to ensure its continued effectiveness. This will be done in the following ways:

- By the safety and information manager and Health and Safety Group as part of the ongoing reporting process.
- Three-monthly health and safety reports submitted to the Board.
- Unit/team health and safety reviews undertaken by the safety and information manager and the safety advisor and LSMS.

8. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS

Acts

1957 Occupiers' Liability Act and Occupiers' Liability Act 1984
1974 The Health & Safety at Work etc. Act
1990 Road Safety Act
2010 Equality Act
1996 Employment Rights Act
2007 Corporate Manslaughter and Corporate Homicide Act 2007
2008 Health and Safety (Offences) Act

Regulations

1977 Safety Representatives and Safety Committees Regulations
1981 Health & Safety (First Aid) Regulations
1989 Electricity at Work Regulations
1990 The Health & Safety (Training for Employment) Regulations
1992 The Health & Safety (Display Screen Equipment) Regulations
1992 The Manual Handling Operations Regulations
1992 The Personal Protective Equipment Work Regulations
1992 The Workplace (Health & Safety & Welfare) Regulations
1996 Health & Safety (Consultation with Staff) Regulations
1996 Health & Safety (Safety Signs & Signals) Regulations
1997 Confined Spaces Regulations
1998 The Provision and Use of Work Equipment Regulations
1998 The Lifting Operations and Lifting Equipment Regulations
1998 Employers Liability (Compulsory Insurance) Regulations
1999 The Management of Health & Safety at Work Regulations
2000 The Pressure System Safety Regulations
2002 The Control of Substances Hazardous to Health Regulations
2005 Work at Height Regulations

2005 Control of Vibration at Work Regulations
2005 Control of Noise at Work Regulations
2005 Regulatory Reform (Fire Safety) Order
2007 The Construction (Design and Management) Regulations
2012 Control of Asbestos at Work Regulations
2012 Health and Safety (Fees) Regulations
2015 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
2015 The Construction (Design and Management) Regulations

Guidance Documents

HS(G) 65 Successful Health and Safety Management (Published by the Health and Safety Executive 2003)

BSI Occupational Health and Safety Assessment Series OHSAS 18001 (Published by British Standards Institute 2008)

National Health Service Litigation Authority Risk Management Standards Care Quality Commission (CQC) Safety Standards

9. RELEVANT POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES

- Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Fire Safety Policy
- Occupational Dermatoses including Latex Allergy Policy
- Lone Worker Policy
- Moving and Handling Policy
- Management of Injuries from Contaminated Sharps Policy
- Slips, Trips and Falls (Non-patient) Policy
- Patient Falls Policy
- Physical Security of premises and other Assets policy
- Statutory and Mandatory Training Policy
- Waste Management Policy
- Water Management Policy
- Prescription Safety Glasses Allocation SOP

Appendix 1: Document Control Sheet

This document control sheet must be completed in full to provide assurance to the approving committee.

Document Type	Policy		
Document Purpose	To ensure compliance with the Health and Safety at Work Act 1974		
Consultation/Peer Review:	Date:	Group/Individual	
<i>List in right hand columns consultation groups and dates</i>	June 2019	H&S Group	
	June 2022	H&S Group	
Approving Committee:	Governance committee	Date of Approval:	8 April 2013
Ratified at:	Traust Board	Date of Ratification:	April 2013
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	This policy does not require any training needs.	Financial Resource Impact	This policy requires additional financial resources
Equality Impact Assessment undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input checked="" type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input checked="" type="checkbox"/>]
Master version held by:	Author [<input type="checkbox"/>]	Health Assure [<input type="checkbox"/>]	
Implementation:	<i>Describe implementation plans below - to be delivered by the Author:</i>		
	<ul style="list-style-type: none"> Shared within communication email to all staff as per Trust procedures via the Communications Department. 		
Monitoring and Compliance:	Monitoring and compliance of the policy will be evidenced through the Health and Safety Group and by the head of estates.		

Document Change History: (please copy from the current version of the document and update with the changes from your latest version)

Version number/name of procedural document this supersedes	Type of change, e.g. review/legislation	Date	Details of change and approving group or executive lead (if done outside of the formal revision process)
2.00	<i>Changed Trust name</i>	1/2/10	Adopted from HMH when changed to HFT
3.00	<i>Review</i>	8/4/13	Reviewed changes to title and responsibilities for Fire Safety, Security and Resilience Manager page 8, addition of Deputy Director for Infrastructure and Informatics page 7, changes to 5.23, 5.26, 5.30, 11.2
3.01	<i>Change to names</i>	22/4/13	5.25 Amended 'Great Britain' to 'United Kingdom'.
3.02	<i>Change to names and processes</i>	26/7/13	Deputy Director for Infrastructure and Informatics responsibilities amended to reflect CQC outcome 10. Additional item added to the Risk Assessment arrangements to reflect risk assessment requirements for premises when Humber NHS Foundation Trust is

			not responsible for the premises in which the care, treatment and support is delivered.
3.03	<i>Change to names</i>	15/12/14	Reviewed changes to titles for Directors, Chief Executive and Health and Safety Manager
3.04	<i>Reviewed Change to names</i>	27/06/16	Reviewed changes to titles for Directors, Chief Executive and Health and Safety Manager
3.05	<i>Reviewed</i>	27/06/19	Reviewed changed to titles
3.06	<i>Additional SOP</i>	29/01/2020	Added reference to Prescription Safety Glasses Allocation SOP
3.07	<i>Reviewed</i>	28/06/2022	Reviewed. Changes to roles / titles / references only. Approved at H&S Group (Director sign off)

Appendix 2: Equality Impact Assessment (EIA) Toolkit

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

Document or Process or Service Name: Health and Safety Policy

EIA Reviewer (name, job title, base and contact details): Safety and Information Manager, Mary Seacole Building, Willerby Hill

Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? Policy

Main Aims of the Document, Process or Service		
<p>The Health and Safety Policy sets out a framework for the management of health and safety within Humber NHS Foundation Trust and meets the requirement for such a policy under section 2(3) of the Health and Safety at Work etc. Act 1974.</p>		
<p>Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma.</p>		
<p>Equality Target Group</p> <p>Age</p> <p>Disability</p> <p>Sex</p> <p>Marriage/Civil Partnership</p> <p>Pregnancy/Maternity</p> <p>Race</p> <p>Religion/Belief</p> <p>Sexual Orientation</p> <p>Gender Reassignment</p>	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score</p> <p>Low = Little or No evidence or concern (Green)</p> <p>Medium = some evidence or concern (Amber)</p> <p>High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <p>who have you consulted with what have they said</p> <p>what information or data have you used</p> <p>where are the gaps in your analysis</p> <p>how will your document/process or service promote equality and diversity good practice</p>

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	<p>Older people</p> <p>Young people</p> <p>Children</p> <p>Early years</p>	LOW	The policy sets out responsibilities and arrangements to protect the safety of staff directly and also service users, visitors, contractors regardless of their age.
Disability	<p>Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:</p> <p>Sensory</p> <p>Physical</p> <p>Learning</p> <p>Mental Health</p>	LOW	Risk assessments are carried out on work activities and any individual with a disability would be risk assessed for the relevant work activity for any potential health and safety implications.
Sex	<p>Men</p> <p>Women</p>	LOW	The policy applies equally to either gender. Where specific gender issues may arise, e.g., provision of welfare facilities, these issues would be individually risk assessed

			to take into account the circumstances of the situation.
Marriage/Civil Partnership		LOW	Actions to be taken in event on an incident and measures to be proactive in security awareness.
Pregnancy/ Maternity		LOW	Actions to be taken in event on an incident and measures to be proactive in security awareness.
Race	Minority Ethnic	LOW	Race could impact the wearing of certain types of personal protective equipment, e.g. hard hats, respiratory masks, etc. This potential impact would be assessed on an individual basis and suitable actions implemented.
Religion or Belief	Christian Muslim Hindu Buddhist Sikh Jew Other	LOW	Religion could impact the wearing of certain types of personal protective equipment, e.g. hard hats, respiratory masks, etc. This potential impact would be assessed on an individual basis and suitable actions implemented.
Sexual Orientation	Lesbian Gay men Bisexual	LOW	The policy applies equally to all sexual orientations.
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	LOW	The policy applies equally to all genders. Where specific gender issues may arise, e.g., provision of welfare facilities, these issues would be individually risk assessed to take into account the circumstances of the situation.

Summary

Please describe the main points arising from your screening that supports your decision above

The Health and Safety Group review incident data and this allows us to review if an individual's physical, religious, race, disability, etc. requirements had not been met and were one of the factors causing the incident.

EIA Reviewer: Paul Dent

Date completed: June 2022

Signature: P Dent