

Health and Safety Policy

Name	Health and Safety Policy
Summary	The purpose of this document is to record the Golden Jubilee Foundation's Policy Statement regarding the management of Health and Safety. This policy sets out principles and arrangements upon which the Golden Jubilee Foundation bases its Health and Safety commitment and demonstrates the Board's commitment to complying with all relevant health and safety legislation.
Associated Documents	Work Activity Risk Assessment Policy; Lone Working Policy; COSHH Policy; Violence and Aggression Policy; DSE Policy; PPE Policy; Incident Reporting Policy; Health and Safety Committee Terms of Reference; Health and Safety Inspection Policy; Fire Safety Policy; First Aid at Work Policy; Manual Handling Policy; Control of Contractors Policy; Work at Height Policy; Confined Spaces Policy; All other Estates Policies relating to Health and Safety (Waste Management, Water Quality, LOLER, Electrical etc); Driving at Work Policy; Noise at Work Policy.
Target Audience	All staff of GJF
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Document Lead	David Wilson (H&S)
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A 'can do' attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

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Health and Safety Policy

1. Purpose and Scope

Under section 2(3) of the Health and Safety at Work etc Act 1974, the Golden Jubilee Foundation are required to have in place a health and safety policy statement.

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

Showing clear commitment to managing health and safety risks is not only a legal requirement but it openly demonstrates the high regard we have for the health and safety of our staff while they are at work. Effective management of health and safety risks helps to:

- Prevent people being injured or made ill by the work they do for us;
- Maximise the well-being and productivity of our employees;
- Prevent damage to our reputation as an employer and provider of health care services;
- Avoid detrimental effects on our effectiveness and performance to deliver health care services and;
- Minimise the likelihood of prosecution and civil claims.

This policy is based on the following beliefs:

- Good occupational health and safety management is an essential part of the effective management of people at work;
- Board staff and service users have the right to a safe environment;
- Taking action to prevent injury and ill health caused by work can release valuable resources to deliver better healthcare;
- Improving the working lives of staff contributes to better clinical care through improved recruitment and retention;
- Improving the working lives of staff improves employee morale and performance;
- Legal requirements outline the minimum standards that need to be achieved;
- Health and safety can be actively managed as with any other business function;
- Accidents and ill health caused by work are not only a human cost, but also an economic cost to the organisation.

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

2. Statement of Intent/Commitment

The Golden Jubilee Foundation (the organisation) recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. The organisation further accepts its responsibility to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in its employment who may be affected thereby and persons who enter premises controlled by the organisation are not exposed to unacceptable risks to their health or safety.

The organisation is committed to securing safe and healthy working conditions for all its employees and will endeavour to continuously improve the health and safety standards within the organisation, using the legal requirements to define a minimum level of achievement. The organisation recognises that this commitment is also an investment which will contribute to an improvement of overall performance by way of reducing injuries and ill health, protecting the environment and reducing losses and liabilities.

The organisation is committed to supporting this policy and will provide adequate financial and physical resources, to enable the maintenance of agreed standards. In particular, the organisation will provide its employees with safe systems of work and adequate instruction, training and supervision, in order to ensure a safe working environment.

Whilst ultimately the Chief Executive Officer (CEO) is accountable for all health and safety requirements, the Director of Quality, Innovation and People (DQIP) has been appointed with particular accountability for Health and Safety and to oversee the implementation of this policy throughout the organisation. This function will be fully supported by the Health and Safety Manager. Detailed organisational arrangements are in place to ensure the implementation of the organisation's Health and Safety Policy and systems.

Whilst there is managerial responsibility to prevent health risks and injuries to staff and others, the organisation naturally expects to enlist the support of all its employees through a personal commitment to work in a safe manner. Employees are reminded that there is a legal duty to take care of themselves, not to cause harm to others and to comply fully with all working procedures and arrangements of the organisation.

The organisation commits itself to review and develop all its Health and Safety policies. This Health and Safety Policy document should be viewed and accepted as an overarching policy for health and safety management which supports, reinforces and links all other GJF health and safety related policies, guidance notes and procedures.

As the success of these policies is dependent upon the active involvement and co-operation of employees, the organisation will encourage the formation and maintenance of effective communication systems at all levels.

Signed:

Jann Gardner
Chief Executive Officer
February 2019

Signed:

Gareth Adkins
Director of Quality, Innovation and People
February 2019

3. Responsibilities and Organisational Arrangements

3.1 General

Responsibility will (in the main) be of a hierarchical nature i.e. the higher up the chain the greater responsibility. The Chief Executive Officer (CEO) therefore, as head of the organisation carries the highest personal level of responsibility for health and safety matters.

The Director Quality, People and Innovation (DQIP) with the support of the Health and Safety Manager is charged with the responsibility of ensuring overall operational delivery and implementation of effective health and safety arrangements throughout the organisation and for reporting major issues to the Chief Executive and the GJF.

Local responsibilities are further delegated to each Department Manager and their Management Team who will implement systems and organise the management of safety within their own structure. In general, all managers have responsibility for health and safety in their areas of authority; and every employee has recourse to their line manager for health and safety matters. Advice is provided by the Occupational Health and Safety Team and other risk specialists.

Although the CEO and DQIP have overall responsibilities, there are additional key individuals who will be accountable for ensuring that their area and subject of expertise is managed appropriately and who will hold accountability for that subject e.g. the Medical Director will be responsible for Radiation Protection arrangements.

All other responsibilities described here are part of the internal arrangements made by the organisation in carrying out its legal duties.

3.2 Specific Responsibilities

3.2.1 The Chief Executive Officer (CEO) is ultimately responsible for adherence to health and safety within the organisation and is accountable for the establishment of and adherence to health and safety policies. The CEO has the overall responsibility for ensuring that the Health and Safety Policy is implemented with appropriate resources made available.

The CEO shall, be supported in fulfilling their responsibility by other Executive Directors, Heads of Service and Specialist Advisors.

The CEO delegates responsibility for Health and Safety to the Director of Quality, Innovation and People (DQIP). In practice the DQIP deals with matters of health and safety in close association with the Health and Safety Manager, Executive Directors, Senior Managers and the Board's Health and Safety Committee.

3.2.2 Director of Quality, Innovation and People (DQIP) - will ensure the Health and Safety Policies of the organisation are implemented and will deal with the strategic issues of health and safety within the organisation. Further duties will include ensuring that the organisation's health and safety management system is implemented, monitored and is effective; and that meaningful statistical information is provided to the Clinical Governance Risk Management Committee, Health and Safety Committee and its sub-groups.

3.2.3 Health and Safety Manager– is accountable to the Director of Quality, Innovation and People for the implementation of Health and Safety systems within the organisation. They are further charged with ensuring that robust systems are in place for the management of health, safety and risk across the organisation. The Health and Safety Manager is a key position within the organisation as the principal lead, responsible for Health & Safety matters, including overall responsibility for leading a program which systematically recognises, reports, analyses, evaluates and minimises risk throughout the organisation.

3.2.4 Head of Clinical Governance (HoCG) - has specific delegated responsibilities for health and safety issues in relation to patient care e.g. to ensure that any health and safety standards implemented that have a direct impact on patients are suitable and sufficient. They will also be jointly responsible with the Health and Safety Manager for ensuring effective and seamless working between Health and Safety and Clinical Governance throughout the organisation.

3.2.5 Department Managers - have the responsibility, within the framework established by the organisation, to ensure so far as is reasonably practicable, that work in their areas of authority is undertaken safely and without risk to health. This will require in all cases a pro-active approach to the identification of potential hazards, the assessment of their severity and the implementation of any necessary control measures to avoid unacceptable risks. Where managers find themselves unable for technical reasons to meet these obligations, they should seek advice from either the Health and Safety Manager or other appropriate advisory service e.g. Infection Control, Occupational Health, Estates Department, Medical Physics etc. If the difficulties are of a managerial/resource nature, the matter should be referred through normal management channels. Managers are expected to implement and monitor all GJF risk and safety systems within their areas of control.

3.2.6 All employees - will be made aware of the organisational and local arrangements for managing health and safety; they must co-operate with their managers in the measures designed to control any hazards arising in the course of their work; they must avoid any act or omission which might endanger themselves or others and must report promptly any hazard, incident or near miss which may hitherto have gone unnoticed or been inadequately dealt with. They must also advise their line manager of any failings in the GJF's arrangements for risk or health and safety management

Health and Safety responsibilities will be clearly stated in job descriptions of all GJF employees.

3.2.7 Staff Side Representatives - The Organisation recognises the commitment and input of the Trade Unions in pursuing high standards of health and safety within the Organisation and anticipates a team approach to continuous health and safety improvements and solutions. The organisation will endeavour to work with staff side to develop, maintain and promote measures that ensure health and safety at work following the guidance laid down in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996

3.2.8 Fire Safety Advice - The Head of Estates and Facilities is the named Nominated Fire Officer for the organisation holding responsibility for advising the organisation of its obligations due to fire legislation, directives and codes of practice, developing and monitoring policies and procedures, maintaining relevant records and investigating incidents.

The Health and Safety Manager will fully support the Head of Estates and Facilities in meeting these obligations by taking a lead role in operational Fire Safety matters. Full details are provided in the GJF Fire Safety Policy.

3.2.9 The Radiation Protection Advisor is responsible to the Chief Executive for Advising on the formulation of the GJH Radiation Protection Policy; Advising on the formulation of Ionising Radiation (IRMER) policy; Advising Management and staff on any issues affecting the safe operation and exposures to staff, patients and others; Advising and giving regular reports to the Radiation Safety Committee/Health and Safety Committee; Advising Risk Assessors in the formulation of risk assessments, identifying controls and contingencies required in the event of a malfunction/error.

3.2.10 The Occupational Health Service is impartial and confidential, aiming to give objective advice to both employees and managers. They are responsible for the assessment and enhancement of fitness for work, for advising about control of health risks in the workplace, and for leading staff health and wellbeing.

3.2.11 The Manual Handling Lead is responsible for advising on Manual Handling issues; designing and auditing manual handling training; and advising and providing regular reports to the Health and Safety Committee.

3.2.12 Contractors that work on GJF premises such as domestic or maintenance, building, etc. are also required to meet the requirements of specific legislation in their workplaces, in relation to their working practices. This includes completing assessments for products and materials that they may use in healthcare premises. NHS staffs, who manage contracts and/or service agreements with external providers, are responsible for ensuring contractors undertake suitable and sufficient risk assessments, and implement appropriate management plans to facilitate staff training and the provision of PPE and other controls necessary to maintain a safe working environment. These requirements should form an integral part of any written contract or agreement with external service providers

Further information is documented in the GJF Control of Contractors Policy.

4. Consultation and Reporting

4.1 Health and Safety Committee is responsible for dealing with the strategic health and safety issues and policy ratification; overseeing the work of topic specific sub groups and generally being the catalyst for the exchanging of information relating to health and safety issues.

The Committee is constituted under the Health and Safety at Work etc Act 1974 and in accordance with the Safety Representatives and Safety Committees Regulations 1977. The Committee shall include representatives from all areas of the organisation including management representatives, Health and Safety representatives and Specialist Advisers.

The Committee will be accountable to the Clinical Governance Risk Management Committee. Further details of the Committee and its functions are detailed in the approved Terms of Reference.

4.2 Health and Safety Communication

The organisation will ensure that suitable and relevant information relating to health, safety and welfare in the workplace is communicated to staff and users. Statutory notices will be displayed throughout the workplace. Consultation and communication over health and safety issues will be encouraged at all levels within the organisation.

Consultation and representation may also be made during audits, assessments and reports made on health and safety matters, including those provided by external bodies.

The Health and Safety legislation requires that the policy statement should be drawn to the notice of all employees. This shall be achieved by publishing a copy on SharePoint.

4.3. Incident Reporting

Guidance to managers and staff on the procedure for reporting incidents is contained in the GJF Incident Reporting Policy and Procedure.

Details of accidents, including frequency, trends and preventative and remedial action are reviewed at the Health and Safety Committee meetings, Person Centred Committee meetings and at local department level.

5. Health and Safety Management Systems

5.1 Health and Safety Systems. A range of risk and health and safety systems are in place within the organisation. They cover such topics as Risk Assessment, Risk Registers, Adverse Event Reporting, Workplace Inspections, etc. Currently, many of these systems are managed electronically.

5.2 Health and Safety Policies

Policy documents and Standard Operating Procedures on particular aspects of health and safety will be developed in consultation with stakeholders and will be approved at the appropriate committee.

5.3 **Health and Safety Training**

Health and Safety training should be included in the Personal Development Plan, and agreed between employee and line manager. In addition to mandatory requirements, additional training necessary for the job should be determined as a result of the risk assessment process.

Departmental Managers shall ensure all employees within their department receive the required health and safety training as detailed within the relevant policy document.

5.4 **Working with other Employers.** Where required, in compliance with the Management of Health and Safety at Work Regulations 1999, the organisation will take all reasonable steps to co-operate and co-ordinate fully with other employers regarding health and safety practices and procedures when staff from different employers share the workplace (whether on a temporary or a permanent basis).

6. **Monitoring Compliance and Effectiveness**

Detailed guidance on health and safety inspection and monitoring is provided in the Health and Safety Inspection Policy document located on SharePoint. This document refers to quarterly inspections complimented by an overarching site wide audit and inspection undertaken by the Health and Safety Manager.

This process will provide information to allow the organisation to review its activities and decide how to improve performance based upon the results obtained.

All Departments have direct access to the 'Datix' Accident/Incident information system and should monitor accidents within their own Departments on a regular basis. The Health and Safety Manager produces statistical reports on all significant accident/incidents for the Health and Safety Committee.

All Health and Safety policies will be reviewed on a three yearly basis for effectiveness, paying particular attention to

- The level of compliance with health and safety performance standards
- Sections where standards / control measures have been absent or inadequate.
- Indication of the achievement of stated objectives within given timescales for specified areas
- Injury, illness and incident data analysis of immediate and underlying causes, trends and common features.

7. **Arrangements for review of the policy**

This policy shall be valid until end of February 2022. It shall also be reviewed and validated before that date if new evidence demonstrates need for a change to current practice.