

Health and Safety Policy

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Appendices

Appendix A Health and Safety Communication

Health and Safety Policy Statement

Liverpool Community Health NHS Trust (LCH) exists to provide healthcare services of high quality to the local community. LCH Trust Board recognises that high quality services cannot be provided unless it ensures, so far as is reasonably practicable, reduction from risk to the health, safety and welfare of all its employees, contractors and others who may be affected by the LCH's undertaking.

The overall responsibility for health and safety and for the successful implementation of this policy and associated guidelines rests with the Chief Executive acting through the respective Directors and Managers. Managers are directly accountable, so far as reasonably practicable, for the prevention of accidents, injuries and occupational illness, as well as damage to LCH property, within their areas of concern.

LCH Trust Board is committed to the implementation of a safety management system in line with the Health and Safety Strategy, legislation, guidance and approved codes of practice. The Board, acting as policy makers will work with Directors and the Risk Management Department to ensure that compliance with current and future legislation is effectively complied with.

The control of health and safety is a management function and as such, LCH Trust Board will ensure progressive improvement in health and safety, by pursuing the corporate arrangements made in this policy and the implementation of the Risk Management Agreement. Periodic audits and inspection of the safety management system will be conducted by the Risk Management Department and the results submitted to LCH trust Board.

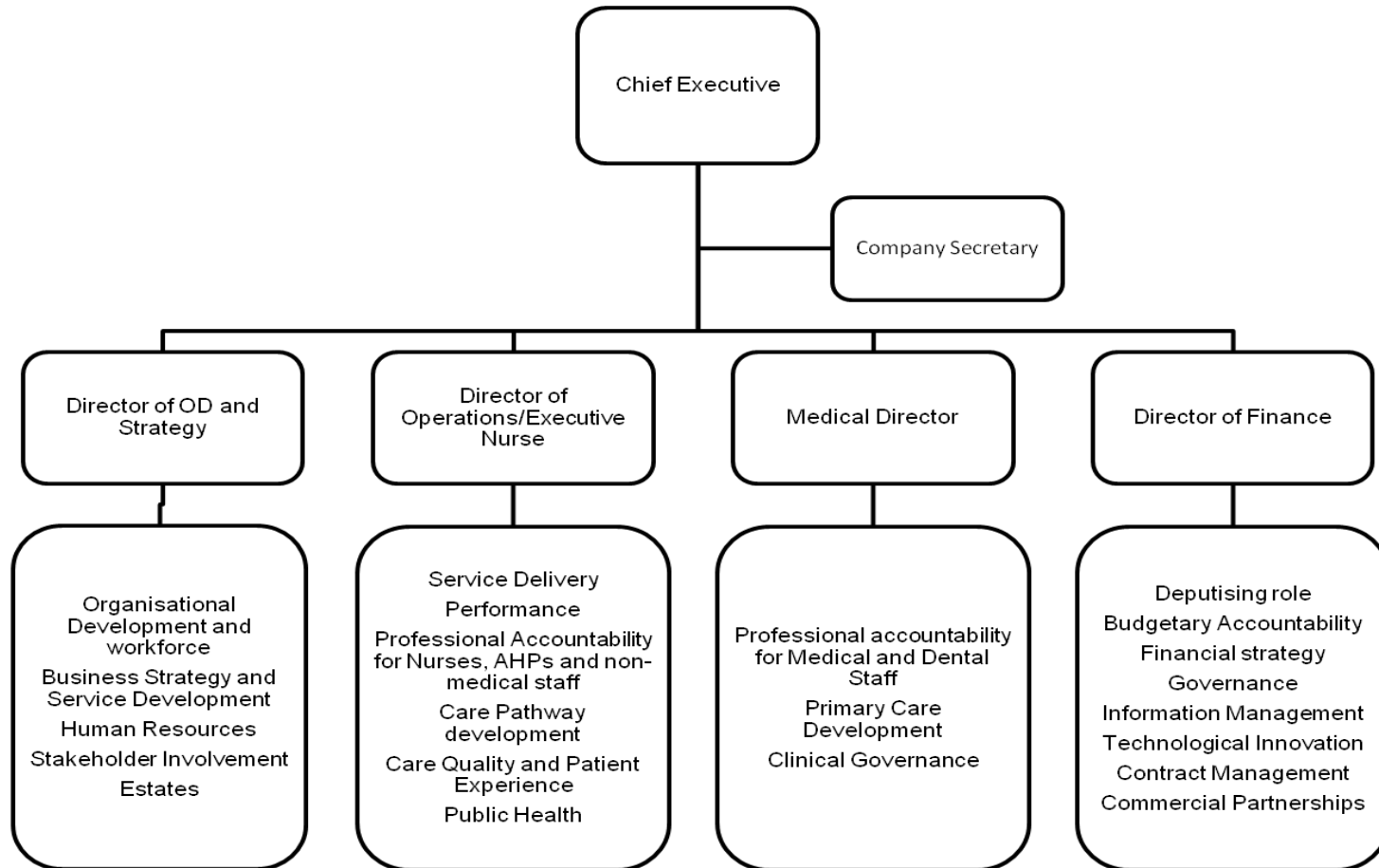
LCH will effectively consult employees on matters effecting their health and safety. LCH will ensure that employees have suitable information instruction and training to enable them to undertake their duties competently. All employees are provided with safe plant, machinery and equipment, suitable systems for safe handling, storage of substances and equipment. Ensure there is adequate access and egress from premises and suitable welfare facilities.

LCH Trust Board will review the resources required for effective and efficient health, safety and welfare management on as a minimum on an annual basis or sooner if there are significant changes.

Chief Executive..... Date.....

Organisational Structure LCH

Health & Safety Policy



1. Organisational Roles and Responsibilities

For the purposes of health and safety management, the Chief Executive retains overall responsibility throughout the organisation for health and safety.

For the purpose of LCH management of health and safety, roles and responsibilities have been allocated at the following levels:

Policy Makers: LCH Board and Chief Executive

Planners: Directors, Associate Directors and Senior Managers

Implementers: Line Managers, Team Leaders and Supervisors

Employees: All staff inclusive of temporary, part time, placement, agency, work experience, employees, contractors, volunteers who work/with the LCH should be treated as employees for the purpose of this policy.

Safety Staff: Risk Manager, Health, Safety and Security Manager, Senior Health and Safety Advisor and Fire Safety Advisor.

Notwithstanding any specific responsibilities detailed within individual health and safety or fire guidance documents, the following sections outline the key responsibilities and outputs at each level.

1.1. Policy Makers (LCH Trust Board and Chief Executive)

The key tasks of Policy Makers include:-

- Devising Health and Safety Policy.
- Establishing the Health & Safety Strategy.
- Implement the H&S Strategy to ensure a suitable structure for planning, measuring, reviewing and auditing is undertaken.
- Agreeing plans for improvement and reviewing progress to develop both the health and safety management system and policy;
- Ensuring that sufficient resources (both financial and physical) are available for the successful implementation of this policy and associated guidelines.

The major outputs include:

- Written statements of general health and safety policy.
- A Health and Safety Strategy.
- Written statements of the progress of implementation of the Risk Management Agreement (RMA).
- Specific plans containing health and safety objectives for each year with the Finance Director as named Director responsible for day to day implementation of the Policy.

1.2. Planners (Finance Director, Directors, Associate Directors & Senior Managers)

The key tasks of planners include:

- Producing detailed plans to achieve compliance with the RMA and other safety arrangements;
- Co-ordinating the specialist advice needed to ensure effective planning and implement the policy, for example the input of health and safety or medical staff;
- Ensuring the participation and involvement of employees and their representatives in consultation regarding H&S;
- Keeping up to date with changes in health and safety legislation requirements and good practice.

The key outputs include the production of:

- Identify Risk Leads for service area to ensure local H&S arrangements and plans are in place to support this policy;
- Health and safety operational action plans which identify specific health and safety objectives to be achieved within fixed time periods;
- Specifications for management arrangements, risk control systems, workplace precautions and performance standards;
- Up to date documentation;
- Ensure the RMA is implemented within each directorate and self assessments can be provided to the Board to inform decision making.

1.3. Implementers (Line Managers, Team Leaders and Supervisors)

The key tasks for implementers are:

- Implementation of RMA, local management arrangements, risk control systems, workplace precautions and performance standards;
- Provision of necessary physical and human resources and information;

- Provision of timely feedback on performance including strengths and weaknesses within the system, highlighting deficiencies in plans, arrangements, systems or precautions;
- Ensuring communication and participation at all levels in health and safety activities.

The key outputs are:

- Self assessment through the RMA documented and action plans provided to the Directorate Risk Lead.
- The delivery of services which are safe and without risk to health;
- Services which in themselves do not create risks to others;
- Delivery of key health and safety messages to staff
- Timely completion of actions assigned to them.

1.4. Employees

Employees have a responsibility to:

- Report to their immediate supervisors any incident or accident which has, or might have caused injury to persons, including themselves, or damaged property, equipment, materials or the environment
- Co-operate with the LCH so that the organisation is able to comply with the statutory duties placed upon it;
- Follow the procedures laid down for the jobs or tasks they perform, once those procedures have been explained and understood by them;
- Use all safety equipment in a proper manner, maintain it in good working order and immediately report any deficiencies or defects;
- Work in a safe manner, so as not to affect their own or other person's health and safety.
- Assist in the development of the RMA and associated risk assessment process.

Any employee may be subject to disciplinary action if they fail to carry out safety instruction or recklessly interfere with or misuse anything provided in the interest of health and safety.

1.5. Risk Management Department

The Risk Management Department will:

- Act as LCH's competent persons for health and safety in accordance with the Management of Health and Safety at Work Regulations 1999;
- Ensure that LCH Trust Board, Managing Director and Senior Managers are advised of current and proposed legal requirements concerning health,

- safety and welfare and will liaise with the appropriate staff on how to implement these requirements in practice;
- Prepare, draft and propose policy and guidance documents (along with assisting in the development of associated training material) in response to new or amended health and safety legislation for approval;
 - Proactively assist all managerial staff in the evaluation of all risks involved in the work locations and activities they control. Where required they will assist in the production of local arrangements and procedures in order that work related risks are effectively controlled;
 - Investigate, analyse and record all reported accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and where appropriate report results to the Board, via the Healthcare Governance Sub-Committee;
 - Undertake safety auditing on LCH sites and/or activities periodically. The results of audits will be communicated to staff after appraisal by senior management and if necessary by LCH's Trust Board. When audit recommendations have been approved, the Risk Management Department will assist in producing an action plan in order to implement audit findings.
 - Provide feedback on the implementation of the RMA and the H&S Strategy.

2. Arrangements

The arrangements that are described in the following sections are supported by guidance documents and further policies which can be found on the LCH intranet

3.1 Risk Management

The basis for successfully managing health and safety within LCH is based on the risk assessment process. LCH accepts that some of its activities may, unless properly controlled, create risks to employees (inclusive of children on work experience, young persons, pregnant, or disabled employees, volunteers and others who may be affected by the LCH's undertaking). LCH will take all reasonable steps to ensure that risk assessments are carried out and will ensure that the necessary remedial actions are taken. Full details of LCH's approach to risk assessment can be found in the **Risk Assessment Policy**.

3.2 Audits

A local level self audit will be conducted in line with the RMA in order to ensure implementation of relevant policies and guidelines. The Risk Management Department will ensure that annual health and safety audits are conducted. The subsequent report will highlight any shortcomings in the organisations arrangements for health and safety, and will identify where further action is

needed. The recommendations will be designed to reinforce a proactive health and safety culture.

3.3 Inspection

Site Managers (or others) will conduct regular site inspections of LCH premises in accordance with the **Health and Safety Site Inspection Guidelines**.

3.4 Monitoring

LCH will regularly monitor the effectiveness of its policies, guidelines and arrangements to ensure that they are adequate for the organisation and its risks. The Risk Management Department will provide assistance in the development of monitoring techniques. This will include the creation of proforma templates and checklists, and the training of employees in the conduct of inspections and other monitoring techniques. An annual health and safety report will be produced by the Risk Management Department for the LCH Trust Board to report on health, safety, security and fire performance throughout the organisation.

3.5 Accidents and Near Misses

All necessary and reasonable steps will be taken to eliminate or reduce the risk of accidents so far as reasonably practicable. All accidents and incidents are to be reported in accordance with LCH's **Policy for the Management of Incidents including Serious Untoward Incidents**.

3.6 Asbestos

LCH follows appropriate legislation to prevent the exposure of employees and others to asbestos. This is achieved by the implementation of the **Asbestos Management Policy**.

3.7 Construction, Design and Management (CDM)

Projects that fall under the scope of the CDM Regulations will be managed by the Estates Department, with advice provided where necessary by the Risk Management Department or other third party experts. Sefton and Liverpool Health Partnership will act as the client on all LIFT projects.

3.8 Consultation and Communication

LCH will consult with employees and others where appropriate on health and safety matters. LCH recognises and welcomes the input of Trade Union Safety Representatives in health and safety matters. Full details on how LCH will communicate and consult with employees can be found in the document **Health and Safety Communication and Consultation Guidelines**.

3.9 Control of Substances Hazardous to Health

All reasonable steps will be taken to ensure that any exposure of employees and others to substances hazardous to health is prevented or controlled. Full information is available within the **Control of Substances Hazardous to Health Guidelines**.

3.10 Control of Visitors and Contractors

LCH Estates and Procurement departments will implement arrangements to enable contractors working on LCH premises to be effectively selected, controlled and monitored. Further to this, managers will be responsible for the planning and implementation of local arrangements for the control of contractors/visitors within their operating area. **See Contractor Assessment Guidelines**.

3.11 Display Screen Equipment

All reasonable steps will be taken by LCH to ensure the health and safety of employees who work with Display Screen Equipment (DSE). Employees, Managers and Supervisors who use or are responsible for users of DSE will be given appropriate training. Full details of the LCH's approach to DSE safety can be found in the **Safe Use of Display Screen Equipment Guidelines**.

3.12 Driving at Work

Employees must notify their manager of any work related road traffic incident, and any medical condition that may affect their driving ability, or any driving offences/convictions at the time they occur/arise. Guidance is available through the **Driving at Work Guidelines**.

3.13 Electricity

LCH will ensure that all reasonable steps are taken to ensure the health and safety of employees who use, operate or maintain electrical equipment. Full details on the LCH approach can be found in the document **Electrical Safety Guidelines**.

3.14 Emergency Planning (refer also to Major Incident Plan)

Full information can be found in the Major Incident Plan and local Business Continuity Plans. **Major Incident Plan**

3.15 Fire

All LCH premises will have in place a Fire Risk Assessment and a site specific 'Fire and Emergency Procedure'. Full details of the LCH's fire arrangements can be found in the **Fire Safety Policy** and **Fire Safety Strategy** documents.

3.16 First Aid

All employees will have access to first aid. A site / activity specific first aid risk assessment will be conducted. Full details can be found in the **First Aid Guidelines**.

3.17 Gas Safety

LCH premises which contain gas equipment will be managed in accordance with the **Gas Safety Guidelines**.

3.18 Health and Safety Training

An appropriate training needs analysis will be completed for all employees by line managers as part of the PDR process in order to ensure that their specific health and safety training requirements are met. General H&S training is provided by the L&D bureau with guidance provided by the Risk Management Department. Managers of new employees, volunteers or students are responsible for ensuring that a local induction takes place as soon as is reasonably practicable after their commencement of employment. All employees, irrespective of status within LCH should receive Health and Safety induction training.

3.19 Host Employers Premises

Where employees are working on other peoples premises or peripatetic, an assessment is required is required to ensure suitable Health & Safety arrangements are in place. Full details can be obtained in the **Host Employees Guidelines**.

3.20 Ionising Radiation

LCH will ensure that exposure to ionising radiation is assessed, monitored and managed in accordance with legislative requirements. Full details can be found within the **Ionising Radiation Policy**.

3.21 Legionella Management

The Estates Department are responsible for the management of Legionella on sites controlled by the LCH and Liverpool PCT. This is managed on a day to day basis by an external contractor. The Head of Estates is named as the Responsible Person. **See draft Legionella Policy**

3.22 Lifting Operations and Lifting Equipment

LCH will ensure that all lifting equipment and lifting operations are conducted in accordance with relevant legislation. Full details can be found within the **Lifting Operations and Lifting Equipment Policy**.

3.23 Lone Working

LCH will ensure so far as is reasonably practicable that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Full details can be found in the **Lone Worker Policy**.

3.24 Manual Handling

LCH will ensure, so far as is reasonably practicable, that operations which involve hazardous manual handling are reduced so far as reasonably practicable. LCH employs a Manual Handling Manager to assist with and co-ordinate risk assessments, training and procedures. Full details can be found in the **Manual Handling Policy**.

3.25 Mobile Communication

Mobile Communication equipment should be used in a safe manner at all times and compliance with Road Traffic Act. Full details can be found in the **Mobile Communication Policy**

3.26 Noise

LCH will ensure that the risks presented by noise at work are assessed and controlled so far as is reasonably practicable. Full details on the measures to be taken can be found in the **Noise at Work Guidelines**.

3. 27 Occupational Health

Health surveillance is required where there is a risk associated with ill health as a result of the work activity (e.g. night workers and occupational driving). Health surveillance and guidance to occupational health services can be obtained from Human Resources.

3.28 Personal Protective Equipment (PPE)

LCH will provide any PPE which is evidenced on a risk assessment as being necessary as a method of controlling the risks to the health and safety of employees or others. Full details on the assessment and issue of PPE can be found in the **Personal Protective Equipment Guidelines**.

3.29 Pregnant Workers

LCH will assess the risks to new or expectant mothers in order to, so far as is reasonably practicable, protect female employees from hazards and risks in the workplace. Full details can be found in the **New and Expectant Mothers Guidelines**.

3.30 Safety Signs and Signals

A standardisation of safety signs are required to ensure signs throughout LCH wherever they are seen, have the same meaning. Full details can be found in the **Safety Sign and Signals Guidelines**

3.31 Security

LCH recognises that providing a safe and secure environment for patients and for the staff that care for them is an essential feature in the delivery of the high quality health services. Full details and comprehensive guidance can be found in the **Security Policy**.

3.32 Sharps and Needle stick Injuries (including inoculations)

Many Needlestick injuries are avoidable with proper care and attention, however if such an incident should occur, employees are advised to adhere to the referral procedures detailed within the **Inoculation Incident Policy**.

3.33 Slips, Trips and Falls

Risk Assessments should identify the potential for slips, trips and falls within LCH and other premises as required. Further guidance can be found within the **Corporate Policy for Prevention and Management of Falls**.

3.34 Stress at Work

LCH is committed to promoting the health, safety and wellbeing of all its employees. A suitable and sufficient risk assessment is required to identify underlying causes of stress. Full information can be found within the **Human Resources Stress Policy**.

3.35 Violence and Aggression

LCH is committed to tackling violence and aggression against all employees who work in, or provide services to LCH, regardless of how it occurs and in whatever form. Full guidance and advice is presented in the **Managing Violent and Abusive Incidents Policy**.

3.36 Provision and Use of Work Equipment and Plant

LCH will take all reasonable steps to ensure the safety of all employees and others using and maintaining work equipment, inclusive or workplace transport and medical devices. Full details can be found in the **Provision and Use of Work Equipment Guidelines**.

3.37 Working at Height

Whenever possible LCH will avoid working at height. Full details on the procedures to be followed for working at height can be found within the **Working at Height Guidelines**.

3.38 Workplace Health, Safety and Welfare

LCH will provide suitable workplace environments for its employees and for service users. Full details of the requirements can be found within the **Workplace Safety Guidelines**. Consideration should also be given to access for disabled employees and service users.

3.39 Young People at Work

The Management of Health and Safety at Work Regulations 1999 places particular duties on LCH with regards to young persons in the workplace. (Young persons are defined as being person who have not attained 18 years old a child is under 16). All work experience placements must be organised through the Workforce Development Team. See **Young Workers Guidelines**.

Liverpool Community Health NHS Trust: Governance Committee Structure

