



Health & Safety Policy Statement

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Date of last review: June 2014
Author: Andy Howat
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The only current version of this policy is on the intranet

DUMFRIES & GALLOWAY NHS

HEALTH & SAFETY POLICY STATEMENT

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1. Purpose and Scope

Under Section 2(3) of the Health and Safety at Work etc Act 1974 NHS Dumfries & Galloway are required to have in place a health and safety policy statement.

The following policy statement is confined to general principles and will be supported by a suite of specific health and safety policies.

Our health and safety policy statement sets out our general approach, objectives and the arrangements we have put in place for managing health and safety in our business. It is a unique document that describes specific responsibilities and organisational arrangements.

**DUMFRIES & GALLOWAY NHS
HEALTH & SAFETY POLICY STATEMENT**

NHS Dumfries & Galloway (*hereafter known as the organisation*) exists to provide healthcare services of high quality to the people of the region. We recognise that we cannot provide these services unless we ensure so far as reasonably practicable, freedom from risk to the health, safety and welfare of staff, and others that may be affected by our work activities. This is a primary objective of the organisation alongside our other business and operating objectives.

We not only accept our duty of care as laid out in the Health and Safety At Work etc Act 1974 and other such legislation but, also our moral and ethical duty of care to staff, patients and anyone affected by our undertakings.

We recognise that the prime responsibility for health and safety rests with our managers. This principle extends from the Chief Executive to first line supervisors. All managers and supervisors are directly accountable for the prevention and control of accidents, injuries, occupational illness and all aspects of safety management within their area of responsibility.

All employees within the organisation will be responsible for making safety at work a priority in order to protect themselves, their colleagues, patients, visitors and in the interests of the organisation.

All health, safety and welfare requirements will be discussed and consulted upon through the Risk, Health & Safety Groups and the Area Partnership Forum, General Staff Side Committee and The Staff Governance Committee.

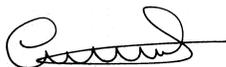
This policy statement is supplemented by additional policies giving detailed arrangements for specific health, safety, welfare and related issues (appendix 1). Managers are responsible for bringing these policies to the attention of all their staff.

The Occupational Health and Safety department is responsible for advising managers and staff about their Health and Safety obligations and for giving advice, support and guidance in tackling problems relating to health, safety and welfare.

As Chief Executive, I have overall responsibility for health and safety in the organisation. I have appointed the [Workforce Director] as the Director with particular accountability for Health and Safety and to oversee the implementation of this policy throughout the organisation. I will review the implementation of this policy annually.



Jeff Ace, Chief Executive



Caroline Sharp, Workforce Director



Jim Beattie, Employee Director

Title: Health & Safety Policy Statement
Date: January 2011.
Author: Andy Howat
Version: 6.0

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2. Policy Aims

The policy statement aims to ensure employees at all levels within the organisation are given the appropriate information about their responsibilities under the Health and Safety at Work etc Act 1974.

3. Responsibilities and Organisational Arrangements

3.1 Chief Executive Mr Jeff Ace

The overall and final responsibility for health and safety rests with the Chief Executive. He is responsible for providing the organisation with the necessary resources to produce, implement and manage an effective and comprehensive health, safety and welfare policy. Responsibility for health and safety matters must be clearly defined within the organisation and these are detailed below.

3.2 Director with H&S accountability

The (*Executive Director with H&S accountability is Caroline Sharp Workforce Director*) is responsible for ensuring that the organisations responsibilities for health, safety and welfare are discharged and for ensuring that effective operational arrangements are in place across all sites.

3.3 General Managers

3.3.1 These managers will be responsible for maintaining the standards of health and safety within their directorate. This responsibility is exercised by preparing where appropriate directorate health and safety procedures to ensure all necessary risk assessments are carried out within the directorate and appropriate control measures are implemented and monitored. All employees at all levels must be made aware of the risks within their work environment and of their personal responsibilities. They must also be given the necessary information, instruction, training and supervision to enable them to work safely. These responsibilities extend to anyone affected by the organisations operations including sub-contractors, patients and visitors.

3.3.2 All levels of management must understand and implement this policy.

3.4 Managers

3.4.1 Managers (including medical staff, charge nurses and departmental managers/supervisors) are responsible for the day-to-day management and for overseeing health and safety matters, which affect the whole site or ward or department. These managers will be given the relevant training in order to equip them with the underpinning knowledge to carry out their Safety Management duties with confidence. These managers will also be where appropriate part of the locality Risk, Health & Safety Groups.

3.4.2 Managers or their designated representatives will implement the organisations policy by:

- a) Having adequate knowledge of and observing all legislation relevant to their areas.
- b) Ensuring that adequate resources are made available to provide safe systems of work. This will include making full provision for risk assessment, adequate control measures, safe working procedures and continued monitoring and revision of arrangements.
- c) Establishing procedures to identify health and safety hazards and by assessing risks arising from these hazards, establish control measures to reduce risks, monitor the effectiveness of control measures, set up emergency procedures and inform and train staff in all of the above.
- d) Promoting greater health and safety awareness amongst all staff by example, and by ensuring that only properly trained and competent staff members are responsible for assessing risks and determining adequate control measures within the working environment.
- e) Identifying and releasing suitable staff to be trained in relevant Health & Safety aspects of their job, by ensuring that provision is made for adequate and appropriate training.
- f) Insisting that staff observe safe working practices, with particular reference to the organisations Health and Safety Policy and specific organisational / directorate / departmental / local policies and procedures.
- g) Monitoring health and safety standards, including risk assessments, engineering control measures, use of personal protective equipment and ensuring that these are reviewed and updated regularly.
- h) Providing appropriate health surveillance for employees where risk assessment shows it is required.
- i) Making adequate provision to ensure that fire and other emergencies are appropriately dealt with.

3.5 All Employees

The policy objectives will be achieved through the actions of ALL employees within the organisation and in accordance with the general responsibilities as detailed.

Employees are required to:

3.5.1 Be aware that they have a duty under the health and safety at work etc act 1974 to take reasonable care of their own safety and the safety of all others who may be affected by their acts or omissions.

3.5.2 Comply with all rules, regulations and instructions to protect the health, safety and welfare of everyone affected by the business.

3.5.3 Be familiar with the policy and department health and safety procedures, and comply with these.

3.5.4 Always report accidents, adverse incidents and near miss incidents through the appropriate channels.

3.5.5 Never intentionally nor recklessly interfere with or misuse any equipment provided in the interest of health, safety and welfare.

3.5.6 Know the emergency procedures including the evacuation and fire precaution procedures relating to their particular departments.

3.6 Staff Representation

All staff groups will be represented within the organisation and there will be a network of safety representatives available to staff. These representatives will play a positive role in explaining health and safety requirements to employees. They will work with the organisation to develop, encourage and implement a positive Health and Safety Culture.

In particular, Safety representatives will represent employees in consultations with the employer on matters concerning health, safety and welfare. In addition safety reps will have several functions including;

- to investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents
- to investigate complaints by any employee he/she represents in relation to health, safety and welfare at work
- to make representations to the employer arising out of the issues above
- to carry out inspections
- to represent employees in consultations with enforcing authorities eg HSE (Health and Safety Executive)
- to receive information from enforcing authorities
- to attend risk, health and safety group meetings.

3.7 Risk, Health & Safety Groups

Consultation, communication and a joint working approach to health and safety throughout the organisation will be pursued through our Risk, Health and Safety Groups. These groups will include:

- Primary and community care west (Connecting Quality group)
- DGRI, Nithbank, Crichton, Allanbank and Cresswell (Risk, Health & Safety Group)
- Primary and community care east (Risk, Health & Safety Group)

The main objectives of these groups shall be:

- a) To prevent misunderstanding by promoting close co-operation and by providing a recognised means of consultation between NHS as an employer and its staff on matters of health and safety.
- b) To give staff and managers a wider interest in and greater responsibility for the health, safety, welfare and the environment in which their work is performed.
- c) To give staff and managers the opportunity to influence decisions in matters of health, safety and welfare and their application.
- d) To keep the effectiveness of the NHS Board Health and Safety Policy under review and to recommend to the NHS Board of any actions required.

In addition to these groups the Boards Health & Safety Advisor will meet with the staff side committee and health and safety will be a standing item on their agenda. Health and safety will also be a standing agenda item on the Area Partnership Forum. As staff governance standard E states we must provide an improved and safe working environment health and safety is a standing agenda item on the staff governance committee.

3.8 Occupational Health Department

The Occupational Health department will provide the organisation with a variety of services designed to help employees in all areas of Occupational, Health, Safety and Welfare.

Occupational Health functions will focus on supporting safe and healthy workplace practices and reducing work related illness and injury.

This will be achieved through:

- Implementation of Occupational Health & Safety legislation.
- Undertaking environmental assessments to identify risks and any changes in the workplace.
- Developing interventions that can contribute to the improvement of health and safety.
- The provision of information and advice to the organisation to help manage the health and welfare of the workforce.
- Investigate accidents, incidents and ill health throughout the organisation.

3.9 Health and Safety Adviser

The H&S Adviser will be responsible for providing Health and Safety advice, guidance and support at all levels throughout the organisation. The H&S Adviser will be involved in creating, maintaining and improving health and safety in the workplace. He will be actively involved in ensuring that legislation is adhered to and assist in the planning, implementing, monitoring and reviewing of the health and safety strategies of the organisation. The role also includes where appropriate assisting in the formulation of operational procedures that recognise hazards but will also seek to minimise any conflict between safety and the provision of care by proposing workable solutions.

4. MONITORING

This policy will be monitored and reviewed annually. This will be completed by the Health & Safety Advisor and the policy amended as required.

5. Equality and Diversity

NHS Dumfries and Galloway is committed to equality and diversity in respect of the six equality groups defined by age, disability, gender, race, religion/belief and sexual orientation. A rapid equality impact assessment has been carried out on this policy

6. DOCUMENT CONTROL SHEET

1. Document Status

Title	Health & Safety Policy Statement
Author	Andy Howat
Approver	Andy Howat
Document reference	
Version number	5

2. Document Amendment History

Version	Section(s)	Reason for update
6.0	1	New Chief Executive in post Feb 2012
6.0	1	New Employee Director in post Oct 2011

3. Distribution

Name	Responsibility	Version number
Intranet	A Howat	
Control Book	A Howat	
Corporate policy register	Jennifer Wilson	

4. Associated documents

5. Action Plan for Implementation

Action	Lead Officer	Timeframe
To communicate to all managers the new policy	A Howat	April 2011

Appendices:

Appendix 1

1.1 The above policy statement is confined to general principles and will be supported by a suite of specific health and safety policies. The following are initial statements from these specific policies.

These policies have been developed following identification of the risks associated with the Healthcare setting and are continuously reviewed.

1.2 COSHH

We will so far as is reasonably practicable through our policy & procedure prevent exposure to harmful substances and where this is not reasonable practicable ensure exposure is limited to as low as reasonably practicable (ALARP). The COSHH Regulations are designed to help protect staff and others against risks to their health. They apply to hazardous substances which arise in connection with work under our control or carried out on our behalf.

1.3 Manual Handling

An organisation-wide approach to accepting legal responsibilities under the 1974 Health and Safety at Work etc Act has been established. In observing these responsibilities the Board aims to create a safe environment for all staff, visitors and patients, where hazardous manual handling activities are avoided, if this is not possible then the risk of harm from them will be reduced as far as is reasonably practicable.

1.4 Conflict Management

As an organisation we operate a Zero Tolerance policy in relation to violence and aggression towards our staff. Violence towards staff is unacceptable and staff have the right to be able to perform their duties without fear of abuse or violent acts. No staff member should consider violence or abuse to be an acceptable part of their employment. The purpose of our policy is to enable NHS Dumfries and Galloway to meet its obligation to protect staff as far as is reasonably practicable.

1.5 Lone Working

As an organisation we are responsible for the Health and Safety of a wide range of staff. Some of these staff work by themselves for significant periods of time without close or direct supervision in the community or in isolated work areas.

Our policy document has been developed to allow managers to: -

- Identify lone workers and the hazards for which they have responsibility;
- Undertake a comprehensive risk assessment using NHS Dumfries & Galloway standardised risk assessment on the unique health and safety hazards to which lone workers are exposed;

- Develop control measures or safe systems of work using risk assessments where necessary.

1.6 Radiation Protection

The Medical Director for Acute Services of NHS Dumfries and Galloway shall be responsible, through the Director of Human Resources, to the Chief Executive for making and overseeing such arrangements as necessary to address the employer's legal responsibilities for the protection of staff, patients and others who might be affected by the Board's undertakings, and for protection of the environment, from the risks associated with ionising and non-ionising radiation. These arrangements shall be specified in an NHS Dumfries and Galloway Radiation Safety Policy (RSP) which shall be authorised jointly by the Medical Director for Acute Services and the Chief Executive Officer. The RSP shall include provisions for establishing an NHS Dumfries and Galloway Radiation Safety Committee (RSC) and for appointing the Chair of the RSC. The Medical Director for Acute Services shall make an annual report to NHS Dumfries and Galloway Health and Safety Committee on the activities of the RSC, including matters related to the maintenance of the RSP and implementation of its provisions. The RSP shall also provide that the Medical Director for Acute Services shall be responsible to the Chief Executive (as the defined 'IR(ME)R Lead') for implementation of the employer's duties under the Ionising Radiation (Medical Exposure) Regulations 2000 (as amended).

1.7 Display Screen Equipment (DSE)

This policy sets out the procedures to be followed in the risk assessment and use of Display Screen Equipment (DSE) also known as visual display terminals. This policy applies to all staff, including temporary and agency staff, contractors, volunteers, students and those on work experience. It forms an integral part of NHS Dumfries and Galloway's Health and Safety Policy. The policy applies to all situations involving DSE where the risk assessment has identified the person as a "user". This also applies to home working i.e. where a person is authorised to perform DSE at home. Managers shall ensure that in their area of responsibility DSE and workstation installations are assessed for conformance with the Work with Display Screen Equipment Regulations 2002.

1.8 The management of Needlestick injuries

All employers (including general medical and dental practitioners working in the NHS) have a legal obligation under the Health and Safety at Work Act 1974 (HSWA) to ensure that all their employees are appropriately trained and proficient in the procedures necessary for working safely. They also have a responsibility to protect voluntary workers. Furthermore, employers are required by the Control of Substances Hazardous to Health Regulations (COSHH), to review procedures carried out by their employees which involves contact with a substance hazardous to health, including pathogenic micro-organisms. Employers and their employees are also responsible in law to ensure that any person on the premises (e.g. hospital patients and visitors) is not placed at any avoidable risk, as far as is reasonably practicable.

In addition to the policies and procedures each site / departmental manager will have a comprehensive safety management system detailing the procedures affecting that work area (Control Book). The Control book will be audited on a periodic basis.

Appendix 2: Organisational Risk, Health & Safety Current Structure

