

Health and Safety Policy

August 2018

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Name of originator/author:	Sue Laing, Corporate Services Risk and Governance Manager
Name of Sponsor:	Julia Newton Director of Finance
Name of responsible committee	Governance Sub-committee
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<http://www.intranet.sheffieldccg.nhs.uk/policies-procedure-forms-templates.htm>



Policy Audit Tool

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

PLEASE GIVE STATUS OF POLICY: REVISED		
1.	Details of Policy	
1.1	Policy Number:	CO009/08/2019
1.2	Title of Policy:	Health and Safety Policy
1.3	Sponsor	Julia Newton, Director of Finance
1.4	Author:	Sue Laing, Corporate Services, Risk and Governance Manager: Reviewed by Ian Plummer, Health and Safety Manager, Health, Safety and Security Shared Service
1.5	Lead Committee	Governance Sub-committee
1.5	Reason for policy:	To ensure safe systems of work are in place
1.6	Who does the policy affect?	All staff working within or on behalf of NHS Sheffield CCG
1.7	Are the National Guidelines/Codes of Practices etc issued?	Yes
1.8	Has an EIA been carried out?	Yes
2.	Information Collation	
2.1	Where was Policy information obtained from?	Health and Safety Executive Good Practice
3.	Policy Management	
3.1	Is there a requirement for a new or revised management structure for the implementation of the Policy?	None required
3.2	If YES attach a copy to this form.	
3.3	If NO explain why.	Already in place
4.	Consultation Process	
4.1	Was there external/internal consultation?	Yes
4.2	List groups/persons involved	Joint Staff Consultative Forum; Health and Safety Group; Governance Sub-committee
4.3	Have external/internal comments been included?	Yes
4.4	If external/internal comments have not been included, state why.	N/A
5.	Implementation	
5.1	How and to whom will the policy be distributed?	Will be available via the intranet . Details will be circulated as part of weekly briefing.
5.2	If there are implementation requirements such as training please detail.	Statutory and mandatory training programme already in place.
5.3	What is the cost of implementation and how will this be funded	No additional funding required
6.	Monitoring	
6.2	How will this be monitored	Health and Safety Group and Governance Sub-committee
6.3	Frequency of Monitoring	Quarterly

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Statement of Intent

The Accountable Officer and Governing Body at NHS Sheffield CCG are ultimately responsible for compliance with Health and Safety legislation. They are committed to achieving high standards of health and safety management and creating an environment and culture where health and safety at work is a prime consideration in all areas of activity. The successful implementation of this policy requires cooperation from all members of staff and any visitors to our premises who undertake work on behalf of the CCG.

The Director of Finance has delegated responsibility for implementation of this policy and ensuring the Governing Body is kept fully informed on health and safety issues that arise as and when appropriate. Directors and managers will be personally accountable for the health and safety performance of areas within their responsibility.

To assist in achieving these aims, the organisation in particular recognises it has a responsibility for ensuring:

- provision of a safe working environment, along with adequate welfare arrangements and facilities
- hazards are identified and formal risk assessments conducted when appropriate in order to minimise risk
- systems of work are safe and without unnecessary risks to health and safety
- provision, management and maintenance of plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled
- that control measures and emergency procedures are:
 - in place
 - effective
 - properly used
 - monitored
 - maintained
- information, instruction, training and supervision is provided to all employees to enable the safe performance of work activities

In addition we will:

- consult with and involve staff in matters relating to their own health and safety
- ensure the CCG remains up to date with best practice in relation to health and safety and compliance with all relevant legislation and authoritative guidance
- ensure that contractors undertaking work on behalf of the CCG, are competent to do so

The Governing Body expects all staff, visitors, contractors and other persons who work at or on behalf of the CCG to share this commitment by complying with CCG policies and procedures, and to understand that they too have a legal and moral obligation to themselves and to one another.

Maddy Ruff
Accountable Officer

Dated:

1 Introduction

NHS Sheffield Clinical Commissioning Group (CCG) is fully committed to protecting the health, safety and welfare of its staff. The Governing Body of the CCG will provide the leadership to ensure that exemplary health and safety practices are firmly embedded throughout the organisation providing a secure and healthy environment in which to work.

The Accountable Officer has overall responsibility for ensuring that the CCG complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work regulations 1999 and all other relevant legislation. This role does not detract from the responsibilities of the Governing Body and other Executive Officers for specific areas of health and safety management.

This policy itemises not only the duties of the CCG to protect the health, safety and welfare of its staff, but also the legal obligations that these acts place upon every member of staff whilst at work.

There is an obligation on all line managers to ensure that staff are informed and instructed and that staff are compliant with all statutory and mandatory training which will be recorded as part of the Electronic Staff Record (ESR)

As an employee of the CCG, staff are to undertake all required health and safety training and to familiarise themselves with this policy document and its arrangements and to raise any queries with their line manager.

2 Aims and Objectives

The aims and objectives of the policy are to:

- promote standards of health, safety and welfare within the CCG and ensure compliance with the Health and Safety at Work Act 1974 and all other relevant statutory provisions
- ensure that CCG owned equipment and systems of work are safe and risk managed so as to ensure the health, safety and welfare of employees, or others who come into contact with any of the activities of the CCG
- ensure that agreements are in place to cover the maintenance of buildings which CCG staff may work in and any equipment which the CCG staff operate
- ensure that first aid cover is available for staff who may become ill or injured whilst at work, including visitors, as well as the provision of first aid equipment and training for relevant staff
- ensure that there are suitable arrangements for the safe handling, storage and transportation of articles and substances where this is appropriate
- encourage full and effective consultation on health, safety and welfare and work with safety representatives appointed by trade unions to achieve the above objectives
- promote a safer workplace by increasing awareness of the risk of slips, trips and falls and the process for reporting and investigating such incidents
- encourage staff awareness of health and safety issues

3 Scope

This policy applies to all employees of the CCG including, interim and agency staff and those working on behalf of the CCG, including volunteers. Managers at all levels are expected to take an active lead to ensure that health and safety and systems of internal control are of the highest standard and integral to the operation of the organisation.

4 Definitions

Accidents, incidents, near misses	Unplanned or uncontrolled events that result in injury or damage, or have the potential to cause injury or damage should they reoccur
Competent Person	Someone who has sufficient training and experience or knowledge to manage health and safety
CoSHH	Control of Substances Hazardous to Health Regulations 2002
DSE	Display Screen Equipment – devices or equipment that have an alphanumeric or graphic display screen, including display screens, laptops, touch screens and other similar devices
Hazard	A potential source of harm or adverse health effect on a person or persons
Manual handling	Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force
PEEP	Personal Emergency Evacuation Plan for anyone who is unable to safely and securely evacuate the business premises unaided during an emergency
So far as is reasonably practicable	The degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obliged to do so unless there is a specific requirement that he or she does so.

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Risk	The likelihood and consequences of a person being harmed or suffering adverse health effects if exposed to a hazard
Risk register	A central repository for all risks identified by the organisation, with each risk graded against a matrix combining likelihood and severity, including mitigation plans, review dates and progressive updates
Workstation	The equipment, furniture and local environment that make up

5 Purpose

The purpose of this policy is to

- ensure, as far as is reasonably practicable, the health, safety and welfare of CCG staff
- ensure, as far as is reasonably practicable, the health, safety and welfare of other persons, for example contractors, visitors, general public who may be affected by CCG's activities including travelling on CCG business and at non-NHS sites

6 Roles and Responsibilities

6.1 CCG Governing Body

The Governing Body is responsible for the organisation's system for internal control, including health and safety management.

6.2 The Accountable Officer

The Accountable Officer has overall accountability and responsibility for health, safety within Sheffield CCG.

6.3 The Director of Finance

The Director of Finance has delegated responsibility for implementation of this policy and ensuring the Governing Body is kept fully informed on health and safety issues that arise as and when appropriate.

6.4 Executive Directors and Senior Managers

Executive Directors and senior managers have responsibility to ensure this policy and associated procedures, protocols, guidance and management systems are fully

understood, applied and resourced within their areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level
- Ensuring the requirements of the health and safety management system are fully embedded within their teams
- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff
- Ensuring the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety
- Monitoring the effectiveness of the health and safety system in their area of responsibility and
- Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal.

6.5 Corporate Services Risk and Governance Manager

The Corporate Services Risk and Governance Manager will support the Accountable Officer and Director of Finance in the implementation of Health and Safety related policies, taking account of legislative requirements and this Health and Safety Policy.

Additionally, the Corporate Services Risk and Governance Manager will

- lead and chair the CCG's Health and Safety Group
- operationally manage the Health and Safety Shared Service Memorandum of Understanding, ensuring that the CCG receives a cost effective and fit-for-purpose service
- liaise with the Health and Safety Shared Service with regard to the management of health and safety of staff and colleagues, ensuring that appropriate risk and health and safety assessments are carried out, reporting and making recommendations
- liaise with the Health and Safety Shared Service to ensure compliance with all fire safety requirements, implementing and delivering action plans to ensure that the premises remain compliant with the Regulatory Reform (Fire Safety) Order 2005
- Act as the Fire Safety Officer, ensuring systems and processes are in place to keep staff and visitors safe in the event of a fire
- In conjunction with the Health and Safety Shared Service, reviewing the Health and Safety Policy and related procedures to ensure they remain valid and that the arrangements outlined within the policy are effectively implemented and remedial actions taken as necessary
- In conjunction with the Health and Safety Shared Service, as far as reasonably practicable, ensure that hazards are identified and that documented arrangements

are made and implemented to control significant risks and comply with the relevant health and safety legislation

- Ensure health and safety standards and training levels are monitored and reviewed, and appropriate action taken to address any issues which may arise.
- Ensure health and safety related incidents are reported and managed appropriately and that risk assessments are conducted to control any significant risks
- Ensure the Health and Safety Group is operational and acting in accordance with its Terms of Reference
- Support the Health and Safety advisor to conduct routine inspections
- Ensure accident/incident records are maintained, and where appropriate that notifiable accidents/incidents are reported to the HSE

6.6 The Health and Safety Specialist Adviser(s)

NHS Sheffield has entered into a Memorandum of Understanding (MoU) (as part of the South Yorkshire and Bassetlaw Health and Safety and Security Shared Service) with NHS Rotherham CCG to provide specialist advice who will act as the CCG's 'Competent Person' (as defined in Regulation 7 of the Management of Health and Safety at Work Regulations 1999) to assist the CCG to comply with the relevant statutory provisions. The service includes:

- Competent Person for health and safety as defined by the Health and Safety at Work Act 1974, HSG 65 and other relevant legislation / regulations, and associated health & safety advice.
- Competent Person for Fire Safety as defined by the Regulatory reform (Fire Safety) Order 2005 (RR(FS)O) / Fire Safety Advisory Service, and associated fire safety advice.
- Accredited Local Security Management Specialist (LSMS) provision.
- Expert advice on health and safety management including external on-site contractor management processes, health and safety input to procurements etc. Advice, support and provision of health and safety mandatory and enhanced training such as health & safety, fire, security, and manual handling.
- .
- On-site inspections and audits to include annual fire risk assessment, premises inspection and security audit.
- Support and advise on Health and Safety Executive (HSE) matters and reviews.
- Support for development and review of relevant policies associated with the service, e.g. health and safety, fire safety and security management.

6.7 Employees

All Employees employed and contracted by the CCG have a statutory duty under the Health and Safety at Work Act 1974, to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions.

Employees must comply with all relevant legislation, CCG policies and procedures, attend mandatory and statutory training, and report untoward incidents or unsafe occurrences.

Employees have a responsibility for bringing to the immediate attention of their manager any failings that could be detrimental to themselves and others, including visitors.

6.8 Fire Wardens

Fire Wardens are identified and trained and will support the Responsible and Competent Persons on a day to day basis. Duties include:

- organise and assist in the implementation of fire safety procedures within local areas
- raise issues regarding fire safety with the Facilities Manager / Health and Safety Adviser(s)
- in the event of an emergency, to take charge until the fire service arrives, and act as a focus for liaison purposes thereafter
- attend regular fire drills in association with the health and safety adviser(s)
- assist with coordination of response to an incident within the immediate vicinity.
- be responsible, within an allocated area, for ensuring evacuation of personnel during an incident or fire drill.

6.9 First Aiders

First Aiders must only provide first aid within the limits of their training. Their key responsibilities include:

- provision of first aid in cases where a person will need assistance from a doctor or nurse; treatment for the preserving of life and minimising the consequences of injuries and ill health until such help is required.
- treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment from a doctor or nurse
- ensuring adequate first aid facilities are provided and maintained
- taking charge of instances where first aid is required
- providing casualties with early and effective help
- arranging for casualties to be taken to hospital where required
- remaining with casualty until help arrives.

7 Health and Safety Group

Consulting employees on health and safety matters is important when creating and maintaining a safe and healthy working environment. Through consultation, the CCG will make staff aware of health and safety issues whilst working in partnership to reduce the number of accidents and work-related illnesses. There is a legal requirement to involve Trade Unions with regards Health and Safety

The Health and Safety Group is the formal group by which the CCG will assure itself of its responsibilities to provide health and safety as an employer. Objectives of the Group include:

- To ensure that the CCG health and safety management system, including policies and procedures, are reviewed and up-to-date
- To consult with, and bring forward, concerns of staff of all grades regarding health and safety issues, instigating and following up appropriate actions
- To review health and safety arrangements within the CCG and advise management on recommendations and corrective actions with the objective of continually improving health and safety by eliminating or minimising risk.
- To review reported incidents and seek appropriate action to address any issues.
- To ensure NHS Sheffield Clinical Commissioning Group complies with any external accreditation Health and Safety requirements (for example Fire Regulations etc)
- To monitor the results of audits and inspections, paying particular attention to performance indicators and ensure corrective actions are completed.
- To consider and act on reports submitted by the Health and Safety representatives.
- To review the effectiveness of safety training.
- To monitor the adequacy of health and safety communication.
- To develop and promote a safety culture and raise staff awareness
- To consider and act on reports and letters from appropriate personnel involved in health and safety issues including the Health and Safety Executive (HSE).
- To review and monitor sickness absence to identify health and safety issues.

8 Role of Governance Sub-committee

The Governance Sub-committee has delegated responsibility for all health and safety related matters, the duties of which are set out within the Terms of Reference for the Group and include:

- Ensure that a robust system for the management of health and safety is in place and to monitor progress on action plans. This will include general health and safety, fire, security and estates issues linked to health and safety where appropriate
- Receive the minutes of the CCG's advisory Health and Safety Group and seek assurance that actions are taken

- Receive such reports to ensure that the CCG meets its statutory responsibilities

The Governance Sub-committee will provide assurance to the Audit and Integrated Governance Committee (AIGC) and ultimately to the Governing Body (GB), that appropriate systems and processes are in place in support of the management of health and safety.

9 General Arrangements

9.1 Fire Safety

The CCG will ensure that all persons on site are able to proceed safely along a recognised escape route, to a place of safety regardless of the location of the fire. A Fire Risk Assessment will be carried out to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are eliminated. Fire Wardens will be appointed to assist with evacuation procedures.

Assembly points will be clearly identifiable and located in a suitable place away from any other dangers.

Staff will be fully informed and trained via evacuations in local evacuation procedures and will receive suitable refresher training as appropriate.

9.2 Other emergency evacuations

Emergency evacuations prompted by bomb threats or other events will have the same essential principles for fire evacuation, although may not be signalled by an audible alarm, but via fire wardens as one or more escape routes could be impacted by any suspicious device or gas leak for example. Specific instructions will be issued to staff as the need arises.

9.3 First Aid

The CCG is based within a low risk office environment, however adequate first aid cover will be provided to minimise the consequence of injury or ill health in the workplace by treating minor injuries and where necessary giving help until professional assistance can be obtained. This will be achieved by:

- Carrying out assessments to determine the extent of first aid provisions required within the area or workplace for which they are responsible
- Providing adequately stocked and accessible first aid boxes at identified locations
- Providing appropriate training for employees so to assist them in gaining the relevant qualification to be an Appointed Person.

It is acknowledged by the HSE that registered doctors and nurses who may not have attended a first aid course, if present at an accident / incident at work can provide support.

9.4 Incident and Accident Reporting

In the event of an accident, staff will ensure that a detailed entry of the event is completed via [Datix](#) and notify their line manager who will subsequently determine if notification is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Records must be kept of the actions taken and should be logged on Datix to ensure and maintain first aid provision.

Where an accident has occurred it may be necessary to carry out a further risk assessment of the task being undertaken at the time to ascertain if additional precautions, an alteration of the method of work, or additional control measures are necessary.

9.5 Manual handling

Risk assessments will be carried out for any task where there is a significant risk to a person who is required to move an object through pushing, pulling, carrying or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

Consideration is given to the elimination of “risky” manual handling activities wherever practicable with provision of special equipment where appropriate.

Training, supervision and information will be given to staff by competent people prior to work being carried out where appropriate. Assessments will be reviewed should conditions change. Where a member of staff raises a matter related to health and safety relating to manual handling the CCG will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate; advise the member of staff of any actions taken.

9.6 New and Expectant Mothers

The CCG accepts its responsibilities as set out within the Management of Health and Safety at Work Regulations to protect new, expectant and breast feeding mothers. New and expectant mothers should provide written notification of pregnancy as early as possible or that they have given birth in the last six months or are breastfeeding. Line managers are responsible for completing a New and Expectant Mothers Risk Assessment to ensure that the employee and the unborn child are not exposed to any significant risk. (Copy of Pregnancy Risk Assessment is available at **Appendix 2**).

The CCG will provide suitable facilities for nursing mothers to rest, express milk and store milk.

9.7 Contractors

All contractors will need to co-operate with any local health, safety and fire and security procedures.

10 Tenancy Arrangements

NHS Sheffield CCG is a tenant in a building which is owned by a private Landlord and the CCG is therefore a tenant of NHS Property Services. The CCG will adhere to any Standard Operating Procedures assigned by the Superior Landlord of the building.

11 Occupational Health

The aim of the Occupational Health service is to ensure the provision of professional help to promote and maintain high standards of health for all staff working within the CCG. Specific areas of advice are as follows:

- new starter health clearance
- work protection immunisation programme
- management referral programme
- supporting the return to work of employees who have been temporarily incapacitated and unable to work

The occupational health service is provided to the CCG via the Human Resources team.

12 Welfare Facilities

The CCG is committed to providing a safe environment for staff and visitors. As a minimum it will provide suitable welfare facilities for employees and visitors to the site to include shower facilities, washing, changing, sanitary facilities and rest areas, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

13 Training

Health and Safety training is a statutory requirement of legislation and is therefore mandatory for all staff. Provision will be made to ensure staff receive adequate information, instruction and training with respect to health and safety where appropriate. All training throughout the CCG is recorded on Electronic Staff Record (ESR).

14 Related Health and Safety Policies and Procedures

The following policies / procedures support the Health and Safety Policy:

- Display Screen Equipment
- Fire Safety
- Lone Working
- Moving and Handling
- Control of Substances Hazardous to Health

The following CCG Policies are to be read in conjunction with this policy include but are not limited to:

- Incident Management Reporting
- Risk Management Strategy
- Special Leave
- Hours of Work
- Flexible Working
- Managing Sickness

- Stress

Other CCG Policies may be appropriate and can be found on the [CCGs website](#).

15 Monitoring effectiveness of the Health and Safety Policy

Line managers will undertake ongoing monitoring to ensure staff compliance with the policy, with observations for improvement passed to the Health and Safety Group for review via directorate representatives.

16 Review

The policy document will be reviewed by the Health and Safety Adviser, the Corporate Services Risk and Governance Manager and the Health and Safety Group on an annual basis. The effectiveness of this policy will also be monitored by the Health and Safety Group which will be varied and may include review of:

- Audits
- Risk Assessments
- Systematic inspections
- Incident and accident statistics
- Sickness and ill health statistics
- Risk registers

17 Dissemination

Staff will be notified of new or updated procedural documents by publication in Weekly Round-Up, Team Briefing, the intranet and where relevant, emailed to Heads of Service. All policies and procedural documents are available to members of the public under the Freedom of Information Act via the organisation's Publication Scheme.

18 References

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety & Welfare) Regulations 1992.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Manual Handling Operations Regulations 1992
- The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002.
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
- Equalities Act 2010

19 Archiving

Archived copies of superseded policy documents will be retained in accordance with Records Management: NHS Code of Practice 2009.

20 Equality & Diversity Statement

NHS Sheffield is committed to ensuring that it treats its employees fairly, equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their age, disability, gender, gender reassignment, race, religion and belief, pregnancy and maternity, marriage and civil partnership and sexual orientation. If you have any concerns or issues with the contents of this policy or have difficulty understanding how this policy relates to you and/or your role, please contact the Document Owner/Author.

Register of Legal Requirements

Legislation	Compliance	Guidance / Link
Health and Safety at Work etc, Act 1974	<p>If five or more employees, you must have a written health and safety policy statement setting out how you manage health and safety in your organisation</p> <p>Employers must provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees</p>	<p>HSE Guidance</p> <p>HSE Guidance</p> <p>Health and Safety Training - A Brief Guide</p> <p>HSE leaflet INDG345</p>
Management of Health and Safety at Work Regulations 1999	<p>Risk assessments must be undertaken and safe systems of work implemented.</p> <p>Employers must appoint a 'Competent Person' to help them meet their health and safety duties</p>	<p>HSE Guidance</p> <p>HSE Guidance</p>
Regulatory Reform (Fire Safety) Order 2005	<p>Risk assessments must be conducted to identify, manage and reduce the risk of fire.</p> <p>Employers must make provision for people who may have mobility difficulties or other impairments that might impede their safe evacuation</p>	<p>HSE Guidance</p> <p>Means of Escape for Disabled People</p> <p>HM Government Guide</p>
Safety Representatives and Safety Committees Regulations 1977	Health and safety issues are discussed with representatives who are appointed by a recognised trade union	<p>HSE Guidance</p> <p>HSE leaflet INDG232</p>
Health and Safety (Consultation with Employees) Regulations 1996	Health and safety issues are discussed with employees who are not represented by a trade union	<p>Consulting Employees on Health and Safety</p> <p>HSE leaflet INDG232</p>
		HSE Guidance

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)	All employees to be assessed within the first month of employment and any reasonable adjustments made where necessary	HSE Leaflet L26 DSE Workstation Checklist
Health and Safety (First Aid) Regulations 1981 (as amended 2013)	Adequate first aid cover must be provided at all times. The minimum requirement is an Appointed Person to take charge of first aid arrangements, a suitably stocked first aid kit and information for employees about first aid arrangements	First Aid at Work HSE Leaflet L74
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	All RIDDOR events must be reported in accordance with the regulations	HSE Guidance
Health and Safety Information for Employees (Amendment) Regulations 2009	The "Health and Safety Law – What You Need to Know" poster must be displayed where all employees can see it	
Manual Handling Operations Regulations 1992	Ensure all staff receive appropriate training and comply with the regulations	HSE Guidance
Control of Substances Hazardous to Health (CoSHH) Regulations 2002	Ensure risk assessments are conducted and data sheets are correctly maintained HSE guidance Health	Control of Substances Hazardous to Health Regulations
Health and Safety (Young Persons) Regulations 1997	For anyone employed between the ages of 16 and 18, additional risk assessments may be required to ensure they have the knowledge, experience and capability to carry out the task safely	HSE Guidance
Electrical Equipment (Safety) Regulations 1994	There is a requirement to maintain all electrical systems and appliances safely	HSE Guidance



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New and Expectant Mothers' Risk Assessment

Name of New/Expectant Mother:	Date:

Location / Department:

Working hours:
Working days:

Name of assessor:

Is this a multiple pregnancy?	Gestation (weeks)	Expected date of confinement

First assessment	Date:
18 weeks	Date:
28 weeks	Date:
Return to work	Date:

Has a general workplace assessment been carried out for this department?	Yes	No	Date	Assessor

Please tick "yes" or "no" and enter any comments in the space provided

	Yes	No	Any comments?
<p><u>COSHH</u></p> <p>Is the new/expected mother likely to be exposed to any hazardous substances or biological agent?</p> <p>Does a COSHH assessment exist for this product?</p> <p>Is the new/expected mother up to date with her immunisation programme?</p>			
<p><u>Manual Handling</u></p> <p>Is the new/expected mother likely to undertake any manual handling tasks?</p> <p>Has specific assessment(s) been carried out for the new/expected mother?</p> <p>Has any remedial action (if required) been carried out from the assessment?</p> <p>Is lifting equipment available if required?</p>			
<p><u>Display Screen Equipment (DSE)</u></p> <p>Does the new/expectant mother use DSE?</p> <p>Has the workstation been assessed?</p> <p>Have any problems been highlighted?</p> <p>If required, has remedial action been taken/initiated?</p>			
<p><u>Machinery/Equipment</u> (any equipment excluding substances, structural items, DSE or private car)</p> <p>Is the new/expectant mother likely to use any machinery/equipment?</p> <p>Do any of the machinery / equipment used present a greater risk to the new/expected mother than any other worker?</p> <p>Has the new/expected mother been trained / informed regarding the use/hazards of the</p>			

equipment?			
<u>Drivers</u> Does the new/expected mother travel long distance or frequently as part of her job?			
<u>Fire / emergency evacuation</u> Have you completed a Personnel Emergency Evacuation Plan (PEEP)? Could you safely evacuate the premises in the event of an emergency? Would you require assistance when evacuating the building in an emergency?			
<u>Environment</u> Does the department have sufficient welfare facilities? (toilets, washing facilities, drinking water) Is the temperature and ventilation generally comfortable? Is lighting stable and sufficient? Is there sufficient space to work? Is the area kept clean and tidy?			
<u>Security</u> Does any part of the working day involve dealing with members of the public? Face to face? Over the telephone?			
<u>Lone working</u> Does any part of the working day involve working alone for long periods of time?			

<p><u>Stress</u></p> <p>Is the new/expected mother exposed to workplace stressors?</p> <p>Does the new / expected mother have managerial responsibilities?</p>			
<p><u>Working at height</u></p> <p>Does work involve working at height?</p>			
<p><u>Noise</u></p> <p>Will there be exposure to high noise levels that might increase blood pressure or tiredness?</p>			
<p><u>Standing activities</u></p> <p>Does work involve standing for long periods of time?</p>			
<p><u>Floor surface</u></p> <p>Are there slippery / wet surfaces which could pose a risk to balance?</p>			
<p><u>Other</u> e.g. Nursing mothers wanting to express on their return to work</p>			

Physical condition / Minor disorders

Please enter a brief statement describing general fitness/ physical condition of the new / expectant mother at the time of the assessment.

For example is she suffering from any of the following: morning sickness, backache, fatigue or any other condition which could affect her wellbeing?

Recommendations for action.

Please ensure all signatures are obtained. Please file the above assessment with the employees' maternity leave papers in their personal file and forward any concerns to the health and safety officer for information / investigation.

Signature of new/expectant mother:	Date:
Signature of her immediate line manager:	Date:
Signature of individual carrying out the assessment:	Date:

NHS Sheffield CCG Equality Impact Assessment 2018

Equality Impact Assessment

Title of policy or service:	Health and Safety Policy	
Name and role of officer/s completing the assessment:	Sue Laing, Corporate Services Risk and Governance Manager	
Date of assessment:	August 2018	
Type of EIA completed:	Initial EIA 'Screening' ✓	
1. Outline		
Give a brief summary of your policy or service	This policy has been developed to ensure that the CCG complies with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999	
<ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 		

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

2. Gathering of Information

This is the core of the analysis; what information do you have that might *impact on protected groups, with consideration of the General Equality Duty.*

(Please complete each area)	What key impact have you identified?			For impact identified (either positive an or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies only: Part or Fixed term staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

IMPORTANT NOTE: If any of the above results in '**negative**' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:	Sue Laing	Date of next Review:	August 2019

Once completed, this form **must** be emailed to the Communications team for sign off:

Signature:	
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NHS Sheffield CCG-Organisation Health and Safety Risk Assessment - August 2018

Step 1 What are the hazards /risks?	Step 2 Who might be harmed and how?		Step 3 What are you already doing?	Step 4 What further action is necessary?	Step 5 What else must be done to put the assessment into action?			
	Harm	How			Actions Required	By Whom	By When	Completed
Fire in occupied premises	<p>To occupants and or visitors:</p> <p>Death, serious injury, permanent disability due to burns, heat exposure.</p> <p>Inhalation of smoke or toxic fumes Injury during evacuation.</p> <p>Injury during evacuation.</p>	<p>People trapped inside the premises due to:</p> <p>Not following the evacuation procedures</p> <p>Inadequate evacuation procedures (not practiced or effective, excludes arrangements for disabled or impaired people or children)</p> <p>Failure of safety and detection equipment to alert or control a fire</p> <p>Failure of staff to work safely in premises (illegal smoking, risky practices using naked flames, fire doors wedged open)</p> <p>Arson attack on landlord or organisation or malicious damage</p> <p>Miss-use or Faulty/non-serviced portable heaters or other electrical equipment.</p> <p>Reckless entry into premises in a fire situation.</p>	<p>Fire Safety Policy and supporting procedures in place</p> <p>In house operational fire safety arrangements in place supported by advice provided as part of Health, Safety and Security MoU</p> <p>Fire risk assessment completed annually which identifies risks and advises on remedial actions</p> <p>Personal Emergency Evacuation Plans conducted by managers within the CCG.</p> <p>Statutory and mandatory classroom based and e-learning fire awareness training delivered to CCG staff annually</p> <p>Trained fire wardens in place</p> <p>Identified staff trained in the use of evacuation chairs</p> <p>Monthly checks and report defects/faults or poor practice to facilities for repairs/faults.</p> <p>Protected fire routes to external exits are adequate for number of occupants. Internal fire routes appropriate for number of occupants and maintained clear and obstruction free.</p> <p>Building well maintained and good housekeeping procedures in place</p> <p>Shared areas managed by Landlord's Agent with regard to fire</p>	<p>Annual fire risk assessment</p> <p>Ensure fire safety compliance</p> <p>Improve compliance rates</p> <p>Continuing assurance</p>	<p>Ensure issues identified within the fire risk assessment are rectified</p> <p>Reports to Directors / Deputy Directors/ Gov Sub-committee</p> <p>Increased promotion of H&S and Fire training</p>	<p>Corporate Services Facilities Team Governance Sub-committee has oversight</p> <p>Health and Safety and Security Shared Service</p> <p>L&D / Corporate Services Team</p> <p>L&D / Corporate Services Team</p> <p>Health and Safety Advisor</p>	<p>Quarterly reviews</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

NHS Sheffield CCG-Organisation Health and Safety Risk Assessment - August 2018

			<p>safety and firefighting equipment.</p> <p>CCG Facilities Team manage fire safety and firefighting equipment for demised areas</p> <p>Fire evacuations conducted twice yearly to ensure all staff aware of the procedure and the arrangements are effective.</p>					
<p>Excessive water leak</p> <p>Electrical failure</p> <p>Gas explosion /failure</p> <p>Carbon monoxide poisoning</p>	<p>To Occupants and or visitors</p> <p>Death or serious injury due to exposure to explosion, electrocution,</p> <p>Injury from trip fall or slip due to lighting, wet flooring or panic by people evacuating.</p>	<p>Unexpected explosion due to gas leak, faulty or unmaintained pressure vessels.</p> <p>Unintended or excessive water to ceilings, flooring or stairwell, water coming into contact with mains/lighting electrical supply</p> <p>Poorly maintained boiler causing carbon monoxide leak</p> <p>Panic attack or other related incident due to entrapment in confined space such as passenger lift.</p>	<p>Common areas maintained by Commercial Property Partners LLP (CPP) and compliance monitored by NHS Property Services</p> <p>Maintenance activities identified and communicated by NHS Sheffield CCG to CPP Helpdesk</p> <p>Emergency evacuation plans in place and practiced</p> <p>Water detection system installed in ground floor comms room (eMBED demise)</p> <p>Lift alarm managed by on-site building manager</p>	Continuing assurance	On-going monitoring re emergency plans and regular communication with the landlord	CCG	Ongoing	
Staff suffering stress	<p>Anxiety, depression</p> <p>Hypertension, heart disease</p> <p>Eczema, psoriasis</p> <p>Eventual immune suppression</p> <p>Headaches, loss of appetite , concentration</p> <p>Sleep deprivation</p> <p>Irritability</p>	<p>Short term/long term excessive workloads and or duties</p> <p>Inflexible working conditions</p> <p>Failure to support staff suffering stress</p> <p>Bullying and harassment not challenged and resolved</p> <p>Inappropriate work environment and conditions</p>	<p>Managing Stress Procedure in place</p> <p>Comfortable and well equipped work environment for all CCG staff at base</p> <p>Flexible working arrangements available to staff</p> <p>Regular 1 to 1 meetings held with line managers</p> <p>Quarterly sickness absence reporting to Governance Sub-committee and to AIGC</p> <p>Access to occupation health services – management & self-referral</p> <p>Access to Staff Physiotherapy Services</p> <p>Mental Health First Aiders identified and publicised throughout the organisation</p> <p>Staff Wellbeing events held regularly</p> <p>Union health and safety representative in place to support staff issues</p> <p>HR/OD services provides support and policy advice and procedures for stress management</p> <p>Stress Risk assessments</p> <p>Employee assistance programme in place</p>	<p>Continuing assurance</p> <p>Monitor and review incidents and staff absence</p>		HR	Quarterly	

NHS Sheffield CCG-Organisation Health and Safety Risk Assessment - August 2018

<p>Injuries or illness due to working at workstation or using portable electronic equipment such as laptops or working from home</p>	<p>To staff-</p> <p>Upper limb disorders repetitive strain, aches, and pains due to bad posture.</p> <p>Eye strain, headaches existing employee health conditions can be affected by poor ventilation/ humidity of work place.</p> <p>Workstation health effects can significantly contribute to work place related stress</p>	<p>Display screen set at inappropriate height. chairs not full adjustable to support the correct position and posture</p> <p>Long hours of repetitive work (especially use of keyboard/mouse)</p> <p>Work area too cluttered to allow good posture</p> <p>Using laptops or other devices at home in appropriate ways (while in bed, on settee etc. for prolonged period of time)</p> <p>Lack of adequate ventilation/fresh air, poor heating and lighting controls affect staff wellbeing and health.</p>	<p>DSE Policy and Procedure in place</p> <p>Individual work place reviews conducted by staff and line managers as required.</p> <p>Occupational Health referrals for ergonomic/medical condition related workplace problems. Individual arrangements agreed and in place where required.</p> <p>Staff self-referral physio service available</p> <p>HR/OD monitoring of staff sickness and Occupational Health referrals to measure potential issues arising from workplace arrangements</p> <p>DSE assessments conducted on request and following self-assessment</p>	<p>Continued completion of individual workstation audits and identification of action points or any serious issues related to workstation as required.</p> <p>DSE awareness training for managers to be rolled out</p>	<p>Continue to undertake DSE workstation self-assessments</p> <p>Training sessions to be provided</p>	<p>Health and Safety and Security Shared Service (non-clinical) Staff Physio Service (Clinical)</p> <p>Health and Safety and Security Shared Service</p>	<p>As required</p> <p>Ongoing</p>	
<p>Slips trips or falls due to inappropriate use of stairs, high level storage, or other trip/slip hazard</p>	<p>To staff, visitors</p> <p>Death, serious injury.</p> <p>Permanent disability.</p> <p>Broken bones, ligament damage, muscle strains, bruising</p> <p>Concussion.</p> <p>Cuts and abrasions.</p>	<p>When using stairs if carrying objects or losing concentration</p> <p>Slipping on spillages or damaged floor coverings</p> <p>Tripping over obstacles such as bags, cables, files/folders</p> <p>Standing on furniture or window sills to open windows or adjust faulty blinds.</p>	<p>Stairs kept clear of obstructions and fully maintained</p> <p>Stairs well lit with handrails in place.</p> <p>Loads carried in small quantities</p> <p>Floor covering maintained in safe condition and staff advised on appropriate footwear.</p> <p>Hazards within the demised areas are reported via email to the facilities team. Hazards in the shared areas are reported to the landlord's agents</p> <p>Annual Health and Safety Workplace Inspection to site completed by Health and Safety and Security Shared Service including report to CCG on findings</p> <p>Incident reporting procedure and appropriate investigation if required.</p> <p>H&S training – class room based and via e-learning</p>	<p>Continuing assurance</p>	<p>Monitor and review incidents and staff absence</p>	<p>CCG Facilities Team</p>	<p>Ongoing</p>	

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Lifting, moving or carrying equipment or goods	<p>To staff</p> <p>Permanent, long, medium or short term injury.</p> <p>Damage to equipment</p>	<p>Lifting loads that are heavy, located out of easy reach, or using poor lifting technique.</p> <p>Carrying heavy equipment in unsuitable ways or in unsuitable bags / holdalls.</p> <p>Moving tables in meeting rooms</p> <p>Moving tables in meeting rooms</p> <p>Dropping equipment that is too heavy to carry</p>	<p>Moving and handling procedure in place</p> <p>Moving and handling risk assessments as required</p> <p>Moving and handling loads is not a major requirement for staff.</p> <p>Loads carried in small quantities</p> <p>Trolleys available</p> <p>Wheeled trolleys to be used for moving heavier workloads such as laptops and documents.</p> <p>Incidents and staff absences monitored for moving and handling injuries</p> <p>Annual Health and Safety Workplace Inspection to site completed by Health and Safety and Security Shared Service including report to CCG on findings.</p> <p>Practical moving and handling training & moving and handling e-learning for relevant staff</p>	Continuing assurance	Monitor and review incidents and staff absence	Corporate Services Facilities Manager – reports to Governance Sub-committee	Ongoing	
Death or injuries as a result of travelling for work	<p>To staff and others</p> <p>Fatality or permanent injury due to road traffic collision.</p> <p>Long term injury due to impact</p> <p>Anxiety or other mental health issue due to witnessing or being involved in a road traffic collision</p> <p>Whip lash injuries Injury to others if hit by CCG drivers vehicle</p>	<p>Unplanned or uncontrollable accident occurring</p> <p>Careless or reckless driving (staff/others)</p> <p>Driving while using mobile phone or other device</p> <p>Adverse weather conditions</p> <p>Unqualified driver</p> <p>Driving when fatigued</p> <p>(Staff / Others) - Driving under the influence of substances</p>	<p>Majority of staff travel to and from a single place of work with some staff travelling to other venues for meetings.</p> <p>Travel arrangements are appropriate to weather conditions and safety security threats</p> <p>Dynamic risk assessment by staff</p> <p>Inclement Weather Policy</p> <p>Before staff are permitted to drive for work, current driving documentation must be submitted online to HR using the EASY system (e.g. insurance documents)</p>	Monitor accidents /incidents relating to travel for work	Regular incident and sickness reporting to Governance Sub-committee	HR/Corporate Services Risk and Governance Manager	Quarterly	

NHS Sheffield CCG-Organisation Health and Safety Risk Assessment - August 2018

Security Management								
Injury or anxiety due to violent or aggressive behaviour or intimidation or Harassment/ bullying.	To staff Physical injury including strike with an object or physical assault Short term or permanent mental health problems relating to personal safety and security.	Complaint handling - Angry or upset clients or members of the public vent their frustration with staff. Lack of building security – building is open to the general public	Dignity at Work (Prevention of Bullying and Harassment) Policy in place Incidents are reported and appropriate investigation and sanctions applied if required. Incident reporting to Governance Sub-committee and upwards to AIGC Operational Risk Assessments in place Lone working risk assessments in place. The CCG manages reception within the demised area on the ground floor, all visitors to be accompanied; visitors not showing ID are challenged. Reception has a panic button which will summon aid if activated. POD 5 has a panic “strip” which when activated will summon aid Lone Working Policy in place	Continuing assurance Implementation of Conflict Resolution Training to Front Line Staff Development of protocol for reception staff with regard to dealing with difficult conversations	Monitor and review incidents and staff absence Identify appropriate training Protocol to be developed	Health and Safety and Security Shared Service Mental Health Commiss’ Manager / Complaints Manager / Corporate Services Team	Regular incident reporting Sept 18 Sept 18	
Lone working injury, stress / anxiety or other harm due to lone working. Becoming isolated and unaided Lack of building security	Staff member Working out of hours in isolation Staff disturbing an intruder	Unexpected acute illness – heart attack/stroke Interviewing high risk members of the public on your own RTC whilst driving (see above) Disturb intruder or unwanted visitor.	Lone Working Policy in place Lone working risk assessment in place Incidents and near misses are reported and appropriate investigation and sanctions applied if required Operational Risk Assessments in place Door access systems in place and recently upgraded Incident Reporting Policy and Procedure in place	Continuing assurance	Monitor and review accidents / incidents relating to travel for work Monitor accidents / incidents relating to Lone working	Corporate Services Team Health and Safety and Security Shared Service	Quarterly reports to Gov Sub-committee	
Loss of organisational and staff personal property /assets due to burglary, total	To staff Physical injury to staff member disturbing an intruder. Short term or	Lack of building security out of hours Lack of security for staff of personal belongings. Issue as described above, e.g. fire, water	Robust security management arrangements in place Business Continuity Policy in place EPRR Policy in place	Continuing assurance	Monitor security incidents	LSMS	Ongoing	

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building loss, or other partial building issue e.g. water leak, fire etc.	permanent mental health problems relating to loss of personal property/assets. Organisational loss of assets, arising from BCM incident.	leak etc.						
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Step 6 Manage the Risk

Review this risk assessment anytime a significant change occurs or the service arrangements change.

Risk identification and assessment conducted by Ruth Nutbrown for NHS Sheffield CCG/Ian Plummer – Health and Safety Manager for NHS Sheffield CCG July 2018 – reviewed and updated by Sue Laing, Corporate Services Risk and Governance Manager

This risk assessment must be reviewed at least annually, next minimum review date June 2019.