



# Health, Safety & Security Policy

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**Target Audience:**  
This Policy must be understood by:-

All Trust staff, including all permanent and temporary staff, volunteers, contractors, students and learners

**P1 - Version Control History:**

Below notes the current and previous Version details- full history is in Part 3

Version	Date of Issue	Author	Status	Comment
V5	May 2009	Health Safety & Security Manager	Superseded	
V6	30 <sup>th</sup> July 2013	Health Safety & Security Manager	Superseded	
V7	15 <sup>th</sup> August 2016	Health, Safety & Security Manager	Current	Update on the Corporate Services

**P2 - Relevant Standards:**

Under the Health and Safety at Work 1974 all organisations must have a written Health and Safety Policy. The policy must include a short statement of intent, the organisation for health and safety and the arrangements in place to carry out the policy.

**Equality and RESPECT:** The Trust operates a policy of fairness and RESPECT in relation to the treatment and care of service users and carers; and support for staff.

**P3 - The 2012 Policy Management System and the Policy Format:**

The PMS requires all Policy documents to follow the relevant Template:

- **Policy Template** is the essential format for most Policies. It contains all that staff need to know to carry out their duties in the area covered by the Policy.
- **Operational Policies Template** provides the format to describe our services, how they work and who can access them.
- **Care Pathways Template** is at the moment in draft and only for the use of the Pathways Team as they are adapting the design on a working basis.
- **Guidance Template** is a sub-section of the Policy to guide Staff and provide specific details of a particular area. An over-arching Policy can contain several Guidance's which will need to go back to the Approval Group annually.

**Symbols used in Policies:**

**RULE** =internally agreed, that this is a rule & must be done the way described

**STANDARD** = a national standard which we must comply with, so must be followed

**Managers** must bring all relevant policies to the attention of their staff, where possible, viewing and discussing the contents so that the team is aware of what they need to do.

**Individual staff/students/learners** are responsible for implementing the requirements appropriate to their role, through reading the Policy and demonstrating to their manager that they understand the key points.

All Trust Policies will change to these formats as Policies are reviewed every 3 years, or when national Policy or legislation or other change prompts a review. All expired &

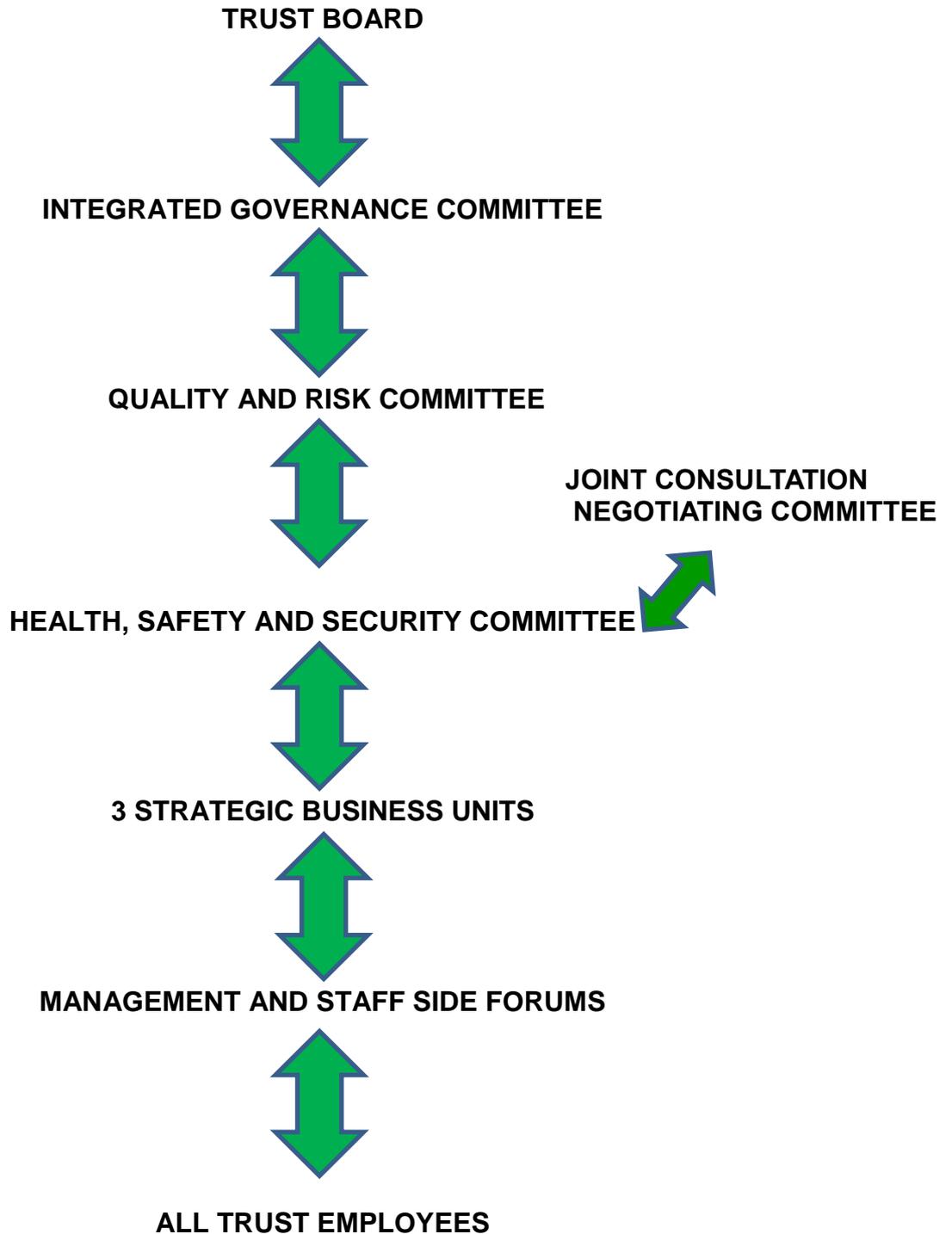
superseded documents are retained & archived and are accessible through the Compliance and Risk Facilitator [Policies@hpft.nhs.uk](mailto:Policies@hpft.nhs.uk)

All current Policies can be found on the Trust Policy Website via the Green Button or <http://trustspace/InformationCentre/TrustPolicies/default.aspx>

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**1. Flow Chart –**

**FLOW CHART SHOWING THE CASCADING OF HEALTH, SAFETY AND SECURITY INFORMATION RESPONSIBILITIES AND COMMUNICATIONS FOR THE TRUST**



## 2. Summary

The Trust is committed to providing a healthy, safe and secure working environment by ensuring so far as reasonably practicable, that premise, plant and procedures are without risk to health, safety and security. The Trust will ensure that all staff or those persons working on behalf of the Trust receive information, instruction and training and where necessary protective equipment and clothing.

## 3. Purpose

The Trust will meet their responsibility by paying particular attention to the provision and maintenance of:

- (1) Plant, equipment and systems of work that are safe
- (2) Safe arrangements for the use, handling, storage and transport of articles and substances
- (3) Information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work
- (4) A safe place of work and safe access and egress from it
- (5) A healthy and secure working environment
- (6) Adequate welfare facilities

The Trust will comply with the Health and Safety at Work Act 1974 and other relevant statutory provision. This requires the co-operation and involvement of all staff in meeting these objectives.

The Trust is committed to ensuring a healthy and safe environment for all people who work, use or visit the premises. We recognise the importance of Trade Union Health and Safety Representatives and will encourage staff to take on this role. A joint Health, Safety and Security Committee exists.

In accordance with the Act we will appoint “competent person/s” to provide guidance on Health, Safety and Security matters for the organisation.

The Trust will ensure there is a strong commitment from all parts of the organisation from the Executive Team who provide leadership and resources to middle managers and other staff who have commitment to making and maintaining improvements in health, safety and security on a day to day basis.

The Trust will ensure there is an effective proactive health, safety and security management system encompassing the following:

- Identification and allocation of resources for the planning and implementation of Health and Safety Policies, Procedures and Guidance
- Monitoring the implementation of plans and compliance with standards
- Review of policies and procedures as a result of monitoring and auditing

These aims will be achieved by:

1. Regular review of the Health, Safety and Security Guidance documents by the Health, Safety and Security Committee as required due to changes in legislation or circumstances.
2. Effective communication of the Health, Safety and Security Policy to all the Trust's employees through Management and Induction training.
3. Risk assessments by managers based on the control of workplace risks setting priorities and objectives for hazard elimination wherever possible and thus reduction of risk.

4. Effective and consistent monitoring of health, safety and security by managers with regular auditing by Trust Specialist Advisors co-ordinated by the Health, Safety and Security Team.
5. Consultation between employees and those working on behalf of the Trust, using the chain of line management, site managers, site liaison officers and Union representatives who sit on the Trust Health, Safety and Security Committee.
6. Ensuring a quick and effective response when deficiencies in work systems are highlighted and by monitoring of all accidents/incidents by the Health, Safety and Security Committee to enable appropriate action on training to be identified to rectify any deficiencies highlighted in these reports.
7. Providing Induction training of all new staff that includes Health, Safety and Security with all the topics encompassing it.

### 3.1 The Trust's Organisational Arrangements

To comply with the Management of Health and Safety at Work regulations the Trust has a Health, Safety and Security Committee that consists of the following:

- Executive Director of Quality and Safety (Joint Chair)
- Branch Secretary (Unison) (Joint Chair)
- Deputy Director Safer Care and Standards
- Head of Facilities and Maintenance
- Health, Safety and Security Manager
- Staff Side Representatives
- Deputy Director of Human Resources
- Patient Safety Manager
- Learning and Development Manager
- SBU Managing Director Learning Disabilities and Forensics Services (or delegated officer)
- SBU Managing Director West Herts Services (or delegated officer)
- SBU Managing Director East and North Herts Services (or delegated officer)
- Committee Secretary

The Committee's function is to examine legislation as it is introduced or amended and will recommend to the Executive Management Board how it will be implemented across the Trust.

The Committee's Terms of Reference are detailed in [Appendix 1](#)

## 4. Definitions/Abbreviations

### **STANDARD**

COSHH - Control of Substances Hazardous to Health

SBU - Strategic Business Unit

MD – Managing Director

Health, Safety and Security - protecting the [safety](#), [health](#) and [welfare](#) of people engaged in [work or employment](#).

## 5. Duties and Responsibilities

A sustained integrated effort from all employees and those working on behalf of the Trust is required to promote and complement a healthy and safe working environment. Only

management can provide the authority to ensure this activity is co-ordinated, directed and funded.

Employees and those persons working on behalf of the Trust will be made aware, as part of their Induction, of their responsibilities and duties with regard to the obligations in respect of health, safety and security.

Each employee and those persons working on behalf of the Trust have a duty to take reasonable care for the health and safety of themselves and others who may be affected by any of their acts or omissions. To co-operate with the Trust to enable management to undertake its legal duties relating to Health and Safety matters. Employees have a duty to remedy and/or report hazards of unsafe working practices in the immediate working area to the appropriate manager or supervisor.

This policy will be operated in accordance with current legislation, codes of practice and relevant case law.

## **6. Delegated Responsibilities**

### **6.1 The Trust Board**

The overall Board responsibility is to ensure through the Chief Executive Officer that the Trust complies with the requirements of the Health and Safety at Work Act 1974 and all other related legislation.

The Trust Boards responsibility is to approve strategies and allocate resources when reports and proposals are presented for consultation.

### **6.2 Chief Executive Officer**

The overall responsibility for compliance with the Health and Safety at Work Act 1974 and other statutory provisions lies with the Chief Executive Officer who is responsible to the Trust Board. The Chief Executive Officer will not normally be involved in day to day health, safety and security problems but he/she will be responsible for reporting such matters to the Board when appropriate.

The responsibilities of the Chief Executive Officer are to:

1. To ensure an up to date statement of the Trust's policy for Health, Safety and Security is prepared and brought to the attention of all staff.
2. To ensure the policy is regularly monitored and formally reviewed.
3. To ensure the annual Health, Safety and Security objectives for the Trust are defined, agreed and are met.
4. To nominate an Executive Director to be responsible for the Health, Safety and Security throughout the Trust.
5. To ensure funding for the Trust to meet the statutory requirements.
6. To ensure sufficient funding is provided for appropriate training to be given to all staff.
7. To ensure that effective communication regarding Health, Safety and Security exists between all sections of the Trust and that as part of the Induction process all staff are made aware of their obligations with regard to health, safety and security.

This will be signed off by the individual and his/her line manager.

### **6.3 Executive Director Quality and Safety**

The Executive Director Quality and Safety responsibilities are:

1. To report directly to the Chief Executive Officer on matters relating to health, safety and security
2. To present regular reports to the Trust Board and the Quality Risk Management Committee

3. To co-chair the Trust Health, Safety and Security Committee
4. To set Health and Safety objectives for the Trust “Competent” persons, as defined by the Management of Health and Safety at Work Regulations 1999.

#### **6.4 The Designated “Competent Persons”**

The Trust will designate “Competent Persons” who have received appropriate training in health and safety, have knowledge and understanding of the work environment. Understand the principles of risk assessment and the prevention of risk along with the identification of hazards at work. They will act as a liaison link between the various Departments, Strategic Business Units and Safety Representatives and be responsible for developing a positive culture where the whole organisation integrates effective health, safety and security into its day to day work.

The competent person’s responsibilities are:

1. To review and co-ordinate the implementation of the Health, Safety and Security Policy.
2. To act as a centre of knowledge about formal implications of all aspects of health and safety legislation.
3. To maintain contact with external health, safety and security agencies.
4. To distribute guidance documents from relevant organisations to managers as appropriate.
5. To ensure arrangements are made for the operation and collection of statistics and for making official reports to the Health and Safety Executive, local committees as well as other relevant bodies.
6. To liaise with the Occupational Health Services on relevant health and safety matters.
7. To liaise with specialist advisors within the Trust i.e. Consultant Nurse - Infection Prevention and Control.
8. To ensure inter-departmental issues on health, safety and security matters are resolved.
9. To ensure all electrical and mechanical equipment is tested on a regular basis in line with legislation in liaison with other specialist staff.
10. To co-ordinate risk assessments and attend inspections as deemed necessary.
11. To take action as appropriate, following receipt of reports relating to incidents, Accidents and Dangerous Occurrences (RIDDOR) and report relevant incidents to the Health and Safety Executive.
12. To act as a liaison link between departments and safety representatives.

#### **6.5 Strategic Business Unit Managing Directors**

The Trust has developed three Strategic Business Units (SBU) for the management of clinical services and one for Corporate services across the organisation which is:

- SBU East and North
- SBU West
- SBU Learning Disabilities and Forensic
- Corporate Services

The three SBU Managing Directors and the Deputy Director, Safer Care and Standards are members of the Trust Health, Safety and Security Committee and provide a conduit between the committee and operational services, ensuring appropriate, accurate and timely transfer of information.

They will provide accountability to the Health and Safety and Security Committee for the implementation of the Health, Safety & Security policy and associated feedback and report any significant health, safety and security matters.

The Managing Directors Strategic Business Unit have duties and responsibilities specified as part of their operational role. In addition they have general duties specific to health, safety and security. These include:

1. Establish a Health, Safety and Security Forum/Group which will report into the Trust wide Health, Safety and Security Committee.
2. The SBU Health, Safety and Security (HSS) designated groups (which may be embedded within existing governance committees) will be the vehicles for disseminating and implementing HSS policy and managing the associated operational issues.
3. Each SBU will ensure Terms of Reference are prepared for their designated HSS groups.
4. Integrating effective health, safety and security objectives into day to day work for all their managers, staff and those persons working on behalf of the Trust within their services and through performance, monitoring and evaluation ensuring these objectives are met.
5. Ensuring effective communication exists between all sections of their service with regards to health, safety and security.
6. Ensuring adequate resources are available to ensure achievement of health, safety and security objectives.
7. Create an environment where there is a universal awareness of health, safety and security issues.

## **6.6 Managers and Team Leaders**

All staff and those persons working on behalf of the Trust who have line management responsibilities have duties and responsibilities specified as part of their operational role. In addition they have general duties. These include:

1. Implement and publicise the Health, Safety and Security Policy to their staff ensuring it integrates effectively into day to day activities.
2. Ensure Risk Assessments are undertaken and recommendations implemented.

3. Provide instruction to their staff who work in the areas they “supervise” precisely and clearly on their duties with regards to the health, safety and security of themselves and others who may be affected by their acts or omissions.
4. Authorise as appropriate any safety repair or remedial action necessary in the course of their duties
5. Create an open environment, which encourages staff to raise and discuss health, safety and security issues in their work areas.
6. Ensure any clothing or equipment supplied is safe and appropriate for the task intended.
7. Read and share with their staff team any risk assessments which may be pertinent to their areas and ensure the control measures recommended are implemented and reviewed.

## **6.7 Site Safety Management Representatives**

Each site has a site manager who will ensure:

1. Health, Safety and Security Policies are accessible on the Trust Intranet. A Health, Safety and Security Policy and Procedure folder is kept in a central location, which is easily accessible to all staff at all times.
2. Site Risk Assessments are undertaken and are kept on site for inspection by the Specialist Advisors for the Trust.
3. The site has an up to date Operational Policy that is kept centrally with easy access for all staff.
4. Where sites are shared with other services, that a clear line of communication and regular meetings are held to ensure the site is safe for staff, visitors and contractors.
5. Local procedures complimenting Trust Health, Safety and Security Policies produced are kept with the Trust policies/procedures and kept up to date.
6. The site has a Fire Evacuation procedure that is known to all people within the building and all external and internal assembly points are identified.
7. Security of the site is managed and those using the building adhere to procedures.
8. All site managers undertake health and safety training provided by the Health and Safety Team.
9. A proactive health, safety and security culture is adopted within the workplace, to ensure the whole organisation integrates effective health, safety and security into its day to day activities.

## **6.8 Employees and those working on behalf of the Trust**

All employees and those working on behalf of the Trust have a duty:

1. To take reasonable care for the health, safety and security of themselves and of others who may be affected by their acts or omissions.
2. To co-operate with the Trust so far as it is necessary to enable management to undertake its legal duties relating to health, safety and security matters.
3. To remedy and/or report any hazard and unsafe working practise in the immediate working area to the appropriate manager or supervisor.
4. To attend Induction training when they join the Trust.
5. To read and understand the requirements of the health, safety and security policies, procedures and guidance to undertake work in accordance with these requirements.
6. To ensure all personal protective clothing and equipment provided for use is used in the manner intended at all times.
7. To ensure any defects, unsafe acts, unsafe condition, accidents, incidents or near misses are reported immediately according to the procedures laid down in this policy.
8. To ensure any ill health, which may be work related is reported immediately to their line manager.
9. To ensure any ill health or medical condition, which may affect their ability to work safely, is reported immediately to the Occupational Health Department.
10. To only use equipment if appropriately trained to do so.
11. To follow health, safety and security instructions given to them by their managers and supervisors.
12. To work safely and not to put others at risk.
13. To attend health, safety and security training courses.

### **6.9 Head of Estate and Capital Planning**

1. To understand the Health, Safety and Security Policy and ensure it is readily available for all contractor staff.
2. To ensure all work is planned in accordance with the requirements of this policy.
3. To ensure all work, plant and equipment is monitored to establish if there is potential for improvement in safety management and make recommendations to the Trust to enable amendments to be made to the policy if required.
4. To ensure all contractors work on site in accordance with procedures laid down in this policy in addition to the contractors own Health and Safety rules and any site specific procedures.
5. To ensure all contractors Health and Safety policies and procedures, risk assessments, recommended control measures, training standards and accident/incident records are considered at the pre-tender stage and the tender is issued on careful consideration of these performance factors.

6. To obtain details from contractors and sub-contractors of assessments of risk associated with substances, process or any work activity hazards to health, safety and security which they intend to undertake.
7. To ensure their planned control measures will provide adequate protection to others who may be on site.

### **6.10 Estates and Capital Planning Officers**

Estates and Planning Officers represent the Trust in new work projects and therefore must comply with the mandatory requirements of the Construction and Design Management Regulations 2007.

1. To understand the Trust policy on health, safety and security and ensure it is readily available on each site.
2. To plan all work in accordance with the requirements of Trust policies, procedures and guidance and to ensure risk assessments are regularly reviewed.
3. To recommend improvements or additions to the Trust at the planning stage
4. The Estates and Capital Planning Officers must decide whether the contractor needs a permit to work and to determine:
  - The most appropriate order and method of working.
  - The provision of adequate lighting and safe method of electrical distribution.
  - The allocation of responsibilities and any necessary liaison requirements.
  - The hazards arising from underground or overhead services.
  - The welfare facilities which are required.
  - The fire precautions.
  - The use of sub-contractors.
  - The particular training or instruction, which is required for site personnel.
  - The temporary works provision i.e. scaffolding, evacuation support,
  - The assessment of the risks involved in the use of any substance, biological agent, process or work activity, which may be hazardous to health or safety.
  - The operations which may result in, noise levels which require the implementation of controls.
  - The areas of the site which may require the use of safety helmets.
5. To assess the risks and provide written instruction to those at risk in unusual situations.
6. To establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted.
7. To obtain method statements from contractors undertaking high-risk activities i.e. erection of scaffolding, asbestos removal etc.
8. To obtain details from all contractors of assessments of risk associated with substances and biological agents processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide adequate protection to others who may be on site.

9. To inform all contractors of the liaison and communication structures in place and areas which have been identified as hazardous and the control measures required to reduce the risks.
10. To ensure so far as reasonably practicable, that once the work has started it is:
  - Undertaken as planned
  - Account of changing or unforeseen conditions as work proceeds
  - Undertaken in accordance with the Construction and Design Management Regulations and other statutory requirements.
11. To check work methods and precautions with the contractors Supervisor before work commences.
12. To reprimand and discipline any members of the site supervisory staff for failing to discharge safety responsibilities satisfactorily. If necessary anyone failing to adhere to the supervisors instructions should be prohibited from working on site.
13. To ensure any contractor reports any accidents/incidents on Trust property to the site manager and relevant Trust Estates Officer for their project.
14. To take appropriate action when notified of any untoward event or incident.
15. During their project the Officers must consult with the Trust Specialist Advisors.

### **6.11 Specialist Advisors**

Specialist Advisors have been appointed by the Trust to assist in meeting its health, safety and security obligations. These advisors have sufficient knowledge and information to ensure that statutory provisions are met and that the health and safety policy is being adhered to appropriately.

A list of Specialist Advisors names, job titles and contact details can be found on the Trust Intranet.

The Trust recognises that there may be occasions when other specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

### **6.12 Trade Union Safety Representatives**

1. Membership of the recognised Trade Unions and Staff Associations are responsible for electing accredited Safety Representatives. Management actively encourage staff and those persons working on behalf of the Trust to participate in this process.
2. The Trust recognises Safety Representatives appointed under the procedure set out in the Health and Safety Commission's Safety Representatives and Safety Committees Regulations 1977.
3. Staff side representatives will only be those elected by a recognised Trade Union.
4. The Trade Union must inform the Human Resources Manager in writing of the names of its representatives and the union or professional body of staff they represent.

5. Safety Representatives must be employees/secondees of the organisation and should have at least two years' service with the organisation or its predecessor or two years' experience in a similar type of employment. Representatives should be fully trained by their recognised Trade Union.
6. The Trust recognises that Trade Union Safety Representatives have no legal liabilities beyond those of the ordinary employee. They cannot individually be liable under civil or criminal law for anything they may do or fail to do as a Safety Representative.

However, as an employee they have a duty to take reasonable care for the health and safety of themselves and other people who may be affected by any acts or omissions by themselves. They also have a duty to report dangerous situations and any shortcomings in health and safety arrangements.

7. The functions of a Trade Union Safety Representative or Staff Side Representative are:
  - To represent his/her colleagues in consultation with management on health and safety matters
  - To investigate potential hazards without personal risk to their own health and safety
  - To investigate accidents and dangerous occurrences without personal risk to their safety
  - To participate in risk assessments and undertake routine inspections in conjunction with management
  - To receive appropriate health and safety information

Safety Representatives must give prior notice of their inspections to the manager of the unit and the designated competent person. Managers should work closely with them over this and all aspects of health and safety.

Any such inspection should be conducted in the presence of the relevant manager and competent person.

8. Safety reports must be made in writing to the appropriate manager and the competent person in accordance with this policy. Reports may be made verbally where the matter is urgent but representatives should ensure managers are informed.

All verbal reports must be confirmed in writing at the earliest opportunity. In making out their reports, Safety Representatives may suggest ways of improving the health and safety environment. Management will discuss with them ways in which improvements can be made without reducing the standard of efficiency of the service.

However, it remains the duty of the organisation and its Managers to take decisions on Health, Safety and Security matters.

## **7 Policies, Procedures and Guidance**

All premises will maintain a Trust Health, Safety and Security folder, which gives details of all notices and procedures relevant to health, safety and security that have been ratified by the policy group. A list of the current Health, Safety and Security Policies are available on the Trust Intranet. Where it has been agreed in a positive behaviour support plan (or equivalent) that carers will be notified of significant behavioural disturbances and the use of restrictive interventions, this should take place as agreed in the plan.

## **7.1 Control of Substances Hazardous to Health (COSHH)**

Under Regulation 6 of the COSHH regulations an employer shall not carry out any work which is liable to expose any employee to any substance or biological agent hazardous to human health unless the employer has made a suitable and sufficient assessment of :

- The risks created by that work to the health of those employees
- The steps that need to be taken to meet the requirements of those regulations

Further guidance can be found in the Control of Substances Hazardous to Health Guidance on the Trust Intranet

## **7.2 First Aid**

The Trust will maintain or have immediate access to suitable numbers of First Aiders to deal with accidents and emergencies at the workplace. The First Aiders will have sufficient training and qualifications in accordance with statutory requirements. Contact details of First Aiders will be displayed throughout the workplace

Further guidance can be found in the First Aid at Work Guidance on the Trust Intranet

## **7.3 Emergency and Fire Procedures**

All Trust sites must produce local fire procedures, which must be kept in the reception area of all buildings. These procedures should be sent to the Head of Facilities and Maintenance for approval

Further guidance can be found in the Fire Safety and Arson Policy on the Trust Intranet

## **7.4 Health Monitoring**

The Trust will ensure that health monitoring of individuals is provided by Occupational Health Departments where required under statutory provisions or where this would be benefit to maintaining health, safety and welfare of the workforce.

## **7.5 Information and Communication**

The Trust will ensure that suitable and relevant information relating to health, safety and welfare in the workplace is disseminated to staff, contractors, volunteers and other users of Trust premises

Statutory notices will be displayed throughout the workplace.

The Health, Safety and Security Committee meetings will be held bi monthly, during which time matters arising in connection with health, safety and security will be discussed. Minutes of the meetings will be available on the Trust intranet

## **8 Training/Awareness**

The Health, Safety and Security Committee will identify all the training required to ensure the Trust adheres to current legislation. Managers will incorporate this in their service plans and inform their staff accordingly.

A programme of training will be produced by the Learning and Development Department who will consult with the service areas on how they will ensure attendance on the programme. All training will be recorded by Managers. The trainers will forward their records to the Learning and Development Department for inputting on to the Trust database. Core standards in Health and Safety will be initiated and audited by the Health, Safety and Security Manager throughout the year.

## 8.1 Induction Training

All staff will attend Induction training.

The Trust recognises its duty to provide effective induction and training programmes on a continuing basis for all levels of staff.

It will ensure managers and staff are aware and accept their responsibilities regarding health, safety and security matters. Wherever possible these responsibilities should be incorporated into their job descriptions and covered in the Induction process.

## 8.2 Managers Training Responsibilities

1. All Managers will keep records of their staff Health, Safety and Security training
2. All mandatory Health and Safety training will be attended by staff at the intervals required by the Trust policy.
3. To produce records of health and safety training to Senior Management in their service areas ensuring compliance with Trust policy.
4. To ensure they and their staff attend health and safety training as appropriate to their level to meet their competencies

Course	For	Renewal Period	Delivery Mode	Contact Information
Health and Safety Induction	All Trust staff	When staff commence employment with the Trust	Taught course	For taught courses, contact the Learning & Development Team: <a href="mailto:Learning@hertspartsft.nhs.uk">Learning@hertspartsft.nhs.uk</a> You can check for future dates <a href="#">here</a> , and request a specific date.
Basic Health and Safety	All Trust staff	3 yearly	E Learning course	
Health and Safety for Manager	Assistant Manager and above	Annually	E Learning course	
Health and Safety for Manager	Assistant Manager and above	½ day refresher every 3 years	E Learning course	

The training schedule applies to all staff groups whether temporary or permanent

Managers are responsible for ensuring that staff are trained and updated as required and **MUST** keep records of their staff training.

## **9. Embedding a Culture of Equality & RESPECT**

The Trust promotes fairness and RESPECT in relation to the treatment, care & support of service users, carers and staff.

RESPECT means ensuring that the particular needs of 'protected groups' are upheld at all times and individually assessed on entry to the service. This includes the needs of people based on their age, disability, ethnicity, gender, gender reassignment status, relationship status, religion or belief, sexual orientation and in some instances, pregnancy and maternity.

Working in this way builds a culture where service users can flourish and be fully involved in their care and where staff and carers receive appropriate support. Where discrimination, inappropriate behaviour or some other barrier occurs, the Trust expects the full cooperation of staff in addressing and recording these issues through appropriate Trust processes. The care plan where appropriate should be shared and supported by family / carers.

**RULE:** Access to and provision of services must therefore take full account of needs relating to all protected groups listed above and care and support for service users, carers and staff should be planned that takes into account individual needs. Where staff need further information regarding these groups, they should speak to their manager or a member of the Trust Inclusion & Engagement team.

Where service users and carers experience barriers to accessing services, the Trust is required to take appropriate remedial action.

### **Promoting and considering individual wellbeing**

Under the Care Act 2014, Section 1, the Trust has a duty to promote wellbeing when carrying out any of their care and support functions in respect of a person. Wellbeing is a broad concept and is described as relating to the following areas in particular:

- Personal dignity (including treatment of the individual with respect);
- Physical and mental health and emotional wellbeing;
- Protection from abuse and neglect;
- Control by the individual over day to day life including over the care and support provided and the way in which it is provided;
- Participation in work, training, education, or recreation;
- Social and economic wellbeing;
- Domestic, family and personal;
- Suitability of living accommodation;
- The individual's contribution to society.

There is no hierarchy and all should be considered of equal importance when considering an individual's wellbeing. How an individual's wellbeing is considered will depend on their individual circumstances including their needs, goals, wishes and personal choices and how these impact on their wellbeing.

In addition to the general principle of promoting wellbeing there are a number of other key principles and standards which the Trust must have regard to when carrying out activities or functions:

- The importance of beginning with the assumption that the individual is best placed to judge their wellbeing;
- The individual's views, wishes, feelings and beliefs;
- The importance of preventing or delaying the development of needs for care and support and the importance of reducing needs that already exist;
- The need to ensure that decisions are made having regard to all the individual's circumstances;
- The importance of the individual participating as fully as possible;
- The importance of achieving a balance between the individual's wellbeing and that of any carers or relatives who are involved with the individual;
- The need to protect people from abuse or neglect;
- The need to ensure that any restriction on the individual's rights or freedom of action that is involved in the exercise of the function is kept to the minimum necessary.

## **10. Process for monitoring compliance with this document**

The Health, Safety and Security Department will monitor the implementation of this Policy at local, ward and department level. The results of their monitoring will be feed back to the Strategic Business Unit Health Safety and Security Groups and the Health, Safety, and Security Committee.

Audits of safe storage and use of any hazardous substances on all sites will be undertaken by the Health, Safety and Security Officer annually and reported to the relevant Managing Director of each Strategic Business Unit.

Audits of staff trained in First Aid will be undertaken by the Health, Safety and Security Officer and reported to the relevant Managing Director of each Strategic Business Unit. Fire Safety audits will be undertaken by the Trust's preferred Fire Safety provider and reports provided to the Managing Director of the relevant Strategic Business Unit and the Health, Safety and Security Committee on a bi-monthly basis.

**11. Version Control****STANDARD**

Version	Date of Issue	Author	Status	Comment
3	1 <sup>st</sup> October 2005	Head of Facilities and Maintenance	Superseded	
4	1 <sup>st</sup> October 2007	Head of Facilities and Maintenance	Superseded	
5	1 <sup>st</sup> May 2009	Health, Safety and Security Manager	Superseded	
6	30th July 2013	Health, Safety and Security Manager	Superseded	
7	15 <sup>th</sup> August 2016	Health, Safety and Security Manager	Current	Awaiting approval

**12. Archiving Arrangements**

**STANDARD:** All policy documents when no longer in use must be retained for a period of 10 years from the date the document is superseded as set out in the Trust Business and Corporate (Non-Health) Records Retention Schedule available on the Trust Intranet

A database of archived policies is kept as an electronic archive administered by the Compliance and Risk Facilitator. This archive is held on a central server and copies of these archived documents can be obtained from the Compliance and Risk Facilitator on request.

**13. Associated Documents****STANDARD**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations
- Display Screen Equipment Regulations
- Personal Protective Equipment Regulations
- Manual Handling Operations Regulations
- Provision and Use of Work Equipment Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations
- First Aid at Work Regulations
- Latex Policy
- CCTV Policy
- Fire Safety & Arson Policy
- Pregnant Workers and Nursing Mothers Policy
- Handling and Disposal of Waste Policy

- Construction, Design and Management Regulations
- Health & Safety Commissions Safety Representative and Safety Committees Regulations

#### 14. Supporting References

### STANDARD

- Health and Safety at Work Act 1974 at [www.hse.gov.uk](http://www.hse.gov.uk)
- The Management of Health and Safety at Work Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations
- Health & Safety Commissions Safety Representatives and Safety Committees Regulations

#### 15. Comments and Feedback – List people/ groups involved in developing the Policy.

### STANDARD

Health, Safety and Security Strategy Committee
Strategic Business Units Health and Safety Forums/Groups
Staff Side Representatives
Executive Director of Quality and Safety
Deputy Director Safer Care and Standards
Head of Facilities and Maintenance
Director of Estates and Planning
Estates and Capital Planning Officers
Managing Director Learning Disabilities and Forensic Services
Managing Director East and North Strategic Business Unit
Managing Director West Herts Strategic Business Unit

**Appendices** – Detailed guidance or other supplementary information to be attached as numbered appendices. Any significant information about the document should always be in the main body. Refer to all appendices in the text.

- 1) Health, Safety and Security Committee Terms of Reference



## TERMS OF REFERENCE

### TRUST HEALTH, SAFETY AND SECURITY COMMITTEE

**Status:** The Committee will be the expert Committee responsible for Health Safety and Security (HSS) in the Trust and will approval all Health, Safety and Security policies, particularly in relation to technical content, before final ratification by the Quality and Risk Committee. This will address overarching strategic and operational issues relating to health, safety within the Trust.

**Chair:** The HSS Committee will be jointly chaired by the Executive Director Quality and Safety (as a Trust Board member and member of the Executive Team) and the Staff Side appointed joint chair.

The Executive Director Quality and Safety is the Accountable Officer for Health, Safety and Security in the Trust and will report annually to the Executive Team and the Trust Board on matters of Health, Safety and Security.

**Membership:** The membership is made up of management, staff representatives and nationally recognised safety representatives. Staff side members of the HSS Committee must be appointed by and be members of a nationally recognised Trade Union and selected by the internal mechanism of those recognised organisations. Where possible the number of staff side representatives should mirror that of management.

Membership will consist of the following:

1. Executive Director of Quality and Safety (Joint Chair)
2. Head of Facilities and Maintenance
3. Deputy Director Safer Care and Standards
4. Health Safety and Security Manager
5. Branch Secretary (Unison) (Joint Chair)
6. Unison Health and Safety Officer
7. Unison Representative
8. RCN Representative
9. Deputy Director of Human Resources
10. Patient Safety Manager
11. Learning and Development Manager
12. SBU Managing Director Learning Disability and Forensic Services (or delegated officer)
13. SBU Managing Director West Herts Services (or delegated officer)
14. SBU Managing Director East and North Herts Services (or delegated officer)
15. Committee Secretary

**NB** Where possible deputies should be appointed to ensure adequate attendance at meetings from being cancelled. However, members of the Committee should not routinely send a delegate, this should be exceptional rather than the norm.

Specialist advisors and co-opted officers will be co-opted to attend for specific agenda items and will be expected to respond.

In addition specialist advisors or other officers may request to attend the HSS Committee and bring a relevant agenda item. This should be done through the Committee secretary who will liaise with the Executive Director Quality and Safety.

Co-opted Specialist Advisers /Officers will include:

1. Consultant Nurse- Infection Prevention and Control
2. Occupational Health Service lead
3. Moving and Handling Adviser
4. Violence and Aggression Trainers
5. Interim Director of Estates
6. Estates and Energy Manager
7. Health, Safety and Security Officer
8. Health and Safety Representatives (UNISON)
9. Health and safety Representatives (RCN)

**Frequency of Meetings:** Ordinary meetings of the Health, Safety and Security Committee shall be held at bi monthly intervals. Extraordinary meetings shall be held upon receipt by the Chairman of a request by not less than three members either side or shall be called within four weeks of the receipt of the request. Strategic Business Unit Health and Safety meetings will also be held bi monthly.

**Frequency of Attendance:** Bi monthly. Dates of meetings shall be sent in advance for the whole year to provide adequate notice to enable dates to be prioritised by Committee members.

**Quorum:** For the meeting to be quorate, two management side representatives and two staff side representatives should be present. In the absence of this requirement, meetings can go ahead with the consent of staff side and management representatives present at the time (e.g. the meeting may be agreed even if only one staff side or one management representative is present).

Co –opted Specialist Advisers /Officers do not count towards quorum.

### **Remit**

The Committee will disseminate information and provide a lead and focus for reporting on health, safety and security issues for Hertfordshire Partnership University NHS Foundation Trust (HPFT or the Trust).

The Committee will ensure HSS policies and procedures reflect the key priorities for the organisation and that appropriate monitoring mechanisms are in place relating to HSS issues and associated standards.

### **Accountability**

The Health Safety and Security Committee will report into the Quality and Risk Committee on a six monthly basis. The Quality and Risk Committee in turn reports to the Integrated Governance Committee which is a sub-committee of the Trust Board.

The Committee is responsible for the compliance with NHSLA Risk Management standards and evidencing improvements through minutes and the action log for this Committee.

All members are responsible for reading and approving the final policy against the Policy Checklist before final ratification.

An annual review of Policy guidance is undertaken in line with changes to National Guidance and Legislation.

The Committee receives reports on the monitoring carried out on the Policies for which the Committee is responsible.

The Committee is responsible for the monitoring of any risks with the compliance with the CQC Essential Standards of Quality and Safety.

### **Organisational Relationships**

The Trust have developed three Strategic Business Units (SBU) for the management of clinical services across the organisation and one for Corporate services which are:

- SBU East and North
- SBU West
- SBU Learning Disabilities and Forensic
- Corporate Services

Each of the four services has established a Health, Safety and Security Forum/ Group who report to the Trust wide Health Safety and Security Committee.

The SBU Health, Safety and Security (HSS) designated groups (which may be embedded within existing governance committee) will be the vehicles for disseminating and implementing HSS policy and managing the associated operational issues. Each SBU will ensure Terms of Reference are prepared for their designated HSS Groups, whether they are separate groups or embedded into existing governance groups. SBU Managing Directors can use their discretion as to who will chair the SBU HSS Group but it should be a member of the core management team. If the Chair of the SBU HSS is delegated to another Senior Manager within the SBU, then the SBU MD must ensure he/she (SBU MD) is adequately briefed and in a position to feed back to the Trust HSS Committee.

The three SBU Managing Directors and the Deputy Director, Safer Care and Standards are members of the Trust Health, Safety and Security Committee and provide the conduit between the committee and operational services, ensuring appropriate, accurate and timely transfer of information. They will provide accountability to the HSS Committee for the implementation of HSS policy and associated feedback and reporting any significant HSS matters. SBU Managing Directors may, however, use their discretion if they wish to delegate this to another senior manager who must be a member of the core management team.

It should however, be the same manager who regularly attends the Trust HSS Committee to ensure continuity.

Staff side representatives will be members of the Health, Safety and Security Committee and will report through the JCNC (Joint Consultative Negotiating Committee).

It is recognised that staff side has limited capacity to field representatives at a large number of meetings. Staff side representatives will not be required to attend SBU HSS designated groups as

these are not policy making groups. They will therefore not require staff side presence to be quorate. Staff side representatives, do, however have a right to attend and if they wish to attend for specific items under discussion in one of the SBU's then they will do so where possible and will inform the SBU Managing Director accordingly.

Minutes of the SBU HSS designated groups will be circulated to staff side representatives.

### **Responsibilities**

The key functions and responsibilities of the HSS Committee will be:

To act as the consultative body of the organisation on health, safety and security issues.

To audit the health, safety and security performance of the organisation.

To provide, through the above, assurance to the Trust Board that the organisation is meeting its obligations on matters of health, safety and security.

To consult with and involve staff side safety representatives with a view to the making and maintenance of arrangements which will enable staff side representatives and HPFT to co-operate effectively in promoting and developing measures to ensure the health, safety and welfare at work of employees and checking the effectiveness of such measures.

To ensure the Strategic Business Units are compliant with all mandatory training.

To be advised of any Health, Safety and Security risk issues highlighted by the Strategic Business Unit leads.

All members are responsible for reading and approving the final policy against the Policy Checklist before final ratification.

### **Monitoring of Effectiveness**

The committee receives reports on the monitoring carried out on the Policies for which the Committee is responsible.

Annual Review of Policy guidance should be undertaken in line with changes to national guidance and legislation.

The committee is responsible for the monitoring of any risks with the Compliance with CQC Essential Standards of Quality and Safety.

The group will review its own performance and terms of reference at least once a year to ensure it is operating at maximum effectiveness.

**Terms of Reference ratified by:** HS&SC

**Date of Ratification:** XX

**Date of Review:** XX

**Terms of Reference Version:** 3

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

**Our  values**  
 Welcoming Kind Positive Respectful Professional