St Andrew's
HEALTHCARE

**Policy Group:** Health & Safety
**Version no.:** 2.0
**Date of issue:** June 2024
**Approved by:** Safety & Emergency Planning Steering Group

# Health & Safety Policy

## Contents

| TARGET AUDIENCE (including temporary staff) | |
|---|---|
| People who need to know this document in detail | Board, Executive Team, Director of Operational Support, SLT, Operational Leaders and Line Managers, Health & Safety Team, Accountable Person. |
| People who need to have a broad understanding of this document | Estates and Facilities Staff, Contractors, All Staff, Agency and Bank |
| People who need to know that this document exists | All Staff, Volunteers |

**St. Andrew's Healthcare Health & Safety Statement of Intent:**

This policy statement sets out the Charity's commitment to ensuring the safety, health and welfare of our service users, staff, volunteers and others in the course of our work activities. The effective management of health and safety is an integral part of our organisational strategy and objectives. Our ways of working, policies and procedures are developed and reviewed in accordance with the Health and Safety at Work etc. Act 1974 and supporting regulations, codes of practice and healthcare sector best practice guidance.

As a Charity and caring Employer, we commit to reducing injuries and ill health at work by eliminating those hazards we are able to, or reducing and controlling residual risks to as low as reasonably practicable, by applying well designed and managed safe systems of work. We will act proactively to minimise the incidence of workplace risks by ensuring all activities are carried out with the highest regard for the health, safety and welfare of our staff, contractors, visitors and the public at large.

The Charity recognises that the nature of its services and activities imposes health and safety risks on people, and as such, has responsibility under the Health and Safety Legislation to eliminate, reduce or control these risks.

To achieve the aims of this Policy, The Charity expects all staff to discharge their statutory duties and to contribute fully to achieving a good safety standard, of health and safety at work. As such, it expects all managers to adopt and implement this Policy and the requirements of the 'Management of Health and Safety at Work Regulations 1999', by identifying hazards, assessing risks and implementing control strategies to reduce accidents, injuries and ill health.  To this extent, the Charity will provide, as far as reasonably practicable, the following:

- Adequate resources to improve and maintain the safety systems in place.

- A competent person to assist in Health & Safety matters.

- Training and supervision to ensure activities are carried out safely.

- Clear roles, responsibilities and accountabilities for health and safety at work.

- Adequate facilities and arrangements for employees' welfare at work.

- Work equipment and systems of work that are, so far as reasonably practical, safe and free from risks of injury or to health.

- Safe Working Procedures and arrangements to ensure the safe use, handling, storage and transport of equipment and substances.

- Opportunities to consult with our workforce and Staff Trade Unions, in matters affecting their health and safety at work.

This policy reflects our commitment to working collaboratively and positively with our staff, patients and other stakeholders, to continuously improve our safety performance and safety culture in the way we lead, manage, work and behave.

The Board of Trustees and the Executive team will ensure this statement is communicated to all staff and is fully implemented.

This Policy will be reviewed every two years, or sooner, as required, to reflect legislative or organisational change.

**Signed:**

**Chief Executive Officer**

**Date:**

1. **Policy Summary:**
   The purpose of the Health and Safety Policy, hereafter referred to as 'the policy',  is to ensure the Charity manages health and safety risks effectively for our service users; staff; volunteers; carers and others who may be affected by our work activities.

   St Andrew's Healthcare is committed to the continual improvement of its health and safety performance and complying with all relevant statutory provisions relating to health and safety outlined in the Policy Statement of Intent.

2. **Links to Legislation, Policies and Procedures:**
   St Andrew's policies are based on and reflect the requirements of relevant legislation Including:

   - The Health and Safety at Work Act, etc. 1974 (HSAWA)
   - The Manual Handling Operations Regulations 1992 (MHOR) (as amended 2002)
   - Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
   - Provision and Use of Equipment Regulations 1998 (PUWER)
   - Reporting Injuries, Diseases and Dangerous Occurrence Regulations  2013 (RIDDOR)
   - Equality Act 2010

   **Links to St Andrew's policies/procedures:**
   - Lifting Operations and Lifting Equipment (LOLER)
   - Provision and Use of Equipment (PUWER)
   - Control of Noise at Work Policy
   - DSE (Display Screen Equipment) Procedure
   - Manual Handling Policy
   - Fire Policy and Procedures

   Policies and Procedures are available via A-Z:
   [Policies - Policies - A-Z (sharepoint.com)](sharepoint.com)

3. **Scope**
   This policy applies to all of the Charity's workforce, across all sites including In-patient services, Community Services, Outpatients and non-clinical areas. This also applies to temporary workers, including Agency, Bank, and contracted workers. All roles are required to read, thoroughly understand and ensure compliance with this policy.

4. **Background**
   St Andrew's is committed to providing a safe and healthy workplace for all employees, contractors, visitors, and members of the public who may be affected by our activities. We recognise that protecting our people is not only a legal obligation but a moral responsibility.  A successful health and safety program is fundamental to our business success.

   This policy outlines our approach to managing health and safety, preventing accidents and work-related ill health, and fostering a proactive safety culture.  We believe that all incidents are preventable, and everyone has a shared responsibility in creating and maintaining a safe working environment.

5. **Definitions**

| AEO | The Accountable Executive Officer is the person who directs the organisation at the highest level and who is ultimately accountable for safety in the organisation. |
|---|---|
| **Competent Person** | Someone who has sufficient health & safety training and knowledge and other qualities, to advise and assist the Charity in matters relating to health & safety at work. |
| **COSHH** | Control of Substances Hazardous to Health (regulations about chemicals, but relevant due to potential impact on grip or safe handling). |
| **LOLER** | Lifting Operations and Lifting Equipment Regulations (focus on safe use of equipment for moving loads). |
| **MHOR** | Manual Handling Operations Regulations 1992 (as amended) |
| **RIDDOR** | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (mandates reporting of certain workplace incidents in the UK). |
| **PUWER** | Provision and Use of Work Equipment Regulations 1998 (PUWER is a set of regulations in the United Kingdom that aim to ensure the safety of work equipment). |

6. **Key Requirements**
Below is a flow of how risks can be identified, and controlled through a series of steps with clear measures.
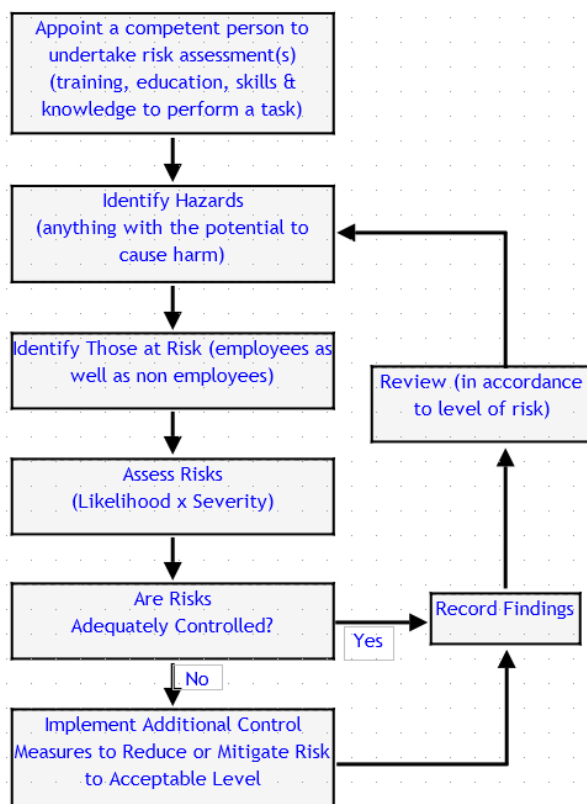
An approach to use the Plan, Do, Act, Review method helps to keep on track and consistently review and stay compliant with all Legislation and Regulations that may change of be introduced.
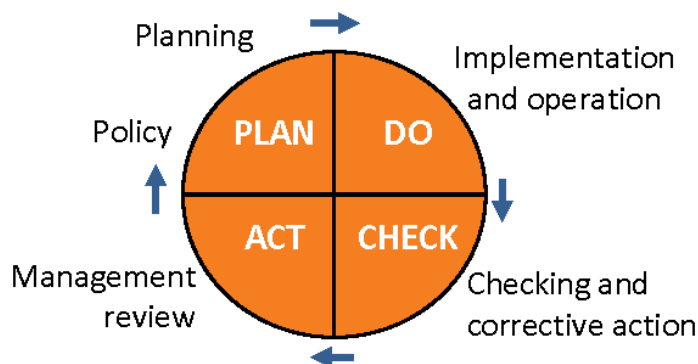


**Key Documents:**

| Key Documents | | | |
|---|---|---|---|
| **Name of form** | **Where to find the form** | **Person responsible** | **Frequency of completion** |
| Workplace Risk Assessment | Hub | Department Managers/Ward Manager | 6-monthly and as required following significant change of risk/ environment |
| Fire Risk Assessment | Accessed via request to E&F | E&F Fire Compliance Lead/external assessors | Annually and as required following significant change of risk/situation/ environment |
| Ward Staff Safety Induction Checklist | Hub | Nurse In Charge/ Team Leader | To induct new employees, temporary workers or after long periods of absence for permanent staff |
| Ward Day/Night Safety Checklist | Hub | Nurse In Charge | Daily on each day and night shift |
| Ligature Risk Assessment | Hub | Nurse In Charge | Daily and after a ligature-related safeguarding incident |
| Personal Evacuation Plans (PEEPs) | Hub | Ward Manager | Twice-yearly and as required following significant change of clinical/physical need |
| Specific Risk Assessments for plant & machinery and occupational health | Hub | User | Weekly, monthly and prior to use |
| Integrated Assurance Audit Survey | Hub | General Manager and Quality Matron | 6-monthly |

7. **Roles and Responsibilities**

The Charity organisational structure (appendix 1) is in place to implement the requirements of the Policy and to support the Charity in meeting its statutory obligations. The key duties are defined below:

**The Board of Trustees**

The Board has Corporate Responsibility for health and safety matters. They shall:
- Set the direction for and provide visible leadership & support for health and safety.
- Consider the health and safety context in respect of Board decision taking.
- Receive regular updates on health and safety performance from the Accountable Executive Officer.
- Undertake an annual review of the Charity's health and safety management system and arrangements to ensure it remains appropriate and effective.

**Chief Executive Officer**

The Chief Executive Officer has overall accountability for Health and Safety at Work in the Charity and for ensuring, so far as is reasonably practicable, the health, safety and welfare of service users, staff, volunteers and others who may be affect by the Charity activities. The Chief Executive shall:
- Approve and sign the 'Statement of Intent for Health and Safety at Work' annually.
- Ensure the 'Statement of health and Safety at Work' is communicated across the Charity.
- Nominate a Board level Executive Director to be accountable for the management of health and safety in the Charity.
- Ensure adequate resources are made available for the implement the Policy and achieve the objectives of the Statement of Intent.
- Ensure a competent person is appointed to advise the Charity on its health and safety obligations.
- With support from the AEO and the Director of Operational Support, ensure compliance with all health & safety legislation.
- Ensure health, safety and welfare standards are developed, implemented and monitored
- Review safety performance in association with the Accountable Executive Officer, Director of Operational Support, Head of Internal Audit and Risk, and Health and Safety Manager.
- Ensuring health, safety and welfare is properly assigned and accepted at managerial and employee level.

**Chief Operating Officer - Accountable Executive Officer (AEO) for Health & Safety**

The Chief Operating Officer is the Accountable Executive Officer for Health and Safety, and is responsible for ensuring safe systems of work are implemented in line with policy, processes and procedures, to ensure the Charity complies with it's statutory obligations under the Health and Safety at Work etc. Act 1974. They shall:
- Provide updates to keep the CEO and the Board informed of any shortfalls in arrangements.
- Ensure effective systems are in place for the management and reduction of risk

- Ensure effective systems are in place for regular performance review and monitoring, and corrective actions are in place to mitigate risks.
- Ensure governance structures are effective.
- Ensure reporting systems are in place for users to report significant failures or risks.

**Director of Operational Support**

The Director of Operational Support is accountable to the Chief Operating Officer (Accountable Executive Officer) and has operational responsibility for supporting the Charity in complying with its statutory obligations under the Health and Safety at Work etc. Act 1974. They shall:

- Ensure adequate arrangements are in place to meet the requirements of the Policy, and escalate any resourcing barriers to delivering the strategy.
- Institute and chair a health and safety governance and decision making committee to act as second line assurance of the health and safety arrangements in place, to verify health and safety performance of all areas of the Charity and to escalate any reporting to the Quality and Safety Committee.
- Ensure the regular review of health and safety policies, procedures and safe systems of work to reflect legislation and organisational changes.
- Ensure an effective health and safety strategy is developed to assist the Charity in achieving the policy aims.
- Ensure an annual health and safety Charity wide objective is in place to achieve statutory compliance, ensuring health and safety advice is sought from competent persons, to support the Charity discharging its general and specific duties under the Health and Safety at Work etc. Act 1974 and all relevant regulatory provisions.
- Provide an annual Board report.
- Ensure arrangements are in place so that all Directors and Managers remain informed of their statutory duties, responsibilities and accountabilities for health and safety at work.
- Bring health and safety matters to the attention of the Accountable Executive Officer, Charity Executive team, and the Board of Trustees at regular intervals.
- Report to the AEO and Quality and Safety Committee any actions taken by enforcement agencies, both formal and informal, and monitor progress made by the Trust in complying with legislation, statutory requirements.
- Develop and circulate updates informing all relevant employees of any changes to health and safety policy and procedures.

**Health and Safety Manager**

The Health and Safety Manager reports to the Director of Operational Support, and shall:

- Act as a Competent Person in respect of matters relating to health, safety and welfare.
- Ensure management teams and employees are provided with access to adequate information, instruction, training and advice to support them in meeting their responsibilities under the Policy
- Provide updates, guidance and advice to the Accountable Executive Officer on the adequacy of the Policy and supporting arrangements in meeting statutory requirements.

- Provide information and insight on the Charity's health and safety performance through the provision of regular and periodic reporting as set out in the Charity's governance framework.
- Produce the annual plan for health and safety at work for the approval of the Director of Operational Support.
- Monitor a range of leading and lagging key performance indicators to provide comfort and assurance of the Charity's compliance and to identify area for improvement.
- Continually develop the Health and Safety Management System, and improve health and safety performance throughout the Charity.
- All statutory notices and employers liability certificate (where appropriate) are displayed in prominent positions in the workplace.
- Develop and circulate updates informing all relevant employees of any changes to health and safety policy and procedures.

**Health and Safety Advisors**

Health and Safety Advisors are subject matter experts who will advise and support across the charity in respect to matters relating to health, safety and welfare, they will:
- Co-ordinate and advise on the implications of health and safety legislation for all staff as required.
- Regularly consult with relevant professional advisors and statutory bodies, with a view to obtaining and implementing updated information/best practices on all aspects of health and safety.
- Co-ordinate and monitor the arrangements for health and safety throughout the Trust.
- Investigate/monitor accidents/incidents and make recommendations with follow up action where appropriate.
- Complete audits and test exercises across the charity to check compliance with the policy and procedures.
- Contribute to the development of policy, procedures and associated tools to assist in the implementation of safe working practices.
- Collaborate with and provide support to stakeholders to ensure policies are implemented and lessons learned are shared.
- Attend sub-groups of the Safety and Emergency Planning Committee.

**All Directors**

Directors are responsible for ensuring work activities, so far as is reasonably practicable, are undertaken safely and without risks to the health and safety of our service users, staff, volunteers and others.  All Directors have a responsibility to implement this policy and ensure safe systems of work are adhered to. They shall:
- Adopt and role model a positive leadership approach to health and safety, and ensure they do not walk past unsafe practices. Take corrective action to ensure issues and risks are mitigated.
- Familiarise themselves with, and act upon the requirements of the Charity's health and safety policies, rules, and procedures.
- To seek advice from the competent person on health, safety and welfare issues, where they cannot be resolved at local level.
- Promote the requirement for adequate arrangements for identifying staff's health and safety training needs to be in place, and that appropriate safety training and

supervision is provided at all levels

- Ensure they are aware of all significant health and safety risks within their area of authority and understand the arrangements, procedures and controls required to manage these effectively.
- Ensure that all work equipment and professional services are procured in full compliance of all applicable health and safety legislation, approved codes of practice and standards. This responsibility extends to ensuring due diligence of any work equipment is fit for the purpose that it is required and maintained in accordance with all applicable health and safety regulatory requirements
- Ensure the appropriate level or training, instruction, information and supervision is in place for all employees under their control/remit.
- Ensure first line assurance is in place to monitor and review that all employees under their control comply with safety procedures/rules.
- Workplaces and work activities under their control are regularly risk assessed and controls implemented to ensure the risk is lowered to a low a level as is reasonably practicable.
- Hold regular meetings with employees and patients to discuss health and safety matters.

## General Managers, Line Managers and Team Leaders

General Managers, Line Managers and Team Leaders are responsible for ensuring work activities under their control do not place service users, staff or others at risk. They shall ensure:

- They understand the health and safety policy and procedures, and risks to which service users, staff, volunteers and others may be exposed, and the arrangements, procedures and controls required to manage these risks effectively.
- All health and safety policies and guidance notes are disseminated extensively throughout their area of responsibility.
- Workplaces and work activities under their control are regularly risk assessed and controls implemented to ensure the risk is lowered to a low a level as is reasonably practicable.
- Records are kept and maintained of all training undertaken by staff under their control.
- Hold regular meetings with employees and their representatives to discuss health and safety matters.
- Ensure safe systems of working and procedures are followed and records are maintained.
- Ensure staff, or contractors commissioned to undertake work within their areas of responsibility, for or on behalf of the Charity are suitably competent to carry out such work
- Ensure the appropriate level or training, instruction, information and supervision is in place for all employees under their control/remit.
- Good standards of housekeeping are order are maintained in the workplace.
- Any defects/hazards, which they do not have the ability/authority to deal with, must immediately be reported.
- Carry out regular workplace risk assessments and inspections.
- Ensure all new employees, including agency staff and temporary workers receive a local safety induction on the first day.
- Complete accident investigations without delay and appropriate action is taken to prevent a reoccurrence by either immediately remedying any defect or by reporting it for repair.

**All Employees**

Employees are responsible for adhering to policy, to ensure their own health, safety and welfare and that of others. They shall ensure:
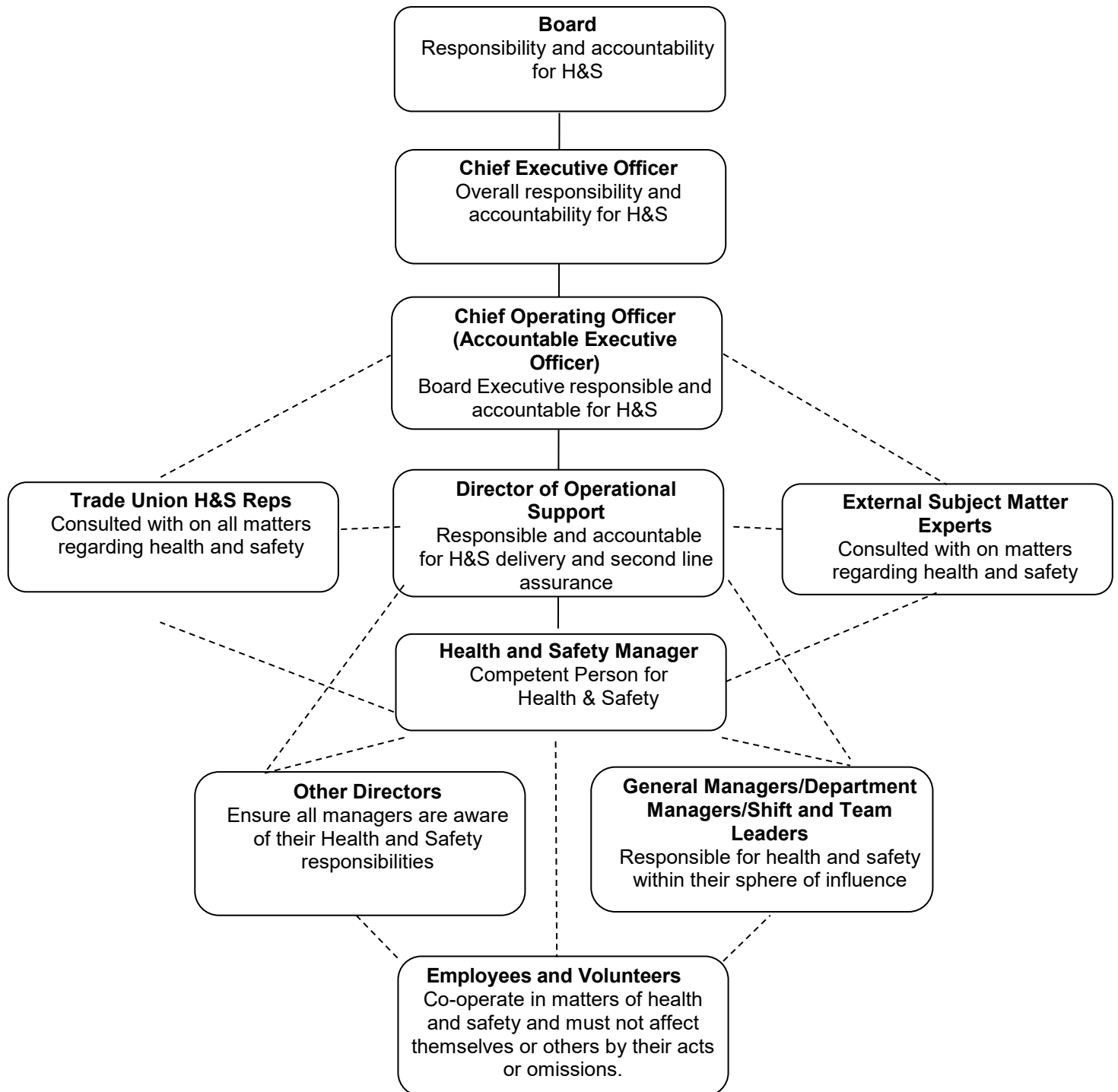
- They work safely in accordance with any relevant and appropriate training, safe systems of work, procedures and/or rules in force in their workplace.
- They maintain their working environment in a clean and tidy condition.
- They co-operate with their managers and the overall Charity leadership team, in matters of health and safety; taking care of their own health and safety and not endanger others by their acts or omissions.
- They wear and use, at all times, the appropriate personal protective equipment provided and use all safety devices and equipment provided to make safe any plant and equipment.
- They immediately report defective equipment/machinery or unsafe acts/conditions to their manager and via the Datix report. Ensure their mandatory training is up to date and current at all times.

**Volunteers**

All volunteers are responsible for adhering to policy, to ensure their own health, safety and welfare and that of others. They shall:

- Co-operate with management in relation to health and safety requests and requirements in support of the Policy.
- Attend any training required by the Charity to support the safe systems of work of all activities
- Use work equipment, safety devices, personal protective equipment and safe systems of work in accordance with the guidance, operating instructions and training provided.
- Bring to the attention of management any hazardous or potential risk situations.
- Report any accident, incidents or near misses in accordance with the Charity's incident reporting policies and procedures.
- Cooperate with accident and incident investigations.
- Set a personal example in representing good health and safety practice and not act in a manner that would endanger themselves or others.
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by our acts or omissions at work.

**Organisational Structure for Health & Safety**

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                        ┌─────────────────────────┐
                        │          Board          │
                        │ Responsibility and      │
                        │ accountability for H&S  │
                        └─────────────────────────┘
                                    │
                        ┌─────────────────────────┐
                        │ Chief Executive Officer │
                        │ Overall responsibility  │
                        │ and accountability for  │
                        │ H&S                     │
                        └─────────────────────────┘
                                    │
                        ┌─────────────────────────┐
                        │ Chief Operating Officer │
                        │ (Accountable Executive  │
                        │ Officer)                │
                        │ Board Executive         │
                        │ responsible and         │
                        │ accountable for H&S     │
                        └─────────────────────────┘
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**Board** — Responsibility and accountability for H&S

**Chief Executive Officer** — Overall responsibility and accountability for H&S

**Chief Operating Officer (Accountable Executive Officer)** — Board Executive responsible and accountable for H&S

**Trade Union H&S Reps** — Consulted with on all matters regarding health and safety

**Director of Operational Support** — Responsible and accountable for H&S delivery and second line assurance

**External Subject Matter Experts** — Consulted with on matters regarding health and safety

**Health and Safety Manager** — Competent Person for Health & Safety

**Other Directors** — Ensure all managers are aware of their Health and Safety responsibilities

**General Managers/Department Managers/Shift and Team Leaders** — Responsible for health and safety within their sphere of influence

**Employees and Volunteers** — Co-operate in matters of health and safety and must not affect themselves or others by their acts or omissions.

## 8. Monitoring and Oversight

The structures below show how health and safety is managed across the charity through governance, oversight and lines of assurance.

St Andrew's
HEALTHCARE

## Governance Reporting

Our Governance framework for Health & Safety is regularly reviewed. The Governance structure demonstrates the lines of reporting from health and safety sub groups through to the Safety and Emergency Planning Steering Group, Senior Leadership Forum, Executive Committees and up to Executive Team and the Board.
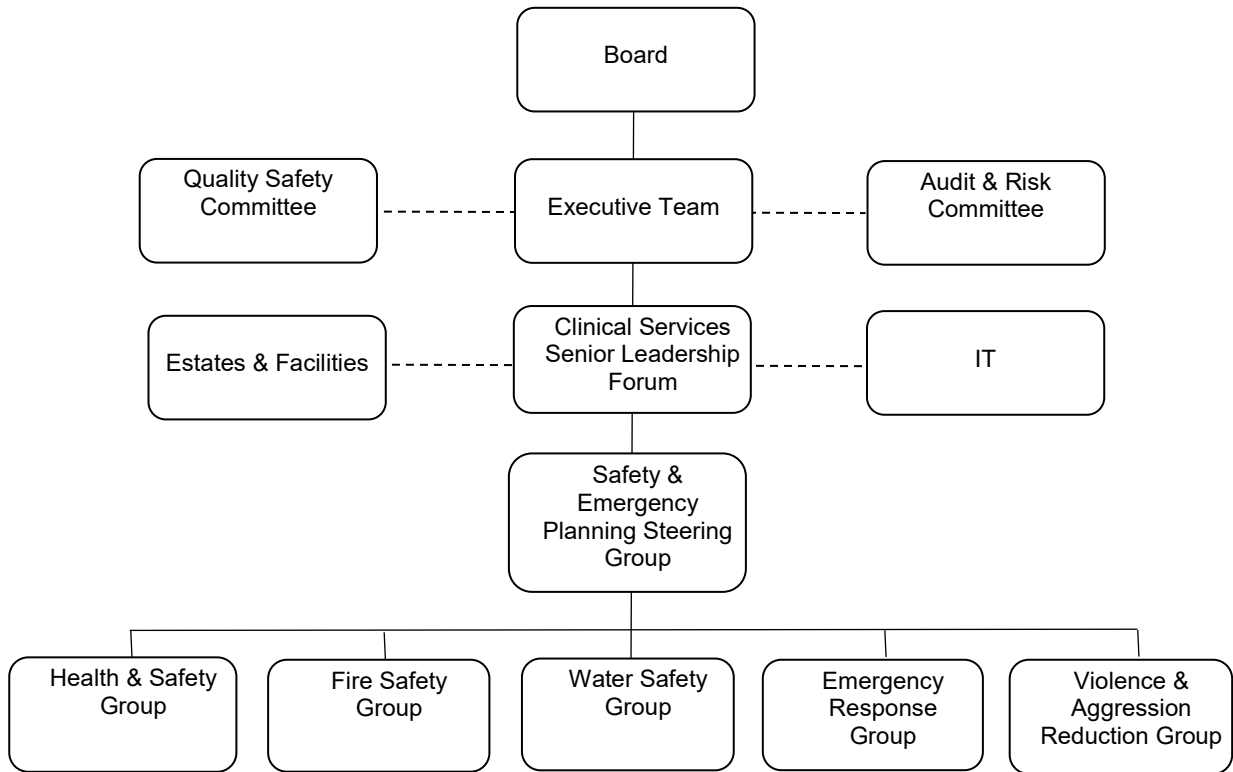
**Monitoring compliance, performance and effectiveness:**

| Area of compliance/ effectiveness being monitored | How this is monitored | Individual responsible for monitoring | Committee or group where performance reports into | Who is responsible for ensuring actions are completed |
|---|---|---|---|---|
| **Proactive Monitoring/Leading Indicators:**<br><br>measures safety to assess if controls are in place and procedures are effective | • Risk Assessments<br>• Auditing of risk assessments<br>• Workplace Inspections<br>• Integrated Audits<br>• Performance against KPIs<br>• External risk assessments and audits | Managers and Directors | • Divisional and Department team meetings/forums<br><br>• Senior Leadership Team Forum (monthly)<br><br>• Safety & Emergency Planning Steering Group (bi-monthly)<br><br>• Quality & Safety Committee (bi-monthly)<br><br>• Audit & Risk Committee (Quarterly) | Safety & Emergency Planning Steering Group |
| **Reactive Monitoring/Lagging Indicators:**<br><br>measures safety after events/ incidents have occurred | • Lessons learned<br>• Near Misses<br>• Accident Investigation findings and analysis<br>• Findings from Employee and Patient Complaints | Managers and Directors | • Senior Leadership Team Forum (monthly)<br><br>• Safety & Emergency Planning Steering Group (bi-monthly)<br><br>• Quality & Safety Committee (bi-monthly)<br><br>• Audit & Risk Committee (Quarterly) | Safety & Emergency Planning Steering Group |

9.  **Diversity and Inclusion**

St Andrew's Healthcare is committed to *Inclusive Healthcare*.  This means providing patient outcomes and employment opportunities that embrace diversity and promote equality of opportunity, and not tolerating discrimination for any reason

Our goal is to ensure that *Inclusive Healthcare* is reinforced by our values, and is embedded in our day-to-day working practices.  All of our policies and procedures are analysed in line with these principles to ensure fairness and consistency for all those who use them.  If you have any questions on inclusion and diversity please email the inclusion team at DiversityAndInclusion@stah.org.

10. **Training**

The Charity will follow the Health and Safety Competency Management Framework to ensure staff, volunteers and contractors are competent to safely carry out their work.

11. **References to Legislation and Best Practice**

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## 12 Key changes

| Version | Date | Revisions from previous issue |
|---------|------|-------------------------------|
| 1 | September 2018 | Replaced Health and Safety Operational Risk Management Policy and Procedures (HASAW 01) version 1.5 after Governance Review. |
| 2 | December 2019 | Policy moved onto new template |
| 2.1 | March 2021 | Reviewed adding new structure and roles/responsibilities. draft v1.1 |
| 2.2 | April 2021 | Inclusion of accountabilities |
| 2.3 | July 2022 | Edited the organisational chart |
| 3.0 | April 2024 | Transferred onto new Policy Template, with new organisational structure and roles/responsibilities and increased monitoring and oversight |