

GLOUCESTERSHIRE PARTNERSHIP NHS TRUST

HEALTH AND SAFETY POLICY

General Statement

Gloucestershire Partnership NHS Trust is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for patients, visitors and other persons who may be affected by our activities. We will take steps to at all times.

Sufficient and appropriate resources e.g. human resources, financial resources, will be allocated to ensure that our statutory duties are met and best practice in health and safety management achieved.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Gloucestershire Partnership NHS Trust.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels and groups of staff. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the Gloucestershire Partnership NHS Trust and arrangements for health and safety will be set out in separate documents held in local Control Books.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or Gloucestershire Partnership NHS Trust changes.

Signed _____
(Senior Executive)

Date _____

Organisational Arrangements

In order to ensure that health and safety is successfully managed within the Gloucestershire Partnership NHS Trust, the following responsibilities have been allocated.

Overall Responsibility

The Chief Executive accepts overall responsibility for all matters, including those regarding health, safety and welfare.

The Executive Director reporting to the Trust Board on matters of health and safety is the Director of Human Resources and Organisational Development.

Day to day and overall operational responsibility rests for each aspect of policy with the people listed below.

Management responsibility

Directors and Care Group Managers are responsible for:

- implementation of Health and Safety Policy in their units
- nominating staff with responsibility for Health and Safety Control Books within their Units.
- assisting with policy development

Specific responsibilities and local organisational arrangements are set out in Health and Safety Control Books.

A Control Book must cover all individual staff members and professional groups working for the Trust and all working environments under the Trust control.

Control Book Holders are responsible for the health and safety of all persons (including visitors and contractors) who report to him/her or work within his/her area of responsibility, even when he/she is not present at the workplace.

Specific responsibilities for Control Book Holders include:

- Checking for hazards and unsafe acts
- Ensuring all relevant risk assessments are carried out, e.g. Handling, COSHH etc.
- Ensuring all equipment is safe and checked by technical specialists
- Ensuring chemicals and hazardous substances are controlled according to statutory requirements
- Ensuring the necessary safety training for all department members, including issue of statutory information e.g. Health and Safety Policy
- Identifying staff health and safety training needs
- Ensuring written job instructions, warning notices and signs are provided where necessary
- Ensuring that checks are made for the well being of anyone working alone
- Ensuring protective equipment is available and used where necessary
- Including health and safety topics on the agenda of departmental meetings at least quarterly
- Reporting and recording all accidents and incidents occurring within their area of control and then investigating to determine the cause and expediting any corrective action required
- Ensuring safe working environments and safe systems of work are in place

- Ensuring health and safety information is communicated to all staff

Lead Clinicians or Heads of Clinical Services are responsible for:-

- ensuring that the Directorate has a structure for reporting and delivery of the Health and Safety Policy.

Heads of Service are responsible for:-

- ensuring that their department has a structure for complying with the Health and Safety Policy

Employee Responsibility - All employees must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided
- refrain from intentionally misusing or recklessly interfering with anything that has been installed/placed/fitted etc. for health and safety reasons to ensure safe work practice.
- report to a responsible person without delay any hazardous defects in plant and equipment or shortcomings in the existing safety arrangements
- not undertake any task for which authorisation and/or training has not been given.

Health And Safety Assistance

Competent persons have been appointed to assist the Trust in meeting our health and safety obligations and Controls Assurance standards. These people have sufficient knowledge and information to advise on standards to be achieved, to ensure that statutory provisions are met and monitor that the safety policy is being adhered to.

Functions and job titles of the postholders are listed below:

Providing Specialist Advice To The Trust Regarding:	Job Title
Non Clinical Health and Safety Risk Management, H&S Training, First Aid	Safety Manager
Handling Advice and Training	Back Care Adviser
Risks to Staff Health and Ill Health Prevention Programmes	Occupational Health Practitioner
Radiation Safety	Radiation Protection Adviser (GHNHST)
Food Safety & Food Hygiene	Hotel Services Manager
Infection Control	Trust Nurse Adviser Infection Control Doctor/Nurse (PHLS)
Buildings, Plant and Equipment. Waste Management	Estates Service (Shared Service)
Contracts and Contractor Control	Estates Service (Shared Service)
Fire Safety Advice and Training	Estates Service (Shared Service)
Medical Devices Management	Estates Service (Shared Service)
Product Liability	Purchasing Manager (Shared Service)
Transport and Vehicle Safety	Corporate Services Manager
Consultation with Employees	Branch Secretary, Unison

Names and contact phone numbers of the postholders above will be held in Control Books and placed on notice boards.

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the purchasing manager will be required to obtain material safety data sheets for COSHH purposes prior to ordering a substance for the first time.)

The Trust recognises that there will be occasions when additional specialist advice is necessary. In these circumstances, the services of competent external advisors other than those identified above will be obtained.

Arrangements

Health and Safety Control Books are manuals designed to give local operational managers a practical tool to assist with discharging health and safety responsibilities for the people and areas they are responsible for. They provide a source of information and records of how they have discharged them. Also included is information ranging from:

- completion of the documentation
- reference to comprehensive and separate health and safety policies or manuals e.g. Infection Control policies and procedures
- local arrangements for the following list of topics

First aid

Emergency procedures

Health Surveillance

Fire Precautions

Reporting of Accidents

Arrangements for Risk Assessments

Provision of Personal Protective Equipment

Safe Systems of Work

Inspections and Audits

etc.

The Trust will ensure, where two or more employers share the workplace, there will be demonstrable evidence of co-operation on and co-ordination of health and safety measures.

(examples include: where the provision of services within the site are contracted out, for example, through PF, hosted services etc, Health Authority or PCT Staff sharing premises with other Trusts, GP's and their staff and situations where contractors share the workplace (e.g. construction contractors or catering companies).

We shall:

- Co-operate with the other employer(s) to enable them to comply with any requirements imposed on them by any relevant health and safety legislation.
- Co-ordinate the measures taken to comply with any relevant health and safety legislation with the measures the other employer(s) have taken to enable them to comply with their duties under that legislation.
- Take all reasonable steps to inform the other employers concerned of any risks to their employees' health and safety arising out of in conjunction with their undertaking.
- Exchange information on risks within their work environment and safe systems of work.
- Co-operate on matters such as implementing evacuation procedures, first aid, and waste disposal.
- Undertake routine inspections in common parts of the facility.

Information, Communication and Employee Involvement

We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff, patients, visitors and non-employees.

Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety may be discussed. Minutes of safety committee meetings will be circulated and displayed on notice boards.

The Health and Safety Committees will monitor Health and Safety issues, be involved in developing, reviewing and updating policies and procedures.

The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER) require employers to consult their employees on matters that affect their health and safety.

Employees and/or their representatives will be consulted about the content of individual safety policies and procedures. Employee representatives, nominated by a trade union and elected by their constituency groups within the workplace, (Safety Representatives and Safety Committees Regulations 1977 (SRSCR)) will be given every reasonable opportunity to raise points that are important to them through the safety committee structure. Employees not covered by the provisions of SRSCR will be consulted directly, or via a system of elected representatives.

Training

The Trust will ensure adequate and timely health and safety training for all staff, appropriate to their level of responsibility. Records of health and safety training will be held in Control Books.

Review

This policy will be subject to review every 12 months, or if circumstances indicate it may no longer be valid.

The policy will be amended in the light of review.

Date: January 2003