

NLG(18)309

DATE OF MEETING	28 th August 2018
REPORT FOR	Trust Board
REPORT FROM	Jug Johal – Director of Estates & Facilities
CONTACT OFFICER	Bill Parkinson – Head of Fire, Health & Safety
SUBJECT	Annual Review of Health & Safety Policy Statement
BACKGROUND DOCUMENT (IF ANY)	Health & Safety at Work Act 1974
PURPOSE OF THE PAPER:	For approval
EXECUTIVE SUMMARY (PLEASE INCLUDE A BRIEF SUMMARY OF THE PAPER, KEY POINTS & ANY RISK ISSUES AND MITIGATING ACTIONS WHERE APPROPRIATE)	<p>The health and safety policy statement is required to be approved by the Trust Board on an annual basis.</p> <p>There are only very minor changes from the previous statement</p>
TRUST BOARD ACTION REQUIRED	The Board is asked to approve the statement

Directorate of Estates & Facilities

HEALTH & SAFETY AT WORK POLICY STATEMENT

Reference:	DCM081
Version:	11.5
This version issued:	12/7/17
Result of last review:	Minor changes
Date approved by owner (if applicable):	N/A
Date approved:	27/06/17
Approving body:	Trust Board
Date for review:	June, 2018
Owner:	Jug Johal, Director of Estates & Facilities
Document type:	Miscellaneous
Number of pages:	3 (including front sheet)
Author / Contact:	Bill Parkinson, Head of Fire, Health & Safety

Northern Lincolnshire and Goole NHS Foundation Trust actively seeks to promote equality of opportunity. The Trust seeks to ensure that no employee, service user, or member of the public is unlawfully discriminated against for any reason, including the "protected characteristics" as defined in the Equality Act 2010. These principles will be expected to be upheld by all who act on behalf of the Trust, with respect to all aspects of Equality.

HEALTH AND SAFETY AT WORK POLICY STATEMENT

Northern Lincolnshire & Goole NHS Foundation Trust recognises its health and safety duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

It is the policy of the Trust that adequate arrangements are made for the health and safety of employees, contractors, patients and other members of the public by providing a working environment, appropriate controls and suitable training which satisfy the health and safety standards set out in regulations, practices and procedures, codes of practice, contracts and specific Northern Lincolnshire & Goole NHS Foundation Trust policies.

This Health & Safety Policy Statement outlines the Trust's commitment and approach to the management of health & safety and does not provide the detail on the management of specific health & safety risk topics. Policies and procedures covering the assessment and control of specific health & safety risks (e.g. Occupational Road Risk, Lone Working, Violence & Aggression etc.) are in place. These documents are maintained within a central document control system, which ensures that a consistent approach is adopted, that suitable consultation and approvals processes are in place and that documents are regularly reviewed and updated, and are made available to staff as appropriate.

Whilst the Chief Executive is ultimately responsible for the implementation of effective health and safety arrangements, as outlined in the Trust's Risk Management Strategy, the Director of Estates & Facilities has delegated responsibility from the Chief Executive for all elements of in relation to health & safety. The Deputy Director of Estates & Facilities in turn has responsibility for the central co-ordination of these arrangements, with the day to day management of health & safety management at local level being devolved to Directorates.

The Trust Board and Directors/Managers therefore collectively and individually accept their duties and responsibilities arising from the Health and Safety at Work etc Act 1974.

The Trust recognises that a proactive approach to the management of health & safety risks is considered an essential element in a good safety management system. As part of its approach, the Trust has in place a system of formal and informal inspections, visits and audit processes which include Directors and Governors. Where appropriate, the Trust also sources external verification of its health & safety management arrangements.

In complying with its duties to its employees as outlined in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 (as amended) the Trust is committed to:

- Introducing, developing and maintaining safe systems of work which employees and others working for the Trust are expected to follow and also to reviewing and improving existing systems to further raise standards
- Increasing the knowledge and skill base of its employees in relation to health and safety, ensuring that staff are competent to identify, assess and manage health and safety risks within their working environment
- Supporting Directorate forums to ensure active involvement in health & safety matters and performance
- Using internal data acquired from reactive sources (e.g. incident reports) as well as proactive systems (e.g. inspections, site visits and audits) together with information from managers and staff and external sources (e.g. legislation updates, etc.) to allow the Trust to review the robustness of its safety management system and afford the opportunity to benchmark its performance against other Trusts

- Setting both annual and longer-term strategic objectives in order to further develop and improve health and safety arrangements/standards
- Maintaining a robust incident/accident reporting system, which facilitates learning lessons through corrective action and re-audit and the identification of the underlying or root causes of failures identified
- Ensuring that equipment is purchased to required specifications, meets all statutory requirements and that staff using equipment have received adequate instruction and training and importantly that inspection and maintenance occur as required
- Maintaining a comprehensive Trust-wide Risk Register and Central Risk Assessment System which includes specific health and safety risks and which are used to assist in the setting of priorities and the allocation of resources as well as in the development of health and safety planning
- Developing a positive safety culture throughout the organisation through the introduction of campaigns such as **Listening In Action**, Vision & Values etc. whilst defining what is not acceptable under the Zero Tolerance campaign
- The provision of health surveillance for its employees **where appropriate**
- The appointment of competent personnel to support and advise staff in all areas of health and safety
- The development of a safety management system to a recognised certified standard

In accordance with statutory provisions the Trust will ensure that adequate resources are allocated to achieve the above commitments

In addition to the responsibilities of the Trust as an employer, all employees and other persons working for the Trust, e.g. volunteers and contractors, are expected to participate and co-operate with the systems of work implemented in order for the Trust to discharge its statutory duties. This also involves taking reasonable care of themselves and others who may be affected by their actions, including the safe and appropriate use of equipment (including safety equipment) and reporting any safety issues appropriately.

The Trust Board, both directly and through its designated sub-committees will monitor performance against agreed health & safety objectives with any issues escalated where required

Formal monitoring of the Trust's Safety Management System is undertaken through a variety of measures as mentioned above. A formal audit plan is also in place and outcomes are reported to and are monitored by the Trust Health, Safety & Fire Group and, as required, the **Audit, Risk & Governance** Committee and Trust Board.

This Health and Safety Policy Statement will be reviewed annually, or sooner should the need arise.

Peter Reading
Chief Executive

Jug Johal
Director of Estates & Facilities

Version: **11.6**

Reviewed & Re-issued

The electronic master copy of this document is held by Document Control, Directorate of Governance & Assurance and Trust Secretary, NL&G NHS Foundation Trust.