

Policies, Procedures, Guidelines and Protocols

Document Details		
Title		Health and Safety Policy
Trust Ref No		1335
Local Ref (optional)		N/A
Main points the document covers		This policy describes the arrangements put in place to ensure, so far as is reasonably practicable, the health, safety and welfare of SCHAT staff, patients, visitors and contractors who may be affected by the Trust’s undertakings. This policy is the Trust’s overarching Health & Safety Policy and must be read in conjunction with all related policies, and standard operating procedures.
Who is the document aimed at?		All Managers and all staff
Owner		Health and Safety Advisor
Approval process		
Who has been consulted in the development of this policy?		This procedure has been developed by the Health and Safety Team and discussed at both the Health & Safety Working Group, and Health and Safety Committee.
Approved by (Committee/Director)		Health and Safety Committee
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1.0 Introduction

Shropshire Community NHS Health Trust (SCHT) is committed to ensuring the health, safety, welfare, and mental health, so far as reasonably practicable, of all staff, patients, contractors and members of the public who are in any way affected by the Trust's activities.

The Trust will ensure the provision of appropriate resources, including, staff, finance and equipment to enable the Trust to conduct its activities in a safe and effective manner and in accordance with the statutory and regulatory requirements.

Through our managers we will endeavour to reduce risks by ensuring staff have the correct skills and competencies for the job, are appropriately supervised and have access to training that allow all staff to understand their responsibilities in the provision of safe systems of work and safe working environments.

Collaboratively we will ensure that a positive health, safety, mental health & welfare culture is sought and nurtured throughout the Trust and that the policies, procedures and guidelines that are in place to support this statement are effectively communicated and adhered to by all.

2.0 Purpose and Scope

This policy describes the arrangements which the Trust has put in place to meet its legal obligations under the Health & Safety at Work Act and other relevant legislation.

This policy is the Trust's overarching Health & Safety Policy and must be read in conjunction with all Trust Risk Management related policies, and in conjunction with any specific occupational, departmental or subject SOP's (Standard Operating Procedures).

Shropshire Community Health Trust (SCHT) will ensure, so far as is reasonably practicable, the health, safety and welfare of its staff, patients, visitors and contractors who may be affected by the Trust's undertakings.

All staff are encouraged to have an open attitude to health and safety issues, to identify and report hazards, and to suggest solutions so that we can all contribute to creating and maintaining a safe working environment.

3.0 General Statement of Intent

The nature of our activities means that a wide range of risks exist, but through the implementation of this policy, directors, managers and staff will ensure that all risks to health and mental health are reduced as far as is reasonably practicable.

Therefore, the Trust works to:

- a) Maintain a safe working environment with access to adequate welfare facilities, and suitable means of access and egress
- b) Provide work equipment, plant, and systems of work which are suitable, safe and maintained in good working order
- c) Ensure arrangements are in place for the safe use, handling, storage and transport of hazardous articles and substances
- d) Provide information, instruction and training to ensure the health and safety at work of all employees and others on the premises
- e) Put adequate control measures in place to address any identified hazards and risks associated with the Trust's activities.

Compliance to this Policy and associated Policies / SOPs will be monitored through audits, incident reporting, mandatory training, committees and meetings.

4.0 Roles and Responsibilities

4.1 Trust Board

The Board of Directors have responsibility for ensuring that all Board decisions reflect effective health and safety risk management.

It will provide leadership through written and oral communications, and by its physical actions, and ensuring that health and safety risk management is resourced at all levels as required in meeting its duties. In carrying out these responsibilities, the Directors will be aware of, and keep abreast of, health and safety legislation with regard to their obligations.

The Trust Board is accountable for compliance with the Health and Safety at Work, etc Act 1974 and all associated legislation.

4.2 Chief Executive

Accountable for all matters of Health and Safety within the Trust, and will ensure that: -

- The Board, Directors and Executive Team understand and accept their responsibilities and accountabilities for the implementation and monitoring of the health and safety policy.
- The requirements of health and safety legislation are applied throughout the organisation.
- Matters of health and safety are discussed and monitored at Trust Board.
- The Trust's policies and procedures are observed.
- Appropriate resources are made available to meet these requirements.
- There is a named executive lead for health, safety & welfare for the organisation.

4.3 Director of Governance

The Director delegated by the Board to be the lead director with responsibility for ensuring health and safety matters are identified and addressed.

4.4 Executive Directors

All Executive Directors are responsible for the implementation of this health and safety policy within their respective directorates.

4.5 Health and Safety Team

Holds delegated responsibility to act as the competent person(s) for Health and Safety matters across the organisation advising the Trust in respect of health and safety policy formulation and development.

Additionally, in carrying out their duties the Health and Safety Team will: -

- Ensure that the Trust is kept informed of any relevant Regulatory or legislative changes.
- Adopt a standard systems approach to safety management across the Trust.
- Provide advice on specific health and safety issues.
- Carry out random audits/inspections of work areas.
- Be a resource available to managers and staff for compliance with the Health and Safety at Work etc. Act and subordinate legislation.
- Produce the Trust's annual health and safety report to Board.
- Monitor staff work related accidents and incidents.

4.6 Locality Managers and Team Leaders

All managers have a direct responsibility for health and safety and for implementing the health and safety policy of the Trust and to positively reinforce staff health and wellbeing whilst at work. To enable that responsibility to be effectively discharged they must:

- Ensure that all staff under their remit know and understand their health and safety responsibilities, and that they are equipped through information, training and supervision to play their part
- Ensure that all employees receive health and safety training commensurate to their field of employment and level of exposure to risks.
- Investigate serious accidents and take appropriate steps necessary to reduce future risks
- Identify hazards associated with their areas of work, and in conjunction with specialist advisors, recommend ways of eliminating them.
- Undertaking the appropriate risk assessments as for generic hazards or those identified in other policies such as manual handling, display screen equipment, etc.
- Know and operate within all legal and Trust requirements applicable to work within their areas of responsibility. This involves the regular checking of these requirements against actual practice.
- Promote appropriate health and safety and wellbeing programs
- Ensure that all health and safety operating procedures and instructions are known and observed. Regularly review and examine these procedures and instructions in practice and discuss them with employees concerned with the aim of ensuring that they are still workable and understood
- As part of the normal routine, maintain high standards of safety through auditing of health and safety practices relating to the operation of the department
- Ensure that health and safety receives full consideration in current Trust practices, planning new methods of work, use of new equipment and the commissioning or carrying out of health and safety risk assessments as required by Trust policies
- Ensure no new or transferred employee is required to undertake any task without appropriate instruction, information, training or supervision
- All training must be evaluated for its effectiveness and recorded
- Ensure that after formal assessment for suitability and appropriateness, personal protective clothing and safety equipment is readily available and used at all times, where such clothing and equipment is necessary to safeguard employee's safety.
- At all times set a good example for employees to follow.
- Ensure that all injuries and dangerous occurrences, near misses, and exposures to hazardous materials are reported in accordance with the Trust's adverse incident reporting procedure, ensuring all necessary investigations and reporting procedures are carried out.
- Examine all accident reports and implement any remedial actions.
- Ensure that health and safety considerations are incorporated in job descriptions.
- Periodically inspect and monitor working practices to ensure compliance with relevant legislation and best current practice.

4.7 Health and Safety Representatives

The Trust recognises its duties under the Safety Representatives and Safety Committees Regulations 1977 and seeks to co-operate with staff side unions for the benefit of all.

- The Trust consults with employee and staff side Health and Safety Representatives with a view to making and maintaining arrangements which enable employers and employees to co-operate effectively in promoting and developing measures to ensure employees health and safety at work, and in checking the effectiveness of such measures.
- Appointed Health and Safety Representatives may cover one or more work locations in respect of dealing with health and safety brought to their attention by the members. Such matters must be dealt with by representation to management via the agreed communications structure.
- Appointed Health and Safety Representatives may take part in the regular inspections with management appointed representatives of all Trust work locations and premises. Additionally, where a substantial change in

the conditions of work has taken place e.g. introduction of new machinery/equipment, or new information has been published by the Health and Safety Executive relevant to the hazards of the workplace, additional inspections may take place following appropriate consultation with management.

4.8 All Staff

The duties of employees are given in the Health and Safety at Work etc. Act 1974, which are as follows: - "it shall be the duty of every employee while at work to:

- Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- All staff must follow any instructions, training and guidance given to them when required to use any machinery, equipment, dangerous substance, and transport equipment, means of production or safety device provided to them by the Trust.

The Trust also requires staff to report any work situation which could be reasonably considered to give rise to a serious and immediate danger to health and safety and of any situation or work instruction which could be reasonably considered to represent a shortcoming in the Trust's protection arrangements for health and safety

5.0 Related Trust Policies and Procedures

All related Policies and Procedures are available on the Trust's Staff Zone website, these include:

1. Fire Safety Policy
2. Reporting of injuries, diseases and dangerous occurrences (RIDDOR)
3. Display screen equipment policy and checklist
4. New and expectant mothers risk assessment procedure
5. Control of substances hazardous to health (COSHH) procedure
6. COSHH risk assessment template
7. Risk Assessment policy
8. Control of noise at work procedure
9. Safer moving and handling policy
10. Slips trips and falls policy (non-clinical)
11. Infection Prevention and Control Arrangements and Responsibilities Policy

6.0 Further Information

The Health and Safety Executive website www.hse.gov.uk provides up to date information on current legislation, approved codes of practice and guidance documents.

7.0 References

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
The Workplace (Health Safety and Welfare) Regulations 1992
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
Control of Substances Hazardous to Health (COSHH) 2002
The Health and Safety (Display Screen Equipment) Regulations 1992