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Ymddiriedolaeth GIG  
Prifysgol Felindre  
Velindre University  
NHS Trust

**REF: QS18**

# **Health, Safety and Welfare Policy**

<b>Executive Sponsor &amp; Function</b>	Director of Place, Portfolio and Partnerships Health and Safety Function
<b>Document Author:</b>	Head of Health and Safety
<b>Approved by:</b>	Quality, Safety and Performance Committee
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## **1. Health and Safety Policy Statement**

Velindre University NHS Trust is committed to providing a safe and healthy environment for all employees, patients, contractors, visitors, and others affected by our work activities.

We recognise that effective health and safety management is essential to delivering high-quality care and supporting the wellbeing of everyone within our organisation. This commitment underpins our values and vision of “Healthy People, Great Care, and Inspirational Learning.”

The Trust will adopt a systematic approach to health and safety in line with the Health and Safety Executive’s HSG65 framework. This includes:

- Strong leadership and clear accountability at all levels, with the Chief Executive having ultimate responsibility for health and safety, and delegated responsibilities assigned throughout the organisation.
- The identification, assessment, and control of risks through robust risk management processes and continuous improvement.
- Active involvement and engagement of employees, trade unions, and other stakeholders in health and safety matters.
- Providing appropriate resources, information, training, and supervision to ensure competence and safe working practices.
- Regular monitoring, review, and reporting of health and safety performance to ensure ongoing compliance with legal requirements and organisational standards.

We are committed to maintaining and continuously improving our Health and Safety Management System, ensuring it remains effective, relevant, and embedded within all aspects of our work.

This policy applies to all levels of the organisation, including senior leaders, managers, and operational staff. It ensures that health and safety responsibilities and safe working practices are embedded throughout the workforce, including hosted organisations.

Every individual within Velindre University NHS Trust has a responsibility to contribute to health and safety by following safe working practices, cooperating with policies, and reporting hazards or incidents promptly.

Through this policy, Velindre University NHS Trust aims to create and sustain a positive health and safety culture that protects and promotes the health, safety, and wellbeing of all.

**Mr Carl James**  
**Interim Chief Executive**

**Dated:**

## **2. Scope of Policy**

This policy applies to:

- All Velindre University NHS Trust employees and those working on behalf of the Trust.
- Staff and functions within Hosted Organisations.
- Contractors, volunteers, and any individuals affected by Trust-related work activities.
- All premises and sites managed or operated by the Trust.

### **Application to Hosted Organisations**

This policy provides the overarching framework for health, safety and welfare governance across Velindre University NHS Trust and its hosted organisations. Hosted organisations are responsible for applying this policy in a manner that is appropriate to their own workforce, workplace environments, operating models, and demographic profile. This includes ensuring that local procedures, risk assessments, equality considerations, and control measures reflect the specific risks and needs of their staff and services, while remaining aligned to the principles and requirements set out in this policy.

## **3. Aims and Objectives**

### **Aim**

The aim of this policy is to ensure a safe, healthy and legally compliant working environment for all staff, patients, visitors, contractors and others affected by Trust activities, while promoting a proactive and positive health and safety culture.

### **Objectives**

To achieve this, the Trust is committed to:

- Providing strong leadership and clear accountability for health and safety at all levels
- Identifying, assessing and controlling risks arising from Trust activities
- Preventing work-related injury and ill health
- Ensuring staff are trained, competent and supported to work safely
- Consulting and engaging with staff, trade unions and hosted organisations on health and safety matters
- Monitoring, reviewing and continually improving health and safety performance

Specific health and safety objectives, performance measures, and improvement actions will be set out in the Trust's Annual Health and Safety Plan and Health and Safety Management System (HSMS) Implementation Plan and reported through established governance arrangements.

This policy applies to all staff, contractors, volunteers, and others affected by Trust activities at all levels of the organisation, ensuring that health and safety responsibilities, safe working practices, and risk management principles are embedded across the workforce, including hosted organisations.

Specific operational arrangements, including risk assessment review frequencies, emergency evacuation testing, and job description requirements, are managed locally by divisions and hosted organisations in line with their governance arrangements.

#### **4. Equality and inclusion**

Velindre University NHS Trust is committed to promoting a culture of equality, diversity, and inclusion. This Health, Safety and Welfare Policy applies to all staff, service users, contractors, and others affected by the Trust's activities, regardless of protected characteristics as defined under the Equality Act 2010. These include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Trust will ensure that its health and safety arrangements are implemented fairly and equitably. Where appropriate, reasonable adjustments and individual risk assessments will be provided to support employees with disabilities, health conditions, or other personal circumstances that may affect their health, safety, or wellbeing at work.

All policies and procedures associated with health and safety will consider the diverse needs of our workforce and the populations we serve. The Trust will monitor its practices and services to ensure they remain inclusive and do not result in unlawful discrimination.

An Equality Impact Assessment has been completed for this policy. In undertaking the EQIA, consideration was given to the demographics, roles, and workplace environments of both Velindre University NHS Trust staff and those within hosted organisations. Local and organisational differences have been considered, and the policy has been designed as a high-level framework, with hosted organisations responsible for ensuring local risk assessments, reasonable adjustments, and equality considerations are applied appropriately. Evidence and rationale for these considerations have been documented and will be reviewed periodically to ensure continued inclusivity and compliance with the Equality Act 2010

## **5. Responsibilities**

### **5.1 Chief Executive**

The Chief Executive holds overall accountability for health, safety, and welfare across the Trust, including Hosted Organisations. They must ensure:

- A designated Executive Director holds Trust Board-level leadership for health, safety, and violence and aggression.
- The Trust Board and Executive Management Board are kept informed of significant health and safety matters.
- Adequate and appropriate resources (financial, staffing, and advisory) are allocated for effective implementation of the Health and Safety Management System.
- Detailed governance and reporting structures supporting these responsibilities are set out in the *Organisational Arrangements for Health, Safety and Welfare Procedure (HSMS 001)*

### **5.2 Executive Lead for Health and Safety**

#### **(Director of Place, Portfolio and Partnerships)**

This Director has delegated Trust Board responsibility for health and safety and chairs the Trust Health, Safety and Fire Management Board. They must ensure:

- Full implementation of the Trust's Health, Safety and Welfare Policy across Divisions and Hosted Organisations.
- Oversight of the Trust's Health and Safety Management and Governance Systems.
- Access to competent health and safety advice for all Divisions and Hosted Organisations.
- Regular reporting of health and safety risks, incidents, and performance to the Executive Management Board.

### **5.3 Executive Director of Organisational Development and Workforce**

Responsible for workforce-related health and safety governance, including:

- Delivery of a Trust-wide mandatory and induction training programme that incorporates health and safety.
- Inclusion of health and safety responsibilities within all staff job descriptions.
- Oversight of occupational health functions including pre-employment screening, health surveillance, and health-related absence monitoring (including stress and mental health).
- Facilitation of staff consultation on health and safety with recognised Trade Unions and employee representatives.

## **5.4 Assistant Director of Estates, Environment and Capital Development**

Accountable for estates-related health and safety governance, including:

- Ensuring premises (owned/leased) are safe and compliant with legislation and Health Technical Memoranda.
- Implementing systems for contractor control and estates safety auditing.
- Integration of health and safety into capital projects, refurbishment, and equipment planning.
- Supporting emergency preparedness and business continuity.
- Preparation and submission of the Annual Health and Safety Report to the Board.

## **5.5 Divisional Directors and Directors of Hosted Organisations**

Divisional and Hosted Organisation Directors hold operational accountability for health and safety within their areas. They must:

- Implement the Trust's Health and Safety Management System locally.
- Allocate sufficient resources (staff, budget, time) to support effective safety management.
- Establish and lead divisional/hosted organisation Health and Safety Groups that meet quarterly.
- Develop local procedures aligned with Trust policies and oversee their implementation.
- Ensure managers complete and review risk assessments and incident investigations on the Datix system.
- Escalate RIDDOR-reportable incidents to the Trust Health and Safety Manager or appropriate lead immediately.

## **5.6 Departmental Managers**

Managers are responsible for local operational delivery of health and safety. They must:

- Implement Trust, divisional, and departmental safety policies and procedures.
- Identify and assign local safety roles, ensuring responsible staff are trained and competent.
- Ensure all required risk assessments are completed, reviewed, and recorded on Datix.
- Deliver local inductions and monitor mandatory training completion.
- Consult with staff and safety representatives on health and safety matters.
- Conduct and respond to departmental audits and inspections, and action safety alerts.
- Ensure that appropriate risk assessments and safe systems of work are in place for all staff, including those undertaking lone working.

## **5.7 Trust Head of Health and Safety**

Provides professional, competent support across the Trust and Hosted Organisations. Responsibilities include:

- Advising senior managers, departments, and Divisional Health and Safety Leads.
- Leading on Trust-wide health and safety audits in line with HSG65.
- Managing the Trust's documented Health and Safety Management System and supporting improvement planning.
- Supporting investigations of significant incidents and escalating findings with recommendations.
- Acting as a key liaison across workforce, estates, fire, infection control, and sustainability.

## **5.8 All Staff (Employees)**

Every employee has a legal and organisational duty to:

- Take reasonable care for their own health and safety and that of others affected by their work.
- Comply with Trust policies and procedures, including safe systems of work and training requirements.
- Promptly report hazards, incidents, or concerns via the appropriate channels (e.g., Datix).
- Not intentionally misuse or interfere with health and safety equipment or systems.
- Complete mandatory and role-specific health and safety training.
- Follow safe working procedures, including any arrangements for lone working, and report hazards or incidents promptly.

## **5.9 Safety Representatives**

Appointed by recognised staff or professional organisations, safety reps play a key role in promoting and monitoring health and safety. They are entitled to:

- Represent staff in matters concerning health and safety at work.
- Participate in workplace inspections and incident investigations.
- Be involved in consultation with enforcing authorities (e.g., HSE).
- Attend and contribute to health and safety meetings at Trust, divisional, or departmental levels.

## **6. Implementation and Policy Compliance**

### **6.1 Advice and Support**

Health and safety advice and support for all staff is available through the Trust Head of Health and Safety, the Assistant Director of Estates, Environment and Capital Development, and the local health and safety teams in each division or hosted organisation.

Further information, including contact details for all health and safety personnel, is available on the Trust Health and Safety SharePoint pages.

Staff should seek advice from the appropriate source according to their area of work and the nature of the health and safety matter.

## 6.2 Monitoring Arrangements

The Trust will monitor the implementation and effectiveness of its Health and Safety Management System. Outputs will be reported through:

- Trust Health, Safety and Fire Management Board
- Divisional Health and Safety Meetings

## 6.3 Internal Monitoring Includes:

- Incident investigation and trend analysis
- RIDDOR compliance
- Health and safety audits and inspections
- Review of sickness absence data linked to injury/ill health
- Monitoring of statutory and mandatory training
- Maintenance of risk assessments
- KPI tracking and performance reporting
- Annual Health and Safety Report to Trust Board

## 6.4 External Monitoring

The Trust will cooperate fully with the Health and Safety Executive (HSE) and Healthcare Inspectorate Wales (HIW) during inspections, audits, and compliance reviews.

## 7. Getting Help

7.1 The Health and Safety Policy and related procedures are available via the Trust intranet.

7.2 For further advice, contact:

- Assistant Director of Estates, Environment and Capital Development
- Trust Head of Health and Safety

## 8. References

- Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
- NHS Wales Health and Care Standards
- HSG65: Managing for Health and Safety
- INDG417: Leading Health and Safety at Work

## 9. Related Policies

Policy Title	Policy code
Control of Substances Hazardous to Health (COSHH)	QS33
Fire Safety Policy	PP01
Incident Reporting and Investigation Policy	QS01

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Ionising Radiation Safety Policy	QS16
Latex Policy	QS09
Management of Violence and Aggression Policy	QS15
Medical Devices Equipment Policy	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	PP04
Stress and Mental Health Wellbeing Policy	WF43
Water Safety Policy	PP09
Business Continuity Management Policy	PP06

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## 10. Training

- Introduced to all staff during induction.
- Training needs assessed by managers and recorded on the ESR.
- Mandatory training completion monitored Trust-wide.
- Specialist training provided based on role requirements.

## 11. Key Legislation

This policy is underpinned by a wide range of health and safety legislation that governs the Trust's legal responsibilities. Key legislation includes (but is not limited to):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- RIDDOR 2013
- COSHH 2002
- PUWER 1998
- LOLER 1998
- CDM 2015
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- All other relevant legislation (see full list above)

## 12. Key Guidance

This policy and the associated Health and Safety Management System are informed by the following national guidance:

- **Health and Safety Executive (HSE): *Managing for Health and Safety (HSG65)***
  - Provides a structured framework (Plan, Do, Check, Act) for effective health and safety management systems.

- **Health and Safety Executive / Institute of Directors:** *Leading Health and Safety at Work (INDG417)*
  - Offers strategic guidance for directors and senior leaders on embedding health and safety leadership at board level.