1 Introduction

The Newcastle upon Tyne Hospitals NHS Foundation Trust is committed to providing an environment that is healthy and safe for all staff, patients and visitors. The Health & Safety at Work Act 1974 requires the Trust to produce and maintain a safety policy and to bring it to the attention of all its employees. In addition the Management of Health and Safety at Work Regulations (1999) requires that all employers will have in place an effective strategy for the management of health and safety within its organisation. This policy sets out the Trust approach, arrangements and responsibilities for meeting the requirements Health and Safety legislation including the following:

- To prevent accidents, cases of work-related ill health and to provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

The contents of this policy and related health and safety policies will be reviewed regularly. This process will be co-ordinated by the Trust Health & Safety Team.

2 Scope of Policy

This policy applies to all Trust employees, Contractors working within and on behalf of the Trust including Locum and Bank Staff. Newcastle University employees will comply with Newcastle University and Faculty of Medical Sciences Health and Safety Policies and where this is not possible they will comply with any specific instructions provided in this policy or associated specific Polices. Persons visiting the Trust site as part of there working remit are also requested to comply with this policy as required. This Policy is supported by other policies covering specific health and safety topic areas.

3 Aims and Objectives

This Policy sets out the Trust commitment to effectively managing health and safety.
To ensure that responsibilities for health and safety are established and effectively communicated, detailing what needs to be achieved.

The policy provides information on the arrangements for managing health and safety that are in place and to enable continuous improvement of the health and safety management system.

4 Duties – Roles & Responsibilities

4.1 The Trust Board

The Trust Board is ultimately responsible for fulfilling all Health and Safety duties as an employer, including all Statute Health and Safety Legislative requirements.

4.2 Executive Directors

The Chief Executive has overall responsibility to the Trust Board for ensuring that appropriate and effective health and safety management systems are in place:

- For the overall management of health and safety
- To control identified risks through the risk assessment process
- To promote a safety culture at all staff levels
- To provide health and safety training
- Achieve a continuous improvement in health and safety performance.

Ensure appropriate safety policy documentation is produced, established, regularly monitored, reviewed and updated as required.

The Chief Executive delegates responsibility for Health and Safety to the Director of Quality and Effectiveness. In practice the Director of Quality and Effectiveness deals with matters of health and safety in close association with Executive Directors, Clinical Directors, Senior Managers and the Health and Safety Lead.

4.3 Directors and Heads of Services

Responsible for ensuring that:

- The day-to-day activities of the Directorate and Department are conducted in as safe and suitable manner.
- Play an active role in the promotion of Health & Safety policies within the Directorate, acting as a champion where senior input and intervention is warranted
- Have an understanding of key risk areas within the Directorate and what arrangements, procedures and controls are in place to address these risks
• Provide leadership around Health and Safety at Directorate/Service level Governance meetings ensuring that Health and Safety issues are discussed and addressed effectively and incident related information and actions are met

• Ensure that Health and Safety is incorporated into Directorate Level strategies and planning that is reviewed on at least an annual basis

• Provide support to the Directorate Manager to enable health and safety related training is considered and that commitments are met

• Sufficient priority and management support is given to matters of health and safety to ensure effective action and to promote a positive safety culture among all staff

• Suitable arrangements exist for effective consultation with safety representatives and all other staff groups not otherwise represented by safety representatives

• That there is regular discussion and communication between themselves and the Directorate/Departmental managers specifically relating to health and safety issues.

4.4 Directorate Managers

• Directorate Managers have responsibility for all health and safety issues within their Directorate. They must ensure that there is a sound local health and safety function as well as well developed health and safety awareness and culture within their remit.

• Directorate managers may choose to appoint a member of staff within the Directorate as a Health and Safety Link Person to coordinate and oversee implementation of the local health and safety policies/procedures, the directorate /departmental health and safety audit process, they will ensure that risk assessments are undertaken and manage any ad hoc health and safety issues which may arise on a day-to-day basis. The Directorate Manager retains overall responsibility for health and safety issues within their remit.

• Managers must ensure that there is an effective forum to discuss health and safety issues, this may be incorporated into Managerial and staff meetings.

• Risk assessments are undertaken as necessary and action plans developed to address any identified deficiencies.

• Ensure that all necessary procedures and arrangements for health and safety are available to all staff within the Directorate. Appropriate arrangements need to be in place to ensure the health and safety of visitors and contractors.

• Where appropriate the Directorate Manager should oversee the production of Directorate health and safety protocols and procedures and ensure that they reflect Trust policy.
• Ensure that the Directorate has appointed suitable Risk, COSHH, DSE Assessors and Manual Handling Facilitators and those appointed are given appropriate training and time to carry out and maintain assessments.
• Ensure that quarterly Health and Safety Compliance questionnaires are completed and forwarded to the Health and Safety Team.
• Ensure Departmental Manager arrange appropriate health and safety training to meet their staff, including departmental induction.
• Ensure that all staff complete the individual health and safety questionnaire on commencement of employment and that a copy of the completed questionnaire is forwarded to Personnel Department for inclusion in the employee’s the personal file.
• Ensure that a procedure is in place to facilitate the timely reporting of accidents, incidents, near misses and dangerous occurrences in accordance with Trust policy. Including medical device/medication errors, and those issues of clinical risk.
• Ensure that incidents are investigated as and when required, nominating managers to conduct investigations where appropriate.
• Ensure that health and safety is included in the Directorate planning process.
• Will maintain a Directorate Risk Register and will ensure that any major issues are notified to the Risk Management Department for inclusion on the Trust Risk Register
• Ensure that suitable arrangements exist for effective consultation with Safety Representatives and all other staff groups who may not otherwise be represented by Safety Representatives.

4.5 Responsibilities of the Departmental Managers

• Departmental Managers have responsibility for all health and safety issues within their Department. They must ensure that there is a sound local health and safety function as well as well developed health and safety awareness and culture within their remit.
• Departmental Managers must ensure that there is a suitable forum to disseminate health and safety information within their Department.
• Ensure that all necessary procedures and arrangements for health and safety are in place and operating efficiently, and that all employees based within the Department are aware of them, including where appropriate visitors or employees of other organisations based within the Department.
• Understand the responsibilities of personnel under their authority and ensure that each employee understands their responsibilities and are equipped to work effectively and safely.
- Appoint suitable Risk, COSHH, DSE Assessors and Manual Handling Facilitators and those appointed are given appropriate training and time to carry out and maintain assessments.
- Ensure that Risk Assessments are undertaken ensuring that there is a plan to address identified issues and systems of work are safe.
- Ensure that staff are aware of any specific instructions of work which outline any potential hazards and precautions and that staff follow such instructions including standard operating procedures.
- Ensure that incident and near-miss reporting procedures are understood and complied with, conduct and assisting with investigations where appropriate.
- Ensure all employees and temporary staff are suitably trained/competent to carry out the prescribed task.
- Ensure that all new employees receive such induction training as may be required and are issued with personal protective equipment as required.
- Take appropriate action to address any examples where any employee fails to discharge their health and safety responsibilities.
- Promote and positive safety culture setting a personal example with regard to health and safety matters.

4.6 Directorate Health and Safety Link Person

- Where appointed by the Directorate Manager, the H&S link person will support the Directorate Manager in achieve compliance with Trust health and safety related policies and associated legislation.
- They will ensure that there is a sound Health and Safety function within their Directorate that reflects the local operational requirements of managers and staff.
- They will consult and coordinate where required with Local Risk Assessors, Departmental Managers and the Health and Safety Team.

4.7 Departmental Risk Assessors (General/COSHH/Moving and Handling/DSE)

- Provide Departmental level function for assessing and controlling risk within their area of training (General/COSHH/Moving and Handling/DSE).
- Undertake risk assessment on behalf of the Directorate and Departmental Managers.
- Escalate to their Departmental Managers any risks where there is outstanding actions, cause for concern or resourcing implications.
- Evaluating risk assessments and controls post incident, supporting the investigation process.
- Liaise with the Departmental Manager, Directorate Health and Safety
Link (where appointed) and Health and Safety Team as required.

4.8 The Health and Safety Lead

Reports to the Head of Patient Safety and Risk

- Manages the Trust Health and Safety Advisors and Admin / Clerical function of the Department.
- Is responsible for the day-to-day and overall management of the health and safety function and any ad-hoc health and safety events.
- Develops, Implements, and Monitors and reviews all current Health and Safety Policies
- Is informed and aware of outstanding risks/hazards that have been identified across the organisation.
- Plans and implements suitable risk control strategies to reduce exposure to hazards for employees, patients and visitors on behalf of the Trust.
- Advises and communicates to senior management on current health and safety practice and issues, guidance and health and safety legislation within the Trust
- Attends appropriate associated Health and Safety groups and meetings as required.
- Provides and contributes to Health and Safety reports and risk assessments on a regular basis and analysis data and health and safety process as required
- Completes an annual Health and Safety report based on directorate health and safety compliance audits, risk assessments, Health and safety inspections, current health and safety issues and statistical data. This will be presented to the Trust Health and Safety Committee, Corporate Governance Committee and Trust Board.
- Provide quarterly health and safety update reports for the Trust health and safety committee based on current issues and incident data
- Develops and presents Health and Safety Training Programmes and reviews and updates training information as required.
- Liaise with trade union organisations and when required external health and safety enforcement agencies as well as other in-house safety related professionals such as the Manual Handling Co-ordinator, Control of Infection, Estates Department, Patient Services, Occupational Health, Fire Advisors, Security Manager, Radiation Protection Advisors, Claims/Complaints Officers and Clinical Professionals
- Report to, and assist with the continuing development of Trust and Site Health and Safety Committee’s enabling effective communication between management, staff organisations, trade unions, staff safety representatives, and all other interested parties; thus ensuring the
Committees remain focal point for the discussion of all health and safety issues.

- Acts as a resource and liaises at all levels on Health and Safety Management issues.

4.9 The Health and Safety Advisors

Reports to the Health and Safety Lead

- Advises on current health and safety legislation and Trust policy and procedure and contributes to the review of existing Policies.
- Review accident statistics for accident prevention purposes, investigate where appropriate and report findings to the relevant parties, recommending action in accordance with the Trust's overall risk management strategy.
- Undertake risk assessments and reviews on medium to high-risk hazards within the Trust, producing reports for relevant parties as required.
- Assist Managers, when requested, with the development of their own local Directorate/Departmental Health and Safety procedures, risk assessment process, Health and Safety Planning and Strategy.
- Liaise with all Directorate/Departmental Managers and employees when required to provide guidance and information on issues relating to health and safety.
- Deliver health and safety training for all employees of the Trust, assist in the design and development of training packages as requested
- Liaise with trade union organisations and when required external health and safety enforcement agencies as well as other in-house safety related professionals such as the Manual Handling Co-ordinator, Infection, Prevention and Control, Estates Department, Patient Services, Occupational Health, Fire Advisors, Security Manager, Radiation Protection Advisors, Claims/Complaints Officers and Clinical Professionals.
- Report to, and assist with the continuing development of Trust and Site Health and Safety Committee’s enabling effective communication between management, staff organisations, trade unions, staff safety representatives, and all other interested parties; thus ensuring the Committees remain focal point for the discussion of all health and safety issues.
- Attend Health and Safety related committees and working groups as appropriate.
- Carry out an ongoing health and safety inspections programme across the organisation to ensure a safe environment for patients, visitors and employees and that Inspection are compliant with the key health and safety standards as outlined in the inspection documentation. Providing
an annual report of findings when inspection are complete in support of the Trust Board Annual Report

- Provide support and advice for Risk and COSHH assessors relating to hazard identification and completion of assessment documentation.
- Carry out expectant mother risk assessment as and when required
- Provide support, guidance and advice to managers and staff as required.

4.10 All Employees

- Though this policy and procedure lays down specific responsibilities in respect of health and safety the importance of all employees acting responsibly is paramount. Sound proactive health and safety practice is not the preserve of a few committed individuals but rather it must be of importance to all Trust employees if a healthy and safe working environment and culture is to be established and maintained. Further information and advice regarding all health and safety legislation and guidance can be obtained by contacting the Trust’s Health & Safety Department.

- All employees have responsibility under health and safety legislation to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Trust to enable it to discharge its own responsibilities successfully.

- Employees are expected to carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations, codes of practice and the control measures contained in risk assessments.

- Employees are further required to follow the training they have been given when using any equipment, substance, safety device or safe system of work specified by their employer. It is the duty of employees to attend training sessions once their manager has arranged attendance for them.

- If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their Manager or Supervisor immediately.

- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored in the approved place after use.

- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used.

- Not to operate any plant or equipment unless authorised.

- To report any accident, near-miss, dangerous occurrence or dangerous condition to their line management.

- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to participate in horseplay or place fellow employees in danger by their actions.
- It should be noted that failure to comply with the above could lead to disciplinary action or may in certain circumstances lead to prosecution.

4.11 Contractors

- All Contractors must comply with the aims of this policy as a condition of their contract and will be required to forward a copy of their Safety Policy and Safety plan for the work to the Estates Manager for review.
- Contractors will at pre-contract meetings or other time may be required to submit Assessments, Test Certificates, Method Statements and/or CDM related Health and Safety plans to comply with statutory requirements.
- Contractors and their employees must respond to, and promptly comply with, any instruction issued by Trust employees where it may impact on health and safety.
- Operator’s certificates of competence and test certificates for the various types of plant and equipment to be used will be presented to site management before the operation commences.
- Every Contractor will be responsible for providing his employees with all necessary personal protective clothing and equipment.
- All portable tooling and other plant and equipment will be maintained and in good working order and in the case of lighting appliances and electrical equipment evidence must be produced as to the correct testing and certification.
- Any hired ride on plant will only be operated by persons appointed as being competent and where applicable certificated to industry standards for the plant in question.
- All electrical plant will be rated at 110 volts or lower and be operated through a centre tapped earth transformer. Any other electrical equipment must be notified to the Estates manager who will require evidence of the additional circuit and equipment protection measures to ensure the safety of the operatives.
- Any materials or substances brought onto the site must be correctly labelled and in approved containers or packages. Such materials or substances must be advised to the Estates manager together with an appropriate C.O.S.H.H. assessment to ensure that the substance poses no risk to health or safety of those affected by its use and that the correct storage and fire precautions are adequately catered for.
- Contractors will be responsible for ensuring that the personnel placed on site are fully trained and competent in the work to be undertaken. Evidence of training will be required at the tendering stage and may be requested during site safety inspections/audits.
• Contractors will ensure that they maintain their workplaces in a safe condition and that their storage areas are kept clean, tidy and free from hazards.

• Further conditions on any other health and safety matters will be contained in the conditions of order/contract and will form part of this policy’s requirements.

• Site Rules may be implemented for specific works or phases of works. Contractors are required to comply with these rules and ensure they are included in induction for their own staff prior to work commencing. Contractors must maintain separation between pedestrians and vehicles in planning and conducting site works.

• Contractors are not to undertake any intrusive work or that likely to disturb asbestos without discussion with the Estates Department and consultation with the Trust Asbestos database and Asbestos Policy. Assurance will be required that Contractors have undertaken asbestos awareness training.

• The Policy Regarding Use of Contractors should be consulted for further information.

5 Definitions

Hazard is something with the potential to cause harm.

Risk is the chance that something will happen that will have an impact on the Trust’s aims and objectives. It is measured in terms of likelihood (probability or frequency of the risk occurring) and severity (impact or magnitude of the effect of the risk occurring).

A Disabled Person is someone who is disabled under the Equality Act (2010) having a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse negative effect on their ability to do normal daily activities.

6 Health & Safety Arrangements and Management System

6.1 Health & Safety Risk Assessment

Risk Assessments is at the core of health and safety planning and development of safe systems or methods of work. Risk Assessments should include control measures which are likely to be effective in avoiding, substituting or minimising the risks of work related activities.

Risk Assessments are held on file in the relevant work areas, and are to be freely accessible to all staff. Risk Assessment should contribute to the overall Directorate/Departmental Health and Safety related strategy and planning. To assist the Risk Assessors in completion of assessments, a Hazard Checklist should be completed as part of the risk assessment process.

Risk assessments should be reviewed on a change of practice, as a result of
incidents investigation if appropriate. Risk assessments should have a general
review at least every 12 months. Once completed/reviewed any risk
assessments that have any outstanding hazards, or remedial action should be
included in Directorate or departmental action planning.

The Health and Safety Department is available to advise and assist with risk
assessment issues.

6.2 **Health and Safety Compliance Audits**

Health and Safety Compliance audits are central to monitoring those
Directorates and Departments are undertaking risk assessments specifically
relating to health and safety issues. As part of the process they also ensure that
managers are aware of and are addressing risks and can monitor that risk
assessment are within the review period.

Managers must ensure that a compliance audit questionnaire is completed for
their Department and Directorate on a quarterly is basis and submitted to the
health and safety Team. The Health and Safety Team will provide a quarterly
report for the Trust Health and Safety Committee on the status of risk
assessment compliance across the Trust.

Where there is low compliance, it is the managers responsibility to improve
compliance, the health and safety team will assist individual managers,
providing support and guidance as and when required to achieve a suitable
compliance level.

6.3 **Management of Health & Safety within a Directorate/Department**

Actions resulting from Risk Assessment and incidents should be used to
formulate health and safety planning in the form of an action plan. The Action
plan should contain the outstanding hazards, actions, Lead person and
completion dates.

Directorate/Departmental managers must be aware of the risks identified and
control measures taken within the risk assessments for there Directorate
Progress on action plans, identified risks and outstanding health and safety
issues should be discussed by the Directorate Manager and Director/Head of
Service on a regular basis involving other local interested parties to ensure that
controls are established and outstanding hazards addressed.

Local procedures and staff training should be addressed as part the regular
communication between managers within the department and other interested
parties.

Any Major Risks should be notified to the Risk Management Department for
Inclusion in the Trust Risk Register.

6.3.1 **Health & Safety Training**
There is a general duty on employers, so far as is reasonably practicable; to ensure that all employees receive the required training, induction and instruction as is necessary to ensure their health and safety whilst at work.

The Trust recognises this duty and requires that Directorate/Department Managers ensure that the staff under their control receive appropriate and timely health and safety training commencing with Departmental Induction. This induction should be undertaken as soon as possible for new staff.

6.3.2 Directorate and Departmental Health and Safety Policies and Procedures

The structure, activities and risks of each Directorate or Department are quite different. It is therefore appropriate that each Directorate/Department develops its own Health & Safety procedures and protocols, which should reflect their specific requirements. There may be a requirement in some areas for a Directorate or Departmental specific Policy.

Advice on the implementation of Directorate/Department health and safety procedure and policies can be obtained from the Trust Health and Safety Department/Advisors. Directorate/Department health and safety associated documentation should be made freely available to employees within the Directorate and Department.

6.3.3 Disabled Employees

The Trust has a duty to make reasonable adjustments to the role, equipment, means of communication, place of work, policy and process to enable disabled staff fulfil the role.

Disabled employees may require specific safety measures and modification in their workplace. If this is the case, the Health and Safety Advisor, Moving and Handling Dept, Occupational Health Department or other relevant specialist should be consulted for further advice on workstation/risk assessment requirements and disabled access. In some cases this may necessitate a case conference to discuss and resolve any issues. Additional guidance and assessment can be sought from external organisations, e.g. P.A.C.T (Placing Assessment and Counselling Teams) and the Employment Service.

Risk assessment should take account of disabilities and adaptations that may be required; these may include adaptation of machinery/equipment, relocating of shelving, sockets, changes to lighting, provision of visual or audible systems of alarm and communication. Further support may consist of supervision, communication and safe systems of work, emergency arrangements such as Personal Emergency Evacuation
6.4 Trust Risk Registers

Where hazards are identified within the Directorate which are not currently being, or may cease to be, effectively managed they will be placed on the Risk Register within the Datix Risk Management System. If a risk has been identified as being high or may have a major impact and/or be detrimental to patients, staff and the organisation, the Clinical Governance and Risk Department (CGARD) will ensure this is brought to the relevant committee for review. All high risks that have been placed on the Trust registers will be monitored and reviewed regularly by CGARD as appropriate to ensure that progress is being made to reduce/eliminate the risk. All other risks that are on the local risk register should be reviewed regularly until resolved.

Health & Safety risks should be reported to the senior responsible manager immediately and should not be left until a safety inspection. Risks that are identified as requiring urgent attention and which require out of hours intervention, should be reported to the Patient Services Co-ordinator.

6.5 Trust Incident Reporting and Procedures

See the Trust Management and Reporting of Accidents and Incidents Policy provides information.

6.6 Use of Accident / Incident Statistics

All Directorates have direct access to the Datix accident/incident information system and should monitor accidents within their own Directorate on a regular basis. CGARD produces statistical reports on all accident/incidents for the Risk Management and Clinical Risk groups. The Health and Safety Dept. also produces quarterly statistics for the Trust Health and Safety Committee.

The statistics produced are used to review the pattern and number of accident/incidents and to aid in the development of intervention strategies designed to progressively reduce the number and severity of accidents. Priorities will be determined within the Trust and take into account any nationally determined targets. The site Health and Safety Committees receives a breakdown of incidents specifically for each hospital site provided by the Health and Safety Advisors.

Accident/incident statistics are regularly monitored and investigated by the Health & Safety Advisors and the Risk Management Dept. In addition other Departments also use the Datix System for monitoring purposes e.g. Professional Development, Occupational Health, Control of Infection, Security and the Moving and Handling Service.
6.7 **Trust Health and Safety Committee and Associated Groups and Committees**

6.7.1 **Trust Health and Safety Committee**

The Trust Health and Safety Committee meets quarterly to provide a forum where senior managers and the Trust’s Safety Professionals meet with local Health and Safety Representatives to discuss Trust-wide health and safety issues, receive reports and formulate policies, procedures and documentation. The committee also seeks to develop proactive accident reduction strategies and health and safety planning initiatives.

6.7.2 **Site Health & Safety Groups**

Quarterly Site Committees take place at the Royal Victoria Infirmary and Freeman Hospital, and deal with site specific operational health and safety issues. The chair of each site committee is required to report to the Trust Health and Safety Committees.

Due to the close interface between the University of Newcastle and the Dental Hospital, a Dental Health & Safety Committee is in place and is attended by Managers and safety representatives for those areas respectively. Health & Safety Professionals from both organisations are members of this committee.

6.7.3 **Associated Committees**

The Health and Safety Department liaises and participates in a number of other related Groups and Committees:

- University and Trust Links
- Radiation Protection Advisory Committee
- Security Group
- Laboratory Health and Safety Committee
- Stress Working Group
- Clinical Risk Group
- Falls Task Force
- Trust Board

For a descriptive outline of the groups/committees and the work undertaken refer to Appendix 3.

6.8 **Communication/Documentation**

Health and Safety supporting documentation and a toolkit is located within the Clinical Governance and Risk Department intranet site.

The site provides information on a range of health and safety matters and details how health and safety management works across the Trust. The toolkit provides examples of generic assessments, safe systems of work, COSHH information, the slips trips and falls strategy and other additional information such as pregnant workers, most of which can be developed by local risk assessors as
required. Other information includes the needlestick inventory, information relating to violence and aggression and leaflets for staff. Related Health and Safety Policies are listed on the intranet and at the end of this policy.

7    Training

Training is of fundamental importance in the management of health & safety. The aim of training should be to increase the health and safety awareness and competence of employees at all levels in the organisation, so that they do not put themselves or others at risk of injury or ill health. Managers must ensure that health and safety training is incorporated into their annual planning process and for new employees as required. Directorate and Departmental Managers should ensure that the health & safety training plan is regularly reviewed and updated as required and maintain all registers and training records.

The University and Trust have an agreement to provide credit for some training undertaken by the other organisation. This aims to avoid duplication whilst maintaining training standards, the agreement will be reviewed routinely by the Trust and University Health and Safety Committees and Trust Education Group.

8    Equality & Diversity

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

9    Monitoring & Compliance

<table>
<thead>
<tr>
<th>Standard / Process / Issue</th>
<th>Monitoring &amp; Audit</th>
<th>By</th>
<th>Committee</th>
<th>Frequency</th>
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<td>Completion of statutory risk assessments</td>
<td>Health and Safety compliance questionnaire</td>
<td>Health and Safety Team</td>
<td>Trust Health &amp; Safety Committee</td>
<td>Quarterly</td>
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<tr>
<td>Completion of statutory risk assessments</td>
<td>Health and Safety inspection programme</td>
<td>Health and Safety Team</td>
<td>Trust Health &amp; Safety Committee</td>
<td>18 monthly</td>
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<tr>
<td>Health and Safety Incidents</td>
<td>Health and Safety data review and update</td>
<td>Health and Safety Team</td>
<td>Trust Health &amp; Safety Committee</td>
<td>Quarterly</td>
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<tr>
<td>Each Department has trained risk assessors</td>
<td>Health and Safety compliance questionnaire</td>
<td>Health and Safety Team</td>
<td>Trust Health &amp; Safety Committee</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>
10 Consultation and review

The policy has been circulated to:

H&S
Trust Health and Safety Committee
CPG
Directorate Manager (Dental)

11 Implementation

A summary of the key changes will be notified to managers following implementation. Further advice and guidance will be available from the Health and Safety Team.

12 References

Health and Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999

13 Associated documentation

Asbestos Management Policy and Action Plan
Control of Substances Hazardous to Health Policy
Central Alert System (CAS) Policy and Procedure
Decontamination of Health Care Equipment Prior to Service or Repair
Display Screen Equipment Policy
Employees Using Their Own Vehicles on Trust Business
Exclusion from Treatment of Violent of Abusive Patients
Fire Policy
First Aid Policy
Latex Operational Policy
Legionnaire’s Disease: Precautions against Hospital Acquired Disease
Lone Workers Safety Policy
Handling, Segregation and Disposal of Cytostatic and Cytotoxic Waste
Management and Control of Pressure Systems
Management and Prevention of Slips, Trips and Falls Policy
Management of Stress Policy
Management of Violence and Aggression at Work Policy
Management and Reporting of accidents and Incidents Policy
Mandatory Training
Medical Gas Pipeline Systems
Moving and Handling of Bariatric Patients
Moving and Handling
Needlestick Injuries and Blood Born Virus Exposure- Code of Practice
Occupational Health and Wellbeing Operational Policy
Personal Protective Equipment Policy
Policy Regarding Use of Contractors
Placing a Risk of Violence alert on Patients Records Policy
Pregnant Workers Policy
Prevention of Aspergillosis during Building Work Policy
Risk Management Strategy
Risk Register – Management and use Policy
Safe Use and Storage of Liquid Nitrogen and Solid Carbon Dioxide (Dry Ice)
Security Policy
Smoke free Trust Policy
Strategy for Slips, Trips and Falls
Transport of Clinical Specimens
Transportation and Storage of Medical Gases
Waste Management Policy
Workplace Temperatures - Advice and Guidance
Working Time Regulations Policy
Young Persons Under 18 Years of Age Policy
Newcastle Hospitals Health and Safety Management System (HSG 65 Model)

Appendix 1

Plan (Policy and Planning):
- Established set of policies that undergo regular consultation and review.
- Nominated Director for Health and Safety
- Commitment from Board to improve health and safety performance.
- Competent Health and Safety related advise actively improving safety and driving safety issues, structure of supported by trained local assessors.
- Trust and supporting H&S Committees hold regular meetings support compliance and decision making and assurance.
- Health and Safety planning a requirement at Corporate, Directorate and Local levels

Do (Risk Profiling, Organising and Implementation):
- Resourcing to support health and safety arrangements.
- Competent health and safety advice
- Structure to support risk assessment at all levels.
- Employee representation at Health and Safety Committees/forums.
- Introduction and changes to arrangements consulted on and discussed at Committees
- Health and safety designed into change where possible.
- Improvements in health and safety standards for partners, contractors to be reviewed.
- Health and safety targets

Act (Learning Lessons and Reviewing Performance)
- Regular review of health and safety related policies.
- Internal audit review and report to Trust audit committee.
- Health and safety issues reported on Trust and Directorate risk registers and reviewed at committees.
- Review of incidents and communication of findings.
- Learning lessons completed at a number of levels and through IGC for some incidents.
- Leadership walk rounds help reinforce key issues.

Check (Measuring and Investigating):
- Reporting of safety related training completion.
- Incident and near miss reporting and investigation
- Stress related absence data reviewed
- Health and Safety Inspection programme
- General and subject specific safety inspections and audits.
- Inclusion of significant issues on risk registers
- Evaluation of legislative updates tracked at H&S Committees
- Review of RIDDOR data at Trust Health and Safety Committee
- Review of quarterly and annual health and safety incidents.
- Annual report submitted to Board via CGC.
Newcastle Hospitals Health and Safety Structure

Appendix 2

Board and Chief Executive

Directors and Heads of Service

Director of Quality and Effectiveness

Health and Safety Team

Moving and Handling Team

Fire Safety Team

Radiation Protection Advisors

Directorate Health and Safety Link Person (if appointed)

Directorate Manager

Departmental Manager

Departmental Risk Assessors (General, COSHH, DSE, Moving and Handling)
The Newcastle upon Tyne Hospitals NHS Foundation Trust

Equality Analysis  Form A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

PART 1

1. **Assessment Date:** 21/08/2015

2. **Name of policy / strategy / service:**
   - Health and Safety at Work Operational Policy

3. **Name and designation of Author:**
   - Tim White, Health and Safety Lead

4. **Names & Designations of those involved in the impact analysis screening process:**
   - As above

5. **Is this a:**
   - Policy  X  Strategy  □  Service  □
   - Is this:
     - New  □  Revised  X
   - **Who is affected:**
     - Employees  X  Service Users  X  Wider Community  □

6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?** *(These can be cut and pasted from your policy)*

   To help demonstrate Trust is committed to providing an environment that is healthy and safe for all staff, patients and visitors. The Health & Safety at Work Act 1974 requires all employers who employ more than five employees to produce and maintain a safety policy and to bring it to the attention of all its employees. In addition the Management of Health and Safety at Work Regulations (1999) requires that all employers will have in place an effective strategy for the management of health and safety within its organisation. This policy sets out the Trust approach, arrangements and responsibilities for meeting the requirements Health and Safety legislation.

7. **Does this policy, strategy, or service have any equality implications?** Yes  □  No  X
If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:

Review of policy document against evidence criteria acknowledges a number of measures in place relating to the health and safety of staff and others. Policy arrangements are in place mainly for staff activities and related risks but recognising the duty of care under health and safety legislation to patients, service users, visitors and contractors.

8. Summary of evidence related to protected characteristics

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Evidence i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups related to this policy/service/strategy – please refer to the Equality fact files available via the link below (add link)</th>
<th>Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address (by whom, completion date and review date)</th>
<th>Does the evidence highlight any areas to advance opportunities or foster good relations. If yes what steps will be taken? (by whom, completion date and review date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race / Ethnic origin (including gypsies and travellers)</td>
<td>Health and Safety Management encompasses a duty of care recognised by the Trust to Employees and others.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Sex (male/ female)</td>
<td>Pregnant Workers Policy and associated risk assessment recognises the specific risk areas for those new and expectant mothers</td>
<td>No</td>
<td>One to One specific risk assessment undertaken already.</td>
</tr>
<tr>
<td>Religion and Belief</td>
<td>Chaplaincy support role in notification and follow up to incidents of serious violence and aggression against staff. Chaplaincy support to Stress Group. Incidents where racial behavior has been demonstrated are escalated to senior management for investigation.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Sexual orientation including lesbian, gay and bisexual people</td>
<td>Incidents where particular individuals or groups are targeted are escalated to senior management for investigation.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Age</td>
<td>So that assessors are aware of the drivers</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section</strong></td>
<td>for this measure and is not a local Trust imposed restriction.</td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Gender Re-assignment</strong></td>
<td>Access and Egress are common factors when undertaking risk assessment. To ensure that local risk assessor training highlights DDA requirements. Involve disabled persons in consultation over access issues where appropriate. So that assessors are more aware of this issue and can provide sound recommendations in assessments if required. Improved access to services for disabled and older persons.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Marriage and Civil Partnership</strong></td>
<td>Incidents where particular individuals or groups are targeted are escalated to senior management for investigation.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Maternity / Pregnancy</strong></td>
<td>Staff complete E&amp;D Training as part of mandatory training.</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>****</td>
<td>Health and Safety legislation places some restrictions on the risks that new and expectant mothers may be exposed to. To ensure that the reasons for this including legislative requirement are explained when conducting pregnancy related risk assessment. So that assessors are aware of the drivers for this measure and is not a local Trust imposed restriction.</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

9. **Are there any gaps in the evidence outlined above. If ‘yes’ how will these be rectified ?**

   No

10. **Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.**

   Do you require further engagement No
11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)

No

PART 2

Signature of Author

Print name
Tim White

Date of completion
21.08.15

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)