Ref: QS18

HEALTH, SAFETY AND WELFARE POLICY

Executive Sponsor & Function	Director of Strategic Transformation, Planning and Digital Health and Safety Function
Document Author:	Trust Health and Safety Manager
Approved by:	Quality, Safety and Performance Committee
Approval Date:	14 July 2022
Date of Equality Impact Assessment:	23 December 2021
Equality Impact Assessment Outcome:	Safer Working Environment
Review Date:	July 2025
Version:	8

CONTENTS

1.   Policy Statement

1.1   Velindre University NHS Trust is committed to ensuring, the health and safety, welfare at work of our employees and others affected by our work activities. We recognise that a healthy and safe working environment and culture is vital for delivering our vision of 'Healthy People, Great Care and Inspirational Learning".

1.2   This policy sets out our commitment to health and safety. It outlines our health and safety management arrangements including systems for planning, implementing, checking and reviewing management of health and safety and the specific and general responsibilities of staff.   These arrangements are detailed in our health and safety policies and procedures, which form our documented Health and Safety Management System.

1.3   The Chief Executive has overall responsibility for health and safety. Day-to-day health and safety management is delegated to directors of divisions and Hosted Organisations and is detailed within our management system. The Director of Strategic Transformation, Planning, Digital and Capital Development has Board level responsibility for health and safety.

1.4   Whilst overall responsibility to provide and maintain a safe and healthy working environment, equipment and systems of work rests at the highest level of management, every employee has a responsibility to ensure that they cooperate with health and safety management arrangements.

1.5   The Trust will engage and consult with our staff, and in particular, Trade Union appointed Safety Representatives on health and safety matters.

1.6   To implement this policy and enable employees to function efficiently with regard to health and safety; information, instruction, training and supervision, will be provided in accordance with identified needs. We recognise that health and safety is a key responsibility for managers. Health and safety is included in all job descriptions.

1.7   Effective health and safety management is based on identification, understanding and control of the risks. This is achieved through a system which enables suitable and sufficient risk assessment and management.

1.8   The Trust Health, Safety and Fire Management Board supported by Health, Safety and Fire Management Groups at Velindre Cancer Centre and the Welsh Blood Service will oversee and monitor the implementation of the Health and Safety Management System.

Mr. Stephen Ham Chief Executive
Dated: 16/05/2022

2.   Scope of Policy

2.1   This policy applies to staff employed or engaged by the Trust, including those within Hosted Organisations, locations for which the Trust has health and safety responsibilities and work activities undertaken by the Trust.

3.   Aims and Objectives

3.1   The aim of the policy is to -

- outline health and safety management arrangements within Velindre University NHS Trust;
- eliminate or where this is not possible manage and minimise health and safety risks to staff and others affected by our work activities;
- ensure that the Trust complies with health and safety legislation including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

3.2   The Policy objectives are to -

a) maintain a safe and healthy working environment for staff patients, visitors, contractors and others visiting our premises or affected by our work activities;
b) minimise the number of occupational accidents and incidents of ill health
c) establish a culture of co-operation, communication, competency and control for health and safety
d) comply with all health, safety and other relevant legislation;
e) identify and control hazards to minimise the risk of injury and work-related ill health including risks from Covid19;
f) providing and maintaining safe equipment and ensuring safe storage, use and disposal of hazardous substances;
g) ensure suitable emergency procedures are in place;
h) ensure that health and safety incidents are reported, investigated and acted upon.
i) ensuring our employees, contractors and outsourced functions are competent and provided with such information, instruction, training and supervision as is necessary to enable them to work safely and without risk to health;
j) undertake monitoring of health and safety performance and the adequacy of the Health and Safety Management System at Velindre University NHS Trust;
k) provide adequate resources to effectively manage health and safety;
l) maintaining effective procedures for engagement, consultation and communications with employees and their representatives on health and safety matters;
m) ensure managers and staff are aware of their health and safety responsibilities and are enabled to fulfil them.

4. Responsibilities

4.1. Chief Executive

The Chief Executive has overall accountability for health and safety and must ensure that:

- there is a Director appointed as a Board lead for health and safety and violence and aggression;
- the Trust Board and Executive Management Board is informed as required, on health and safety matters affecting employees and/or the public;
- there are sufficient resources for the implementation of the Trust health and safety management system.

4.2. Director of Strategic Transformation, Planning and Digital

The Director of Strategic Transformation, Planning, Digital and Capital has delegated responsibility health and safety at Trust Board level, chairs the Trust Health, Safety and Fire Management Board and is responsible for ensuring that:

- the Trusts Health, Safety and Welfare Policy is implemented;
- the Trust's Health and Safety management and Governance Systems are implemented;
- competent health and safety advice is available to all Divisions and Hosted Organisations of the Trust;
- regular updates on health and safety issues are reported to the Executive Management Board.

4.3. Executive Director of Organisational Development and Workforce

The Head of Workforce is responsible for ensuring that: -

- there is an effective mandatory and induction training programme that includes health and safety, which is monitored and recorded;
- health and safety responsibilities are included in job descriptions;
- reports on work related illness or work-related ill health are submitted to the Trust Health, Safety and Fire Management Board. This should include information on work related stress and mental health;
- pre-employment screening is carried out and advice provided to managers on any pre-existing conditions identified;
- arrangements are in place for health surveillance of employees and others, such as work experience and students;
- arrangements are in place to support staff health and safety training and development.
- arrangements are in place for consultation on health and safety with employee representatives;
- arrangements are in place for staff to have access to an Occupational Health Service providing as appropriate pre-employment checks, formal health surveillance, health assessments in connection with fitness to

work, identification of occupational hazards and risks, along with support and advice for staff.

4.4. Assistant Director of Estates, Environment and Capital Development

The Assistant Director of Estates, Environment and Capital Development is responsible for ensuring: -

- governance arrangements are in place for the management of health and safety at Divisional and Trust level;
- there are appropriate arrangements in place to respond to major incidents and emergencies;
- arrangements are in place to implement and monitor Estates related health and safety obligations;
- health and safety risks in property owned or leased by the Trust are eliminated or where this is not possible managed;
- that health and safety is incorporated at the design stage of any new build or refurbishment to Trust property, including consideration of provision of equipment;
- ensuring that workplaces are safe and meet legal standards and Health Technical Memoranda;
- systems are in place to ensure that contractors are managed;
- overseeing the preparation of an annual health and safety report for submission to the Board.

4.5. Divisional Directors / Directors of Hosted Organisations

Directors have overall responsibility for making sure that operational arrangements are in place:

- ensuring that health and safety management and governance systems are implemented in their division/hosted organisation;
- ensuring there are adequate resources to manage health and safety in their division;
- establishing a health & safety group or equivalent meeting within for their Division/Hosted Organisation;
- liaising with the Trust Capital Planning and Estates department and specialist technical groups/Boards on health and safety matters;
- ensuring that Divisional health and safety procedures are developed in line with the overarching Trust policies;
- ensuring that managers and staff are aware of their health and safety responsibilities;
- ensuring risk assessments are completed and recorded on the Datix system, control measures are implemented and monitored;
- ensuring incidents are reported on the Datix system, investigations are carried out, and actions implemented;
- ensuring that any incidents that may be reportable to the Health and Safety Executive under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) are immediately

escalated to the Trust Health and Safety Manager or if not available the Divisional Health and Safety lead.

4.6. Department Managers

Department managers, supported by Health and Safety Leads are responsible for ensuring that arrangements are in place within their Department to:

- implement a health and safety management arrangements including Trust health and safety policies, Divisional health and safety procedures and Departmental health and safety procedures where required;
- attend health and safety meetings as required;
- allocate health and safety responsibilities to specific people including Departmental Health and Safety Leads where appropriate, and ensure that they are aware of their responsibilities and have adequate knowledge and training to fulfil them;
- access specialist advice by liaising with the Trust or Divisional Health and Safety Advisors or the Capital Planning and Estates department;
- carry out and record on the Datix system risk assessments of work activities, implement and monitor control measures;
- ensure that staff to have information about the risks within the department and the control measures in place;
- consult and involve staff and safety representatives;
- ensure that adequate instruction, training and supervision is in place within the Department, including a local Health and Safety Induction;
- identify training needs and ensure staff complete mandatory training;
- action Hazard Warnings and Safety Action Bulletins;
- monitor health and safety performance including arranging for workplace inspections to be undertaken and responding to audit actions.

4.7. Trust Health and Safety Manager

The Trust Health and Safety Manager is responsible for:

- providing competent advice and support to the Director with delegated responsibility for health and safety management across the Trust, Divisional Directors, Operational Managers and Health and Safety Leads;
- ensure specialist advice is available for manual handling and violence and aggression;
- Overseeing and participating in health and safety audits (HSG65);
- Developing and progressing the Health and Safety Priority Improvement Plan;
- Maintaining the Trust documented Health and Safety Management System;
- Acting as a point of contact between health and safety and other key functions including Workforce, Fire Safety Management, Sustainability and Infection Prevention and Control;
- ensuring systems are in place to investigate incidents and report to senior managers on findings and where necessary provide recommendations.

4.8. Individual Employees

All employees must:

- take reasonable care for the health and safety of themselves and others;
- co-operate with Velindre University NHS Trust in fulfilling its statutory health and safety duties and implementing the Health and Safety Management System;
- not to interfere with, or misuse, anything provided in the interest of health and safety, wilful disregard for health and safety may result in disciplinary action in line with the Trust's Disciplinary Procedure;
- report hazardous situations or defective equipment and incidents in line with the Trust Incident Reporting and Investigation Policy;
- undertake health and safety training in line with specific roles and responsibilities.

4.9 Safety Representatives

Employees who are appointed by their Professional Organisation or Staff Side Organisation to act as a health and safety representative for their members are entitled to: -

- make representation to their managers on general matters affecting the health safety and welfare at work of employees;
- represent employees in consultations with Health and Safety Executive inspectors or with any other enforcing authority in relation to health and safety matters affecting employees;
- investigate potential hazards, dangerous occurrences, causes of incidents and complaints by employees, at the workplace;
- carry out inspections of the workplace in accordance with Regulations 5,6 & 7 of the Safety Representatives and Safety Committee Regulations 1977;
- be represented at or attend health and safety meetings at all levels of the organisation.

5. Implementation/Policy Compliance

5.1 Any advice required on implementation of this policy can be obtained via the Trust Health and Safety Manager or the Assistant Director of Estates, Environment and Capital Development.

5.2 Monitoring Arrangements

The Trust will put in place arrangements to monitor the implementation and effectiveness of the Health and Safety Management System. The outputs of this monitoring will be reported at Trust Health, Safety and Fire Management Board and Divisional health and safety meetings.

5.3   Internal Monitoring

Divisional Directors and Departmental Managers are responsible for the internal monitoring of the Health and Safety Management System. The Trust Health, Safety and Fire Management Board and the Divisional Health, Safety and Fire Management Groups will oversee the internal monitoring processes including :-

- monitoring of incidents, including compliance with reporting, investigation, identification of themes, lessons learned, review of risk assessments;
- monitoring reporting of incidents required under the Reporting of Incidents, Diseases and dangerous Occurrences Regulations 2013 (RIDDOR)
- monitoring of lessons learned from litigation claims following incidents;
- monitoring that Divisional Health, Safety and Fire meetings are held quarterly
- carrying out Departmental inspections and audits and ensuring all actions are completed in a timely manner
- responding to audits undertaken by the Internal Audit Department;
- monitoring of sickness absence statistics to identify absences resulting from injuries at work/work related ill health;
- monitoring compliance with health and safety related statutory and mandatory training
- ensuring that the documented Health and Safety Management System remains up-to-date and is implemented.
- ensuring there is communication and consultation with staff and the Trade Unions on health and safety matters.
- ensuring that Key Performance Indicators are set and monitored
- an Annual Health and Safety Report is produced for the Trust Board.

Recognised Trade Union and Staff Organisation health and safety representatives for the Trust have a function that includes monitoring health and safety in the workplace.

5.4 External Monitoring

The Health and Safety Executive is the enforcing authority for health and safety legislation at National Health Service premises. The Health and Care Standards, Standards for Health Services in Wales relate to health and safety management compliance and as such the Trust is subjected to regular self-assessment and audit by Healthcare Inspectorate Wales.

6.   Equality Impact Assessment

6.1   This policy has been screened for relevance to equality. No potential negative impact has been identified.

7.   Getting Help

7.1   A copy of the Trust Health and Safety Policy, and related health and safety management system documentation, will be accessible via the Velindre University NHS Trust intranet site, together with information about where to obtain health and safety related advice within the Trust.

7.2   For further information or help regarding this policy contact the Assistant Director of Estates, Environment and Capital Development or the Trust Health and Safety Manager.

8.   References

8.1   The Health and Safety Executive provides access to a wide variety of guidance and information via its website at http://www.hse.gov.uk

9.   Related Policies

Control of Substances Hazardous to Health (COSHH)	QS33
Fire Safety Policy	PP01
Incident Reporting and Investigation Policy	QS01
Ionising Radiation Safety Policy	QS16
Latex Policy	QS09
Lone working policy	QS30
Management of Violence and Aggression Policy	QS15
Medical Devices Equipment Policy Final	QS24
Risk Assessment Policy	QS06
Risk Management Policy	QS35
Safe Use of Display Screen Equipment Policy	QS26
Safer Manual Handling Policy	QS14
Security Policy	PP02
Asbestos Policy	PP 04
Stress and Mental Health Wellbeing Policy	WF43
Water Safety Policy	PP 09
Business Continuity Management Policy	PP 06
Workplace Equipment Policy	QS36

10.   Training

10.1   The Health and Safety Policy and the health and safety management system will be brought to the attention of all new staff at induction.

10.2 Departmental Managers are responsible for identifying training needs and for ensuring that their staff complete mandatory training.

10.3 Staff will be provided with health and safety training identified by training needs analysis for their specific roles and responsibilities. All staff will be required to undertake mandatory training relevant to their role.

10.4 The identified training need, along with training undertaken must be recorded on the Electronic Staff Record.

11 Key Legislation:

- Health and Safety at Work etc., Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Corporate Manslaughter and Corporate Homicide Act 2007
- The Control of Substances Hazardous to Health Regulations 2002
- Provision and Use of Work Equipment Regulations 1998.
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (First Aid) Regulations 1981
- Confined Spaces Regulations 1997
- Lifting Operations and Lifting Equipment Regulations 1998
- The Ionising Radiation Regulations 2017
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Control of Asbestos Regulations 2012
- Construction Design and Management Regulations 2015
- Electricity at Work Regulations 1989
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013
- Working at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992

12 Key Guidance:

- Health and Safety Executive – Successful Management of Health and Safety HSG 65
- Health and Safety Executive/Institute of Directors – Leading Health and Safety at Work INDG 417